Award of the Certificate of Completion of Training (CCT) – Guidance (January 2026)

1. Introduction

This guidance supports resident doctors applying for the Certificate of Completion of Training (CCT). It outlines the requirements, documentation, and submission process to ensure applications are reviewed smoothly and without delay.

The College processes many applications each year and aims to issue decisions within **four working weeks**. However, during busy periods (such as the summer months), processing times may be longer. To help us meet this timeline, please ensure all paperwork is in order before applying. If you have any queries, please contact the Education and Training Manager at vanna.fadda@rcophth.ac.uk.

2. Preparing Your Application

Before applying, you must:

- Have passed the FRCOphth Part 2 Oral Examination
- Have been awarded an Outcome 6 at your final Annual Review of Competence Progression (ARCP)

Your application must meet the full requirements of the Ophthalmic Specialist Training (OST) curriculum. Incomplete submissions are the most common reason for delays.

Common Issues to Avoid

- Missing supervisor reports or assessment forms.
- Surgical logbook not generated in the required PDF format.
- Cataract audits not meeting College standards.
- Missing raw data for the 50 consecutive cases cataract audit.
- Inclusion of patient identifiers (e.g. names, DOB, NHS numbers). Hospital IDs are acceptable.

3. Required Documentation – all applicants

- CCT Application Form – signed by the Head of School [or Training Programme Director (TPD) where appropriate]. *See Resources session*.
- Surgical Logbook – generated using the 'All Entries (Suitable for CCT)' function in the Eye Logbook.
- Continuous Cataract Complications Audit – the Curriculum Cataract Audit feature of the Eye Logbook should be used to capture complications data.

- 50 Consecutive Cases Cataract Audit – presented as an audit paper with raw data and comparison to national standards. The Curriculum Cataract Audit feature of the Eye Logbook should be used to capture raw data.

4. Curriculum-Specific Requirements

Curriculum 2010 (2016)

- Cumulative data sheet – signed by the TPD. *See Resources section*.

- 50 Consecutive Cases Audit: surgery must have been performed within three calendar years of the CCT date.

- Supervisor Reports:
  - Two Educational Supervisor Reports (ESRs) for the final training year.
  - Four Clinical Supervisor Reports (CSRs) – two per 6-month placement.

Curriculum 2024

- 50 Consecutive Cases Audit: surgery must have been performed within three calendar years of achieving Level 4 Cataract Surgery.
  - Post-operative refractive data must be provided for at least 10% of cases.
  - Resident doctors choosing not to complete Level 4 Cataract Surgery are exempt from this audit.

- Complications Audit: must include data until Level 3 Cataract Surgery is complete.

- Supervisor Reports:
  - Two ESRs for the final training year.
  - Four Entrustable Professional Activity (EPA) forms – two per chosen Level Special Interest Area (SIA). *See assessment requirements.*

5. Learning Logs and Evidence Submission

Items uploaded to Learning Logs are not visible to College staff unless acknowledged ("approved") by your Educational Supervisor. To avoid missing evidence:

- Ensure all items are acknowledged before your final ARCP.
- Any documents not uploaded must be emailed directly to the College when submitting your CCT application.

6. Submission Process

College Review

Once all documentation is ready:

- Email the Education and Training Manager at vanna.fadda@rcophth.ac.uk to request a review.
- You will receive an acknowledgment within five working days.
- Applications undergo administrative checks to ensure all curriculum requirements have been met. If concerns arise, the application may be referred to the Training Committee.

It is your responsibility to ensure all paperwork is in order. Missing or incorrect documents will delay recommendations to the GMC.

GMC Application
The GMC will contact applicants 2–3 months before their expected CCT date with instructions to apply online. The College recommends applicants for CCT, and the GMC issues the CCT once they receive this recommendation.

- Key Points:
    - The earliest the GMC will grant an application is ten days before the training completion date.
    - You must apply for the CCT within 12 months of completing training. Beyond this cut-off point, you will only be able to follow the Portfolio Pathway (formerly known as CESR) to get entry onto the Specialist Register.

8. Version Control
Document owner: Education, Training and Events Department
Version: January 2026