**OUT OF PROGRAMME (OOP)**

**Introduction**

Out of Programme (OOP) is time out to develop skills and experience beyond an approved training programme.  You can apply to have some of your OOP (either Training or Research) count toward your Certificate of Completion of Training (CCT).

Trainees wishing to have OOPT/R time counted towards their CCT must complete a College application form. This **only** applies to OOPT in locations not recognised by the GMC as training locations or OOPR in the UK or abroad.

**Out of Programme Training/Research (OOPT/R)**

Your Postgraduate Dean must approve the OOP before getting approval from the GMC.  An endorsement letter by the College is only required if you wish for some of the OOP time to count towards your CCT.

GMC approval must be sought prospectively – please follow the link [Out of Programme – GMC guidance](https://www.gmc-uk.org/education/standards-guidance-and-curricula/guidance/out-of-programme) for details.

It is important to submit applications for recognition in good time.  Failing that, the College cannot guarantee that approval will be granted in time for the start date. The College cannot offer retrospective approval.

Trainees wishing to have OOPT/R time counted towards their CCT must complete a College application form.

*How to apply for OOPT*

1.  Download the [OOPT Application Form](https://www.rcophth.ac.uk/wp-content/uploads/2024/01/2024_EDTR_089_OOPT_Application_Form-FINAL.docx)

2.  Complete the application form, ensuring all parts of the form are complete. **Incomplete applications will be returned.**

3.  Submit the completed form by email to [training@rcophth.ac.uk](mailto:training@rcophth.ac.uk)

*How to apply for OOPR*

1. Download the [OOPR Application Form](https://www.rcophth.ac.uk/wp-content/uploads/2024/01/2024_EDTR_088_OOPR_Application-Form-FINAL.docx)
2. Complete the application form, ensuring all parts of the form are complete. **Incomplete applications will be returned.**
3. Submit completed form and documents by email to [training@rcophth.ac.uk](mailto:vanna.fadda@rcophth.ac.uk)

The application to the Training Committee for recognition of a research period towards the CCT must be accompanied by a **research protocol**and a**timetable**.

The maximum time that can be recognised towards CCT arising from a period of research is 6 months.

*Reports*

A [report](https://www.rcophth.ac.uk/wp-content/uploads/2024/01/2024_EDTR_095-OOP-Report-proforma-FINAL.docx) must be completed and submitted to the College at the end of OOPT/R periods.

*Out of Programme Experience / Career break (OOPE/C)*

Please inform the College if your Postgraduate Dean has approved an OOPE or OOPC.  The College will update your ePortfolio and change the expected CCT date.