

Process of Acquiring Full GMC Registration

Introduction

The registration process for UK graduates and international graduates is very different. This document is intended to provide an overview of communications between the GMC and doctors / foundation schools around the process of granting full registration to current F1 trainees specifically.

UK Graduates

With UK graduates, it is assumed that the majority of provisionally registered trainees will be working as part of the Foundation Programme.

When provisional registration is granted for a UK graduate the GMC's system will generate a Certificate of Experience (CoE) date, this will be the last day of F1 the year after. The GMC will send automatic email and text reminders to these doctors asking them to apply for full registration 70, 49 and 28 days before the CoE date is due. Foundation Schools can track their local graduates and change the CoE date through GMC Connect at any time after provisional registration is granted.

Foundation schools should also write out to their trainees two months before F2 posts start to urge them to make their online applications for full registration in a timely manner. Guidance on the online application process can be found [here](#).

Most foundation schools will have access to GMC Connect to view their local graduates and their application statuses. Details of who the designated foundation school representatives are for each medical school (responsible for submitting COEs) are held on the [GMC website](#) under the Education and Training section, contacts for UK graduates.

The GMC have published a [Manual for moving doctors in the foundation programme from provisional to full registration](#). This is a guide for foundation school representatives on how to manage their local graduates on GMC Connect and sets out the full registration application process.

- Foundation schools can submit CoEs up to 28 days before the day the doctor is due to complete the requirements of F1 on GMC Connect.
- Once the GMC has received all bulk CoE submissions through GMC Connect, they will e-mail the lead contact at each foundation school with the names of their local graduates that they have submitted CoEs but who are yet to apply for full registration.
- In addition to the notifications sent, foundation school leads can also view lists of their doctors through GMC Connect. This will tell the foundation schools which of their local graduates have or haven't applied for full registration.
- We would encourage foundation schools to share information about trainees' applications with each other throughout this process. For example, if they receive an AF1C from another foundation school to enable them to submit a CoE, and they can see in GMC Connect that the doctor hasn't applied for full registration; where possible they should let the other foundation school know about this.

International Graduates

The GMC would not ordinarily communicate with international doctors who are moving from provisional to full registration until they have submitted an application. This is because not all international doctors who hold provisional registration will be undertaking the Foundation Programme. Some of these individuals go back to their home country (or another overseas country) to complete their internship. They will then apply for full registration based on this overseas experience.

These doctors are not on GMC Connect, however, the GMC now receives electronic CoEs by email for doctors who are moving from provisional to full registration. Most of these doctors will already have applied for full registration.

Even when an application for full registration has been submitted to the GMC, there is no guarantee that it will be granted for the start of F2. This is because the GMC sometimes require evidence other than the CoE to support the application. For example, a certificate of good standing from an overseas country where they are still registered which can take time for the doctor to obtain.

Communication with Trainees

- If the GMC have an electronic CoE and a doctor has not yet submitted an application for full registration, colleagues at the GMC will e-mail the doctor to advise them of this. It is then the responsibility of the doctor to submit an application for full registration.
- In cases where it is not possible to grant full registration in time for the start of F2, the GMC advise the doctor that they must not undertake any post or clinical duties that require them be fully registered (with or without a licence to practise) until their application for full registration has been granted.

Communication with Foundation Schools

- The GMC now receive electronic CoEs for doctors who are moving from provisional to full registration. Most of these doctors will already have applied for full registration.
- If the GMC receives an electronic CoE for a doctor that has yet to apply for full registration, in addition to e-mailing the doctor, an e-mail will also be sent to the designated representative at the foundation school so that they know the doctor hasn't submitted an application for full registration.

In cases where it is likely that full registration will not be granted in time for the start of F2, because the GMC are waiting for evidence other than the CoE, the designated representative at the foundation school will receive an e-mail to advise them so that they can take any action they need to with relation to the doctor in question. The GMC will typically hold off in sending this e-mail until one week prior to the start of F2, the reason being that the evidence could be received at any time. Once the evidence is received, and acceptable, the GMC are then in a position to grant full registration immediately. Informing the foundation school too early could be misleading and lead to further complications.

Foundation School Responsibilities

- ❖ To ensure the details of the designated representative for each foundation school held by the GMC are appropriate, relevant and up-to-date.
- ❖ Designated representatives are responsible for taking appropriate action based on the e-mail notifications sent by the GMC, i.e. to chase trainee who have yet to apply for full registration and to notify employers accordingly.

- ❖ To review the lists provided on GMC Connect to keep abreast with trainees who have and haven't applied for full registration.
- ❖ Foundation schools are advised to e-mail all doctors undertaking the F1 year to advise them to apply for full registration in plenty of time prior to the start of the F2 year. This is especially important in regards to international graduates. The maximum validity of an application is three months. Trainees should be advised that **they should not apply more than three months before the end of F1.**