

Guidance for Sub-specialty Recognition Applications

This guidance is to help doctors who are applying to the GMC to have their sub-specialty training recognised. You will also need to read the [guidance on sub specialty recognition](#).

Can I get advice before I submit my application?

You can [contact us](#) and ask to speak to the Specialist Applications Team for advice before you apply. You can also contact the relevant [royal college](#) for guidance **before** you submit an application.

Eligibility to apply for sub-specialty recognition

Doctors who already hold specialist registration are able to apply for their entry on the Register to be updated with an [approved sub-specialty](#) in which they have subsequently completed training. It must be a sub-specialty of the parent specialty in which they hold specialist registration.

To be eligible to apply for sub-specialty recognition you must:

- hold full registration
- be on the Specialist Register in the parent specialty of your chosen sub-specialty
- have done GMC approved training in your chosen sub-specialty, or demonstrate that your overseas approved training is equivalent to the standards of the UK curriculum.

Please note - Sub-specialty recognition applications are based [solely on approved training](#). We will only consider the sub-specialty training you have undertaken, and not any additional or equivalent experience outside of an approved sub-specialty training post or programme.

[If you've trained in the UK](#), your training should have been administered by your Royal College/Faculty and Local Education and Training Board (LETB).

[If you've trained overseas](#), your training should have been approved by the competent authority for the relevant country or region.

Submitting your evidence

Do not submit original documents.

All your copies, other than qualifications you're getting authenticated **must** be accompanied by a proforma signed by the person who is attesting to the validity and accuracy of your evidence (your verifier). It's very important that you read an explanation of how to do this in our [important notice about evidence](#).

You will also need to submit translations of any documents that are not in English. Please ensure the translations you submit meet our [translation requirements](#).

Your evidence **must** be accurate, and may be verified at source should we have any queries or justifiable doubts about the accuracy of your evidence. All evidence submitted will be cross checked against the rest of your application and documents.

How much evidence to submit

This guidance on documents to supply is not exhaustive and you may have alternative evidence. We recognise that you may not have all the evidence listed here and you may wish to delay applying until you are able to gather it.

When considering the evidence to submit in support of your application, you should ensure that you refer to the relevant [sub specialty curriculum](#). The evidence you provide must demonstrate that the training you have undertaken is equivalent to the GMC approved sub-specialty curriculum.

I completed my sub-specialty training in the UK

If you've completed your training in the UK, you only need to submit the following evidence:

Certificate	Please must provide a copy of your certificate or confirmation letter issued by your Royal College/Faculty confirming you have successfully completed all elements of the sub-specialty training programme.
Pre-hospital emergency medicine (PHEM) applicants only	Please also provide a copy of your confirmation letter from The Intercollegiate Board for Training in Pre-Hospital Emergency Medicine (IBTPHEM).

I completed my sub-specialty training outside the UK

If you've completed your training outside the UK, you need to submit the following evidence:	
Your Curriculum Vitae (CV)	Please provide a copy of your current CV. This should document your full career history and provide an overview of the sub-specialty training you have completed. For further guidance on how to structure your CV, please refer to the GMC's website .
Assessments and Appraisals	<p>You must provide evidence of formal periodic assessment during your training. This evidence must have been completed at the time the training was undertaken (if it is completed retrospectively less weight will be given to the information provided).</p> <p>If you do not supply formal assessment documents, you must provide the curriculum to demonstrate how you were assessed. A detailed letter of verification from an educational supervisor would satisfy this requirement.</p>
Logbook Evidence	<p>Please provide an overview of the cases you were involved in during your sub-specialty training programme. This can be presented to us in the any of the following formats:</p> <ul style="list-style-type: none">- Logbooks- Case Histories- Referral Letters- Medical Reports

Curriculum	<p>Please provide a copy of the curriculum or syllabus that you followed during your training.</p> <p>This should include the requirements of the qualification and must relate to the sub-specialty in which you are applying. The curriculum or syllabus (including assessment methods) must be the one that was in place when you undertook your training.</p> <p>If a formal curriculum or syllabus (including assessment methods) is not available, please provide a letter from the awarding body outlining the content of the training programme or examination.</p> <p>For qualifications, we will look to evaluate:</p> <ul style="list-style-type: none"> - Where the curriculum covers areas of the GMC approved sub-specialty curriculum - The complexity of the work undertaken - How examinations are evaluated or quality assured (external assessment).
Enrolment Letter	Please provide a copy of your enrolment letter to sub-specialty training.
Job Description/Job Plans	<p>Where available, please provide copies of your job plans/job descriptions covering the period of your sub-specialty training, these should include the following:</p> <ul style="list-style-type: none"> - Your position within the structure of your department - Your post title - Your clinical and non clinical commitment
Certificate	<p>You must provide a certificate or confirmation letter issued by the awarding body/institution confirming you have successfully completed all elements of the sub-specialty training programme.</p> <p>Evidence in this area must be authenticated.</p>

Testimonial Letters	You may wish to provide testimonial letters from colleagues. If so, their letters should relate specifically to the sub-specialty you are applying in, and any observation of your ability should be based on their direct observation.
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