

Step by Step Guide for AFC Directors: Credentialing Former AFC Trainees

1	<p>Determine eligibility for your former AFC Trainees:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The AFC Trainee completed training after my program was accredited; <input type="checkbox"/> The AFC Trainee successfully completed training, achieving the required competencies identified in the portfolio; <input type="checkbox"/> I have access to the AFC Trainee's evidence of achievement as part of their assessment record; and <input type="checkbox"/> I am willing to attest to the former Trainee's eligibility for the AFC credential.
2	<p>If the above eligibility requirements are met, please contact the former AFC Trainee to advise of the opportunity to be deemed eligible for the credential.</p> <p>Options include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Customize the Royal College template letter and send to your eligible former AFC Trainees <input type="checkbox"/> Consider the key messages below for any communication with your former AFC Trainee <input type="checkbox"/> Direct your former AFC Trainee to the Royal College webpage for instructions on how to apply for the AFC credential <input type="checkbox"/> Forward the Royal College memorandum on credentialing former AFC Trainees and policy <p>Key messages for AFC Directors to share with eligible former AFC Trainees:</p> <ul style="list-style-type: none"> • Until July 1, 2023, the Royal College will permit eligible former AFC Trainees to be deemed eligible for the AFC credential by their former accredited program. • As AFC Director, I have reviewed the eligibility requirements and am willing to attest to your competencies/completion of the program should you wish to come forward. • Before I can attest that you are eligible, you must first apply for assessment (\$965 CDN). Please contact the Credentia Unit to do this. • Following the attestation and confirmation of your eligibility, the Royal College will invite you to have your credential recognized by becoming a Diplomate, which will allow you to use the AFC designation DRCPSC in recognition of enhanced competencies you've acquired in the AFC discipline. (An additional fee of \$250 CDN is invoiced annually with Fellowship dues). • Instructions on how to apply for the AFC credential are also available online.
<p>At this point, the credentialing process for current AFC Trainees applies to former AFC Trainees. For more information, visit the web page for details on how to apply for the AFC credential.</p>	



3	Following receipt of a successful application for assessment and the assessment fee, the Credentials Unit will provide the AFC Director with the <i>Confirmation of Competencies Acquired</i> (CCA) form to attest to the AFC Trainee's competencies. This form is to be signed by both the AFC Director and the PGME office.
4	The AFC Director returns the signed CCA to the Credentials Unit .
5	The Credentials Unit advises the AFC Trainee of their eligibility for the credential.
6	The Membership Unit invites the AFC Trainee to have their credential recognized by becoming a Diplomate of the Royal College.
7	The AFC Trainee may become a Diplomate and upon payment of the relevant fee is able to use the AFC designation DRCPSC.