



# GUIDANCE NOTES - SPECIALTY REGISTRAR (StR) REGISTRATION

## Who should register?

The Royal College of Pathologists undertakes a mandatory registration process for all StRs appointed to a specialty training programme with a National Training Number (NTN) in the following specialties:

- Chemical Pathology
- Diagnostic Neuropathology
- Forensic Histopathology
- Histopathology
- Medical Microbiology
- Medical Virology
- Paediatric and Perinatal Pathology

Registration **does not** extend to:

- Haematology and immunology. Please contact the Joint Royal Colleges of Physicians Training Board (JRCPTB) - <https://www.jrcptb.org.uk/enrolment>
- Trainee oral pathologists or oral microbiologists.
- Doctors undertaking a full programme of training outside of the UK (including Eire).

If you are unsure if you should register with the College, then please contact the Training Officer: [training@rcpath.org](mailto:training@rcpath.org)

## Do joint medical microbiology/infectious diseases and medical virology/infectious diseases trainees register with the College?

As part of an agreement between the JRCPTB and the Royal College of Pathologists, all joint trainees in medical microbiology/infectious diseases and medical virology/infectious diseases need to enrol with both Colleges. This is so that joint trainees can also take advantage of the benefits this College offers to its registered trainees.



Joint medical microbiology and virology and infectious diseases trainees will register with the JRCPTB; however, joint trainees should also complete a separate online form with their details so that the College can register them. The online form can be found here: <https://www.rcpath.org/trainees/training/register-as-a-trainee.html>

## How can trainees register?

Trainees register online at: <https://www.rcpath.org/trainees/training/register-as-a-trainee.html>

## What are the benefits of registering with the College?

The benefits of registration with the Royal College of Pathologists include:

- a. The relevant curriculum (approved by GMC).
- b. Information about your assessment requirements for this year (please ensure that both you and your educational supervisor are familiar with the requirements).
- c. Information about the College's Trainees Advisory Committee – the committee that represents trainees in the College.
- d. New Trainee Welcome Day (free).
- e. Access to 'MyRCPath' includes access to LEPT or the RCP portfolio and members' handbook, draft consultations, Council and other College committee minutes and previous issues of the Bulletin. The Members Handbook includes details of individual members, but as a Registered Trainee, your details will not be listed in the Members Handbook.
- f. Provision of guidance and advice throughout training, including the setting of provisional CCT date, guidance on OOPT, OOPE, OOPR, less than full-time training and curriculum transition (if required).
- g. Recommend to the GMC to award the CCT/CESR(CP) to obtain Specialist Registration.
- h. A free copy of the quarterly Bulletin and all College mailings (including the monthly e-newsletter) for the duration of training.
- i. Notification of College Scientific meetings at reduced rates.
- j. Discount on pathology titles.
- k. As a registered trainee of the RCPath, you can buy a TOTUM PRO card, which offers discounts across a range of over 200 retailers.
- l. Pathology Portal – The College has [launched the Pathology Portal](#), a new educational resource for trainees, practising pathologists, scientists and those in pathology-linked roles. Free to use, the Pathology Portal includes a range of online and interactive resources. The initial sets of modules cover cytology, autopsy pathology, neuropathology and histopathology, including sub-specialist training material that is not widely available. The next phase of the Pathology Portal involves expanding the content for all pathology specialties. The portal is part of the



[Learning Hub](#), HEE TEL's newest digital platform. People with an NHS or university email address can [register on the Learning Hub](#) or log in with their e-learning for healthcare (e-lfh) Hub details, where you can request Portal access. This access is directly available across all UK nations, and College members with other email addresses will also be granted access. If you would like more information, please email: [pathologyportal@rcpath.org](mailto:pathologyportal@rcpath.org)

## When can trainees register?

StRs are expected to register with the College on appointment to a specialty training programme. The online trainee registration opens in July. Trainees should expect to receive their college pack within three weeks of registering.

## Is there a registration fee?

There is an annual registration fee for StRs appointed to a specialty training programme, which will be levied for the duration of the training programme. Please note that trainees are expected to pay the registration fee for each year up to and including year 5. Trainees who become a Diplomate can move to the Diplomat fee, or if a trainee becomes a Fellow earlier than 5 years, will move to pay the Fellowship fee.

## How can the fee be paid?

The trainee registration fee is paid online when you complete the online registration form.

## What documentation should be submitted with the registration form?

The following documentation must be uploaded to the online registration form:

- An up-to-date curriculum vitae
- Evidence of appointment (e.g., Form R or letter of appointment)
- A copy of the MRCP certificate or equivalent (if applicable)

## What happens if I do not pay the fee?

You are required to pay the registration fee within three months of receiving a payment request from the Finance Department.

If you do not pay the yearly registration fee, you will receive reminders, but your status as a registered trainee will be removed if the payment is not received within three months.



Amongst other things, this will mean that you cannot continue to benefit from the services that the College provides, including the use of the website to apply for examinations and the e-portfolio, until you make the appropriate payment. Please also note that the College's recommendation to the GMC for the award of the CCT is included in the list of benefits.

If you subsequently become a Registered Trainee again, or a Fellow, you will need to pay the outstanding Registered Trainee fee.

## Do I have to pay the fee if I am on maternity leave?

If you are on maternity leave, or about to go on maternity leave and wish to claim a reduction on your Registered Trainee fee, please contact the Training Department so that they can advise you about the necessary adjustment to your provisional CCT date.

The Training Department will then contact the Membership Department, which will adjust your fee accordingly and inform you via email. To adjust your provisional CCT date and your fee, the Training and Membership Departments will require the exact dates you commence and finish maternity leave and the number of weeks you will receive full pay, half pay and SMP/no pay. The College operates a policy of charging all trainees no more than five Registered Trainee payments (so that part-time trainees are not unfairly penalised). In the case of trainees who receive a reduction (or eradication) of their Registered Trainee fee for a particular year due to maternity leave, this year will still be included within the five years of payments due.

## What happens if any of my details change after registration?

If any of your details change after registration, you must inform the Training Department.

### Change of name

Where a change of surname is involved, appropriate documentation must be sent (e.g., a copy of your marriage certificate).

### Change of provisional CCT date

Where there is a change of provisional CCT date, appropriate documentation should be submitted.

## Further queries about registering with the College

Any queries concerning the registration process should be directed to:



Training Officer  
Tel: 020 7451 6748  
E-mail: [training@rcpath.org](mailto:training@rcpath.org)

