

## When should I use this form?

You should use this form when you, or a colleague, needs access to [GMC Connect](#) for submitting certificates of experience (COE) or viewing your F1 trainees. We'll ask you to confirm your representatives each year but you can use this form at any time when you have a new representative to tell us about.

## Who should submit certificates of experience?

We recommend that your primary GMC contact takes the lead and that you have no more than four GMC Connect administrators responsible for submitting certificates.

## What is the primary contact responsible for?

The primary contact is our main point of contact. They should have an excellent understanding of processes that lead to the submission of a COE, provide support to other users, and pass on information we send.

## How should I return this to you?

Enter the details and click on the 'Submit Form' button in the top right hand corner. If you have any problems submitting the form, save a copy of it and email it to [UKManager@gmc-uk.org](mailto:UKManager@gmc-uk.org).

## What happens next?

If you make COE submissions we'll let your head of school know (they should be noted below and are usually a post-graduate dean or foundation school director)

We'll get in touch with the people listed below to invite them to sign up to GMC Connect and provide further guidance.

### What can I do on GMC Connect?

For your UK graduates undertaking F1 you can:

- Change the date they're expected to complete F1
- Inform us if they have been released from F1
- See if they have applied for full registration
- Submit their certificate of experience (can be restricted)

F1 training Location	F1 Training Location
Head of school	Head of school name
Head of school email address	Head of school email

## Your GMC Connect administrators

	Full name	Email address	Job title	Telephone number	Primary contact*	Manage FTs*	Submit COEs*	Submit request for additional time*
1								
2								
3								
4								
5								

\*ticking here confirms responsibility for these actions