The GP Specialist Applications (GPSA) team are here to help you on your way to gaining your CCT or CEGPR.

Most GP trainees will be gaining entry to the GP Register via the CCT route, so this document provides some useful information about the process and outlines the things that you can do to ensure that your application for CCT runs smoothly.

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

**CCT process**

1. **Enter GP training at ST1**
2. Within the last two months of each training level (or sooner if necessary), an ARCP panel is held by LETB to assess the training year
3. ARCP generated on ePortfolio for you to check and sign. This is then reviewed by a GPSA Adviser and if necessary, any queries/inconsistencies will be clarified with you or your LETB
4. Once your progress is considered to be satisfactory, you will progress on to the next ST year
5. Your final panel is held within the last two months of your programme. If you have met the competences for licensing, you can formally apply for your CCT via your ePortfolio
6. Application sent to GPSA team for evaluation, and any queries are resolved with your LETB. **This can take up to 15 working days**
7. Recommendation sent to the GMC by the RCGP
8. GMC issue CCT **no sooner than 10 days before your completion date**. **This process can take up to 10 working days**
9. MRCGP awarded and membership status upgraded to a full member of the RCGP. MRCGP certificate is issued by membership team, and you will be invited to a new member’s ceremony

You can apply to sit your AKT once you enter the ST2 year, and the CSA when you begin your ST3 year

At this point you should apply to the GMC for your CCT via an e-mail link they should e-mail to you within the last few months of your training programme
Top Tips!

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

- Ensure that your ePortfolio is kept up to date, and that you sign off your ARCPs as early as possible.

- Inform your LETB 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.

- 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 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, ensure that you press the “Apply for CCT” button on your ePortfolio as this will send your application to us.

- 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 database.

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 you would like some more information about your application to the GP Register, please contact the GPSA team at:

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NW1 2FB

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Email: gpsa@rcgp.org.uk