

Your application for full registration online

According to our records you are likely to be seeking full registration this summer. Your application should be made online via the MyGMC online facility on our GMC website at www.gmc-uk.org

It is your responsibility to make sure you have the appropriate registration to undertake clinical duties in a Foundation Year 2 post where full registration is required. It is a serious offence if you commence clinical duties without the appropriate registration and any experience you acquire with the appropriate registration may not be considered eligible for future registration requirements.

Your application must be made online via the MyGMC facility. Details about how to access MyGMC are included below, but firstly:

- Please check that you have your MyGMC online access information and that these enable you to access your MyGMC account. The online access details that you require are your GMC reference number, a PIN and your password.
- If you do not have your entire MyGMC login details please contact us as soon as possible on 0161 923 6602. We cannot accept requests for replacement login details by email. It may take up to ten working days for you to receive a replacement PIN or password, therefore please check that you have the necessary information as soon as possible.

Whilst you will need to make your application for full registration via the GMC website, you will need to have a certificate of experience completed by your Medical/Foundation school. This form is only available at the MyGMC online facility website and can be downloaded when you submit your online application. You should submit the certificate of experience to your Medical/Foundation school with any additional evidence that they require to confirm the completion of your programme.

Depending upon the local arrangements of your Medical/Foundation school (or deanery where applicable) an approved signatory will need to complete the certificate of experience on your behalf and send it to us from 1 July 2008 onwards. We will match it with your online application and registration will be granted when all the mandatory requirements have been completed.

You can go online to MyGMC and complete the application for full registration.

Details of the steps involved are set out below:

- Log onto MyGMC and choose 'My Registration' then 'My Applications' from the left-hand menu.
- Verify that your personal details are correct and choose a commencement date (from when you want your full registration to start). Please check with your employer the date from which you will need your full registration to start.
- Complete the declaration of fitness to practise. Please note that the Registrar has the discretion to request additional information or evidence to help make a decision on whether or not to grant registration. Requests for additional information may include asking you to submit a recent (less than six months old) Criminal Records Bureau (CRB) report. The CRB report may take at least six to eight weeks to arrive. All of this could impact on the time it takes to process your application, so please apply as soon as possible after 6 May.
- Pay the registration fee of £390, so you will need a valid credit or debit card to hand when you complete your application. If you wish to withdraw your application a full refund of the registration fee is made within two weeks of your request.

Once your online application is complete – you have applied and paid online and we have the Certificate of Experience – your registration will be processed. We will send you a confirmatory email if your application for full registration is approved and you will receive a Certificate of Full Registration through the post.

Please note that acceptance of a registration fee does not denote that your application for registration has been granted.

You can check your registration status online using MyGMC or the List of Registered Medical Practitioners (LRMP). However if your application for registration is granted this will only appear on the LRMP and be effective from the date which you requested your full registration to start.

If you have any questions you can contact us by using our online enquiry form at www.gmc-uk.org or by telephone on 0161 923 6602

