



# Final renewal form

20050801aREGPUBFinal

Created on

PLEASE TURN OVER

Before completing this form you will need to read the 'How to fill in your registration renewal form' booklet. Please complete this form in BLOCK CAPITALS using a black pen.



**Please send your completed forms to:**  
UK Registration Department, HPC, Park House  
184 Kennington Park Road, London, SE11 4BU



Please call us on **0845 3004 472** (if calling from the UK) or +44 (0)20 7840 9802 if you need any help in completing this form

## 1. Renewal fee

Name

Profession

Your registration number

You must pay & sign by

Your balance is

To renew your registration with HPC, you need to

Your renewal fee is

Pay  Sign  Pay & Sign

### You need to pay

All installments will be collected by Direct Debit (**Variable**)

- New direct debit instruction (please check this box if you wish to set up a new direct debit or if your bank account details have changed)
- Cheque, postal/money order or bankers draft for the full amount

## 2. Professional declaration

### I HAVE:

- continued to practise my profession since my last registration; **OR\*\***
- not practised my profession since my last registration but have met the HPC's return to practice requirements. Please see Section 2 in the "How to fill in your Registration Form" booklet for more information.

### I CONFIRM THAT:

- I continue to meet the HPC's standards of proficiency for the safe and effective practice of my profession; and
- there have been no changes to my health or relating to my good character which I have not advised HPC about and which would affect my safe and effective practice of my profession.
- I continue to meet the HPC's standards for continuing professional development.

**YOU WILL NOT BE REGISTERED IF YOU CANNOT SIGN THIS DECLARATION. IF YOU CANNOT SIGN THIS DECLARATION, YOU SHOULD CONTACT THE REGISTRAR IN WRITING, EXPLAINING YOUR CIRCUMSTANCES.**

PS, don't forget to:



I declare that the information provided by me is true and accurate and understand that fraudulently procuring an entry in the HPC register is a criminal offence under Article 39 of the *Health Professions Order 2001*.

Date   /   /      
D D M M Y Y Y Y Signed declaration

PLEASE DO NOT DETACH THE DIRECT DEBIT MANDATE



## Instruction to your Bank or Building Society to pay by Direct Debit



Name and full postal address of your Bank or Building Society

Originator's Identification Number 9 5 2 2 8 8

To the Manager BANK/BUILDING SOCIETY

Reference Number

Address

### Instructions to your Bank/Building Society

Please pay HPC Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. The amounts are variable and will be debited every six months.

I understand that this instruction may remain with HPC and, if so, details will be passed electronically to my Bank/Building Society.

Postcode

Name(s) of Account Holder(s)

Date   /   /      
D D M M Y Y Y Y

Bank/Building Society Account No.

Signed declaration

Branch Sort Code  -  -

Banks and Building Societies may not accept Direct Debit Instructions for some types of account

THIS GUARANTEE SHOULD BE DETACHED AND RETAINED BY THE PAYER

### The Direct Debit Guarantee



This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society. If the amounts to be paid or the payment date changes HPC will notify you 10 working days in advance of your account being debited or as otherwise agreed. If an error is made by HPC or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid. You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

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# Change of contact details

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Registration Number

Registration Number input boxes

### 3. Current information

These are the details that HPC currently has for you on its records.

Home address

Work address

### 4. Updated information

If the information in section 3 is not correct please complete the correct details in the boxes provided

Form fields for updated information: Surname/Family Name, First Name, Date of Birth, Gender (M/F), Home address (House/Building Number, Street or Road, Address Line 2, Town/City, County/State, Country, Postcode/Zip code), Work address (Organisation/Hospital, Department/Unit, Address, Address Line 2, Town/City, County/State, Country, Postcode/Zip code).

### 5. Telephone information

Form fields for telephone information: Home tel, Work tel, Home mobile, Work mobile.

### 6. Email information

Please write using CAPITAL LETTERS, use a separate box for each full stop (.) and the at symbol (@)

To help improve the service we provide to you, we are asking registrants to provide an email address. If you DO NOT wish to receive communications from us by email, simply leave the section on this form blank. If you wish to be contacted via your email address please sign below.

Email address input boxes and a checkbox to indicate if it is a Work or Home address.

I confirm the above information to be correct

Date input boxes (DDMMYYYY).

Signature box with the word 'Signature' written inside.

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[www.hpc-uk.org](http://www.hpc-uk.org)

have you checked the HPC website lately?

Online you can find:

- the online register; The fastest, most up to date way for you or your employer to check your registration
- news and updates; Information, news releases and updates about the work that we are doing
- the brochure, '10 benefits of registration'; And all of our other brochures, standards and leaflets
- information for registrants; Including information about renewing your registration ...

... and much more

PS, don't forget to:



## **Contents**

These guidance notes are intended to help you complete the registration renewal form. They will also help you understand the renewal process. However, if after reading the guidance notes there is something you do not understand please contact us.

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## Introduction

### About the HPC

We are the Health Professions Council. We are a health regulator and were set up to protect the public. To do this, we keep a register of health professionals who meet our standards for their training, professional skills, behavior and health.

### How we are run

We were created by legislation called the Health Professions Order 2001. This lays out our responsibilities and it gives us our legal authority to carry these out. We have a Council which is made up of registered health professionals and members of the public. This Council sets our strategy and policy and makes sure we are fulfilling our duties under the Health Professions Order.

Health professionals must register with us in order to use the protected title for their profession. This means that even if you have completed a course in, for example, physiotherapy, you are still not able to call yourself a physiotherapist unless you are registered with us.

Being registered with us shows that you meet our standards for your profession. Registration shows the public that health professionals are 'fit to practise' and they are entitled to use the protected title(s) for their profession. It shows the people on our Register are part of a profession with nationally recognised standards set by law.

When we say someone is 'fit to practise', we mean they have the skills, knowledge, character and health to do their job safely and effectively.

## About this guidance

### Renewing your registration with the HPC

You need to renew your registration every two years. To make sure that your name stays on the Register, you need to do two things:

- pay your registration fee; **and**
- send us your signed renewal declaration.

We will not be able to renew your registration unless you do both of these things. **Please remember that payment alone is not sufficient to keep your name on the Register.**

### General information on completing the registration renewal form and change of contact details form

Before you fill in the renewal form please read this booklet carefully. It is important that you complete the form fully and correctly to avoid it being returned to you.

Please use **black ink** throughout and make sure that each character and your signature are completely within the white boxed areas. This will ensure that our computer equipment can read your information easily and your application can be processed as quickly as possible.

## Section 1 Registration renewal fee

The renewal fee is £120 for two years. If you are a new UK graduate from a HPC approved course, the fee you will pay for the first two 'professional years' is reduced by 50%.

The amount you are required to pay is indicated in section 1 of the renewal form.

### Payment methods

#### If you currently pay your fee by direct debit

If we have a direct debit instruction in place for you, this will be indicated on your registration renewal form. If you are happy to continue to pay by this method and you have not changed your account details, you only need to sign the professional declaration and return your form to us.

If your account details have changed, or you no longer wish to pay by direct debit, you must tell us quickly to ensure that we can cancel the instruction. You should also tell your bank.

#### Changing to direct debit

If you wish to spread the cost of registration over the two-year registration cycle, please fill in the direct debit instruction. Your fee will be deducted from your bank account in four separate instalments of £30 (or less for the first two years if you are receiving the reduced rate). You will have received a letter with your renewal form which tells you the dates the amounts will be deducted from your bank account. You can also find out the dates for your profession on our website: [www.hpc-uk.org](http://www.hpc-uk.org)

#### Alternative methods of payment

If you prefer, you can pay your fee by cheque, money/postal order or by bankers draft. Please send us the **full amount** as requested on your renewal form. Payments must be made in UK sterling and drawn on a bank based in the United Kingdom (UK). Your payment must be crossed and made payable to 'Health Professions Council'. Please write your full name and HPC registration number on the reverse side of your payment and ensure that it is not post-dated.

You should allow at least five working days for your payment to reach us (ten working days if sending from outside the UK).

## Section 2 Professional declaration

You must sign a professional declaration once every two years in order to stay registered. By signing the professional declaration you are confirming that you have:

- continued to practise your profession since your last registration; **or**
- not practised your profession since your last registration but have met the HPC's return to practice requirements.

You must indicate which applies to you by putting a cross in one of the two boxes.

You are also confirming that:

- You continue to meet the HPC's standards of proficiency for the safe and effective practice 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 of your profession; and
- You continue to meet the HPC's standards for continuing professional development.

You must confirm each of the above statements by putting a cross in each box.

If you cannot sign any part of the declaration you should contact the Registrar in writing, explaining your circumstances.

### **More about signing your professional declaration**

The declaration is in several parts, each of which is explained here in more detail.

### **Returners to practice**

We ask you to confirm whether or not you have practised your profession since you last renewed your registration.

For the purposes of renewing your registration, or determining whether our return to practice requirements need to be met, we have defined 'practising your profession' as drawing on your professional skills and/or knowledge in the course of your work. For example, if you are working in education, management or research, you are still practising your profession.

If you have been out of practice for more than two years you will need to undertake a period of updating your skills and knowledge before you can become re-registered. You must complete the relevant return to practice forms which can be found on our website at: [www.hpc-uk.org/apply](http://www.hpc-uk.org/apply)

### **Standards of proficiency**

You will find copies of the standards of proficiency on our website: [www.hpc-uk.org](http://www.hpc-uk.org)

### **Character and health**

The professions regulated by the HPC are exempt from the Rehabilitation of Offenders Act. This means we do not consider any conviction to be spent. It is important that you declare to us any convictions, police cautions or convictions for which you have received a conditional discharge. Failure to do so may result in an investigation which could lead to you being removed from the Register.

You must also provide us with information about your health that may affect your practice. This does not necessarily mean that we will not renew your registration. Instead, we will consider the information provided to decide whether we need to ask a registration panel to determine whether your registration can be renewed.

### **Continuing professional development**

As part of your registration with us, you need to carry out continuing professional development (CPD). Every time you renew your registration, you need to sign to confirm that you are undertaking CPD. From July 2008, whenever your profession renews its registration, a percentage of your profession will be audited to check our CPD standards are being met. To find out more about CPD, our standards and the audit process, please download from our website the brochure 'Your guide to our standards for continuing professional development'.

## **Section 3 Contact details**

It is essential that your personal details are kept up to date. This is a requirement of the Health Professions Order 2001. On the reverse side of the renewal form, we print the current home and work address that we have for you. If either address is incorrect or has changed, you must write your correct address in the space provided. Remember, it's important that you write clearly ensuring that you stay within the white boxes.

### **Name change**

If you have changed your name you must indicate this in the space provided. You must also send us a certified photocopy of the relevant document (eg marriage certificate).

### **Home address**

We ask you to give us your main home address. This address is not published on the publicly available Register, but is required by us for all HPC correspondence.



**Work address**

The work address you give us should be for your main place of work. Members of the public will only be able to see the approximate geographical area in which you practise (eg Guildford). If you are not currently practising you can leave this section blank and contact us as soon as you are able to give us a work address.

**Telephone number(s)**

Please provide us with your contact telephone numbers.

**Email address**

To help improve the service we provide to you, please tell us your email address. If you do not wish to receive communications from us by email, simply leave the space blank.

**Section 4 What happens next?**

The average processing time for renewal applications is between five and seven working days. This time may vary depending on the volume of renewal forms received. Once we have processed your renewal form and payment our online Register is immediately updated to show your new registration dates. The Register is in real-time and is the best way for you and your employer to verify your registration status. The Register can be viewed at: [www.hpcheck.org](http://www.hpcheck.org)

**Section 5 What happens if we do not receive your payment and/or signed professional declaration**

You need to be registered with us in order to practise your profession and to use the protected title(s).

If we do not receive your payment and renewal form by the date given, your registration will be lapsed. Your name will no longer appear on the HPC Register and you will not be able to use the protected title(s) for your profession. We will write to you to tell you that your registration has lapsed. We will also write to your employer.

If you want to be registered again, you will need to complete a readmission form. You can find out more about this process on our website at: [www.hpc-uk.org/apply](http://www.hpc-uk.org/apply)

## **Section 6 What happens if you are no longer practising your profession**

If you do not need to be registered with us, you can make an application for the removal of your name from the Register. This application must be made in writing and should be accompanied by a declaration stating that you are not aware of any matter which could give rise to an allegation being made against you.

If you do not wish to renew your registration, and you currently pay your fee by direct debit, you must call us before the first instalment date. You must also tell your bank that you wish to cancel the direct debit instruction. This will ensure that the amount is not deducted from your bank account.

## **Section 7 Contact us**

Before you contact us you may find it helpful to look at our website: [www.hpc-uk.org](http://www.hpc-uk.org). If you cannot find the answer to your query in these guidance notes or on our website, please contact us:

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

Email: [registration@hpc-uk.org](mailto:registration@hpc-uk.org)

Post: UK Registration Department  
Health Professions Council  
Park House  
London  
SE11 4BU