

## Online CESR/CEGPR Application – User Guide

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# Introduction

This guide has been produced to aid applicants applying for the Certificate of Eligibility for Specialist or GP Registration (CESR/CEGPR) via GMC Online.

## Electronic evidence

Electronic evidence should be uploaded for each of the different evidence sections of the CESR/CEGPR application. The online application remains open for 12 months, meaning that it can be used as a portfolio to gather evidence against each of the different sections.

The online application allows Applications Advisers to share guidance with you electronically through GMC Online, making the application process faster and more secure.

## What can I upload?

It's important that you provide the evidence requested for each area of the CESR/CEGPR application.

Through the online application, you should only upload the following electronic files:

- ✓ .doc
- ✓ .pdf
- ✓ .ppt
- ✓ .xls

All documents that you upload will be stored in a read only format for you in GMC Online. Once you upload a document it won't be possible to update it unless you remove the whole document and re-upload it.

**We ask that you don't provide file types other than those listed above as the quality in other file types isn't as good, therefore we're unlikely to be able to accept them.**

**Please note: any Excel files with more than one sheet must be converted to .pdf.**

## Handy hints for your CESR/CEGPR application

Our website contains lots of guidance to help you with your CESR/CEGPR application – a list of useful links can be found in the index.

Our Applications Advisers have produced a list of their top tips for CESR/CEGPR applicants:

- 1 Group your evidence** – you don't need to upload every document separately and should group this according to the table below – you shouldn't provide more than 150 uploads in your application (around 1000 pages of evidence)
- 2 Describe your documents** – ensure your documents have a title that matches your evidence pro-forma and provide a concise and accurate description for each upload – if your evidence isn't clear it will be returned to you
- 3 Don't duplicate** – don't provide the same piece of evidence more than once as it will take us longer to process your application – you can cross-reference evidence in the summary of evidence you're providing for a section in your application
- 4 Verification of evidence** – it's important that your evidence meets these requirements. If it hasn't been verified, it won't be seen by the Royal College or Faculty. Further guidance on verification can be found [here](#)
- 5 Ensure you submit evidence of your eligibility** – this should be either a specialist medical qualification or an employment letter detailing the specialist medical training that makes you eligible
- 6 Familiarise yourself with the curriculum** – this is what your application will be assessed against; it's vital that you can demonstrate your equivalence to this in full
- 7 Read the specialty specific guidance (SSG)** for the specialty you're applying in – the online application gives a brief overview of what's required for each area of the application; the SSG goes into much more detail
- 8 Make sure your evidence is anonymised** – any evidence that doesn't meet [anonymisation](#) requirements won't be seen by the Royal College or Faculty

- 9 Make sure your **CV meets our [guidance](#)**; and your employment history matches your CV
- 10 **Listen to your adviser** – they are experts in processing these applications

## Evidence statuses

- **Not started** – this is the default status and indicates that you have not yet started an evidence section
- **In progress** – whilst you collate the evidence for your application, you can select this status. This allows you to keep track of which sections of the application you'll need to revisit
- **Evidence uploaded** – if you're providing electronic evidence for a particular section, you should select this status. If you're providing a mixture of hardcopy and electronic evidence for a particular section, select this status and tick the box to confirm that additional hardcopy evidence will be provided
- **Not submitting evidence** – if you're not providing any evidence for a particular section, you should select this status and provide details of why you aren't providing evidence
- **Hardcopy evidence only** – if you're only providing hardcopy evidence for a particular section, select this status

## Documentary evidence

Below you'll find a table outlining which types of evidence you can upload electronically and an example of the description you could provide for each evidence type. You need to provide a clear and concise description for each document that you're uploading.

You should group evidence together as noted below **before** uploading your evidence rather than uploading each piece of evidence individually. **You cannot submit documents from different hospitals/institutions in one attachment.** Where you have the same type of document, you can group these but will need to group them in to separate hospital/institution and upload as separate attachments.

Ensure that documents which have multiple pages are fully anonymised before you upload them. If one page in an uploaded document has not been anonymised the **whole** document including the data will be deleted from your application and need to be resubmitted.

Do not upload blank pages within your documents.

You should also refer to the [Specialty Specific Guidance \(SSG\)](#) for information on any further specific requirements on presentation of your evidence for the specialty you are applying in which may not be listed below.

All evidence which needs translating will need to be submitted as hard copy in line with our [guidance](#).

### Document title

You must give an appropriate title to each document you upload electronically. The title of the document must list (unless otherwise suggested below):

- The type of document it is
- The date of the document, or dates the document covers
- The institution the document is from

It's really important you use the naming conventions and evidence groupings suggested below for evidence you're uploading electronically – this will help us process your application more quickly.

**Note:** The name of the file you're uploading cannot be the same for different attachments or include any of the following characters:

\ / : \* ? " < > |

**If you upload a document with one of the above characters in the title of the document, we will not be able to view this in your application.** Please ensure none of the file names of your documents include the above before uploading these in the application.

<b>Type of evidence I am submitting</b>	<b>How can I upload this evidence?</b>	<b>Can I submit this evidence online?</b>	<b>Example of what document should be called</b>
<b>Primary Medical Qualification (PMQ) – application with full registration only</b>	N/A	As this evidence needs authenticating this must be submitted as a hard copy	<i>MB BCh Oxford University 1982</i>
<b>Specialist Medical Qualification (SMQ)</b>	Upload each qualification you are providing as a separate document	Yes, however if your SMQ is from outside the UK this will need authenticating and must be submitted as a hard copy	<i>MRCP 2012</i>
<b>Curriculum or syllabus</b>	Upload each curriculum you are providing as a separate document	Yes, however if your curriculum is from training outside the UK this will need authenticating and must be submitted as a hard copy	<i>Clinical Radiology Specialty Curriculum –Mumbai University Hospitals - 2007</i>
<b>Specialist registration outside the UK</b>	N/A	As this evidence needs authenticating this must be submitted as a hard copy	<i>CGS Egyptian Medical Syndicate 2018</i>
<b>Honours and prizes</b>	Group evidence in this section as one bundle	Yes	<i>Honours and prizes 2015-2018</i>



<b>Other relevant qualifications and certificates</b>	Group evidence in this section as one bundle	Yes	<i>Other relevant qualifications 2015-2018</i>
<b>Appraisals</b>	Group by hospital / institution	Yes	<i>Appraisals 2016 - 2019 Stepping Hill Hospital</i>
<b>Assessments / SLEs / WPBAs</b>	Group by hospital / institution  Also refer to <a href="#">your SSG</a> to see if there are any other requirements.	Yes	<i>DOPS – Stepping Hill Hospital - 2015-2016</i>
<b>Ritas, ARCPs and training assessments</b>	Group evidence in this section by year of training	Yes	<i>ARCP outcome 1 ST3</i>
<b>360 and multisource feedback</b>	Group evidence in this section as one bundle	Yes	<i>360 feedback 2015-2018</i>
<b>Personal development plan (PDP)</b>	Group by hospital / institution	Yes	<i>PDP 2015-2018 Stepping Hill Hospital</i>
<b>Logbooks</b>	Group by hospital / institution  We suggest you divide these by year	Yes	<i>Logbook 01/01/2017-07/07/2017 Stepping Hill Hospital</i>
<b>Consolidation, cumulative data sheets and statistics</b>	Group by hospital / institution	Yes	<i>Total procedures 2015-2017 – Stepping Hill Hospital</i>
<b>Medical reports</b>	Group by procedure / competence covered <b>and</b> institution	Yes	<i>Medical reports for acute presentations – Stepping Hill Hospital 2015-2017</i>
<b>Case histories</b>	Group by procedure / competence covered <b>and</b> institution	Yes	<i>Case histories for acute presentations</i>

			<i>– Stepping Hill Hospital 2015-2017</i>
<b>Referral letters</b>	Group by procedure / competence covered <b>and</b> institution	Yes	<i>Referral letters for surgical opinion – Stepping Hill Hospital 2015-2017</i>
<b>Patient lists</b>	Group by hospital / institution	Yes	<i>Outpatient clinics list 2015-2016 – Stepping Hill Hospital</i>
<b>Departmental (or trust) workload statistics</b>	Group by hospital / institution	Yes	<i>Department statistics – Stepping Hill Hospital – 2016-2017</i>
<b>Rotas, timetables and job plans</b>	Group by hospital / institution	Yes	<i>On call rotas – Stepping Hill Hospital 2017-2019</i>
<b>Courses relevant to the curriculum</b>	Group your evidence in this section as one bundle	Yes	<i>Courses relevant to the curriculum – 2015-2017</i>
<b>Employment letters, job descriptions and job plans</b>	Group by hospital / institution	Yes	<i>Employment letter, contract and job plan – Stepping Hill Hospital 2013-2014</i>
<b>Research publications and presentations</b>	Group by hospital / institution	Yes	<i>Presentations – Stepping Hill Hospital – 2015-2016</i>
<b>CPD</b>	Group evidence in this section as one bundle	Yes	<i>CPD diary and certificates 2015-2018</i>
<b>Membership of professional bodies and organisations</b>	Group evidence in this section as one bundle	Yes	<i>Membership details 2015-2017</i>

<b>Teaching and training</b>	Group by hospital / institution	Yes	<i>Rota, lecture slides and feedback – Stepping Hill – 2017</i>
<b>Audit</b>	Group evidence relating to each audit	Yes	<i>'Audit and re-audit on clinical outcomes 2015-2016' – Stepping Hill Hospital</i>
<b>Reflective diaries</b>	Group all this evidence in one document	Yes	<i>Reflective diaries 2014-2019</i>
<b>Service improvement and clinical governance</b>	Group by hospital / institution	Yes	<i>MDT attendance and minutes – Stepping Hill Hospital - 2017</i>
<b>Health and Safety</b>	Group evidence in one bundle	Yes	<i>Mandatory training 2016-2019</i>
<b>Communication</b>	Group by hospital / institution	Yes	<i>Communication evidence – Stepping Hill Hospital 2015-2016</i>
<b>Working in Multidisciplinary teams</b>	Group by hospital / institution	Yes	<i>MDT attendance and minutes – Stepping Hill Hospital - 2017</i>
<b>Management and leadership experience</b>	Group by hospital / institution	Yes	<i>Rota management – Stepping Hill Hospital 2016-2017</i>
<b>Chairing meetings and leading projects</b>	Group by hospital / institution	Yes	<i>Review of medications prescribed – Stepping Hill Hospital 2015-2016</i>
<b>Testimonials from colleagues</b>	Group by hospital / institution	Yes	<i>Testimonials from colleagues at</i>

<b>Thank you letters</b>	Group evidence in this section as one bundle	Yes	<i>Thank you letters 2015-2018</i>
<b>Complaints</b>	Group by hospital / institution	Yes	<i>Complaints – Stepping Hill Hospital 2018</i>

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# The online application

## First steps

Before you can begin your CESR/CEGPR application, you must have a GMC Online account. You can register for a GMC Online account through the [GMC website](#).

If you already have a GMC Online account, you will need to log on to this. If you do **not** have a GMC Online account, you will need to create one.

There is a step by step guide available on our website, showing you the screens in GMC Online you'll need to work through.

## Specialty details

- a** If you're unsure whether your specialty is an approved CCT specialty, please refer to the [GMC approved CCT curricula list](#).
- b** Once you have added the specialty, you will be asked to **confirm** that the specialty details are correct.

**Note:** once confirmed, it will not be possible to change your specialty without withdrawing the whole application and starting again

## Qualification details and professional experience

- a** You'll need to record all of your relevant qualifications – this should include:
  - Primary medical qualification (PMQ)
  - Postgraduate specialist medical qualifications (SMQ)
  - Other relevant qualifications
- b** For each qualification that you list, you must include:
  - Full title of the qualification
  - University or awarding body, including country
  - Award date

- c You'll need to enter the details of your work history (professional experience). You should provide details of **all** the posts you've held since you were awarded your PMQ.

**Note:** you should start with the most recent and work backwards. You'll also need to account for any periods where you were unemployed or not engaged in medical practice. Further guidance on listing your professional experience can be found [here](#).

### Adding details of your referees

- a As part of your CESR/CEGPR application, you must nominate a minimum of four referees. For advice on selecting your referees, you should refer to our [guidance](#).

**Note:** You must select whether the referee is your primary referee – for further help refer to our [guidance](#). If your referee has GMC registration, you **must** provide their GMC reference number

### Registration and licensing history

- a You'll need to add the details of all medical regulatory authorities that you've held registration with in the last five years

**Note:** you do **not** need to include your registration with the GMC

### Your evidence summary

- a The online application for CESR/CEGPR will allow you to upload your evidence electronically
- b The information in the online application mirrors the structure of your [SSG](#), so its important you keep the SSG open whilst you complete the online application
- c In order to progress your application, you must ensure that you've selected a relevant status for each evidence section. A full list and description of the evidence statuses can be found at the start of this guide
- d You must also ensure that you've provided an appropriate description for each document you've uploaded. Please refer to the table above for further guidance

You cannot progress the application until all sections have been completed. If a section of the evidence summary remains incomplete you'll receive a specific error message – further information on error messages / troubleshooting can be found in [Annex 1](#).

**Note:** There's the option to remove a document before submitting the overall application. You should ensure that you've uploaded the **correct** documents before submitting your application.

**Important:** You must not upload any documents which are password protected

### Adding details of your verifiers

- a You must provide the details of a verifier for each hospital or institution that you are providing evidence from. For further details on verifying your evidence and selecting verifiers, please refer to our [guidance](#)

**Note:** if your verifier has GMC registration, you **must** provide their GMC reference number

### Final declaration and payment

- a Once you have completed all sections of the application, you'll be asked to agree to a final declaration, confirming that the information provided in your application is true and correct
- b To make the payment for your CESR/CEGPR application, follow the instructions on the payment pages. Further information regarding specialist/GP application fees can be found [here](#)

## Submitting additional evidence

Once an Adviser on the Specialist Applications Team has reviewed your initial documentary evidence, they will provide you with information on:

- What evidence they've accepted
- What evidence they're unable to accept (including the reasons for this)
- Advice and guidance on how your application could be strengthened

You'll have up to 60 days to provide additional documentary evidence in support of your CESR/CEGPR application\*.

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\* If you've submitted a Review application, you'll have 30 days to provide additional evidence

## Viewing the Adviser's comments

- a You'll receive an email (to your GMC registered email address) informing you that the review of your initial CESR/CEGPR evidence has been completed. This will invite you to log on to your **GMC Online** account to view the comments
- b On your GMC Online account homepage there will be a '**View application documents**' button. Clicking on to this will allow you to see the Adviser's comments on the '**My Documents Summary**' page

**Note:** the comments provided by the Adviser are read only; you will **not** be able to edit the Adviser comments

- c The Adviser will select a relevant status for each area of the application:

**Accepted** – all evidence submitted for this area has been accepted<sup>†</sup>

**Further information required** – the Adviser has suggested ways that this area could be strengthened

**Not accepted** – evidence in this area has not been accepted<sup>‡</sup>

- d You have the option to **remove documents** with the status of '**Not Accepted**'. For example, if the Adviser suggests that the document isn't relevant (i.e. it's too old) you can remove it from your application

## Submitting additional evidence

Once you have reviewed your Adviser's comments you have the option to submit additional evidence to support your application.

There's the option to remove a document before submitting the overall application. You should ensure that you've uploaded the **correct** documents before submitting your application.

<sup>†</sup> Subject to meeting the required verification checks – please see our [verification guidance](#) for further information

<sup>‡</sup> This evidence may not meet the GMC's evidence requirements – e.g. anonymisation / verification



# Review applications

If you have recently received an unsuccessful decision for your CESR/CEGPR application, you will have the option to apply for a Review.

For this application you are only required to provide evidence to demonstrate that you've met the recommendations provided by the Royal College or Faculty in your initial CESR/CEGPR evaluation form. Further information on applying for a review can be found [here](#).

## Making a Review application

### Submitting electronic evidence

You'll then be taken to the Recommendations page. This outlines the recommendations from your unsuccessful CESR/CEGPR application and provides you with the opportunity to upload electronic evidence to support these recommendations.

**a Your CV and evidence pro-formas should be uploaded in Recommendation 1**

**b** You need to provide a brief description of the evidence you're providing for each recommendation

**Note:** there's the option to provide any additional comments regarding the recommendation in the free text field below – for example, if you feel there has been a procedural error on our part

**c** Once you have entered a description, you will need to select the relevant evidence status from the dropdown list. Please refer to the information earlier in this guide for which status to choose

**d** You must also ensure that you've provided an appropriate description for each document you've uploaded. Please refer to the table above for further guidance

**Note:** There's the option to remove a document before submitting the overall application. You should ensure that you've uploaded the correct documents before submitting your application

**Important:** You must not upload any documents which are password protected

## Completing the remainder of the online application

- a** After uploading your documentary evidence in support of your Review application, you have the option to provide any additional comments. If you do not wish to make any further comments, you do not have to
- b** You will need to enter the details of your **work history** (professional experience). You should provide details of **all** posts you've held since your last application
- c** You will need to add the details of all medical regulatory authorities that you have held registration with in the last five years

**Note:** if you have not held registration or a licence with another medical regulatory authority **since your last application**, you do not need to provide any information. You should click the hyperlink as highlighted above

- d** To make the payment for your CESR/CEGPR application, follow the instructions on the payment pages. Further information regarding specialist/GP application fees can be found [here](#)

## Review applications: providing additional evidence

Once an Adviser on the Specialist Applications Team has reviewed your initial documentary evidence, they will provide you with information on:

- What evidence they've accepted
- What evidence they're unable to accept (including the reasons for this)
- Advice and guidance on how your application could be strengthened

You'll have up to 30 days to provide additional documentary evidence in support of your CESR/CEGPR application.

## Viewing the Adviser's comments

- a** You'll receive an email (to your GMC registered email address) informing you that the review of your initial CESR/CEGPR Review evidence has been completed. This will invite you to log on to your **GMC Online** account to view the comments
- b** On your GMC Online account homepage there will be a '**View application documents**' button. Clicking on to this will allow you to see the Adviser's comments on the '**My Documents Summary**' page

**Note:** the comments provided by the Adviser are read only; you will **not** be able to edit the Adviser comments

- c The Adviser will select a relevant status for each area of the application:

**Accepted** – all evidence submitted for this area has been accepted<sup>§</sup>

**Further information required** – the Adviser has suggested ways that this area could be strengthened

**Not accepted** – evidence in this area has not been accepted<sup>\*\*</sup>

- d You have the option to **remove documents** with the status of '**Not Accepted**'. For example, if the Adviser suggests that the document isn't relevant (i.e. it's too old) you can remove it from your application

**Note:** you must add something into the free text field; even if you're not submitting additional evidence

### Submitting additional evidence

Once you have reviewed your Adviser's comments you have the option to submit additional evidence to support your application.

There's the option to remove a document before submitting the overall application. You should ensure that you've uploaded the **correct** documents before submitting your application.

**Note:** you can **only** submit additional **electronic** evidence for the areas of competence that have **not** been accepted.

**Important:** You must not upload any documents which are password protected.

<sup>§</sup> Subject to meeting the required verification checks – please see our [verification guidance](#) for further information

<sup>\*\*</sup> This evidence may not meet the GMC's evidence requirements – e.g. anonymisation / verification

## Contacting us

We're happy to help guide you through the online application or provide further advice on the requirements for CESR/CEGPR applications.

You can contact us by



### **Email**

[equivalence@gmc-uk.org](mailto:equivalence@gmc-uk.org)



### **Phone**

0161 923 6602

## Annex 1 – Troubleshooting

We understand that from time to time, online applications can be tricky to navigate and errors sometimes occur.

We've put together a useful guide to help you if you encounter any errors when you're completing your online application.

### Referee details page

*"Please add at least one referee or tick the option stating you do not wish to provide referees"*

- You must enter the details of at least one nominated referee in order to progress your application

### Evidence summary page

*"You are unable to submit your application until you have completed all sections, including the overall status of each section. Please review the sections with a red indicator to ensure all sections are completed in full"*

- This will show up if one or more sections of the evidence summary table haven't been completed

*"You are unable to submit your application until you have read and confirmed the declaration. Please confirm the declaration and submit your application"*

- You will receive this message if you haven't ticked the declaration box at the bottom of the evidence summary page

### Description of evidence page

*"Please enter a description for the evidence you are providing for this section"*

- This message will appear if you've not entered a description in the free text field. To progress the application, you'll need to add an appropriate

description.

*"You are unable to continue to the next stage of your application as you have not entered a reason to confirm why you are not providing evidence for this section. Please enter a reason to continue with your application"*

- You'll receive this message if you've selected the 'not submitting evidence' status and have ticked the hardcopy evidence box. You'll need to check that the statuses are correct for this section and provide a description in the free text field

### Document upload page

*"You must specify a file to upload and add a description"*

- This message will occur if you haven't uploaded a file, but have pressed the 'upload' button – **or** – if no description has been added for the document

*"This file isn't supported"*

- You'll receive this message if you've uploaded a file that isn't supported

### Verifier details page

*"Please confirm that you have entered details of a verifier for all institutions you are providing evidence from"*

- At least one verifier needs to be added when the 'next' button is pressed

*"You are unable to submit your application until you have provided details of at least one verifier. Please add verifiers using the instructions below"*

- At least one verifier needs to be added when the 'next' button is pressed **and** the declaration boxed has been ticked

*"Please enter the title of your verifier"*

- You must complete all mandatory fields, including your verifier's title

*"The email address you have entered is incorrect. Please ensure you enter a valid email address"*

- You must enter a valid email address for each verifier

### Resubmitting evidence

*"You are unable to submit your application until you have completed all sections, including the overall status of each section. Please review the sections with a red indicator to ensure all sections are completed in full"*

- This message will appear if one or more sections haven't been completed

*"You are unable to submit your application until you have read and confirmed the declaration. Please confirm the declaration and submit your application"*

- You'll receive this message if you haven't ticked the declaration box

### Resubmitting evidence – description of evidence page

*"Please confirm that you have reviewed your adviser's comments and are satisfied that you have provided all additional information and evidence you intend to at this stage"*

- You'll need to enter a brief description in the free text field, even if you do not wish to provide any further evidence

## Index – useful links

- GMC website – [www.gmc-uk.org](http://www.gmc-uk.org)
- CESR/CEGPR application – <https://www.gmc-uk.org/registration-and-licensing/join-the-register/registration-applications/cesr-cegpr-application-process>
- Specialty curricula – <https://www.gmc-uk.org/education/standards-guidance-and-curricula/curricula>
- Specialty specific guidance – [http://www.gmc-uk.org/doctors/registration\\_applications/ssg.asp](http://www.gmc-uk.org/doctors/registration_applications/ssg.asp)