

Guidance notes for completing the Registration/Readmission form

PLEASE READ CAREFULLY BEFORE COMPLETING FORMS

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Introduction

About the Health Professions Council

What does the HPC do?

We are a new regulator whose job is to protect people treated by the health professionals we register. We only register people who meet our standards for their behaviour, professional skills and health. Health professionals on our register are called **registrants**. The health professions we regulate are listed in the table below, which shows the parts and subsections of the Register and the designated titles that are protected by law:

PART OF REGISTER	SUBSECTION	TITLE
Arts Therapist	Art therapist Music therapist Dramatherapist	Art psychotherapist Art therapist Music therapist Dramatherapist
Chiropodist and Podiatrist		Chiropodist Podiatrist
Clinical Scientist		Clinical scientist
Dietitian		Dietician Dietitian
Biomedical Scientist		Biomedical Scientist
Occupational Therapist		Occupational Therapist
Operating Department Practitioner		Operating Department Practitioner
Orthoptist		Orthoptist
Prosthetist and Orthotist	Prosthetist Orthotist	Prosthetist Orthotist
Paramedic		Paramedic
Physiotherapist		Physiotherapist Physical therapist
Radiographer	Diagnostic radiographer Therapeutic radiographer	Radiographer Diagnostic radiographer Therapeutic radiographer
Speech & Language Therapist		Speech & language therapist Speech therapist

How does this affect me?

If you want to practise using one of the professional titles we protect, you must register with us, or you could face prosecution. Registering with us means agreeing to meet and keep to our standards.

How can I find out more?

If you want to find out more about the work of the Health Professions Council, please see our website at www.hpc-uk.org. If you do not have internet access, you can contact us by post, fax, telephone or email. Our contact details are at the end of this form.

About this guide

This guide will help you if you are applying to register with us, or if you are applying for readmission to our register. You do not need this guide if you are renewing your registration.

The guide will help you complete the HPC's **Registration/Readmission form**. Please read the guide carefully before you begin, and keep it to hand while you fill in the form. The form has references to specific notes in this guide, which look like this: **REF NOTE**

The notes will either help you to answer a particular question, or they will explain why we have asked for that piece of information. We have only written notes for questions where we think that you might have difficulty answering. If you read the notes and you are still not sure how to answer a question, or there is no note for the question you are trying to answer, you can:

- look for more information on our website www.hpc-uk.org/apply
- send an email to UK Registrations registration@hpc-uk.org
- send an email to International/Grandparenting Registrations international@hpc-uk.org or grandparenting@hpc-uk.org
- call UK Registrations on +44 (0)20 7840 9802 or 0845 3004 472 (if calling from the UK)
- call International/Grandparenting Registrations on +44 (0)20 7840 9804 or 0845 3004 720 (if calling from the UK)

Before you begin

The documents you will need to make an application depend on your background. Use this table to check you have the correct forms and guides:

	UK applicants (individuals holding an approved UK qualification, or applying for readmission to the Register)	International applicants (individuals with non-UK training or qualifications)	Grandparenting applicants (individuals applying through the transitional provisions of the Health Professions Order 2001)	Readmission
For your information	Guidance notes for Registration/Readmission form	Guidance notes for Registration/Readmission form	Guidance notes for Registration/Readmission form	Guidance notes for Registration/Readmission form
	Guidance notes for Supplementary details for UK applicants	Guidance notes for Supplementary details form (International applicants)	Guidance notes for Supplementary details form (Grandparenting applicants)	Guidance notes for Supplementary details for UK applicants
	Standards of Proficiency	Standards of Proficiency	Standards of Proficiency	Standards of Proficiency
	Standards of Conduct, Performance and Ethics	Standards of Conduct, Performance and Ethics	Standards of Conduct, Performance and Ethics	Standards of Conduct, Performance and Ethics
	HPC Data Protection Policy	HPC Data Protection Policy	HPC Data Protection Policy	HPC Data Protection Policy
Forms you must complete	Checklist for UK applicants	Checklist for International applicants	Checklist for Grandparenting applicants	Checklist for UK applicants
	Registration/Readmission form	Registration/Readmission form	Registration/Readmission form	Registration/Readmission form
		Supplementary details form (International applicants)	Supplementary details form (Grandparenting applicants)	
	Paying your registration/readmission and renewal fee form	Paying your scrutiny fee form	Paying your scrutiny fee form	Paying your registration/readmission and renewal fee form
	HPC Character reference form	HPC Character reference form	HPC Character reference form	HPC Character reference form
	HPC Health reference form	HPC Health reference form	HPC Health reference form	HPC Health reference form
		HPC Clinical reference form x 2	Grandparenting reference form	
	Course information form			

Readmission to the Register

If you have previously been registered with the HPC, or the Council for Professions Supplementary to Medicine (CPSM), you are not currently registered and you wish to come back onto the Register, you need to complete the Registration/Readmission form. The documents you will need to submit with your application are the same as those for UK applicants, irrespective of where you gained your original qualification.

You do not need to send us evidence of your qualification or complete sections 5.01 to 5.50 (i.e. certificates). This is because when you were first registered, we made sure that your qualifications met our standards and we do not need to do this again.

Biomedical scientists

If you are a Biomedical scientist and are readmitting to the Register, you do not have to provide a Certificate of Competence.

Clinical scientists

If you are a Clinical scientist and are readmitting to the Register, you do not have to provide a Certificate of Attainment.

Identification

Photo identification

We ask all applicants to provide us with a legible copy of your passport, national identity card, DVLA/European driving licence or EU photo identity card. We also ask you to provide us with an up to date passport photograph, which should be attached with glue to the main **Registration/Readmission form**. Please write your name and date of birth on the back of your photograph. This will help us to match your photograph to your application should it become loose.

Birth certificate

We ask all applicants to provide us with a photocopy of their birth certificate. If you are an International applicant and you do not have a birth certificate, we will accept other appropriate evidence. If you were born in the UK and have lost your birth certificate you can contact **www.statistics.gov.uk** for a replacement. Indian nationals applying for registration may provide their secondary school leaving certificate as an alternative.

Translation of documents

If you submit documents that are not in English, you must provide us with a translation in English. We recommend that you approach your consulate for advice on finding an official translation. If this is not possible, we will accept documents that you have translated, providing you have them authenticated by a lawyer, solicitor or justice of the peace.

Certified copies of education and training certificates

We ask you to provide a certified copy of your education and training certificates. Please ask your university/college to authenticate your certificate with an official stamp. Alternatively, you may have your education and training certificates certified by a solicitor, lawyer or justice of the peace.

General information on completing the forms

To make sure we can process your form, please use a black ball point pen and **BLOCK CAPITALS** when you fill out all the forms. Please mark boxes using a cross, as shown in this example: Do not submit your application in any form of folder or plastic wallet.

At any stage, if you run out of space, please continue on a separate sheet of paper. If you do this, make sure you put the question number to which the information relates at the top of the page.

DO NOT STAPLE ANY DOCUMENTS TO THE FORMS, please use a paperclip instead. We will return your application if it does not meet these requirements, and you will have to send in a new, correct application for us to process. If you are enclosing a cheque please ensure that it is attached securely to your application.

You must answer all the questions as fully as possible. If there is an answer to a question, you must give it. If your application is incomplete or incorrect (for instance, if a certificate uses a different name to your current name and you have not provided evidence of a name change), we may have to contact you to find out more. We might also have to return your application to you and ask you to re-submit it.

Incomplete applications

Please be aware that if any of the documents we ask for on the checklist are missing from your application, your entire application will be returned to you. Do not send individual documents separate to your application as these will be returned to you.

We will use the information you provide for a number of purposes, including confirming your identity. This can include contacting organisations and individuals that you name in your application, including, but not limited to, professional bodies, universities, places of work and referees. If we find that you have falsified information about your identity or any other aspect of your application, we will suspend your application and undertake an investigation. Please remember that it is illegal to fraudulently procure an entry in the HPC Register and if you do this, you may be subject to prosecution.

Please note:

- all forms are the property of the HPC and should be returned to: The Registration Department, Park House, 184 Kennington Park Road, London, SE11 4BU.
- we always try to process applications for registration as quickly as possible and we will always write to you to tell you what decision we have made about your application. Until we have written to you, please DO NOT make any arrangements or incur any expenses which depend upon an application being approved. We will NOT ACCEPT liability for any loss or expense you incur in these circumstances. Please remember that it is illegal to use a title that we protect unless you are registered. It is also illegal to represent falsely that you are registered with the HPC.
- to help us process your application as quickly as possible, please check it very carefully and make sure you include all the documents we need. If we need to contact you, we will use the details you provide on the form, so it is very important to make sure that these are up to date and accurate, and to contact us immediately if they change.
- **UK applicants:** if you hold an approved UK qualification and you want to register, you must have obtained it within the last four years of the date of your application. If your qualification is more than four years old, please send a written request to: The UK Registration Manager, The Health Professions Council, Park House, 184 Kennington Park Road, London SE11 4BU or email registration@hpc-uk.org.
- there is a period of two years from the date that the register opened (July 9th 2003) during which you can apply for registration under the transitional provisions of the Health Professions Order (the 'Grandparenting' process). If you apply outside this two year period, we cannot consider your application under the transitional provisions.

Application process (International/Grandparenting applicants)

Once we have received your application it will be checked to ensure that it is complete. If there are any missing documents your application will be returned.

We will endeavour to send you an acknowledgement letter within fifteen working days of receipt of your application. Please do not contact us before this time.

Your application will be sent out for assessment by two HPC registration assessors. They will return an assessment decision to the HPC. We will then tell you what the decision is, in writing, within twenty working days. During busy periods and holiday times this may take longer. Once we have received an agreed assessment decision we will write to you with one of the following decisions:

- further verification
- test of competence
- poa (EEA applicants only)
- accepted
- rejected – due to insufficient qualification
- rejected – further education and training required

Further verification

You maybe required to submit case studies as further verification. Case studies must be sent within 60 working days of the date of the further verification letter or other documentary evidence.

Test of competence

If there are shortfalls in your application, you may be asked to complete a test of competence. This may comprise the following levels: an interview, practical assessment or a combination of these levels.

We will write to you with details of what the test of competence will comprise and where you can attend the interview.

A Test of Competence is not a rejection of your application for registration. Applicants do not have the right to appeal a Test of Competence. Failure to undertake a Test of Competence may affect registration.

If you are required to do a practical assessment, you must complete the assessment within six months of the date of the practical assessment letter.

Please be aware that the test of competence process is not a single examination with a pass or fail outcome. It is an assessment of your abilities and will be used by the assessors to understand whether the shortfalls in your application relate to insufficient evidence in your application or a lack of experience or knowledge in a particular area.

There is no separate fee for the test of competence.

Accepted applications (International/Grandparenting applicants)

We will notify you in writing if your application has been approved. We will attach a **Paying your registration and renewal fee form** for you to complete. There will be a table explaining what your registration and renewal fee will be according to your professional year end.

Successful applications

If you have met all our registration requirements, your application will be successful. Our registration requirements include payment of our registration fees.

If your application is successful, we will:

- send you a **certificate of registration**
- place your details on our Register
- notify you of your registration number on receipt of your registration fee (for Grandparenting and International applicants only)

We divide the information held on our register into a section that is made available to the general public, and a second section that we use for other purposes, such as contacting registrants. The publicly available register shows:

- registrant name
- unique identifier (registration number)
- part of the Register in which the registrant is registered
- dates of current registration period
- the approximate geographical area in which a registrant practises (e.g. Guildford)

With your name on our register, you will be able to practise using the relevant title or titles for your profession.

Rejected Applications

Your application may be rejected due to insufficient qualifications or because further education and training is required. We will notify you in writing of this decision and a copy of the record of assessment will be sent to you listing the shortfalls in your application. Please note that your application can only be assessed based on the information that is provided with your application form.

If your application is rejected, you have the right to appeal the decision. You may also reapply as you wish.

Appeals Process

You have 28 days to appeal against an assessment decision starting from the date of the letter rejecting your application.

If you wish to appeal against that decision, the Health Professions Council (Registration Appeals) Rules 2003 require you to send us a “notice of appeal”. This can be in the form of a letter but it must include the following:

- your name and address;
- your reference number (which will be on the documents we have sent you and begins with “AA”);
- a statement that makes it clear you are making an appeal (for example, your letter should include a sentence like “I wish to appeal against the decision to refuse my application for registration”);
- the decision against which you are appealing (for example, the decision to refuse your application for registration, if this is not clear from the statement that you are making an appeal);
- a “concise statement of the grounds of the appeal” (which is explained further below); and
- if you have asked anyone to represent you, their name and address, and whether we should correspond with them rather than with you.

When you appeal it is your responsibility to explain to the Appeal Panel why you believe that the Committee’s decision is wrong. Therefore, you must provide a “concise statement of the grounds of appeal” which sets out your case.

Your statement should explain why you believe that any reasons given by the Committee (or any concerns set out by the Committee’s assessors in your record of assessment) are incorrect. Where the Committee or its assessors have said that you do not meet any specific standards of proficiency you should explain why you disagree with them.

You must attach to your notice of appeal, any documents that you wish to rely on.

When your notice of appeal has been received, of notice of acknowledgment will be sent to you. It will inform you that:

- you must inform us within 28 days from the date of the letter how you would like your appeal to be heard.
- You may ask for your appeal to be heard in one of two ways:
 1. you may ask for your appeal to be decided on the basis of the documents alone.
 2. you may ask for an Appeal Panel hearing to be held to consider your appeal.
- You may be represented at a hearing by any person, who may (but need not be) legally qualified, so long as they are not a member or employee of the Council.
- Before your case is heard the Appeal Panel may hold a preliminary meeting with you if the case is complex or if the Panel needs to resolve any procedural issues or to give directions on the conduct of the appeal. In most cases, appeals can be heard without the need for such a meeting to be held.

Registration Appeals are heard by a panel which consist of a minimum of 3 members.

- a chair who must be a member of the Council
- a registrant from the same part of the register that you have applied
- a lay member
- a medical practitioner if health is an issue

We will write to you to inform you of the decision of the Appeal Panel. If your appeal is unsuccessful you have the right to appeal to a County Court, or in Scotland a sheriff.

The detailed rules and procedure for registration appeals are set out in the Health Professions Council (Registration Appeals) Rules Order of Council 2003. That document can be obtained from the Stationery Office (as Statutory Instrument 2003/1572) and can be found on the HMSO website, www.legislation.hmso.gov.uk, or on our website at www.hpc-uk.org/publications/index.htm.

International and Grandparenting applicants

If you are applying for registration via the International or Grandparenting route you are strongly advised to provide information regarding your training, experience and education. This information assists HPC in reaching a final registration decision.

Biomedical scientists

UK applicants

If you are a UK applicant and are applying for registration as a Biomedical scientist you will need to have a Certificate of Competence awarded by the Institute of Biomedical Science (IBMS). Once you have been awarded the Certificate of Competence, you may apply for registration with the HPC via the UK approved course route.

You need to send in your **original** Certificate of Competence with your application to the HPC and not a photocopy.

International/Grandparenting applicants

If the assessors decide that your application is not acceptable for registration, you may contact the IBMS at www.ibms.org for further training. You may reapply for registration as you wish.

Clinical Scientists

UK applicants

If you are a UK applicant and are applying for registration as a Clinical scientist you will need to have a Certificate of Attainment awarded by the Association of Clinical Scientists (ACS). Once you have been awarded the Certificate of Attainment you may apply for registration with the HPC via the UK approved course rate.

You need to send your original Certificate of Attainment with your application to the HPC and not a photocopy.

You may contact the ACS at www.assclinsci.org.

Paramedics

UK applicants

If you are a UK applicant and you are applying for registration as Paramedic, you need to send a copy of your IHCD qualification with your application.

Chiropodists and Operating Department Practitioners

Grandparenting applicants

The HPC strongly advises that applicants provide case studies in order to assist us in understanding the scope of their practise. In addition, completing the information regarding career summary is important. Details should include dates of employment, work settings, range of patients/clients and the types of conditions treated. This should complement the statement of practise.

Fees

The fees for registration will depend on which route you are applying under. For further information regarding fees and payment methods please refer to the following:

- UK applicants (including readmittance applicants) should refer to **Guidance Notes for supplementary details for UK applicants**
- Grandparenting applicants should refer to the **Guidance Notes for supplementary details form (Grandparenting applicants)**
- International applicants should refer to the **Guidance Notes for supplementary details for (International applicants)**

Guidance notes for Registration/Readmission form

Section 1: Personal details

Question 1.02: previous applications

If you have applied for registration with us in the past, or with our predecessor body, the CPSM, you must tell us about your application. Please tell us:

- application number
- the date of the application
- the type of application (was it made through transitional provisions, as an international application etc.)
- any further relevant information (for instance, if you began an application but then withdrew, you should tell us)

Further on in the form, we ask you for more information about this topic. We ask you to tell us if you have previously been registered with us or with the CPSM. Please remember that it is illegal to apply for registration with us if you have not informed us of any previous applications.

Question 1.03: basis of application

We can only accept your application for registration if it is made on the basis of one of the following:

- you have an approved qualification or licence to practice awarded in the UK
- you have a qualification that is legally considered to be equivalent to an approved UK qualification, and you are also an EEA national
- you have some other qualification(s), training or experience that you gained outside the UK
- you are applying to register with us through the transitional provisions (Grandparenting)

EEA applicants

Guidance for EEA applicants is available on the HPC website www.hpc-uk.org/apply/international. Please provide the specific documentation required when you submit your application. Please note that the HPC will make the final decision on determining EEA rights.

You should not complete this form if you are already registered and want to renew your registration. You should complete a **Registration renewal form** instead. This is available from our website www.hpc-uk.org/registrants/renewals.htm, or you can write to us at UK Registrations, Park House, 184 Kennington Park Road, London, SE11 4BU.

Question 1.18: name change

It is essential that your personal details are kept up to date. This is a requirement of the Health Professions Order 2001.

We must be sure that the evidence you supply relates to you and not to someone else. If you change your name during the application process you must notify us. We can change your name, if you have married, over the telephone or by e-mail. All other changes must be put in writing with a photocopy of the relevant documentation (i.e. deed poll).

If you change your name after being registered, you must notify us within 28 days. Again, we can change your name, if you have married, over the telephone or by e-mail. All other changes must be put in writing with a photocopy of the relevant documentation (i.e. deed poll).

Question 1.27: home address

It is essential that your contact details are kept up to date. This is a requirement of the Health Professions Order 2001. By law, your registered address with us is your home address, and this is the address we use for correspondence with you. We do not publish this address on the publicly available Register.

If you change your address during the application process, you must notify us. We can change your home address over the telephone or by email.

If you change your address after being registered, you must notify us within 28 days.

Question 1.37: work address

It is essential that your contact details are kept up to date. This is a requirement of the Health Professions Order 2001. The work address you provide us with should be your main place of work, if you know this. If you do not know where you will be working, you must tell us this and when you do know your work address, you need to let us know. We do not publish this address on the publicly available Register. Instead, we publish the approximate area in which you work (e.g. Guildford).

If you change your address during the application process, you must notify us. We can change your work address over the telephone or by email.

If you change your address after being registered, you must notify us within 28 days. Again we can change your name, if you have married, over the telephone or by e-mail. All other changes must be put in writing with a photocopy of the relevant documentation (i.e. deed poll).

Once you are registered, if you do not keep us up-to-date with your contact details, you may not receive vital information about receiving your registration. This could lead to your registration being lapsed.

Agencies

All correspondence from the HPC will now be directed to the applicant only. This means that you must provide us with your home address and not the address of an agency. Please be aware that if you do provide us with the address of an agency, your application will be returned.

Question 1.47: licence to practise

If you are registered to practise in the UK or any other country please provide a photocopy of your current registration certificate.

Section 2: Character

In this section, you can provide evidence about your character, including any membership of relevant professional bodies or organisations.

Question 2.01: character reference

Applicants must provide a character reference which **must** be completed on a **HPC character reference form**. See below for a list of approved referees:

- Accountant
- Bank/Building Society Official
- Barrister/Solicitor
- Chemist
- Civil Servant
- Dentist
- Doctor
- Engineer
- HPC Registered Health Professional
- Justice of the Peace
- Lecturer/Teacher
- Member of Parliament
- Nurse
- Optician
- Police Officer
- Social Worker

The referee cannot be related to you and must have known you for at least three years. The term “relative” is broadly defined by the Health Professions Council (Registration and Fees) Rules 2003 as follows:

(a) *his spouse*

(b) *any lineal ancestor, lineal descendant, brother, sister, aunt, uncle, nephew, niece, or first cousin, of his spouse; or*

(c) *the spouse of any relative mentioned in paragraph (b), and for the purposes of deducing any such relationship “spouse” includes a former spouse, a partner to whom the person is not married, and a partner of the same sex*

All references must be completed, signed and dated by the referee and returned to the applicant in a sealed envelope. We cannot accept faxed copies of reference forms.

Please remember if you provide a fraudulent reference you may be prosecuted.

Question 2.02: membership of professional bodies and organisations

If you are applying under the transitional provisions we will consider, among other things, the length of time for which you have been on the register of any professional or regulatory body for your profession, to help us determine how to assess your application.

Section 3: Legal and disciplinary proceedings

Question 3.01

It is important that you declare any convictions to the HPC, failure to do so may result in investigation, which could lead to you being removed from the Register.

Section 4: Health declaration

Question 4.01: health reference

All applicants must provide a health reference, which must be on a **HPC Health reference form**. The referee must confirm that, in relation to your health, you are fit to practise. Referees must sign and date the form, in the understanding that it is illegal for them to provide a false reference. Only someone who is a doctor (by which we mean a registered medical practitioner) can be a referee. The referee cannot be related to you and must have known you for at least three years.

The term “relative” is broadly defined by The Health Professions Council (Registration and Fees) Rules 2003 as follows:

“relative”, in relation to any person, means–

(a) *his spouse*

(b) *any lineal ancestor, lineal descendant, brother, sister, aunt, uncle, nephew, niece, or first cousin, of his or of his spouse; or*

(c) *the spouse of any relative mentioned in paragraph (b), and for the purposes of deducing any such relationship “spouse” includes a former spouse, a partner to whom the person is not married, and a partner of the same sex*

Doctors may charge a fee for completing a Health reference form. This cost will have to be met by you.

If you have not been registered with your doctor for three years, but your current doctor has access to your medical records for that time period, he/she will still be able to provide a reference for you.

If your doctor has been unable to access your medical records or your medical records have been lost, you should request a Medical Practitioner who is registered with the General Medical Council (GMC), or for EEA/International applicants, its equivalent body in your country, to undertake a medical examination sufficient to certify that you are in a mental and physical condition for the purposes of practicing your profession. Any costs that may be incurred for this will have to be met by you.

You may ask your doctor to provide both a Health reference and a Character reference.

We do not require a consent letter from you in order for doctors to release information. When you give your doctor the Health reference form you are in effect giving your consent for him/her to complete this document.

Your referee must confirm on the Health reference form their status as a doctor and provide us with their practice address.

All references must be completed, signed and dated by the referee and returned to the applicant in a sealed envelope. We cannot accept faxed copies of reference forms.

Our forms have been designed to be machine readable. This means that we do require doctors to write the name and address of the surgery in full rather than using a stamp.

We cannot accept reference forms sent directly to us by your doctor. Any incomplete applications, i.e. those without a Health reference will be returned to the applicant.

Please remember that if you provide fraudulent references you may be prosecuted.

If you were registered (by CPSM) at any time between 8 July 1998 and 8 July 2003 and you have not been registered at any time since 9 July 2003, you do not have to complete the health section or provide a health reference.

This is because the Health Professions Order states that if you meet these criteria, the Council can take evidence of your good character into account when re-admitting you to the Register, but not evidence of your health.

Section 5: Education and training

Please read the section relevant to the type of application you are making:

1. If you are an applicant holding an approved qualification or licence to practise awarded in the UK or are applying for readmission.

Please complete the details of questions 5.01 – 5.04

You do not need to provide any further information as HPC will check against the pass list from your training institution

2. If you are an EEA national or have a qualification considered equivalent to an approved UK qualification

Please complete the details of question 5.01 – 5.14.

You must provide as much information as possible in order for HPC to ascertain whether your qualification is comparable to the Standards of Proficiency. You are also asked to provide a Course information form. This form can be downloaded from our website at www.hpc-uk.org/apply/app_download_international.htm. The form must be completed by your training institution and validated with an official stamp

Clinical practise

Clinical practise is an important element of assessing your application. By providing as much details as possible, you are helping HPC to establish what areas you have gained experience in. Please include details of the length of time spent in each area and the method of assessment for each clinical placement.

Additional training/qualifications

It is important to tell HPC about any additional training/qualifications you may have obtained since originally qualifying. This may be used to support your application and demonstrate how you fulfil the Standards of Proficiency. In addition, it is advisable to include any appropriate certificates/evidence of attendance and/or completion of training.

3. If you have other qualification(s) training and/or experience that you gained outside the UK

Please complete the details of question 5.01 – 5.14.

You must provide as much information as possible in order for HPC to ascertain whether your qualification is comparable to the Standards of Proficiency. You are also asked to provide a Course information form. This form can be downloaded from our website at www.hpc-uk.org/apply/app_download_international.htm. The form must be completed by your training institution and validated with an official stamp

Clinical practise

Clinical practise is an important element of assessing your application. By providing as much details as possible, you are helping HPC to establish what areas you have gained experience in. Please include details of the length of time spent in each area and the method of assessment for each clinical placement.

Additional training/qualifications

It is important to tell HPC about any additional training/qualifications you may have obtained since originally qualifying. This may be used to support your application and demonstrate how you fulfil the Standards of Proficiency. In addition, it is advisable to include any appropriate certificates/evidence of attendance and/or completion.

4. If you are applying via the transitional arrangements (grandparenting)

You do not have to complete this section. However, you may want to provide details, as it could help us to assess your application

Section 6: Proof of practice

Questions 6.01 to 6.04: professional indemnity insurance

You only need to complete this section if you are applying to register with us through the transitional provisions (Grandparenting). If you have held professional indemnity insurance, please provide us with detailed information about your insurance record, including the length of time for which you have held the insurance. Together with information you provide elsewhere, we will use this to help to determine the length of time for which you have been practising, and also the safety of your practice. Please remember that we may contact your insurers in the course of evaluating your application.

Section 7: Declaration of information

We can only process your application if you have signed this declaration. By signing it, you are making four separate claims and you can be held liable for your actions as a result. Please remember that it is illegal to fraudulently procure an entry in the HPC Register and if you do this, you may be subject to prosecution.

Appendix: Other important information

Our standards

You should have received two documents setting out:

- our **standards of conduct, performance and ethics**
- our **standards of proficiency**

If you have not received these documents, or you would like more copies, please write to the Education and Training Department, Park House, 184 Kennington Park Road, London SE11 4BU or email education@hpc-uk.org. You can also download copies from our website at www.hpc-uk.org/publications/index.htm.

HPC Data Protection Policy

You should have received a copy of our **Data Protection Policy**. If you have not received this, or you would like another copy, please write to the Communications Department, Park House, 184 Kennington Park Road, London SE11 4BU or email info@hpc-uk.org. You can also download copies from our website at www.hpc-uk.org.

An note about continuing professional development (CPD)

Your CPD activities are not currently linked to the renewal of registration. We consulted in 2004 on linking CPD to re-registration, and we are producing more guidance on how this will work in the future.



The Health Professions Council
Park House, 184 Kennington Park Road, London SE11 4BU

UK Registrations

Lo-call number (if calling from UK) 0845 3004 472

Direct dial: +44 (0)20 7840 9802

Fax: +44 (0)20 7840 9801

Email: registration@hpc-uk.org

International/Grandparenting Registrations

Lo-call number (if calling from UK) 0845 3004 720

Direct dial: +44 (0)20 7840 9804

Fax: +44 (0)20 7840 9803

International email: international@hpc-uk.org

Grandparenting email: grandparenting@hpc-uk.org

Website: www.hpc-uk.org

How to pay your registration/ readmission and renewal fee (UK applicants)

PLEASE READ CAREFULLY BEFORE COMPLETING FORMS

Contents

- Registration cycles 2
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- Payment methods 3
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- Sending us your application 3
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Registration cycles for entering the register and renewing your registration

	2004												2005												2006												2007												2008											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
ARTS THERAPISTS	1 June 2004 - 31 May 2006												1 June 2004 - 31 May 2006												1 June 2006 - 31 May 2008												1 June 2006 - 31 May 2008												1 June 2006 - 31 May 2008											
BIOMEDICAL SCIENTISTS	1 December 2005 - 30 November 2007												1 December 2005 - 30 November 2007												1 December 2005 - 30 November 2007												1 December 2005 - 30 November 2007												1 December 2005 - 30 November 2007											
CHIROPODISTS/PODIATRISTS	1 August 2004 - 31 July 2006												1 August 2004 - 31 July 2006												1 August 2006 - 31 July 2008												1 August 2006 - 31 July 2008												1 August 2006 - 31 July 2008											
CLINICAL SCIENTISTS	1 October 2005 - 30 September 2007												1 October 2005 - 30 September 2007												1 October 2005 - 30 September 2007												1 October 2005 - 30 September 2007												1 October 2005 - 30 September 2007											
DIETITIANS	1 July 2004 - 30 June 2006												1 July 2004 - 30 June 2006												1 July 2006 - 30 June 2008												1 July 2006 - 30 June 2008												1 July 2006 - 30 June 2008											
OCCUPATIONAL THERAPISTS	1 November 2005 - 31 October 2007												1 November 2005 - 31 October 2007												1 November 2005 - 31 October 2007												1 November 2005 - 31 October 2007												1 November 2005 - 31 October 2007											
OPERATING DEPARTMENT PRACTITIONERS	1 December 2004 - 30 November 2006												1 December 2004 - 30 November 2006												1 December 2004 - 30 November 2006												1 December 2004 - 30 November 2006												1 December 2004 - 30 November 2006											
ORTHOPTISTS	1 September 2005 - 31 August 2007												1 September 2005 - 31 August 2007												1 September 2005 - 31 August 2007												1 September 2005 - 31 August 2007												1 September 2005 - 31 August 2007											
PARAMEDICS	1 September 2005 - 31 August 2007												1 September 2005 - 31 August 2007												1 September 2005 - 31 August 2007												1 September 2005 - 31 August 2007												1 September 2005 - 31 August 2007											
PHYSIOTHERAPISTS	1 May 2004 - 30 April 2006												1 May 2004 - 30 April 2006												1 May 2006 - 30 April 2008												1 May 2006 - 30 April 2008												1 May 2006 - 30 April 2008											
PROSTHETISTS & ORTHOTISTS	1 October 2005 - 30 September 2007												1 October 2005 - 30 September 2007												1 October 2005 - 30 September 2007												1 October 2005 - 30 September 2007												1 October 2005 - 30 September 2007											
RADIOGRAPHERS	1 March 2004 - 28 February 2006												1 March 2004 - 28 February 2006												1 March 2006 - 28 February 2008												1 March 2006 - 28 February 2008												1 March 2006 - 28 February 2008											
SPEECH & LANGUAGE THERAPISTS	1 October 2005 - 30 September 2007												1 October 2005 - 30 September 2007												1 October 2005 - 30 September 2007												1 October 2005 - 30 September 2007												1 October 2005 - 30 September 2007											

Paying your registration fee

Registration is renewed in two-yearly periods. This two year period is called the “registration cycle”, and is made up of two “professional years”. Your fees must be paid for the whole two year registration cycle; unless you choose to pay by Direct Debit in which case you can spread the cost of registration.

Registration fees are £60 per professional year.

If you are applying for registration for the first time

If you graduated from a UK approved course within the last two years you are entitled to a 50% discount. This discount applies for the first two professional year payments, which means that you pay £30 per year for the first two years.

If you qualified over two years ago or are applying for readmission to the register

The full registration fee is payable. If you apply to be registered at any point in one professional year, even if only for a few days, you will need to pay the whole £60. If you do not need your registration immediately in order to work, you may wish to check when your new professional year starts and apply for registration at the beginning of a new professional year. The table on page 2 shows the registration cycles for each profession, and when each profession renews its registration.

Payment methods

Direct Debit

If you would prefer to spread the cost of registration and pay by Direct Debit, simply complete the Direct Debit Instruction (DDI) and send this with your application.

You can pay by this method if you hold a bank/building society account in the UK. We will deduct £30 from your account every six months over the two year registration cycle. If you are newly qualified and are entitled to the reduced rate, the instalment amount will be £15 for the first two year registration cycle.

When you are registered, we will write to you to tell you the dates that the amounts will be debited from your bank account.

Alternative methods of payment

If you prefer, you can pay us by cheque or by postal/money order. You will need to send us the full amount for the whole two year registration cycle if you wish to pay by this method.

How to keep your name on the Register

Once you have been registered, you need to renew your registration with us every two years. To make sure that your name stays on the register, we must receive.

- your registration fee; AND
- your signed renewal declaration

Around three months before your registration expires, we will send you a registration renewal form.

The fee for registration renewal is £120 for the two year registration cycle (or less if you are newly qualified and are entitled to the reduced rate). The table on page 2 shows the registration cycles for each profession. If you have chosen to pay by Direct Debit, we will tell you the dates we will debit your account. If you have opted to pay by cheque or by money/postal order, the full amount is payable.

You are also required to sign a declaration every two years confirming that:

- you continue to meet the HPC’s standards of proficiency for the safe and effective practise of your profession
- there have been no changes to your health or relating to your good character which you have not advised HPC about and which would affect your safe and effective practice
- you continue to practise your profession since your last registration or; you have not practised your profession, but have met the HPC’s additional education, training or experience requirements

Sending us your application

Please send us your application only when you are ready to start practising your profession and/or using the protected title/s. If you are newly qualified, you should not send us your application until you have received confirmation of your qualification.

Applications cannot be considered unless the correct fees and all other required documentation is included. Incomplete applications will be returned.

Your application should be sent to: UK Registration, Park House, 184 Kennington Park Road, London, SE11 4BU

If you cannot be registered your fee will be refunded to you and you will be notified in writing.

What happens next?

It takes approximately 7-10 working days to process your application for registration/readmission. Once we have processed your application, our online register is immediately updated. The register is in real-time and is the best way for you to check that you are registered and for your employer to verify your registration status. The register can be viewed via our website at www.hpc-uk.org

Contact us

If you have a question about your application please contact us:

By post:

UK Registration Department
Health Professions Council
Park House
184 Kennington Park Road
London
SE11 4BU

Telephone:

Monday-Friday: 8am-6pm
0845 3004 472 (if calling from the UK)
+44 (0)20 7840 9802 (if calling from outside the UK)

Website:

www.hpc-uk.org

Email:

registration@hpc-uk.org

In addition, if your profession's next two year professional cycle is two months away or less, you need to pay for the coming two year period as well.

FOR EXAMPLE. (Please see the table on page 2 to illustrate these examples) If you are an arts therapist registering for the first time in **June 2004**, the time remaining in your registration cycle is **two years**. You therefore need to pay for two professional years. This payment will take you up until May 2006, at which point you will be invoiced for the next two years' payment.

If you are an arts therapist registering for the first time in **June 2005**, the time remaining in your current registration cycle is **one year**. You need to pay for one professional year when you register. You will be invoiced for the next two year period.

If you are an arts therapist registering for the first time in **May 2006**, your profession's next renewal is **less than two months away**. In order to be registered you therefore need to pay for your current year's registration, and also for the coming two year period. ie: **three years'** registration fees.

If you are not sure how much you need to pay, please contact our Registration department, who will be able to help you.

Section UK3: Signature

Question 3.01: declaration

You must sign and date the signature section before returning your application to the HPC.

Submitting your application

We would ask those applying for registration for the first time not to submit an application until you have received confirmation of your qualification from the university.

If registration cannot be granted your money will be refunded and you will be notified in writing. Applications cannot be considered unless the correct fees and all other required documentation is included. Incomplete applications will be returned to you.

The form should be sent to: UK Registrations, Park House, 184 Kennington Park Road, Kennington, London, SE11 4BU.

The HPC maintains an online register. A list of registrants is available for inspection on the HPC website www.hpc-uk.org. The online register is updated in real-time and you and your employer are encouraged to use this service to verify your registration status.

To view our privacy statement please refer to the website www.hpc-uk.org/privacy.html.

It takes around 10 working days to process your application. If you have not heard from us after this time you can check the online register or call the UK registration team.

When you are registered we will send you a certificate and you will be entitled to use a protected title, please refer to page 2 of the **Guidance notes for completing the Registration/Readmission form**.



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Fax: +44 (0)20 7840 9803

International email: international@hpc-uk.org

Grandparenting email: grandparenting@hpc-uk.org

Website: www.hpc-uk.org