MAP Submission Information

1) Before submitting, check all material will be no older than 12 months on the date it is submitted for assessment (except the five criteria common with Revalidation which may be up to 5 years old)

2) Ensure the declaration on the front page of your submission has been completed

3) Please check that your submission has been fully anonymised, including candidate name and geographical information, before sending. Further information regarding anonymisation of portfolios may be found in appendix 2 of the MAP Handbook.

4) Send your submission as an attachment to an email to map@rcgp.org.uk

5) If your submission is over 10mb, your email will be automatically rejected by our server. You will not receive notification of the failure and the MAP office will not be notified of your submission. In these circumstances you should send your submission by either USB or CD to us at the postal address below.

6) You should avoid including JPEG, BMP or TIFF images in your submission as these increase the size of the document. If you wish to include copies of records, referral letters etc, you should convert these documents to pdf documents and insert them into the relevant place in your submission as these will not increase the size of the document to the same extent.

7) If you have done this and the submission is still too large, you may wish to attempt to compress the pictures by reducing their quality. Details on how to do this may be found here.

8) Please quote your membership (candidate) number on the email when submitting.

9) When submitting, you should also attach the EKC certificate for criterion 7 (learning tool), and the results and feedback for criteria 8 (PSQ) and 10 (MSF) as separate attachments to the same email. It is not necessary to anonymise these documents. You should submit the certificate from Challenge (EKC) not the Update (EKC).

10) You should send the declaration relating to the handling of the patient satisfaction questionnaires by post to the address below or scan and attach to your submission by email.

11) If you have not already sent your CPR certificate, this should also be sent at the latest with the declaration and your first submission or scanned and included with your submission email.

12) Our postal address is MAP Office, RCGP, 30 Euston Square, London, NW1 2FB.

13) Upon receipt of your submission, you will receive acknowledgment and a link to make payment within three working days. If you have not heard from us in this time, please contact us as we may not have received it.

14) Marking of submissions usually takes between four and six weeks. These timeframes may increase slightly at busy times.