

# Applying for a certificate of completion of training (CCT)

15 Steps

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Created by  
WDAT

Creation Date  
June 30, 2023

Last Updated  
July 27, 2023

## STEP 1

### From your dashboard click on Create

You can also click the + button in the top righthand corner of your screen

The screenshot shows the RCR dashboard for a user named TestCR3. The top navigation bar includes the RCR logo, 'risz/advance', and menu items: Dashboard, Timeline, Documents, FAQs, Goals, Reports. A '+', a notification bell, and a user profile icon are in the top right. The main content area is titled 'TestCR3 TestCR3' and shows a 'Trainee - Clinical Radiology' profile with a 'View profile' button. Below the profile are sections for 'Current information', 'Clinical radiology training grade', 'Training Pattern', and 'Clinical Supervisor'. At the bottom, there are three widgets: 'Inbox' (empty), 'Create a new event' (with a 'Create' button), and 'Assessment goals' (listing FRCR 2A, Mini-iPX, and Rad-DOPS, all marked as 'ACHIEVED').

## STEP 2

### Click on CCT application in the Admin and approvals section of the create menu

The screenshot shows the 'What would you like to create?' menu in the RCR dashboard. The menu is divided into two main sections: 'Admin and approvals' and 'Supervision'. Under 'Admin and approvals', the 'CCT application' option is highlighted with a red circle. Other options include 'Out of programme approval' and 'Update your personal or training details'. Under 'Supervision', options include 'Assign educational supervisor and speciality', 'Assign training post, OOPA, or period of leave', 'Clinical supervision report', 'PDP goals', and 'Supported return to training - Clinical radiology Timetable'.

### STEP 3

## Complete the required information

Please note that you must enter your name as it appears on the GMC register.

Once this application has been checked and accepted by the RCR Training Team, a recommendation will be made to the GMC that you are considered eligible for a certificate of completion of training (CCT). The GMC will contact you to invite you to complete an online application in parallel with your RCR application. If the GMC approves your application, it will send your CCT and information about how to apply for entry to its Specialist Register.

**Please allow at least one month for the GMC to process your application and issue your CCT.**

Since 2014 the GMC have imposed a time limit on CCT applications. Doctors are required to submit their applications within 12 months of the date that they complete their training in order to qualify for a CCT. After this point, they will be required to use the CESR route to apply directly to the GMC if they wish to attain specialist registration.

Full name as it appears on the GMC register \*

Specialty \*

CCT date \*  
d/m/yyyy

All Training Post Collection  
Review period from \*  
1/9/2017

Review period to \*  
4/4/2023

[Generate report.](#)

Please enter the start and end dates of your training and check that all training posts are listed

### STEP 4

If you are applying for a CCT with subspecialty recognition please ensure that you indicate this on the form

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Full name as it appears on the GMC register \*

est

Specialty \*

Clinical radiology

Are you applying for a CR CCT with IR subspecialty recognition? \*

Yes

## STEP 5

### Under All Training Post Collection enter the start and end date of your training and click generate report

Please check that all posts you have completed are pulled through into the summary table. If posts are missing you may need to adjust the start and end dates you entered.

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Full name as it appears on the GMC register \*

Specialty \*

CCT date \*

All Training Post Collection

Review period from \*

Review period to \*

[Generate report](#)

## STEP 6

### Click on Generate report under ARCP outcome summary and exam results summary

This will pull through a summary of all your ARCP outcomes and exam results at the time the form is created

ARCP outcome summary

[Generate report](#)

Exam results summary

[Generate report](#)

Declaration

By submitting this form you are agreeing to the following declarations:

- I confirm that I have undergone a satisfactory final assessment (ARCP 6) and will successfully complete the higher specialist training programme in clinical oncology/clinical radiology on the date listed above.
- I confirm that the details given above are correct and request that a recommendation be made to the GMC on my behalf for the award of a CCT.
- I give permission for The Royal College of Radiologists to share my training file with the General Medical Council for the purposes of recommending my inclusion on the specialist register.

## STEP 7

### Read the declaration carefully

By submitting this form you are agreeing to all points listed in the declaration

**Declaration**

By submitting this form you are agreeing to the following declarations:

- I confirm that I have undergone a satisfactory final assessment (ARCP 6) and will successfully complete the higher specialist training programme in clinical oncology/clinical radiology on the date listed above.
- I confirm that the details given above are correct and request that a recommendation be made to the GMC on my behalf for the award of a CCT.
- I give permission for The Royal College of Radiologists to share my training file with the General Medical Council for the purposes of recommending my inclusion on the specialist register.

[Attach files](#)

## STEP 8

### Click on Send to RCR Training Officer

The next section of this form can be filled in by users with these roles: RCR Training Officer

Who would you like to fill in the next section of this form? \*

Training Officer RCR <training@rcr.ac.uk>

You can only invite users with a risr/advance account to fill in the next section. After typing at least 3 characters, we will suggest matches from known users in risr/advance. You may enter a user's name or email address

By continuing, you will invite the following users to fill in the next section: training@rcr.ac.uk

[Send to RCR Training Officer](#) [Save as draft](#)

## STEP 9

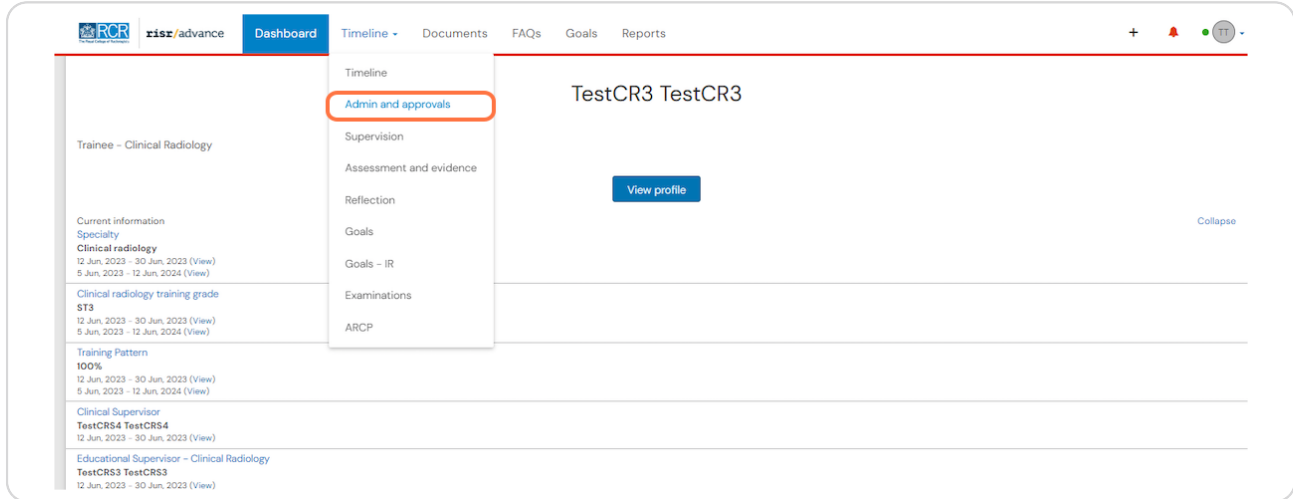
**The RCR Training Officer will review the information in your form and make a CCT recommendation to the GMC that you are considered eligible for a CCT.**

The GMC will contact you to invite you to complete an online application through their online portal. If the GMC approves your application, it will send your CCT and information about how to apply for entry to its Specialist Register.

**Please allow at least one month for the GMC to process your application and issue your CCT.**

## STEP 10

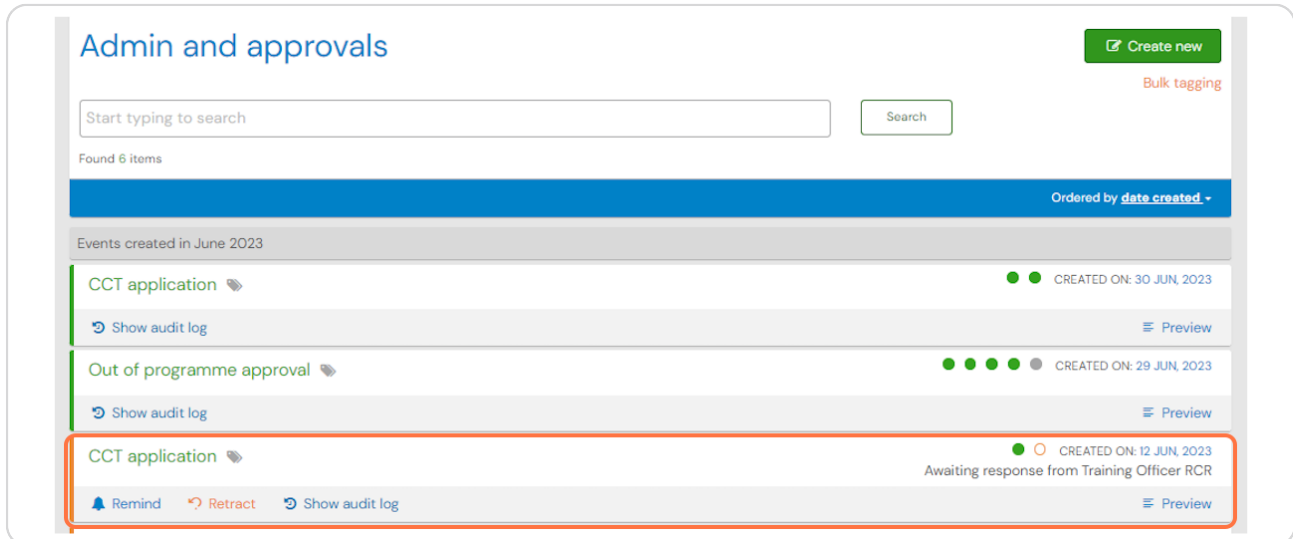
From your dashboard click on Timeline and select Admin and approvals



## STEP 11

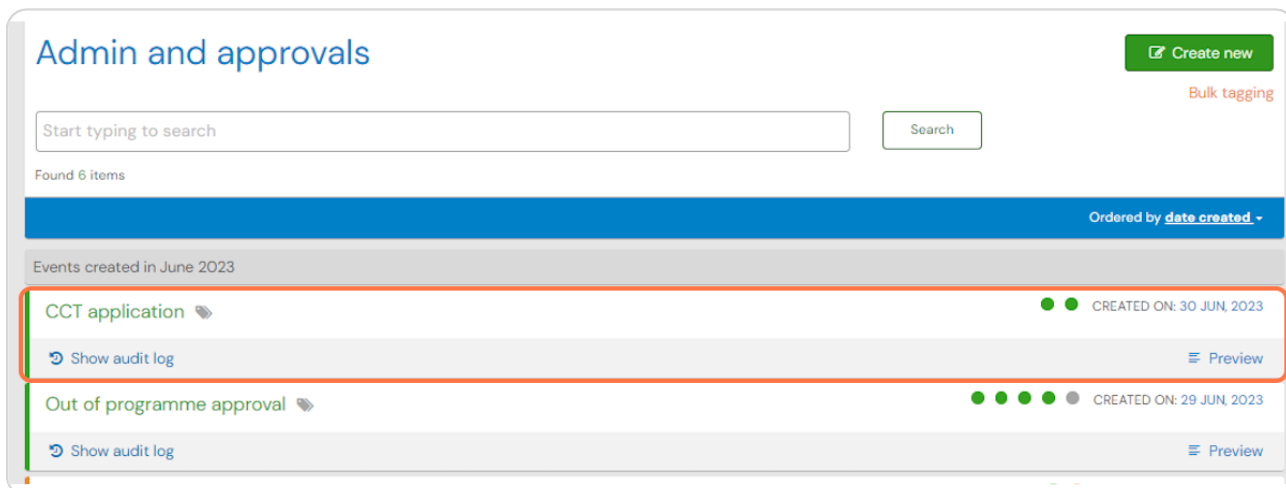
CCT applications that are awaiting a response from the RCR Training Officer will appear with an orange bar on the left side

At this stage you are able to retract and edit your application if necessary by clicking on Retract



## STEP 12

CCT applications that have been completed will appear with an orange bar on the left side. Applications will only be completed when the recommendation to the GMC has been made, so the green bar will indicate that your CCT application is now with the GMC.



Admin and approvals Create new Bulk tagging

Start typing to search Search

Found 6 items

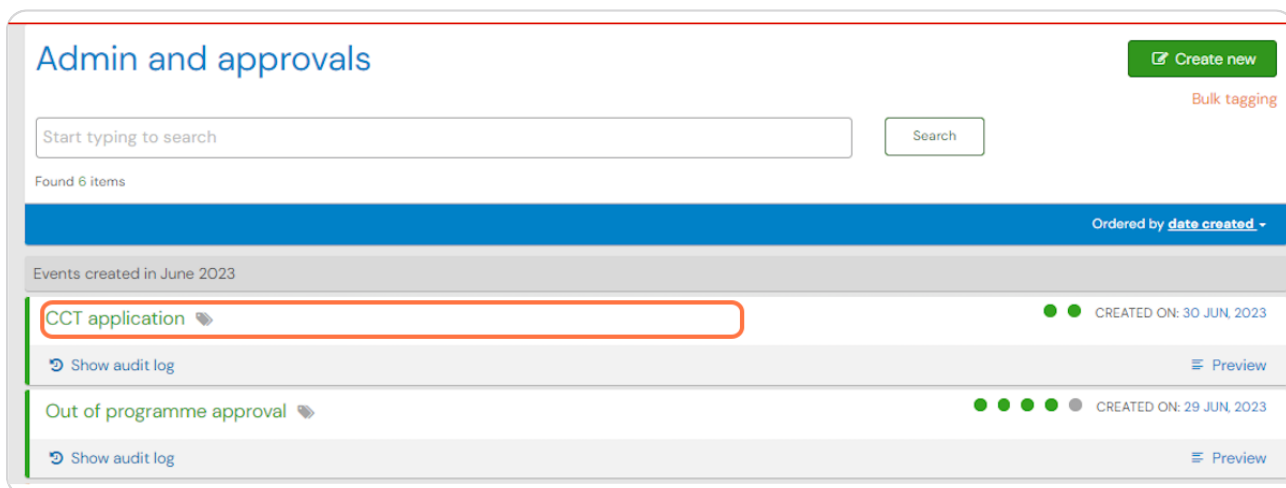
Ordered by **date created** ▾

Events created in June 2023

CCT application	● ●	CREATED ON: 30 JUN, 2023
Show audit log		Preview
Out of programme approval	● ● ● ● ● ● ● ●	CREATED ON: 29 JUN, 2023
Show audit log		Preview

## STEP 13

You can view the completed application by clicking it's title



Admin and approvals Create new Bulk tagging

Start typing to search Search

Found 6 items

Ordered by **date created** ▾

Events created in June 2023

CCT application	● ●	CREATED ON: 30 JUN, 2023
Show audit log		Preview
Out of programme approval	● ● ● ● ● ● ● ●	CREATED ON: 29 JUN, 2023
Show audit log		Preview

## STEP 14

You can view the information entered by the RCR Training Officer

TR Section filled in by Training Officer RCR FILLED IN ON 30 JUN, 2023

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Role: RCR Training Officer

Member in good standing?  
Yes

FRCR complete?  
Yes

Number of days of OOPA counted towards CCT  
90

Minimum training time complete?  
Yes

Confirmation of CCT recommendation

The RCR has made a recommendation to the GMC that you are eligible for a certificate of completion of training. The GMC will be in touch with you to complete this process.

[Show less ^](#)

## STEP 15

You may download a copy of the form by clicking on **Download PDF** at the top of the page

### CCT application

[Download PDF](#)  
[Back](#)

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● ● COMPLETE VERSION 6 [Show audit log](#)

Event occurred on: 30 Jun, 2023  
Created on: 30 Jun, 2023

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Tags: [Show 1 tags](#)

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TT About TestCR3 TestCR3

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GMC Number: n/a  
Additional trainee information: n/a  
RCR Membership Number: 0003  
Specialty: [c4e5edd1-d87e-4da9-b5e9-e19240825a96]



