

## Timeline for the GMC full registration process

This will help you plan your time, let you know when we'll be in touch, and highlight key points in our processes for your F1 doctors

Dates	What's happening?	What will we do?	What do I need to do?
April	<b>Foundation School Manager's meeting</b>	We usually attend the foundation school managers meeting before our application process opens to take about the process and highlight any changes.	Bring along any questions you may have about this year's application process
End of April	<b>Communications about the application process to F1 delegates</b>	Email you after the foundation school managers meeting to confirm arrangements for COE submissions for this year's F1 doctors.	Tell us when you will submit COE's during the submission window. Give us a list of F1 delegates at your school using our <a href="#">UK11 form</a> .
Before last week of May	<b>Check that your list of F1 doctors is up to date</b>	We will ensure that doctors whose circumstances have changed won't be invited to apply for full registration.	Tell us about any doctors who have withdrawn from the programme. Check your F1 doctor's expected COE dates in GMC Connect to ensure these are correct, and update any that have changed.
Last week in May	<b>F1 doctors due to finish their training in the first week of August will receive an email and text message inviting them to apply</b>	Email your F1 doctors inviting them to apply on GMC Online. We'll remind those who still haven't applied in: <ul style="list-style-type: none"> <li>▪ <b>Jun</b> Application reminder</li> <li>▪ <b>Jul</b> Final reminder</li> </ul>	Send a reminder to your UK qualified F1 doctors to look out for communications from us and to apply ASAP.  Remind all doctors who qualified outside the UK that they need to apply for full registration, and ask them to do this ASAP by visiting our <a href="#">website</a> .
June	<b>Finalise your list of F1 doctors in GMC Connect ahead of the COE submission window opening</b>	Email you to ask you to ensure that you have told us about any doctors whose training pattern has changed.	Complete final checks on your list of F1 doctors. Tell us about any doctors who have withdrawn from the programme. Check your F1 doctor's expected COE dates in GMC Connect to ensure these are correct, and update any that have changed.
2 <sup>nd</sup> week of July	<b>COE submission window opens</b>	We'll open the submission window so that you can submit COE's for your UK qualified F1 doctors in GMC Connect. We'll also process COEs submitted on our PDF form for those doctors who qualified overseas.	Submit COE's in GMC Connect for your UK qualified F1 doctors on your chosen date.  Submit COE's for International doctors using our PDF form. You can download the PDF form from

Dates	What's happening?	What will we do?	What do I need to do?
			GMC Connect.
End of July	<b>Deadline for COEs and applications</b>	We will contact you with a list of doctors training at your Foundation School who haven't yet applied for registration, and copy this to their respective medical school's F1 delegate. If we receive applications or certificates of experience after this date we can't guarantee that your doctors will be registered in time to start work.	Chase any remaining doctors who have not applied for full registration and ask them to apply straight away.

If you have any questions about this document, you can email us at [UKManager@gmc-uk.org](mailto:UKManager@gmc-uk.org) or call on 0161 923 6925.