

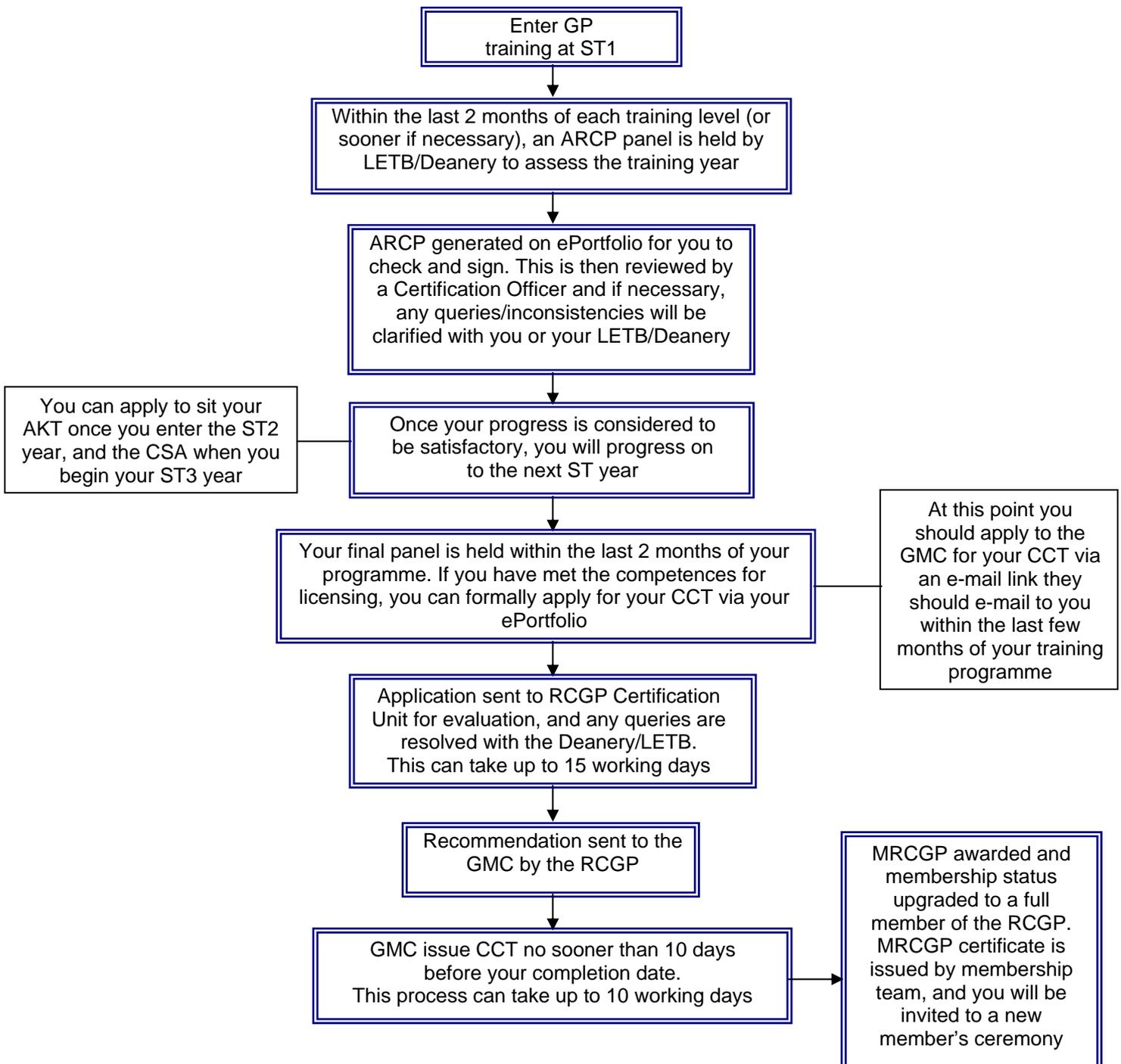
AiT Handout Certification Overview – February 2014

The RCGP Certification team are here to help you on your way to gaining your CCT or CEGPR. Most GP trainees will be gaining their certification via the CCT route, so this document provides some useful information about the process, and about the things that you can do to ensure that your certification runs smoothly.

If you are a CEGPR applicant and would like more information about that route to certification, please contact us and we can send that to you via e-mail.

CCT process

The current CCT process is outlined in the following flowchart:



What you need to do

In order to ensure a smooth transition to CCT, there are some steps you can take to help us to avoid any delays when it comes to the end of your training:

- Please ensure that your ePortfolio is kept up to date, and that you sign off your ARCPs as early as possible.
- Please inform us of any changes to your programme including any absences. We can then ensure that you are on track to complete a programme which will meet the requirements for CCT.
- It is important to ensure that all details on your ARCP are correct before you sign it off - especially if it is your final one!

Things to check:

- The specialty of the posts listed are correct
- The dates of your posts are correct
- The correct percentage of full time (wte) is shown if applicable
- The correct location is given for each post
- All absences are recorded correctly
- The expected CCT date is correct

If you notice any errors on an ARCP, please notify your LETB/Deanery before you sign the form, as amendments that need to be made once it has been signed will cause delays

- Once your final ARCP has been signed, please ensure that you press the “Apply for CCT” button on your ePortfolio as this will send your application to us.
- Please ensure that you have applied online to the GMC for your CCT by the end of your training as they will be unable to issue your certificate if this has not been done. If you have not received an e-mail inviting you to apply for your CCT when you reach the final two months of your training programme, please contact us so we can ensure your correct CCT date is listed on our system.
- All information contained within this document is current advice, and may be subject to change before you complete your training programme. Please make sure you check for any changes to the process when you are approaching your CCT date.

Contact Details

If you have any queries regarding your programme or training, please contact the Certification team at:

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London,
NW1 2FB

Telephone: 020 3188 7656

Email: certification@rcgp.org.uk