18 May 2012

Dear F1 working in Wessex

**Full GMC Registration 2012**

**Guidance for F1s with provisional GMC registration working in the Wessex Deanery**

As you are nearing the time to be signed-off for your F1 year, you will also need to apply to the GMC for full registration with a license to practise. Full registration is required to work at F2 level, and therefore your registration needs to be in place by the start of the F2 training year on 1st August 2012.

**If you are a non-UK graduate**, your registration will be processed through the Foundation School you are currently working in.

**If you are a UK graduate**, GMC full registration is processed by your home university area, either by the university itself or the local linked Foundation School, regardless of which Foundation School you are currently training in.

The GMC will contact you in May with instructions and a reminder to check your access details on ‘GMC Online’. You will need to enter your GMC reference number and your password. Ensure that you know your GMC reference number and password. If you do not know your password there is a ‘forgotten password’ link on the login screen. You’ll have to provide your GMC number and your email that you have registered with the GMC; you’ll then be sent a new password.

If you have any queries about this process please contact either the Wessex Foundation School or staff in the post-graduate education centre in your Trust.

Queries or problems relating to your online GMC account, or your actual application for full registration should be directed to the GMC: [http://www.gmc-uk.org/about/contacts.asp](http://www.gmc-uk.org/about/contacts.asp)
What you need to do:

- Go online to the GMC website: [http://www.gmc-uk.org/gmconline](http://www.gmc-uk.org/gmconline) and complete your application as soon as possible after you receive the instructions letter from them. Making your online application also involves paying a registration fee online (£195).

- You will be asked to confirm the date you wish your Full registration to begin, which (unless you are expecting a delay to your sign off and/or start to your F2 year) is 1st August 2012.

- For UK F1 doctors, after paying the fee you will be able to print off the ‘Certificate of Experience’ generated by the registration (the form will already have your name, your Medical School name, and your GMC reference number on it). For EEA and IMG doctors, you can apply online; however you will be sent a Certificate of Experience separately and will not be able to download a copy online.

- Download the ‘Certificate of Experience’ (if UK doctor), save it as Word or PDF document, and email it to the relevant contact or print it out and send it by post (If EEA or IMG). (See contacts list via link below).

- The ‘Certificate of Experience’ should reach that office by 4th July 2012 at the latest.

- It is important that you leave the Certificate of Experience’ form BLANK, do not sign it or write anything on it. Doing so will instantly make the form invalid and unusable.

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A central list of contacts in each area is available on the GMC website: [http://www.gmc-uk.org/education/foundation_programme_contacts.asp](http://www.gmc-uk.org/education/foundation_programme_contacts.asp).

A copy of the contact list is also included with this letter.

It is extremely important that you refer to this central list to find out exactly where to send your GMC Certificate of Experience. Sending paperwork to the wrong address may result in a delay to your full registration and start date of F2 work.

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It is each doctor’s responsibility to submit the required form directly to their own medical school area by the specified deadline. See the contacts list for details of where to direct any queries.

5.1 Attainment of competency form

In order for an authorised signatory (Postgraduate Dean or Associate Dean) to fill in and sign your Certificate of Experience (CoE) they will need to have also received your ‘5.1 Attainment of Competence’ form (5.1 sign-off form) as evidence that you have completed your FY1 training. This form will be sent directly from the Wessex Deanery offices to the relevant medical/foundation school that will be processing and signing your Certificate of Experience.
In Wessex, your local Trust postgraduate education centre where you are currently working will provide you with full details of the F1 assessment and sign off process and the timeline in which they intend to do this. Each trust / hospital in Wessex will be sending completed 5.1 forms directly to the Wessex Foundation School so that Dr Paul Sadler, Foundation School Director can sign them off. You will be asked to hand your completed 5.1 form to the Foundation Programme Co-ordinator / Postgraduate Administrator in your Trust.

It is the Trust’s responsibility to send Wessex Foundation School all completed 5.1 forms (with completed checklists attached) for F1 doctors in that Trust by the deadline of 28th June 2012.

Your 5.1 form requires 3 x signatures:

- Your signature
- Your Foundation Programme Director (please check with your trust for local sign-off process)
- The Foundation School Director (Dr Paul Sadler - this section is signed at the Deanery).

If you are a graduate of another UK medical school, your 5.1 form will then be sent by us directly to that medical /foundation school, so that they can then sign your CoE and send it to the GMC by the national deadline. **You are therefore only responsible for sending them your Certificate of Experience by the deadline of 4th July 2012.**

**IMPORTANT:** Please do not send your unsigned 5.1 form to your medical school or the linked foundation school yourself. It is extremely important that it is sent to Wessex Foundation School first so that is can be signed off by Dr Paul Sadler. Your 5.1 form is not a complete document without a Deanery signature. Please therefore give it to your postgraduate education centre who will forward all 5.1 forms to us in a batch.

If you are a graduate of Southampton University, your 5.1 form and your Certificate of Experience (CoE) will be signed by Wessex Deanery authorised signatories. We will then send the CoE to the GMC Registrations team for them to complete the registration process.

**Note that:**
You will not be able to start work as an F2 doctor without full GMC registration. We can only guarantee that your ‘Certificate of Experience’ form will reach the GMC by the national deadline if you comply with our local deadlines. Please note that acceptance of your registration fee by the GMC does not denote that your application for registration has been granted. You can check the progress of your application online by logging in to ‘GMC Online’. Once your application has been approved your status will be updated to read ‘full’ in place of ‘provisional’ and you will be sent a registration certificate.

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Amelia Isaac
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Wessex Foundation School