



No. : 1

INFORMATION SHEET

SPECIALIST TRAINING FOR GENERAL PRACTICE

Royal College of
General Practitioners
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GENERAL PRACTICE CERTIFICATE OF COMPLETION OF TRAINING (CCT)

This information sheet is intended to explain the registration and application process to doctors who will be applying for a certificate, or for an assessment of their training under Article 10 of the General and Specialist Medical Practice (Education and Qualifications) Order. The Order can be accessed on the Postgraduate Medical Education and Training Board's (PMETB) website at www.pmetb.org.uk and further guidance can be found on the RCGP website at www.rcgp.org.uk. Those who feel that their training does not conform to the criteria for a CCT, as laid down in Article 5, will need to contact the PMETB for more information about making an application for a Statement of Eligibility Registration under Article 11 of the Order.

1. Doctors in training should register with the RCGP at the beginning of their training programme.

The Royal College of General Practitioners has only taken on this role since 30 September 2005. Therefore, those who began their training before that date will not have been able to register at the beginning of their programme. Anyone who is already in training for general practice should register well in advance of the completion of their training programme.

2. To register with the RCGP you will need to submit a completed application form (available on the RCGP website : www.rcgp.org.uk), a copy of your current, annual General Medical Council registration certificate and a fee of £350.

The fee should be paid by a cheque made payable to the Royal College of General Practitioners. This is a one off payment which will cover all submissions to the Certification Unit. This fee will also entitle you to associate membership of the RCGP. If you have already completed some of your training programme it is advisable to also submit completed VTR (or VTR / RITA) forms to document the posts you have undertaken so far.

3. Once you have registered you should submit VTR forms to the RCGP's Certification Unit to document each training post as you complete it.

This will enable the Certification Unit to monitor your training programme to ensure that it meets the Order. This will also speed up your application for a certificate at the end of your training programme as you will then only have to submit your final VTR form to the Certification Unit. You will not receive a formal evaluation after each submission, but receipt of your forms will be acknowledged and a member of the Certification team will contact you directly if there are any questions or problems with your documentation or training programme.

4. When you are in the final month of your training programme you should submit your final VTR form to the Certification Unit with a copy of your current GMC registration certificate.

At this time you will also need to make an application to the PMETB. You will need to obtain a PMETB application form from the Certification Unit or your regional deanery. This should be completed and sent directly to the PMETB with a fee of £250 and supporting documentation. When the Certification Unit receives your final VTR form it will check whether your application is complete, and whether your training complies with Article 5 of the Regulations. It will then recommend to the PMETB whether or not you are eligible for a CCT. The PMETB will marry this recommendation up with your application to them and, if appropriate, will then issue a certificate to you. If the PMETB decide that you are not eligible for a certificate they will communicate this to you in writing with reasons and a recommendation of the further training that you will need to undertake.

5. If you are constructing your own programme and have undertaken approved UK training posts that were not part of a Vocational Training Scheme and you require an assessment of this experience prior to joining a shortened VTS then you will need to register with the Certification Unit and submit your VTR forms as described in paragraph 2 above. The fee of £350 is the same and covers advice leading to the issue of a certificate.

More information about completing the registration and VTR forms is given in our application checklist. You can request a paper copy or access it on our website at : www.rcgp.org.uk

You can contact the PMETB at the following address :

Postgraduate Medical Education Training Board

Hercules House	Certification Line : 0800 0208 0644 (open between 8.30am - 4.30pm)
Hercules Road	Tel : 020 7160 6100
London SE1 7DU	Fax : 020 7160 6101
	Email : info@pmetb.org.uk