

Step-by-Step Guide for Trainees and AFC Directors: Trainee assessment for accredited AFC programs

Trainees registered in an accredited AFC program are not required to submit their completed Competency Portfolio to the Royal College. Evidence of achievement of the requirements in a portfolio is kept by the program. A trainee's eligibility for the AFC credential (see [Appendix](#) for credentialing of former trainees) is determined by the accredited program, supported by the PGME office, and confirmed through a signed attestation returned to the Royal College. The following steps should help guide trainees and AFC Directors through the assessment process.

Please contact the Royal College at diplomas@royalcollege.ca with questions regarding trainee assessment or the process to apply for the AFC credential and Diplomate designation.

- 1 The AFC Director provides the name and email address of any new trainee(s) registered in the accredited program to the Royal College.
- 2 The Royal College will invite the trainee(s) to apply for assessment, providing them with an AFC application form. Upon receipt of the application form, the Royal College will check the trainee's eligibility to apply for the credential as outlined in the discipline's Competency Training Requirements (CTR). Applying confirms a trainee's intent to pursue the AFC credential.
- 3 The trainee returns the completed application form and [assessment fee](#) to the Royal College. Payment is required at the time the trainee submits their application.
- 4 The trainee confirms, with the AFC Director, the process to provide the program with the evidence of achievement required in the portfolio. Programs must demonstrate a robust assessment program that includes maintaining a record of the trainee's achievements (i.e., upload, save, file, etc.).



- 5 Through competency-based medical education and supervision from program faculty, the trainee learns the major tasks identified in the discipline's portfolio. Evidence achieved during this time is to be managed according to the program's process (identified in step 4 above). For example, programs may request that evidence be submitted as it is achieved or at specific times during training.
- 6 Once the trainee achieves the portfolio (e.g., has achieved the required evidence for each milestone in the portfolio and has submitted the evidence to the program), the program or PGME office advises the Royal College.
- 7 The Royal College provides a Confirmation of Competencies Acquired (CCA) form for the trainee.
- 8 The AFC Director and PGME Dean sign the CCA form and return it to the Royal College, attesting that the trainee has a) met the competencies of the discipline's national standards, b) been registered with the pgme office in the accredited training program of the discipline, and c) is eligible for the AFC credential.
- 9 Upon receipt of the CCA form, the Royal College confirms that the trainee meets the requirements for the credential (e.g., certification, or equivalent) and provides the trainee with a letter confirming their achievement of the AFC credential.
- 10 The Royal College Services Centre contacts the trainee, inviting them to have their AFC credential recognized by the Royal College, making them eligible to use the Diplomate designation (or DRCSPC). There is an [annual fee](#) to use the designation.
- 11 The trainee accepts the invitation to have their AFC credential recognized. Upon recognition, the candidate will receive a printed diploma, an update to their Royal College identification card (if applicable) and have their name and new credential published in the public, online [Royal College directory](#).

Appendix – Former trainees

To be eligible to apply to the Royal College for the AFC credential, the following criteria must be met:

- The AFC trainee completed training after the program was accredited,
- The AFC trainee successfully completed training, achieving the required competencies identified in the portfolio,
- The AFC Director has access to the AFC trainee's evidence of achievement as part of their assessment record; and
- The AFC Director and PG Dean are willing to attest to the former trainee's eligibility for the credential.

If the above requirements are met, please notify the Royal College of this trainee's eligibility to apply. At this point, the process for current AFC trainees applies to former trainees.