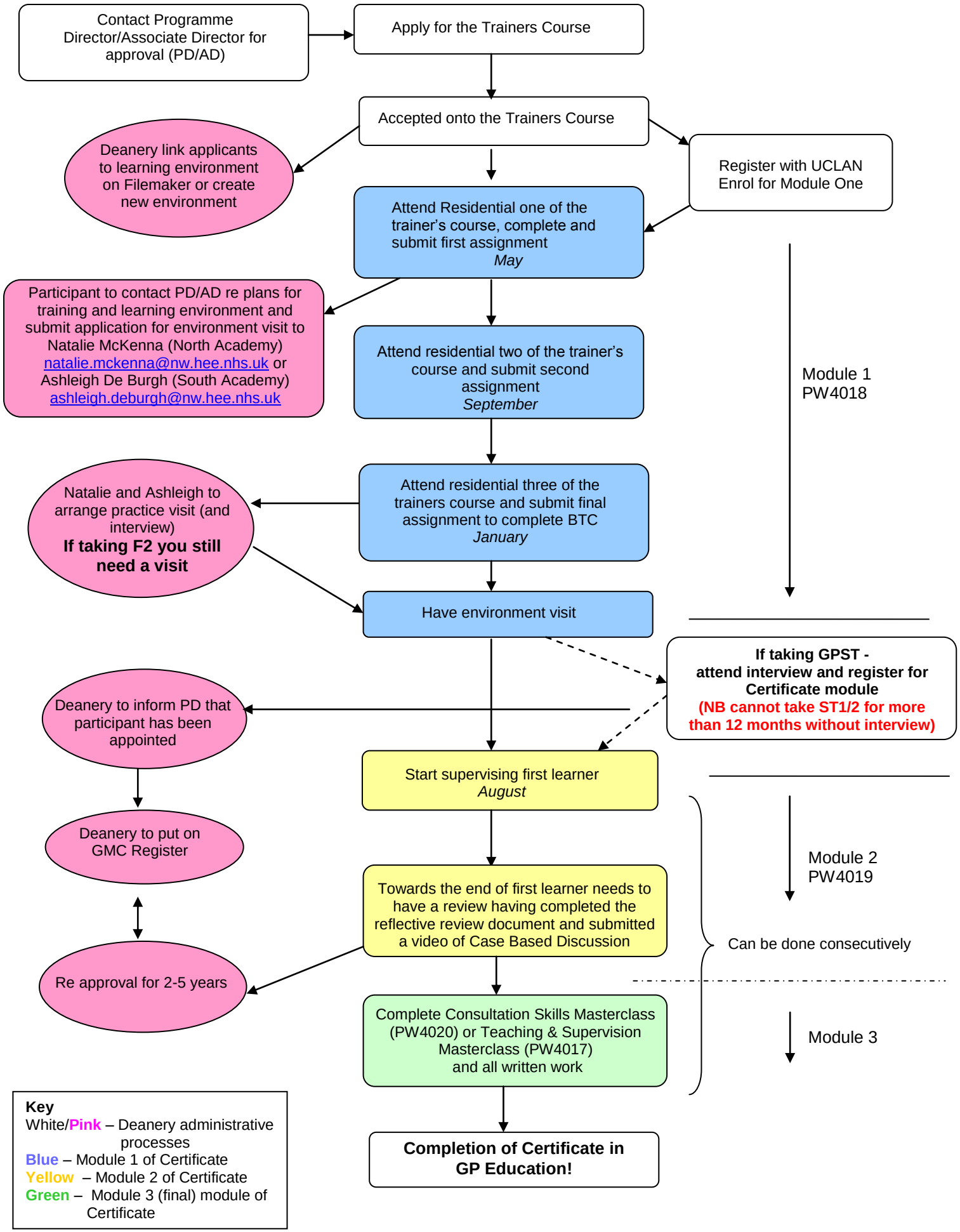Process to becoming a trainer and completing certificate in general practice education