

## Step-by-Step Guide for Trainees and AFC Directors: New model of assessment for accredited AFC programs

With the change to the assessment process on March 2, 2020, trainees registered in an accredited AFC program are no longer required to submit their completed *Competency Portfolio* (portfolio) for external assessment by the Royal College. Evidence of achievement required in a portfolio will be kept by the program and is no longer shared with the Royal College. A trainee's eligibility for the AFC credential is now determined by the program, supported by the PGME office, and confirmed through a signed attestation returned to the Royal College by the AFC Director. The following steps should help guide trainees and AFC Directors through the new assessment processes.

- 1 The AFC Director provides to the [Credentials Unit](#) of the Royal College the name of any new trainee registered in the accredited program.
- 2 The Credentials Unit will check the eligibility requirements in the discipline's *Competency Training Requirements* (CTR) before inviting the trainee to apply for assessment, providing the trainee with an *AFC Application Form*. Applying confirms a trainee's intent to pursue the AFC credential in an accredited program.
- 3 The trainee returns to the Credentials Unit the completed application form and assessment fee (\$965). Payment is required at the time the trainee submits their application.
- 4 The trainee confirms with the AFC Director the process to submit (i.e., upload, save, file, etc.) to the program the evidence of achievement required in the portfolio.
- 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 AFC Director advises the Credentials Unit.
- 7 The Credentials Unit provides the AFC Director with a *Confirmation of Competencies Acquired* (CCA) form for the trainee.
- 8 The AFC Director and PGME office sign the CCA form and return it to the Credentials Unit, attesting that the trainee has a) met the competencies in the discipline's national standards, b) completed the accredited training program, and c) is eligible for the AFC credential.



- 9 Upon receipt of the CCA form, the Credentials Unit provides the trainee with a letter confirming their achievement of the AFC credential.
- 10 The Membership Unit contacts the trainee, inviting them to have their AFC credential recognized by the Royal College, making them eligible to use the designation Diplomate (or DRCSPC). The annual fee is \$250.
- 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. Additional information about the benefits of [having one's credential recognized](#) and becoming a Diplomate are available on the Royal College website.