INFORMATION ABOUT TRAINEE REGISTRATION FOR TRAINEES IN ST2 ONWARDS

The Royal College of Pathologists undertakes a mandatory registration process for all StRs in the following specialties:
- Chemical Pathology (including Chemical Pathology [Metabolic Medicine])
- Diagnostic Neuropathology
- Forensic Histopathology
- Histopathology
- Medical Microbiology
- Medical Virology
- Paediatric and Perinatal Pathology

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<th>What happens if I do not pay the fee?</th>
<th>You are required to pay the registration fee within three months of receiving a payment request from the Finance Department. If you do not pay the yearly registration fee, you will receive reminders, but your status as a registered trainee will be removed if the payment is not received within three months. Amongst other things, this will mean that you cannot continue to benefit from the services that the College provides, including the use of the website to apply for examinations and the e-portfolio until such time as you make the appropriate payment. Please also note that the College’s recommendation to the GMC for the award of the CCT is included in the list of benefits. If you subsequently become a Registered Trainee again, or an Diplomate or Fellow, you will need to pay the outstanding Registered Trainee fee.</th>
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<td>1.</td>
<td>Do I have to pay the fee if I am on maternity leave?</td>
<td>If you are on maternity leave, or about to go on maternity leave and wish to claim a reduction on your Registered Trainee fee, please contact the Training Department in order that they can advise you about the necessary adjustment to your provisional CCT date. The Training Department will then contact the Membership Department who will adjust your fee accordingly and inform you via email. In order to adjust your provisional CCT date and your fee, the Training and Membership Departments will require the exact dates you commence and</td>
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finish maternity leave and the number of weeks you will receive full pay, half pay and SMP/no pay. The College operates a policy of charging all trainees no more than five Registered Trainee payments (in order that part-time trainees are not unfairly penalised). In the case of trainees that receive a reduction (or eradication) of their Registered Trainee fee for a particular year due to maternity leave, this year will still be included within the five years of payments due.

### 3. What happens if any of my details change after registration?

If any of your details change after registration, you must inform the Training Department.

**Change of name**
Where a change of surname is involved, appropriate documentation must be sent (e.g. a copy of your marriage certificate).

**Change of provisional CCT/completion date**
Where there is a change of provisional CCT/completion date, appropriate documentation should be submitted.

### 4. Further queries about registering with the College

Any queries concerning the registration process should be directed to:

Bill West  
Training Co-ordinator  
Tel: 020 7451 6748  
E-mail: [bill.west@rcpath.org](mailto:bill.west@rcpath.org) / [training@rcpath.org](mailto:training@rcpath.org)