

**Health Professions Council (HPC)  
Education and Training Committee Meeting – 28 March 2007**

**Review of the application forms and registration renewal forms**

**Executive Summary and Recommendations**

**Introduction**

This paper provides an explanation of changes made to the following documents:

- Registration/readmission form
- Registration renewal form

**Decision**

This paper is to note. No decision is required.

**Background information**

The registration/readmission form was last reviewed prior to the opening of the HPC register in July 2003. Since then, we have listened to feedback provided by applicants, registrants and HPC employees and have revised the forms and guidance to make them clearer and more user friendly.

Currently, there is one main application form which applicants are required to complete irrespective of which route they are applying through. There is also one set of guidance notes. The most common reason for applicants to contact the registration departments in respect of the application forms is due to them not being able to find the relevant information in the guidance notes. We understand that this is due to the vast amount of information currently included in the notes.

Additionally, there are certain sections on the application form which we ask to be completed only by certain types of applicants eg the Education and Training section does not need to be completed by an applicant applying for readmission to the Register. Again, we found that applicants found this confusing. The result of this confusion has been an increase in telephone calls and emails to the registration departments and a high volume of incomplete forms being returned to applicants resulting in a delay in their registration.

There are now four separate sets of application forms and guidance notes which are specific to the different types of applicants wishing to register with HPC:

- UK applicants (for applicants who hold an approved UK qualification)
- Readmission (for applicants who have previously been registered)
- International (for applicants who hold a qualification or have gained experience outside the UK)
- Grandparenting (for applicants who do not hold an approved UK qualification)

All forms and the information therein are common and consistent where necessary. For example, the character and health references in all four forms are identical. The differences between the forms have been kept to the minimum necessary to achieve their differing purposes.

The registration renewal form was last revised in 2005. The form was changed to allow our computer system to electronically read the information provided by registrants as they renew their registration every two years. The result of this change proved to be a much more efficient service for registrants in terms of processing time and accuracy of information stored on our registration database. Since then, each of the 13 professions has renewed their registration using the new form and guidance and generally the feedback we have received has been positive. We have been able to process registration renewal forms within our service level and the new process proved to be extremely successful.

With the introduction of the HPC standards for continuing professional development (CPD) the registration renewal form has been revised to allow registrants to confirm to us that they are undertaking CPD.

We have taken this opportunity to further improve the registration renewal form by;

- Adding extra space for registrants address details;
- Adding a section to allow registrants to tell us about any change to their name;
- Redesigning the 'renewal fee' section so that the fee registrants are asked to pay is clearer; and
- Adding check boxes in the 'Professional declaration' section on the form

The application forms, the registration renewal form and all sets of guidance notes will be sent to the Plain English Campaign in April 2007 with a view to having them crystal marked. All documents will reviewed by HPC's lawyers. The Council is asked to note that some minor changes may be made to the documents following this.

We hope that these changes will enable us to continue to provide an improved service to applicants, registrants and other stakeholders.

### **Resource implications**

Nil

### **Financial implications**

Nil

### **Background papers**

Nil

### **Appendices**

Application forms and guidance notes  
Registration renewal form

**Date of paper:** 15 March 2007

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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













## Section 5 Declaration of information

- **I declare** that I have read, understood and will keep to the HPC's standards of conduct, performance and ethics.
- **I understand** the HPC will only use the information provided in performing its functions under the Health Professions Order 2001 and I authorise the HPC to process my information accordingly.
- **I declare** that the information given in this form and in any supporting documents is true and accurate.
- **I understand** that fraudulently procuring an entry in the HPC Register is a criminal offence under article 39 of the Health Professions Order 2001.
- **I declare** that I have read, understood and will comply with the HPC's requirements for continuing professional development (CPD).

Date (DDMMYYYY)

Signature.....

## Section 6 Paying your fees – please read the guidance notes on paying your fees

Please choose one of the following four options

### Option 1

- I am applying for registration for the first time and graduated **less than** two years ago. **I do not** wish to pay future fees by direct debit. I enclose a cheque/money order for the amount of **£60**.

### Option 2

- I am applying for registration for the first time and graduated **less than** two years ago. **I wish** to pay future fees by direct debit. I enclose a direct debit instruction and a cheque/money order for the amount of **£30**.

### Option 3

- I am applying for registration for the first time and graduated **more than** two years ago. **I do not** wish to pay future fees by direct debit. I enclose a cheque/money order for the amount of **£120**.

### Option 4

- I am applying for registration for the first time and graduated **more than** two years ago. **I wish** to pay future fees by direct debit. I enclose a direct debit instruction and a cheque/money order for the amount of **£60**.

**Please complete the direct debit instruction if you have chosen option 2 or option 4**

**INSERT DIRECT DEBIT INSTRUCTION AND GUARANTEE  
HERE**



## Referee's guidance on completing the character reference

Before being registered under the Health Professions Order 2001 an applicant must satisfy the HPC that they are of good character.

A character reference needs to be provided by a person of professional standing in the community who is not a relative of the applicant and has known the applicant for three years or more. This would usually mean that the referee should be practising a recognised profession that is registered or otherwise regulated. Such professions would include (but are not limited to):

- Accountant
- Any person already registered with the HPC
- Bank manager
- Barrister
- Chairman/Director of a limited company
- Commissioner of oaths
- Local councillor
- A regulated health professional (eg dentist/doctor/nurse)
- Justice of the peace
- Local government officer
- Member of Parliament
- Minister of a recognised religion
- Officer of the armed forces (active or retired)
- Principal (or other person authorised by the principal) of an educational institute
- Salvation army officer
- Solicitor

**Once completed please return the character reference to the applicant to submit with their application.**



### **Information for doctors**

This section contains guidance about the information we need when you complete your patient's health reference.

You have been asked to complete a health reference for your patient because they want to be registered with the HPC. In the UK, the health reference must be completed by a doctor who is registered with the General Medical Council (GMC). However, if the reference is being provided from outside the UK it can be completed by a doctor who is registered with an equivalent regulator in another country.

The doctor must also have been the applicant's doctor for at least three years or must have access to their medical records for the past three years. If this is not possible the doctor can carry out a medical examination in order to complete the health reference.

The doctor must not be a relative of the applicant.

### **Your professional opinion**

In completing the health reference, we are asking you for your professional opinion on the health of your patient and whether it will impair their fitness to practise. We are asking you to consider whether there is anything to do with your patient's health which might affect their ability to practise safely and effectively in a way which poses no risk to patients, clients and users.

Your professional opinion should be informed by the fact that any UK employer would have a duty to make reasonable adjustments for their employee under the Disability Discrimination Act 2005.

### **Fees**

If you or your practice charges a fee for the provision of a reference this is a matter between yourself and your patient. The HPC has an obligation under the Health Professions Order 2001 to obtain the reference from the applicant. This obligation does not extend to paying for the reference and any cost must be met by the applicant.

### **Further questions**

If you have any further questions there is a document providing guidance to applicants and doctors about filling in the health reference. It can be found on our website at: [www.hpc-uk.org/publications](http://www.hpc-uk.org/publications)

If you require further information please contact us on 0845 3004 472 (if calling from the UK) or +44 (0)20 7840 9802.

## Guidance for UK applicants (applicants who hold an approved UK qualification)



UK Registration Department

184 Kennington Park Road, London, SE11 4BU

Lo-call number (if calling from UK) 0845 3004 472 or  
020 7840 9802

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

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

These guidance notes are intended to help you complete the application form. They will also help you understand the application 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, behaviour and health.

We currently regulate 13 health professions.

- Arts therapists
- Biomedical scientists
- Chiropodists/podiatrists
- Clinical scientists
- Dietitians
- Occupational therapists
- Operating department practitioners

- Orthoptists
- Paramedics
- Physiotherapists
- Prosthetists/orthotists
- Radiographers
- Speech and language therapists

### **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.

### **About registration**

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.

Registration shows 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.

### **Applying for registration**

Completing an approved course does not guarantee someone will become registered. It shows us the applicant meets our professional standards and is eligible to apply for registration. We need additional information from them in order to be able to register them.

The information provided by applicants helps us to know that:

- they are who they say they are;
- they meet our standards; and
- we can contact them if we need to.

### **Meeting our standards**

Everyone on our Register must meet the standards of proficiency we have set. The standards of proficiency are the professional standards which health professionals must meet in order to be registered. If you need a copy in an alternative format, please contact us. Our contact details can be found at the front of this form.

The standards of proficiency are made up of generic standards, which all registered health professionals must be able to meet, and profession-specific standards, which only apply to one profession.

## Protected titles

Each of the professions we regulate has at least one protected title. Anyone who uses one of these titles must be on our Register. Anyone who uses a protected title who is not registered with us is breaking the law and could be prosecuted.

Part of Register	Sub-section	Title
Arts therapist	Art therapist Dramatherapist Music therapist	Art psychotherapist Art therapist Dramatherapist Music therapist
Biomedical scientist		Biomedical scientist
Chiropodist/podiatrist		Chiropodist Podiatrist
Clinical scientist		Clinical scientist
Dietitian		Dietitian Dietician
Occupational therapist		Occupational therapist
Operating department practitioner		Operating department practitioner
Orthoptist		Orthoptist
Paramedic		Paramedic
Physiotherapist		Physical therapist Physiotherapist
Prosthetist/orthotist	Prosthetist Orthotist	Prosthetist Orthotist
Radiographer	Diagnostic radiographer Therapeutic radiographer	Radiographer Diagnostic radiographer Therapeutic radiographer
Speech and language therapist		Speech and language therapist Speech therapist

## About this guidance

### Applying through the UK application process

The UK application form is for those who have a certificate of competence, certificate of attainment or IHCD certificate or who have qualified with a different, approved qualification.

### Returners to practice

If you qualified more than two years ago and 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. As well as the main application form, you must also complete the relevant return to practise forms which can be found on our website at: [www.hpc-uk.org/apply](http://www.hpc-uk.org/apply)

### General information on completing the forms

To make sure we can process your form, please complete it in black ink and block capitals. Please mark boxes with a cross. If you run out of space please continue on a separate piece of paper. You must answer all the questions as fully as possible. If you qualified over two years ago and have not practised your profession, you also need to complete the return to practice requirements and submit the relevant forms to tell us about your updating period.

Please do not send us original documents unless otherwise specified. Instead, please send certified copies of documents. A document may be certified by a solicitor, commissioner for oaths, justice of

the peace, notary public or in the case of a qualification certificate, by the principal (or someone authorised by the principal) of the university or educational institute that granted the qualification.

### **Sending us your application**

Please send your application when you are ready to start practising your profession and/or using the protected title(s). Your application should be sent to the UK Registration Department at the contact address on the front of this form. If you are newly qualified, you should not send your application until you have received confirmation of your qualification. Applications cannot be considered unless the correct fees and all other required documents are included. All incomplete applications will be returned. If you cannot be registered your fee will be refunded and you will be notified in writing.

### **What happens next?**

The average processing time for applications is between seven and ten working days. This time may vary depending on the volume of applications received. Once we have processed your application our on line Register is immediately updated. It is the best way for you to check you are registered and for your employer to verify your registration status. The Register can be viewed at: [www.hpcheck.org](http://www.hpcheck.org)  
To view our privacy statement, please refer to the website: [www.hpc-uk.org/privacy](http://www.hpc-uk.org/privacy)

### **Contact us**

If you cannot find the answer to your query in these guidance notes please contact us. Please see page one for our contact details.

### **Photographic identification**

We ask applicants to provide us with legible certified photocopies of any one of the following documents;

- your passport
- your national identity card; or
- your DVLA/European driving license or EU photo identity card

We ask you to provide an up-to-date passport photograph. Please write your name and date of birth on the back of it. This will help us match your photograph to your application should it separate. Please do not staple any part of the form.

### **Birth certificate**

We ask you to provide us with a legible certified photocopy of your birth or adoption certificate. If you do not have one, 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](http://www.statistics.gov.uk) for a replacement. Indian nationals applying for registration may provide their secondary school leaving certificate as an alternative.

### **Certified documents**

The documents submitted should be certified by a solicitor, commissioner of oaths or justice of the peace. A document may be certified by a solicitor, commissioner for oaths, justice of the peace, notary public or in the case of a qualification certificate by the principal (or someone authorised by the principal) of the university or educational institute that granted the qualification.

### **Translation of documents**

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

### **Please note:**

- All completed application forms are the property of HPC and should be returned to us.
- Please read the checklist carefully and provide all the appropriate items/documents.

- Please make sure your correspondence details are kept up to date.
- The health reference, character reference and the declaration of information must be dated within six months of the date your application is received by HPC.
- We process applications for registration and tell you the decision as quickly as possible. Please do not make any arrangements or incur any expenses which depend upon the approval of your application with us. We will not accept liability for any loss or expenses incurred as a result of the above.
- It is illegal to use a protected title unless you are registered with us. It is illegal to claim you are registered with the HPC when you are not.

## Outcomes of an application

### **Incomplete applications**

If your application is incomplete we will return it to you and ask you to resubmit it. Please do not send individual documents separate from your application as these will be returned to you. We will use the information you provide for a number of purposes. This can include contacting organisations and individuals named in your application, including professional bodies, universities, places of work and referees.

### **Successful applications**

If your application is successful, we will

- put your name on the online Register;
- send you a letter on the day we register you; and
- send you a registration certificate and authentication card.

With your name on our Register you will be able to practise using the relevant title(s) of your profession.

The publicly available Register shows:

- Name
- Registration number
- Profession of registrant
- Duration of current registration
- Approximate geographical area in which the registrant practises (eg Guildford). It does not show your full address.

### **Rejected applications**

Your application may be rejected if we believe you do not meet our standards of proficiency or our health and character requirements. Please note your application can only be assessed based on the information you provide with your form. If your application is rejected you can appeal against the decision. You may also reapply, submitting a new form, supporting documents and registration fee.

### **Fraudulent applications**

If you falsify information about your identity or any other aspect of your application, we will suspend your application pending an investigation. Please remember it is illegal to fraudulently obtain registration with the HPC. If you do this you will be subject to prosecution.

### **The appeals process**

If your application is rejected you have 28 days following the letter rejecting your application to appeal the decision. If you tell us you wish to appeal the decision we will then provide you with further information on the appeals process.

## **Section 1 Registration details**

### **Previous applications**

If you have previously applied for registration with us or with our predecessor, the Council for Professions Supplementary to Medicine (CPSM) please tell us:

- your application number;
- when you applied (an approximate date if you cannot remember exactly);
- the type of application you made eg UK, international, grandparenting; and
- any further information eg you withdrew your application.

## **Section 2 Contact details**

It is essential that your personal contact details are kept up to date. This is a requirement of the Health Professions Order 2001. For security reasons we are unable to accept changes of personal details by email.

### **Name change**

All name changes must be made in writing. Please 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. You can change your address over the telephone or by writing to us.

### **Work address**

The work address you give us should be for your main place of work. Members of the public will be able to see on our Register 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. You can change your address over the telephone or by writing to us.

**If you change either your home or work address during the application process or at any point thereafter, you must notify us.**

### **Agencies**

All correspondence from the HPC will be sent to the applicant only. This means you must provide a home address and not the address of an agency. Please be aware if you provide an agency address your application will be returned to you.

## Section 3 Self-declarations

### Character

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.

### Health

You are also asked to provide us with information about your health that may affect your practice, this does not necessarily mean we will not register you. Instead, we will consider the information provided to decide whether we need to ask a registration panel to consider your application.

If you declare a health and/or character issue this could be considered by a panel to determine whether you are eligible for registration.

## Section 4 Education and training

### Applying as a biomedical scientist, clinical scientist or paramedic

If you do not hold an approved qualification you need to provide the following certificates:

- Clinical scientists – original ACS Certificate of Attainment
- Biomedical scientists – original IBMS Certificate of Competence
- Paramedic – certified copy of your IHCD certificate

### Applying if you have completed a UK approved course which is not one of the above

Please tell us the title of your relevant qualification, the start and end dates of your course and the name of the educational institution you attended. You do not need to send us a copy of your qualification certificate unless you qualified more than two years ago.

If you qualified more than two years ago and you have not been practising you will be subject to additional requirements. For more information, please see details on our website at [www.hpc-uk.org/apply/uk/historical/](http://www.hpc-uk.org/apply/uk/historical/)

## Section 5 Declaration of information

HPC can only process your application if you have signed this declaration. You should make sure that you fully understand the declaration before signing it. It is illegal to fraudulently procure an entry onto the HPC Register. If you do this, you will be subject to prosecution.

## Section 6 Paying your fees

### Registration cycle

Your registration cycle is biennial (two-yearly) and is made up of two 'professional years'. The table towards the end of this section details the professional years for each profession we regulate.

### **Applying as a new graduate**

If you graduated from a UK approved course within the last two years you are entitled to a 50% discount for the first two-year registration cycle. Your initial registration payment for the first two professional years is £60 (£30 per year).

Before you send us your application you need to decide whether you wish to pay the full registration fee or wish to spread the cost by paying by direct debit.

If you do not wish to set up a direct debit you will need to pay in full by cheque or money order. You need to send us a payment of **£60** with your application form. Payments must be made in UK Sterling and drawn on a bank based in the United Kingdom (UK). Your payment should be crossed and made payable to 'Health Professions Council'. Please write your full name on the reverse side of your payment and ensure that it is not post-dated.

If you wish to spread the cost of registration please fill in the direct debit instruction. You will need to pay up-front for your first year of registration by sending us a cheque/money order for **£30**. The remainder of your fee will be deducted from your bank account in two separate £15 instalments. Once you have been registered, we will write to you to tell you the actual dates the amounts will be deducted from your account.

### **Free period**

If you are registered for less than six months before the start of the next professional year, you will receive this period free of charge. You still need to send a payment with your application but this will be used in payment for the first full professional year. If you apply at any other time, you will be charged at the reduced rate for this period in addition to the following two full professional years.

### **Applying if you qualified more than two years ago**

The full registration fee is payable if you apply to be registered at any point in the professional year, even if only for a few days. If you do not need registration immediately in order to work, you may wish to check when your new professional year starts and apply for registration at the start of a new professional year. The table below shows the professional years for each profession we regulate.

Arts therapists	1 June – 31 May
Biomedical scientists	1 December – 30 November
Chiropodists/podiatrists	1 August – 31 July
Clinical scientists	1 October – 30 September
Dietitians	1 July – 30 June
Occupational therapists	1 November – 31 October
Operating department practitioners	1 December – 30 November
Orthoptists	1 September – 31 August
Paramedics	1 September – 31 August
Physiotherapists	1 May – 30 April
Prosthetists/orthotists	1 October – 30 September
Radiographers	1 March – 28 February
Speech and language therapists	1 October – 30 September

Before you send us your application you need to decide whether you wish to pay the full registration fee or wish to spread the cost by paying by direct debit.

If you do not wish to set up a direct debit you will need to pay in full by cheque or money order. You need to send us a payment of **£120** with your application form. Payments must be made in UK Sterling and drawn on a bank based in the United Kingdom (UK). Your payment should be crossed and made payable to 'Health Professions Council'. Please write your full name on the reverse side of your payment and ensure that it is not post-dated.

If you wish to spread the cost of registration please fill in the direct debit instruction. You will need to pay up-front for your first year of registration by sending us a cheque/money order for **£60**. The remainder of your fee will be deducted from your bank account in two separate £30 instalments. Once you have been registered, we will write to you to tell you the actual dates the amounts will be deducted from your account.

**Please note:**

For security reasons, HPC does not accept cash payments. If you try to make a payment in cash at the HPC you will be directed to the nearest post office where you can obtain a postal order.

## Section 7 Character reference

Before being registered under the Health Professions Order 2001 an applicant must satisfy the HPC that they are of good character.

A character reference needs to be provided by a person of standing in the community who is not a relative of the applicant and has known the applicant for at least three years. This would usually mean that the referee should be practising a recognised profession that is registered or otherwise regulated. Such professions would include (but are not limited to):

- Accountant
- Any person already registered with the HPC
- Bank manager
- Barrister
- Chairman/Director of a limited company
- Commissioner of oaths
- Local councillor
- Civil servant (permanent)
- A regulated health professional (eg dentist/doctor/nurse)
- Justice of the peace
- Local government officer
- Member of Parliament
- Minister of a recognised religion
- Officer of the armed forces (active or retired)
- Principal (or other person authorised by the principal) of an educational institute
- Salvation army officer
- Solicitor

The person who gives the character reference must have known the applicant for at least three years and must not be a relative of the applicant. Some applicants therefore ask their doctor to complete their character reference as well as their health reference. Whether the doctor feels sufficiently informed and/or whether they are willing to complete the character reference is the decision of the doctor.

### **Important points:**

- The character reference must be completed on a HPC character reference form.
- References should be signed no more than six months before the submission of your application.
- Referees may charge a fee for completing your character reference form. Any costs incurred will have to be met by you.
- Referees must confirm their occupation practice or business address. All references must be completed by the referee, returned to you and forwarded with your application form to us. They must have the original signature of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.
- We cannot accept references sent directly to us by your referee.
- Please remember if you provide fraudulent references you may be prosecuted.

## After you've obtained your character reference

When your referee has completed your character reference, it should be returned to you. Keep this with your health reference and send it in to us with the rest of your application.

## Section 8 Health reference

### All applicants must provide a health reference

Only a doctor registered with the General Medical Council (GMC), or the appropriate regulatory body if outside the UK can complete a health reference. The referee must sign and date the form on the understanding that it is illegal for them to provide a false reference. The referee must either have been your registered medical practitioner for at least three years or have examined your medical records for this period and cannot be related to you. A referee who cannot provide a reference on either basis may do so after physically examining you.

### Important points:

- The health reference must be completed on a HPC health reference form.
- References should be signed no more than six months before the submission of your application.
- Referees may charge a fee for completing your health reference form. Any costs incurred will have to be met by you.
- Referees must confirm their status as a registered medical practitioner on the form and provide their practice address. All references must be completed by the referee, returned to you and forwarded with your application form to us. They must have the original signature of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.
- We do not need a consent letter from you for a registered medical practitioner to release information. When you give your referee the health reference form you are giving your consent for them to complete this document.
- We cannot accept references sent directly to us by your registered medical practitioner.
- Please remember if you provide fraudulent references you may be prosecuted.

**After you've obtained your health reference**

When your doctor has completed your health reference, it should be returned to you. Keep this with your character reference and send it in to us with the rest of your application.

If your doctor has provided us with information about your health that may affect your practice, this does not necessarily mean we will not register you. Instead, we will consider the information provided to decide whether we need to ask a registration panel to consider your application.

**If your doctor will not sign your reference**

Your doctor may not be able to sign your reference. If so, you can ask another doctor who has access to your medical records from the last three years to complete your health reference.

If your medical records are not available then you can ask a doctor to undertake a medical examination and complete your health reference on this basis.

We have published a detailed document called 'Information about the health reference'. This has been written for people who have more questions about the health reference, and it contains information for applicants and for doctors. You may find this document useful if you have a health condition, if you are disabled or if your doctor has asked you questions about the health reference. The document is available on our website at: [www.hpc-uk.org/publications](http://www.hpc-uk.org/publications)

## Appendix: other helpful information

### **Our standards**

Please read the following two documents before submitting your application:

- Standards of conduct, performance and ethics
- Standards of proficiency

Copies of these documents can be found on our website at [www.hpc-uk.org](http://www.hpc-uk.org) or by contacting us directly. Please see page one for our contact details.

### **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 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'.

### **How to keep your name on the Register**

Once you have been registered, you will need to renew your registration every two years. To make sure your name stays on the Register, we must receive:

- your registration fee;
- your signed professional declaration; and
- if you are randomly selected, your CPD audit information.

We will send you a registration renewal form around three months before your registration expires.

## Data protection policy

Data protection statement to be inserted here.

## Useful terms

**Agencies** – may be any third party but would usually be a commercial business that makes money (by commission) on placing applicants in employment for a fee charged to the employer. If you choose to use an agency you should make sure they are reputable. Responsibility for your application remains with you and you must provide an address where you can be sure to receive correspondence from us.

**Appeals** – if your application is unsuccessful you have a right to appeal the assessors' decision. If you believe the decision is wrong and you believe you meet the standards of proficiency and the standards of conduct performance and ethics you must establish your grounds for appeal (ie why you believe the decision to be wrong) and follow the appeals procedure. Information on this will be sent to you in the case of an unsuccessful application.

**Applicant** – the person making the application for entry to the Register.

**Continuing professional development** – any activity which serves to maintain or improve upon professional knowledge and practice. Once registered you are required to record what CPD you undertake (see HPC publication 'Continuing professional development and your registration').

**Data protection policy** – this is the HPC's statement of how we apply and comply with the rules contained within the Data Protection Act 1998.

**Declaration** – this is the declaration you sign as part of the application form. You are signing to confirm each of the four elements of the declaration. This declaration is legally binding and you should only sign it if you are sure the information you are providing is correct.

**Home address** – the address of your main or only residence. This should be an address where you can be sure to receive correspondence from HPC as we may need to contact you regarding your application.

**HPC** – Health Professions Council

**Health Professions Order 2001** – the legislation that governs the registration process and confers the responsibilities and authority to the HPC to apply and administer the registration process.

**Relative** – the term is broadly defined by the HPC (Registration and Fees) Rules 2003 as follows:

- (a) spouse;
- (b) any lineal ancestor, lineal descendent, 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 or 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.

**Work address** – the main or only address of your current employment. If you are a sole practitioner and carry out home visits (eg chiropodist) then this may be the address where your practice is based. Only the area will be available to view on the public Register so your privacy and security remains protected.



<b>Please attach the scrutiny fee payment below</b>		Attach a recent photograph of yourself here. Please do not staple.
<p>I enclose a cheque/money order for the amount of £200.00</p> <p>My account number is <input type="text"/><input type="text"/></p> <p>My sort code is <input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/><input type="text"/></p> <p><input type="checkbox"/> I wish to pay by credit/debit card and enclose a 'paying your scrutiny fee' form with my account details.</p>		
<b>For HPC use only</b>		
Date stamp	Date of registration <input type="text"/>	
Amount received    £ <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Registration number <input type="text"/>	
Application number <input type="text"/> <input type="text"/>	Registered by:	

**Section 1 Registration details**

Have you previously applied for registration with the HPC?   Yes                       No

If yes, please give your application number   

I am applying for registration as a/an... (see guidance notes for details of protected titles)

- |   |  |
|---|--|
| <input type="checkbox"/> Arts therapist         | <input type="checkbox"/> Operating department practitioner |
| <input type="checkbox"/> Biomedical scientist   | <input type="checkbox"/> Paramedic                         |
| <input type="checkbox"/> Chiropodist/podiatrist | <input type="checkbox"/> Physiotherapist                   |
| <input type="checkbox"/> Clinical scientist     | <input type="checkbox"/> Prosthetist/orthotist             |
| <input type="checkbox"/> Dietitian              | <input type="checkbox"/> Radiographer                      |
| <input type="checkbox"/> Occupational therapist | <input type="checkbox"/> Speech and language therapist     |
| <input type="checkbox"/> Orthoptist             |  |

If you have chosen arts therapist please cross the box(es) relevant to you

- |   |  |
|---|--|
| <input type="checkbox"/> Art therapist  | <input type="checkbox"/> Art psychotherapist |
| <input type="checkbox"/> Dramatherapist | <input type="checkbox"/> Music therapist     |

If you have chosen prosthetist/orthotist please cross the box(es) relevant to you

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Prosthetist | <input type="checkbox"/> Orthotist |
|--------------------------------------|------------------------------------|

If you have chosen radiographer please cross the box(es) relevant to you

- |   |  |
|---|--|
| <input type="checkbox"/> Therapeutic radiographer | <input type="checkbox"/> Diagnostic radiographer |
|---|--|





Course start date (DDMMYYYY)

Course end date (DDMMYYYY)

Name of educational institution

Street name

Town/city

State/area/county

Postcode/zipcode

**If you have gained a further professional qualification relevant to your registration please provide details**

Title of qualification

Educational institution

Date certificate was awarded (DDMMYYYY)

Please continue on a separate sheet if necessary.













## Section 9 Declaration of information

- **I declare** that I have read, understood and will keep to the HPC's standards of conduct, performance and ethics.
- **I understand** the HPC will only use the information provided in performing its functions under the Health Professions Order 2001 and I authorise the HPC to process my information accordingly.
- **I declare** that the information given in this form and in any supporting documents is true and accurate.
- **I understand** that fraudulently procuring an entry in the HPC Register is a criminal offence under article 39 of the Health Professions Order 2001.
- **I declare** that I have read, understood and will comply with the HPC's requirements for continuing professional development (CPD).

Date (DDMMYYYY)         Signature .....

## Section 10 Paying your scrutiny fee

**Payment for this application only** – include only the scrutiny fee for **this** application (payment for multiple applications unfortunately cannot be accepted and may result in the applications being returned to you).

I wish to pay by (please cross appropriate box)

- Cheque  (payable to **Health Professions Council**)
- British postal order
- Money order
- Bankers draft
- Debit card 
- Credit card   (unfortunately we are unable to accept **American Express** cards)

If you have chosen to pay by debit or credit card please complete the section below

Cardholder's name

Card number

Valid from (MMYY)   Expires on (MMYY)

Security code (the last 3 digits of the number on the signature strip - see diagram below)



Issue number (if applicable)

Amount **£ 200.00**

Cardholder's signature .....

Date (DDMMYYYY)



## Referee's guidance on completing the character reference

Before being registered under the Health Professions Order 2001 an applicant must satisfy the HPC that they are of good character.

A character reference needs to be provided by a person of professional standing in the community who is not a relative of the applicant and has known the applicant for three years or more. This would usually mean that the referee should be practising a recognised profession that is registered or otherwise regulated. Such professions would include (but are not limited to):

- Accountant
- Any person already registered with the HPC
- Bank manager
- Barrister
- Chairman/Director of a limited company
- Commissioner of oaths
- Local councillor
- A regulated health professional (eg dentist/doctor/nurse)
- Justice of the peace
- Local government officer
- Member of Parliament
- Minister of a recognised religion
- Officer of the armed forces (active or retired)
- Principal (or other person authorised by the principal) of an educational institute
- Salvation army officer
- Solicitor

**Once completed please return the character reference to the applicant to submit with their application.**



### **Information for doctors**

This section contains guidance about the information we need when you complete your patient's health reference.

You have been asked to complete a health reference for your patient because they want to be registered with the HPC. In the UK, the health reference must be completed by a doctor who is registered with the General Medical Council (GMC). However, if the reference is being provided from outside the UK it can be completed by a doctor who is registered with an equivalent regulator in another country.

The doctor must also have been the applicant's doctor for at least three years or must have access to their medical records for the past three years. If this is not possible the doctor can carry out a medical examination in order to complete the health reference.

The doctor must not be a relative of the applicant.

### **Your professional opinion**

In completing the health reference, we are asking you for your professional opinion on the health of your patient and whether it will impair their fitness to practise. We are asking you to consider whether there is anything to do with your patient's health which might affect their ability to practise safely and effectively in a way which poses no risk to patients, clients and users.

Your professional opinion should be informed by the fact that any UK employer would have a duty to make reasonable adjustments for their employee under the Disability Discrimination Act 2005.

### **Fees**

If you or your practice charges a fee for the provision of a reference this is a matter between yourself and your patient. The HPC has an obligation under the Health Professions Order 2001 to obtain the reference from the applicant. This obligation does not extend to paying for the reference and any cost must be met by the applicant.

### **Further questions**

If you have any further questions there is a document providing guidance to applicants and doctors about filling in the health reference. It can be found on our website at: [www.hpc-uk.org/publications](http://www.hpc-uk.org/publications)

If you require further information please contact us on 0845 3004 720 (if calling from the UK) or +44 (0)20 7840 9804.

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

### Introduction

- About the Health Professions Council (HPC)
- How we are run
- About registration
- Applying for registration
- Meeting our standards
- Protected titles

### About this guidance

- Applying through the grandparenting registration process
- General information on completing the forms
- Sending us your application
- What happens next?
- Contact us
- Photographic identification
- Birth certificate
- Certified documents
- Translation of documents

### Outcomes of an application

- Incomplete applications
- Successful applications
- Rejected applications
- Fraudulent applications
- The appeals process

### Section 1

#### Registration details

- Previous applications

### Section 2

#### Contact details

- Name change
- Home address
- Work address
- Agencies

**Section 3**  
**Self-declarations**

- Character
- Health

**Section 4**  
**Eligibility for grandparenting**

**Section 5**  
**Education and training**

**Section 6**  
**Career history**

**Section 7**  
**Grandparenting reference form**

**Section 8**  
**Statement of practice**

**Section 9**  
**Declaration of information**

**Section 10**  
**Paying your fees**

- Scrutiny fee
- Registration cycle
- Methods of payment

**Section 11**  
**Character reference**

**Section 12**  
**Health reference**

**Appendix: other helpful information**

- Our standards
- Continuing professional development
- HPC data protection policy
- How to keep your name on the Register

**HPC data protection policy**

**Useful terms**

### **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, behaviour and health.

We currently regulate 13 health professions.

- Arts therapists
- Biomedical scientists
- Chiropodists/podiatrists
- Clinical scientists
- Dietitians
- Occupational therapists
- Operating department practitioners
- Orthoptists
- Paramedics
- Physiotherapists
- Prosthetists/orthotists
- Radiographers
- Speech and language therapists

### **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.

### **About registration**

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.

Registration shows 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.

### **Applying for registration**

The information provided by applicants helps us to know that:

- they are who they say they are;
- they meet our standards; and
- we can contact them if we need to.

## Meeting our standards

Everyone on our Register must meet the standards of proficiency we have set. The standards of proficiency are the professional standards which health professionals must meet in order to be registered. If you need a copy in an alternative format, please contact us. Our contact details can be found at the front of this form.

The standards of proficiency are made up of generic standards, which all registered health professionals must be able to meet, and profession-specific standards, which only apply to one profession.

## Protected titles

Each of the professions we regulate has at least one protected title. Anyone who uses one of these titles must be on our Register. Anyone who uses a protected title who is not registered with us is breaking the law and could be prosecuted.

Part of Register	Sub-section	Grandparenting available?	Title
Arts therapist	Art therapist Dramatherapist Music therapist	Closed on 8/07/05	Art psychotherapist Art therapist Dramatherapist Music therapist
Biomedical scientist		Closed on 8/07/05	Biomedical scientist
Chiropodist/podiatrist		Closed on 8/07/05	Chiropodist Podiatrist
Clinical scientist		Closed on 8/07/05	Clinical scientist
Dietitian		Closed on 8/07/05	Dietitian Dietician
Occupational therapist		Closed on 8/07/05	Occupational therapist
Operating department practitioner		Closed on 18/10/06	Operating department practitioner
Orthoptist		Closed on 8/07/05	Orthoptist
Paramedic		Closed on 8/07/05	Paramedic
Physiotherapist		Closed on 8/07/05	Physical therapist Physiotherapist
Prosthetist/Orthotist	Prosthetist Orthotist	Closed on 8/07/05	Prosthetist Orthotist
Radiographer	Diagnostic radiographer Therapeutic radiographer	Closed on 8/07/05	Radiographer Diagnostic radiographer Therapeutic radiographer
Speech and language therapist		Closed on 8/07/05	Speech and language therapist Speech therapist

## About this guidance

### Applying through the Grandparenting process

The grandparenting application form is for applicants who were practising a profession before it was regulated and may not hold an approved qualification. There are qualifying criteria for the grandparenting provisions. These provisions fulfil the requirements of article 13(2)(a) and article 13(2)(b) of the Health Professions Order 2001. To establish if you meet the criteria please read section four carefully.

### **General information on completing the forms**

To make sure we can process your form, please complete it in black ink and block capitals. Please mark boxes with a cross. If you run out of space please continue on a separate piece of paper. You must answer all the questions as fully as possible.

Please do not send us original documents unless otherwise specified. Instead, please send certified copies of documents. A document may be certified by a solicitor, commissioner for oaths, justice of the peace, notary public or in the case of a qualification certificate by the principal (or someone authorised by the principal) of the university or educational institute that granted the qualification.

### **Sending us your application**

Please send your application when you are ready to start practising your profession and/or using the protected title(s). Your application should be sent to the Grandparenting Registration Department at the contact address on the front of this form. Applications cannot be considered unless the correct fees and all other required documents are included. All incomplete applications will be returned.

### **Important points**

- Please ensure the address you provide is accurate and that you can be sure to receive correspondence from us.
- We cannot guarantee the outcome of an application and at peak times the application process can take time so you are advised not to make arrangements that are reliant on you being registered (eg starting a job).
- Applicants that choose to make travel or work arrangements before knowing the outcome of their application do so at their own risk.
- It is preferable to apply directly to HPC. However, if you apply with the assistance of an agency make sure they are reputable and be aware that you remain responsible for the information you supply on your application form.

### **What happens next?**

The average processing time for applications may vary depending on the volume of applications received. However, HPC will endeavour to:

- acknowledge receipt of an application within one month of the date of receipt; and
- assess your application and advise you of the initial decision within a further three months from the date of acknowledgment.

Once we have processed your application, if you are successful you will be asked to pay the registration fee. Upon payment of the registration fee our online Register is immediately updated. It is the best way for you to check you are registered and for your employer to verify your registration status. The Register can be viewed at: [www.hpcheck.org](http://www.hpcheck.org) To view our privacy statement, please refer to the website: [www.hpc-uk.org/privacy](http://www.hpc-uk.org/privacy)

### **Contact us**

If you cannot find the answer to your query in these guidance notes please contact us. Please see page one for our contact details.

### **Photographic identification**

We ask applicants to provide us with legible certified photocopies of any one of the following documents;

- your passport
- your national identity card; or
- your DVLA/European driving license or EU photo identity card

We ask you to provide an up-to-date passport photograph. Please write your name and date of birth on the back of it. This will help us match your photograph to your application should it separate. Please do not staple any part of the form.

### **Birth certificate**

We ask you to provide us with a legible certified photocopy of your birth or adoption certificate. If you do not have one, 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](http://www.statistics.gov.uk) for a replacement. Indian nationals applying for registration may provide their secondary school leaving certificate as an alternative.

### **Certified documents**

The documents submitted should be certified by a solicitor, commissioner of oaths or justice of the peace. A document may be certified by a solicitor, commissioner for oaths, justice of the peace, notary public or in the case of a qualification certificate by the principal (or someone authorised by the principal) of the university or educational institution that granted the qualification.

### **Translation of documents**

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

### **Please note:**

- All application forms are the property of HPC and should be returned to us.
- Please read the checklist carefully and provide all the appropriate items/documents.
- Please make sure your correspondence details are kept up to date.
- The health reference, character reference and the declaration of information must be dated within six months of the date your application is received by HPC.
- We process applications for registration and tell you the decision as quickly as possible. Please do not make any arrangements or incur any expenses which depend upon the approval of your application with us. We will not accept liability for any loss or expenses incurred as a result of the above.
- It is illegal to use a protected title unless you are registered with us. It is illegal to claim you are registered with the HPC when you are not.

## **Outcomes of an application**

### **Incomplete applications**

If your application is incomplete we will return it to you and ask you to resubmit it. Please do not send individual documents separate from your application as these will be returned to you. We will use the information you provide for a number of purposes. This can include contacting organisations and individuals named in your application, including professional bodies, universities, places of work and referees.

## **Successful applications**

If your application is successful, we will

- put your name on the online Register;
- send you a letter on the day we register you; and
- send you a registration certificate and authentication card.

With your name on our Register you will be able to practise using the relevant title(s) of your profession.

The publicly available Register shows:

- Name
- Registration number
- Profession of registrant
- Duration of current registration
- Approximate geographical area in which the registrant practises (eg Guildford). It does not show your full address.

## **Rejected applications**

Your application may be rejected if we believe you do not meet our standards of proficiency or our health and character requirements. Please note your application can only be assessed based on the information you provide with your form. If your application is rejected you can appeal against the decision. You may also reapply, submitting a new form, supporting documents and registration fee.

## **Fraudulent applications**

If you falsify information about your identity or any other aspect of your application, we will suspend your application pending an investigation. Please remember it is illegal to fraudulently obtain registration with the HPC. If you do this you will be liable to prosecution.

## **The appeals process**

If your application is rejected you have 28 days following the letter rejecting your application to appeal against the decision. If you tell us you wish to appeal the decision, we will then provide you with further information on the appeals process.

## **Section 1 Registration details**

### **Previous applications**

If you applied for registration with us or our predecessor the Council for Professions Supplementary to Medicine (CPSM), please tell us:

- your application number;
- when you applied (an approximate date if you cannot remember exactly);
- the type of application eg UK, International, grandparenting; and
- any further information eg if you withdrew your application

## Section 2 Contact details

It is essential that your personal contact details are kept up to date. This is a requirement of the Health Professions Order 2001. For security reasons we are unable to accept changes of personal details by email.

### **Name change**

All name changes must be made in writing. Please 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. You can change your address over the telephone or by writing to us.

### **Work address**

The work address you give us should be for your main place of work. Members of the public will be able to see on our Register 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. You can change your address over the telephone or by writing to us.

**If you change either your home or work address during the application process or at any point thereafter, you must notify us.**

### **Agencies**

All correspondence from the HPC will be sent to the applicant only. This means you must provide a home address and not the address of an agency. Please be aware if you provide an agency address your application will be returned to you.

## Section 3 Self-declarations

### **Character**

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.

### **Health**

You are also asked to provide us with information about your health that may affect your practice, this does not necessarily mean we will not register you. Instead, we will consider the information provided to decide whether we need to ask a registration panel to consider your application.

If you declare a health and/or character issue this could be considered by a panel to determine whether you are eligible for registration.

## Section 4 Eligibility for grandparenting

### Article 13(2)(a)

To be eligible to apply under article 13(2)(a) (grandparenting route A, you must have practised your profession wholly or mainly for at least three of the preceding five years at the date the register opened. Your application must demonstrate safe, lawful and effective practice within your existing scope of practice. If your application is successful you must limit your practice to the scope within which you are already trained to practice safely, lawfully and effectively. You may undertake further training to broaden your scope of practice.

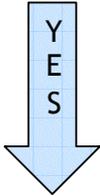
### Article 13(2)(b)

If you do not meet the eligibility for grandparenting route A then you may still be eligible under article 13(2)(b) of the Health Professions Order (grandparenting route B). If you have practised **before** the date the register opened for your profession then you may apply under grandparenting route B. Your application must demonstrate that you meet the standards of proficiency for your profession.

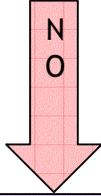
### **Which route?**

Please see the flowchart below to help you identify if you are eligible for grandparenting and which route applies to your application.

Is your qualification on the Register of Approved Courses? (see website [www.hpc-uk.org](http://www.hpc-uk.org))

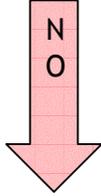
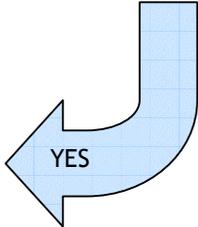


Do not use Grandparenting Applications Forms. Apply using the UK Application Forms.

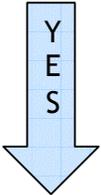


Were you practising your profession prior to the date the register opened?

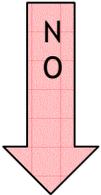
Were you wholly or mainly practising your profession for at least three out of the preceding five years at the date the register opened or its equivalent on a part-time basis?



You are not eligible to apply via Grandparenting. See website for the register of Approved Courses.



Apply via Route A



Apply via Route B

## Section 5 Education and training

You should enter details of your professional qualification here. Your professional qualification may be a diploma, certificate, degree or another qualification relevant to the profession in which you wish to register. You can also include any supplementary training or qualification you may have done in relation to your chosen profession (eg training courses, seminars). However, we do not usually need details of your general education (eg high school or secondary school) unless it is directly relevant to your practice as a health professional.

If you have gained further qualifications in your chosen professional field you can enter the details in the space provided and continue on a separate sheet if necessary.

This section is not obligatory for applicants applying through route A. If you are applying through route A and you have education and/or training experience please tell us as it will help with the assessment of your application.

## Section 6 Career history

Please enter details of your career history in reverse order stating your most recent position first. Provide as much detail as you can to illustrate to the assessors that you meet the standards of proficiency for your profession. Explain any significant gaps in your career history.

## Section 7 Grandparenting reference form

We ask you to provide us with a grandparenting reference form to support the information you have given us in relation to your time in practice. This should be completed by someone who has known you in the role for which you are seeking registration. If you are unable to provide us with a grandparenting reference we will still assess your application, however it may have a bearing on the success of your application overall.

The grandparenting reference should be given by a person of standing in the community who is in a position to make a statement about the number of years that you have been practising. You can find a list of acceptable referees in section ten in these guidance notes. We cannot consider a reference provided by a person who is related to you either by birth, marriage or a relationship similar to marriage.

We will consider all forms of references, whether a simple statement about your time in practice or a more detailed statement about the nature of your practice. You must use the grandparenting reference form and additional sheets as necessary.

We ask you to complete the first section of the grandparenting reference form before you send the form to your referee.

### **Important points:**

- The grandparenting reference must be completed on a HPC reference form.
- References should be signed no more than six months before the submission of your application.
- Referees may charge a fee for completing your grandparenting reference form. Any costs incurred will have to be met by you.
- Referees must confirm their occupation practise or business address. All references must be completed by the referee, returned to you and forwarded with your application form to us. They

must have the original signature of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.

- We cannot accept references sent directly to us by your referee.
- Please remember if you provide fraudulent references you may be prosecuted.

### **After you've obtained your grandparenting reference**

When your referee has completed your grandparenting reference, it should be returned to you. Keep this with your character and health references and send to us with the rest of your application.

## **Section 8 Statement of practice**

You must provide us with a statement setting out your practical experience in your profession. This helps us to determine whether you have practised lawfully, safely and effectively. We will look at the statement you provide in relation to the standards of proficiency for your profession to decide whether you have practised your profession effectively. You should keep this in mind when you complete this section of the form.

Please also consider providing up to three case studies, or other information based upon your own experience. This is not a requirement for registration but it may help your application. If you provide case studies, please refer to the standards of proficiency.

## **Section 9 Declaration of information**

HPC can only process your application if you have signed this declaration. You should make sure that you fully understand the declaration before signing it. It is illegal to fraudulently procure an entry onto the HPC Register. If you do this, you will be subject to prosecution.

## **Section 10 Paying your scrutiny fee**

### **Scrutiny fee**

The fee we ask you to send with your application is called a scrutiny fee. This is a one off non-refundable payment of £200. We cannot process your application without this payment.

### **Registration cycle**

Your registration cycle is biennial (two-yearly) and is made up of 2 'professional years'. We will advise you of the registration fee when your application has been processed and approved. The table below shows the professional years for each profession we regulate.

Arts therapists	1 June – 31 May
Biomedical scientists	1 December – 30 November
Chiropodists/podiatrists	1 August – 31 July
Clinical scientists	1 October – 30 September
Dietitians	1 July – 30 June
Occupational therapists	1 November – 31 October
Operating department practitioners	1 December – 30 November
Orthoptists	1 September – 31 August
Paramedics	1 September – 31 August
Physiotherapists	1 May – 30 April
Prosthetists/orthotists	1 October – 30 September
Radiographers	1 March – 28 February
Speech and language therapists	1 October – 30 September

## Methods of payment

You can choose to pay your scrutiny fee by cheque, money order, bankers draft or by credit/debit card. Payments must be made in UK sterling and drawn on a bank based in the UK. Your payment should be crossed and made payable to Health Professions Council. Please write your full name 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 if sending from outside the UK).

## Section 11 Character reference

Before being registered under the Health Professions Order 2001 an applicant must satisfy the HPC that they are of good character.

A character reference needs to be provided by a person of standing in the community who is not a relative of the applicant and has known the applicant for at least three years. This would usually mean that the referee should be practising a recognised profession that is registered or otherwise regulated. Such professions would include (but are not limited to):

- Accountant
- Any person already registered with the HPC
- Bank manager
- Barrister
- Chairman/Director of a limited company
- Commissioner of oaths
- Local councillor
- Civil servant (permanent)
- A regulated health professional (eg dentist/doctor/nurse)
- Justice of the peace
- Local government officer
- Member of Parliament
- Minister of a recognised religion
- Officer of the armed forces (active or retired)
- Principal (or other person authorised by the principal) of an educational institute
- Salvation army officer
- Solicitor

The person who gives the character reference must have known the applicant for at least three years and must not be a relative of the applicant. Some applicants therefore ask their doctor to complete their character reference as well as their health reference. Whether the doctor feels sufficiently informed and/or whether they are willing to complete the character reference is the decision of the doctor.

### Important points

- The character reference must be completed on a HPC character reference form.
- References should be signed no more than six months before the submission of your application.
- Referees may charge a fee for completing your character reference form. Any costs incurred will have to be met by you.
- Referees must confirm their occupation practice or business address. All references must be completed by the referee, returned to you and forwarded with your application form to us. They must have the original signature of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.
- We cannot accept references sent directly to us by your referee.
- Please remember if you provide fraudulent references you may be prosecuted.

### After you've obtained your character reference

When your referee has completed your character reference, it should be returned to you. Keep this with your health and grandparenting references and send it in to us with the rest of your application.

## Section 12 Health reference

### All applicants must provide a health reference

Only a doctor registered with the appropriate regulatory body can complete a health reference. The referee must sign and date the form on the understanding that it is illegal for them to provide a false reference. The referee must either have been your registered medical practitioner for at least three years or have examined your medical records for this period and cannot be related to you. A referee who cannot provide a reference on either basis may do so after physically examining you.

### Important points:

- The health reference must be completed on a HPC health reference form.
- References should be signed no more than six months before the submission of your application.
- Referees may charge a fee for completing your health reference form. Any costs incurred will have to be met by you.
- Referees must confirm their status as a registered medical practitioner on the form and provide their practice address. All references must be completed by the referee, returned to you and forwarded with your application form to us. They must have the original signature of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.
- We do not need a consent letter from you for a registered medical practitioner to provide the reference. When you ask your referee to complete the health reference form you are giving your consent for them to do so.
- We cannot accept references sent directly to us by your registered medical practitioner.
- Please remember if you provide fraudulent references you may be prosecuted.

**After you've obtained your health reference**

When your doctor has completed your health reference, it should be returned to you. Keep this with your character and grandparenting references and send it in to us with the rest of your application.

If your doctor has provided us with information about your health that may affect your practice, this does not necessarily mean we will not register you. Instead, we will consider the information provided to decide whether we need to ask a registration panel to consider your application.

**If your doctor will not sign your reference**

Your doctor may not be able to sign your reference. If so, you can ask another doctor who has access to your medical records from the last three years to complete your health reference.

If your medical records are not available then you can ask a doctor to undertake a medical examination and complete your health reference on this basis.

We have published a detailed document called 'Information about the health reference'. This has been written for people who have more questions about the health reference, and it contains information for applicants and for doctors. You may find this document useful if you have a health condition, if you are disabled or if your doctor has asked you questions about the health reference. The document is available on our website at: [www.hpc-uk.org/publications](http://www.hpc-uk.org/publications)

## Appendix: other helpful information

### **Our standards**

Please read the following two documents before submitting your application:

- Standards of conduct, performance and ethics
- Standards of proficiency

Copies of these documents can be found on our website at [www.hpc-uk.org](http://www.hpc-uk.org) or by contacting us directly. Please see page one for our contact details.

### **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 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'.

### **How to keep your name on the Register**

Once you have been registered, you will need to renew your registration every two years. To make sure your name stays on the Register, we must receive:

- your registration fee;
- your signed professional declaration; and
- if you are randomly selected, your CPD audit information.

**We will send you a registration renewal form around three months before your registration expires.**

## Data protection policy

Data protection statement to be inserted here.

## Useful terms

**Agencies** – may be any third party but would usually be a commercial business that makes money (by commission) on placing applicants in employment for a fee charged to the employer. If you choose to use an agency you should make sure they are reputable. Responsibility for your application remains with you and you must provide an address where you can be sure to receive correspondence from us.

**Appeals** – if your application is unsuccessful you have a right to appeal the assessors' decision. If you believe the decision is wrong and you believe you meet the standards of proficiency and the Standards of conduct performance and ethics you must establish your grounds for appeal (ie why you believe the decision to be wrong) and follow the appeals procedure. Information on this will be sent to you in the case of an unsuccessful application.

**Applicant** – the person making the application for entry to the Register.

**Continuing professional development** – any activity which serves to maintain or improve upon professional knowledge and practice. Once registered you are required to record what CPD you undertake (see HPC publication 'Continuing professional development and your registration').

**Data protection policy** – this is the HPC's statement of how we apply and comply with the rules contained within the Data Protection Act 1998.

**Declaration** – this is the declaration you sign as part of the application form. You are signing to confirm each of the four elements of the declaration. This declaration is legally binding and you should only sign it if you are sure the information you are providing is correct.

**Home address** – the address of your main or only residence. This should be an address where you can be sure to receive correspondence from HPC as we may need to contact you regarding your application.

**HPC** – Health Professions Council

**Health Professions Order 2001** – the legislation that governs the registration process and confers the responsibilities and authority to the HPC to apply and administer the registration process.

**Relative** – the term is broadly defined by the HPC (Registration and Fees) Rules 2003 as follows:

- (a) spouse;
- (b) any lineal ancestor, lineal descendent, 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 or 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.

**Work address** – the main or only address of your current employment. If you are a sole practitioner and carry out home visits (eg chiroprapist) then this may be the address where your practice is based. Only the area will be available to view on the public Register so your privacy and security remains protected.







## Section 1 Registration details

Have you previously applied for registration with the HPC? Yes  No

If yes, please give your application number

I am applying for registration as a/an... (see guidance notes for details of protected titles)

- |   |  |
|---|--|
| <input type="checkbox"/> Arts therapist         | <input type="checkbox"/> Operating department practitioner |
| <input type="checkbox"/> Biomedical scientist   | <input type="checkbox"/> Paramedic                         |
| <input type="checkbox"/> Chiropodist/podiatrist | <input type="checkbox"/> Physiotherapist                   |
| <input type="checkbox"/> Clinical scientist     | <input type="checkbox"/> Prosthetist/orthotist             |
| <input type="checkbox"/> Dietitian              | <input type="checkbox"/> Radiographer                      |
| <input type="checkbox"/> Occupational therapist | <input type="checkbox"/> Speech and language therapist     |
| <input type="checkbox"/> Orthoptist             |  |

If you have chosen arts therapist please cross the box(es) relevant to you

- |   |  |
|---|--|
| <input type="checkbox"/> Art therapist  | <input type="checkbox"/> Art psychotherapist |
| <input type="checkbox"/> Dramatherapist | <input type="checkbox"/> Music therapist     |

If you have chosen prosthetist/orthotist please cross the box(es) relevant to you

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Prosthetist | <input type="checkbox"/> Orthotist |
|--------------------------------------|------------------------------------|

If you have chosen radiographer please cross the box(es) relevant to you

- |   |  |
|---|--|
| <input type="checkbox"/> Therapeutic radiographer | <input type="checkbox"/> Diagnostic radiographer |
|---|--|

If you are applying for registration as a clinical scientist please give details of the modality or modalities most applicable to your practice:

- |  |   |
|--|---|
| <input type="checkbox"/> Audiology             | <input type="checkbox"/> Cellular science                         |
| <input type="checkbox"/> Clinical biochemistry | <input type="checkbox"/> Embryology                               |
| <input type="checkbox"/> Clinical genetics     | <input type="checkbox"/> Haematology                              |
| <input type="checkbox"/> Clinical immunology   | <input type="checkbox"/> Histocompatibility and immunogenetics    |
| <input type="checkbox"/> Clinical microbiology | <input type="checkbox"/> Medical physics and clinical engineering |
| <input type="checkbox"/> Clinical physiology   | <input type="checkbox"/> Other (please state).....                |



### Section 3 Regulatory body

Is the profession that you are applying for regulated in your home country? Yes  No

Are you registered with the regulatory body in your home country? Yes  No

If yes, please state:

The name of the regulatory body.....

Your registration/license number.....

### Section 4 Professional bodies

4.1 Please give details of any relevant professional bodies of which you are or have been a member.

Name of professional body	Address	Membership number	Date joined	Date membership expired (if applicable)	Length of membership (MMYY)
..... .....	..... ..... ..... .....	.....	.....	.....	□□□□
..... .....	..... ..... ..... .....	.....	.....	.....	□□□□
..... .....	..... ..... ..... .....	.....	.....	.....	□□□□
..... .....	..... ..... ..... .....	.....	.....	.....	□□□□



## Section 7 Language proficiency

Please refer to point 7 of the Standards of conduct performance and ethics. Every registrant must ensure that they can communicate effectively with patients, clients, users, carers and other professionals.

Is English your **first** language? **You should only indicate that English is your first language if it is the main or only language you use on a day-to-day basis.** Having studied English or undertaken education or training at an institution where the medium of instruction is English does not necessarily mean that English is your first language.

Yes

No

If no, you must provide proof of your English proficiency **unless you are exempt because you are a citizen of a country in the European Economic Area (EEA).** Please refer to guidance notes for details of recognised language tests and the minimum acceptable scores. Please state **either**:

1) which language test you have included and state your score

.....

**or**

2) the country within the EEA of which you are a citizen (this must be confirmed by a photocopy of the relevant page of your passport) or other evidence of citizenship.

.....

Countries in the EEA:

Austria	Finland	Liechtenstein	Romania
Belgium	France	Lithuania	Slovakia
Bulgaria	Germany	Luxembourg	Slovenia
Cyprus	Greece	Malta	Spain
Czech Republic	Hungary	The Netherlands	Sweden
Denmark	Iceland	Norway	Switzerland
Ireland	Italy	Poland	United Kingdom
Estonia	Latvia	Portugal	











Part-time hours per week      □□

Please describe the work setting(s) in which the applicant was employed. Please give an indication of the range of patients, clients or users and the type of conditions treated.

.....  
.....  
.....

Please tell us about the types of assessment, treatment and evaluation methods that the applicant used during their employment.

.....  
.....  
.....  
.....  
.....  
.....

I authorise the HPC or a nominated agent of the HPC to undertake any checks that may be necessary to authenticate this reference. I understand that it is a criminal offence under the Health Professions Order 2001 to make a false declaration.

Date (DDMMYYYY) □□□□□□□□ Signed .....





Part-time hours per week      □□

Please describe the work setting(s) in which the applicant was employed. Please give an indication of the range of patients, clients or users and the type of conditions treated.

.....  
.....  
.....

Please tell us about the types of assessment, treatment and evaluation methods that the applicant used during their employment.

.....  
.....  
.....  
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.....  
.....

I authorise the HPC or a nominated agent of the HPC to undertake any checks that may be necessary to authenticate this reference. I understand that it is a criminal offence under the Health Professions Order 2001 to make a false declaration.

Date (DDMMYYYY) □□□□□□□□ Signed .....

## Section 10 Declaration of information

- **I declare** that I have read, understood and will keep to the HPC's standards of conduct, performance and ethics.
- **I understand** the HPC will only use the information provided in performing its functions under the Health Professions Order 2001 and I authorise the HPC to process my information accordingly.
- **I declare** that the information given in this form and in any supporting documents is true and accurate.
- **I understand** that fraudulently procuring an entry in the HPC Register is a criminal offence under article 39 of the Health Professions Order 2001.
- **I declare** that I have read, understood and will comply with the HPC's requirements for continuing professional development (CPD).

Date (DDMMYYYY)  Signature .....





## Referee's guidance on completing the character reference

Before being registered under the Health Professions Order 2001 an applicant must satisfy the HPC that they are of good character.

A character reference needs to be provided by a person of professional standing in the community who is not a relative of the applicant and has known the applicant for three years or more. This would usually mean that the referee should be practising a recognised profession that is registered or otherwise regulated. Such professions would include (but are not limited to):

- Accountant
- Any person already registered with the HPC
- Bank manager
- Barrister
- Chairman/Director of a limited company
- Commissioner of oaths
- Local councillor
- A regulated health professional (eg dentist/doctor/nurse)
- Justice of the peace
- Local government officer
- Member of Parliament
- Minister of a recognised religion
- Officer of the armed forces (active or retired)
- Principal (or other person authorised by the principal) of an educational institute
- Salvation army officer
- Solicitor

**Once completed please return the character reference to the applicant to submit with their application.**



### **Information for doctors**

This section contains guidance about the information we need when you complete your patient's health reference.

You have been asked to complete a health reference for your patient because they want to be registered with the HPC. In the UK, the health reference must be completed by a doctor who is registered with the General Medical Council (GMC). However, if the reference is being provided from outside the UK it can be completed by a doctor who is registered with an equivalent regulator in another country.

The doctor must also have been the applicant's doctor for at least three years or must have access to their medical records for the past three years. If this is not possible the doctor can carry out a medical examination in order to complete the health reference.

The doctor must not be a relative of the applicant.

### **Your professional opinion**

In completing the health reference, we are asking you for your professional opinion on the health of your patient and whether it will impair their fitness to practise. We are asking you to consider whether there is anything to do with your patient's health which might affect their ability to practise safely and effectively in a way which poses no risk to patients, clients and users.

Your professional opinion should be informed by the fact that any UK employer would have a duty to make reasonable adjustments for their employee under the Disability Discrimination Act 2005.

### **Fees**

If you or your practice charges a fee for the provision of a reference this is a matter between yourself and your patient. The HPC has an obligation under the Health Professions Order 2001 to obtain the reference from the applicant. This obligation does not extend to paying for the reference and any cost must be met by the applicant.

### **Further questions**

If you have any further questions there is a document providing guidance to applicants and doctors about filling in the health reference. It can be found on our website at: [www.hpc-uk.org/publications](http://www.hpc-uk.org/publications)

If you require further information please contact us on 0845 3004 720 (if calling from the UK) or +44 (0)20 7840 9804.

## Guidance for international applicants (applicants who hold a qualification or have experience gained outside the UK)



International Registration Department  
184 Kennington Park Road, London, SE11 4BU  
Lo-call number (if calling from UK) 0845 3004 720 or  
020 7840 9804  
[www.hpc-uk.org](http://www.hpc-uk.org)  
[international@hpc-uk.org](mailto:international@hpc-uk.org)

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

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### **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, behaviour and health.

We currently regulate 13 health professions.

- Arts therapists
- Biomedical scientists
- Chiropodists/podiatrists
- Clinical scientists
- Dietitians
- Occupational therapists
- Operating department practitioners
- Orthoptists
- Paramedics
- Physiotherapists
- Prosthetists/orthotists
- Radiographers
- Speech and language therapists

### **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.

### **About registration**

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.

Registration shows 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.

### **Applying for registration**

The information provided by applicants helps us to know that:

- they are who they say they are;
- they meet our standards; and
- we can contact them if we need to.

## Meeting our standards

Everyone on our Register must meet the standards of proficiency we have set. The standards of proficiency are the professional standards which health professionals must meet in order to be registered. If you need a copy in an alternative format, please contact us. Our contact details can be found at the front of this form.

The standards of proficiency are made up of generic standards, which all registered health professionals must be able to meet, and profession-specific standards, which only apply to one profession.

## Protected titles

Each of the professions we regulate has at least one protected title. Anyone who uses one of these titles must be on our Register. Anyone who uses a protected title who is not registered with us is breaking the law and could be prosecuted.

Part of Register	Sub-section	Title
Arts therapist	Art therapist Dramatherapist Music therapist	Art psychotherapist Art therapist Dramatherapist Music therapist
Biomedical scientist		Biomedical scientist
Chiropodist/podiatrist		Chiropodist Podiatrist
Clinical scientist		Clinical scientist
Dietitian		Dietitian Dietician
Occupational therapist		Occupational therapist
Operating department practitioner		Operating department practitioner
Orthoptist		Orthoptist
Paramedic		Paramedic
Physiotherapist		Physical therapist Physiotherapist
Prosthetist/orthotist	Prosthetist Orthotist	Prosthetist Orthotist
Radiographer	Diagnostic radiographer Therapeutic radiographer	Radiographer Diagnostic radiographer Therapeutic radiographer
Speech and language therapist		Speech and language therapist Speech therapist

## About this guidance

### Applying through the international application process

The international application form is for those who have gained a qualification outside of the United Kingdom (UK) and/or do not hold an approved UK qualification but have gained some or all of their professional experience outside the UK.

## **General information on completing the forms**

To make sure we can process your form, please complete it in black ink and block capitals. Please mark boxes with a cross. If you run out of space please continue on a separate piece of paper. You must answer all the questions as fully as possible. If you qualified over two years ago and have not practised your profession, you also need to complete the return to practice requirements and submit the relevant forms to tell us about your updating period.

Please do not send us original documents unless otherwise specified. Instead, please send certified copies of documents. A document may be certified by a solicitor, commissioner for oaths, justice of the peace, notary public or in the case of a qualification certificate by the principal (or someone authorised by the principal) of the university or educational institute that granted the qualification.

## **Sending us your application**

Please send your application when you are ready to start practising your profession and/or using the protected title(s). Your application should be sent to the International Registration Department at the contact address on the front of this form. Applications cannot be considered unless the correct fees and all other required documents are included. All incomplete applications will be returned.

## **Important points**

- Please ensure the address you provide is accurate and that you can be sure to receive correspondence from us.
- We cannot guarantee the outcome of an application and at peak times the application process can take time so you are advised not to make arrangements that are reliant on you being registered (eg starting a job).
- Applicants that choose to make travel or work arrangements before knowing the outcome of their application do so at their own risk.
- It is preferable to apply directly to HPC. However, if you apply with the assistance of an agency make sure they are reputable and be aware that you remain responsible for the information you supply on your application form.

## **What happens next?**

The average processing time for applications may vary depending on the volume of applications received. However, HPC will endeavour to:

- acknowledge receipt of an application within one month of the date of receipt; and
- assess your application and advise you of the initial decision within a further three months from the date of acknowledgment.

Once we have processed your application, if you are successful you will be asked to pay the registration fee. Upon payment of the registration fee our online Register is immediately updated. It is the best way for you to check you are registered and for your employer to verify your registration status. The Register can be viewed at: [www.hpcheck.org](http://www.hpcheck.org) To view our privacy statement, please refer to the website: [www.hpc-uk.org/privacy](http://www.hpc-uk.org/privacy)

## **Contact us**

If you have cannot find the answer to your query in these guidance notes please contact us. Please see page one for our contact details.

### **Photographic identification**

We ask applicants to provide us with legible certified photocopies of any one of the following documents;

- your passport
- your national identity card; or
- your DVLA/European driving license or EU photo identity card

We ask you to provide an up-to-date passport photograph. Please write your name and date of birth on the back of it. This will help us match your photograph to your application should it separate. Please do not staple any part of the form.

### **Birth certificate**

We ask you to provide us with a legible certified photocopy of your birth certificate. If you do not have one, 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](http://www.statistics.gov.uk) for a replacement. Indian nationals applying for registration may provide their secondary school leaving certificate as an alternative.

### **Certified documents**

The documents submitted should be certified by a solicitor, commissioner of oaths or justice of the peace. A document may be certified by a solicitor, commissioner for oaths, justice of the peace, notary public or in the case of a qualification certificate by the principal (or someone authorised by the principal) of the university or educational institution that granted the qualification.

### **Translation of documents**

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

### **Please note:**

- All completed application forms are the property of HPC and should be returned to us.
- Please read the checklist carefully and provide all the appropriate items/documents.
- Please make sure your correspondence details are kept up to date.
- The health reference, character reference and the declaration of information must be dated within six months of the date your application is received by HPC.
- We process applications for registration and tell you the decision as quickly as possible. Please do not make any arrangements or incur any expenses which depend upon the approval of your application with us. We will not accept liability for any loss or expenses incurred as a result of the above.
- It is illegal to use a protected title unless you are registered with us. It is illegal to claim you are registered with the HPC when you are not.

## **Outcomes of an application**

### **Incomplete applications**

If your application is incomplete we will return it and ask you to resubmit it. Please do not send individual documents separate from your application as these will be returned to you. We will use the information you provide for a number of purposes. This can include contacting organisations and individuals named in your application, including professional bodies, universities, places of work and referees.

### **Successful applications**

If your application is successful, we will:

- put your name on the online Register;
- send you a letter on the day we register you; and
- send you a registration certificate and authentication card

With your name on our Register you will be able to practise using the relevant title(s) of your profession.

The publicly available Register shows:

- Name
- Registration number
- Profession of registrant
- Duration of current registration
- Approximate geographical area in which the registrant practises (eg Guildford). It does not show your full address.

### **Rejected applications**

Your application may be rejected if we believe you do not meet our standards of proficiency or our health and character requirements. Please note your application can only be assessed based on the information you provide with your form. If your application is rejected you can appeal against the decision. You may also reapply, submitting a new form, supporting documents and scrutiny fee.

### **Fraudulent applications**

If you falsify information about your identity or any other aspect of your application, we will suspend your application pending an investigation. Please remember it is illegal to fraudulently obtain registration with the HPC. If you do this you will be subject to prosecution.

### **The appeals process**

If your application is rejected you have 28 days following the letter rejecting your application to appeal the decision. If you tell us you wish to appeal the decision, we will then provide you with further information on the appeals process.

### **EEA/EU Applicants**

Applicants who have a right to practise, and have citizenship of another country within the European Economic Area have rights of mutual recognition under EU law. To assert your mutual recognition right you must demonstrate your citizenship (by providing a certified copy of your passport, or other relevant documentation) and your right to practise in another EEA country (by providing a Certificate of Current Professional Status or evidence of practice within another Member State).

## **Section 1 Registration details**

### **Previous applications**

If you have previously applied for registration with us or our predecessor the Council for Professions Supplementary to Medicine (CPSM), please tell us:

- your application number;
- when you applied (an approximate date if you cannot remember exactly);
- the type of application eg UK, International, grandparenting; and
- any further information eg if you withdrew your application.

## **Section 2 Contact details**

It is essential that your personal contact details are kept up to date. This is a requirement of the Health Professions Order 2001. For security reasons we are unable to accept changes of personal details by email.

### **Name change**

All name changes must be made in writing. Please 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. You can change your address over the telephone or by writing to us.

### **Work address**

The work address you give us should be for your main place of work. Members of the public will be able to see on our Register 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. You can change your address over the telephone or by writing to us.

**If you change either your home or work address during the application process or at any point thereafter, you must notify us.**

## **Agencies**

All correspondence from HPC will be sent to the applicant only. This means you must provide a home address and not the address of an agency. Please be aware if you provide an agency address your application will be returned to you.

## **Section 3 Regulatory body**

If your profession is regulated in your home country you should enter the details of your registration here. The distinction should be made between a regulatory body and a professional body; there is a section later where you can enter details of membership of any professional body. This section should be used to inform us of any **registration** you may have with a regulatory body. If your profession is not currently regulated in your home country it will not affect your application. The assessors will base their assessment on whether or not you demonstrate that you meet the UK standards of Proficiency. Similarly, if you are registered with a regulatory body in your home country their standards may be different from ours as there are variations in practices from country to country. Therefore, registration with another regulatory body does not guarantee that you will be accepted for registration with HPC. You must still demonstrate that you meet the UK standards of proficiency.

## **Section 4 Professional bodies**

If you are a member of any professional body please enter the details in section four of the application form.

## **Section 5 Self-declarations**

### **Character**

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.

### **Health**

You are also asked to provide us with information about your health that may affect your practice, this does not necessarily mean we will not register you. Instead, we will consider the information provided to decide whether we need to ask a registration panel to consider your application.

If you declare a health and/or character issue this could be considered by a panel to determine whether you are eligible for registration.

## **Section 6 Education and training**

You should enter details of your professional qualification here. Your professional qualification may be a diploma, certificate, degree or another qualification relevant to the profession in which you wish to register. You can also include any supplementary training or qualification you may have done in relation to your chosen profession (eg training courses, seminars). However, we do not usually need details of your general education (eg high school or secondary school) unless it is directly relevant to your practice as a health professional.

If you have gained further qualifications in your chosen professional field you can enter the details in the space provided and continue on a separate sheet if necessary.

## Course information

You must include a course information form with your application. Failure to do so will result in your application being returned to you. The course information form provides us with academic and clinical details of the courses you have. The course information form is not in your application pack, but is available on the HPC website as a word file. The form must be downloaded and sent to your training institution or university as an email attachment. Alternatively direct them to the HPC website: [www.hpc-uk.org/apply/app\\_download\\_international](http://www.hpc-uk.org/apply/app_download_international)

The training institution or university can type the information into the field boxes - which can be expanded according to the text that is entered.

The information provided should include the scope of the course content and the method by which the assessment was made. They are advised to use the profession specific standards of proficiency as a guide. This information may be taken from a syllabus, but must only include those parts of the course you have studied. In addition, we ask that you specify the percentage of practical assessment that contributed to the overall course. You must provide a breakdown of the number of theory and clinical hours by module. This information is likely to be several pages long.

If sufficient detail is provided, the training institution or university may wish to retain the form as a template for future use when applicants with the same course background apply in the future.

Please ensure that the form is stamped with the training institution or university's official seal before they send it back to you.

## Section 7 Language proficiency

Each registrant must be confident that they can communicate effectively in English in order to comply with the standards of conduct performance and ethics.

You must declare whether English is your first language or not. You should only indicate English is your first language if it is the **main** or **only** language you use on a day-to-day basis. Having studied English or undertaken education or training at an institution where the medium of instruction is English does not necessarily mean that English is your first language. If English is not your first language then you must provide proof of your English language proficiency, which must be one of the acceptable tests below - unless you are exempt because you are a citizen of a country within the EEA.

LANGUAGE CENTRE	SPEECH AND LANGUAGE THERAPISTS*	ALL OTHER PROFESSIONS
<a href="#">CAMBRIDGE ESOL</a>	Certificate of proficiency in English (CPE)	Certificate in advanced English (CAE)
<a href="#">CAMBRIDGE INTERNATIONAL EXAMINATIONS</a>	.	International General Certificate of Secondary Education (IGCSE) 0500 (1st language) Grade C
<a href="#">CAMBRIDGE INTERNATIONAL EXAMINATIONS</a>	.	International General Certificate of Secondary Education (IGCSE) 0510 (2st language) Grade C
<a href="#">INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS)</a>	8.0 with no element below 7.5	7.0 with no element below 6.5
<a href="#">HONG KONG EXAMINATIONS AND ASSESSMENT AUTHORITY (HKEAA)</a>	.	Hong Kong Certificate of Education Examinations (HKCEE) Syllabus B Grade A
<a href="#">TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) - PAPER TEST</a>	670	600
<a href="#">TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) - ELECTRONIC TEST</a>	290	250
<a href="#">TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) Internet Based Test (IBT)</a>	118	100
<a href="#">TEST OF ENGLISH FOR INTERNATIONAL COMMUNICATION (TOEIC)</a>	990	810

### **Exemption from language proficiency test**

If you are a citizen of a country within the European Economic Area (EEA) then you are exempt from providing proof of English language proficiency. However, when registering you are declaring that you will adhere to the general standards of conduct performance and ethics as well as the standards of proficiency specific to your profession. These standards state: 'You must maintain proper and effective communications with patients, clients, users, carers and other professionals'. To meet this requirement you should satisfy yourself that your English is of a sufficient standard. The HPC will not test your language proficiency if you are a citizen of an EEA country.

### **Citizenship of an EEA country**

To exempt yourself from providing an English language test you must demonstrate citizenship of a country within the EEA. Citizenship may be by virtue of nationality (eg by birth) or by marriage to another EEA citizen and you must provide the appropriate evidence of your citizen status. This will usually be a certified copy of your passport (which is required anyway) or a certified copy of your national identity card (provided with a certified translation if not already in English).

### **EEA**

The EEA is made up of the 27 European Union (EU) nations and four others. It comprises: Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Éire (Republic of Ireland), Estonia, Finland, France, Germany, Greece, Hungary, Italy, Latvia, Lithuania, Luxembourg, Malta, the Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, United Kingdom, Iceland, Liechtenstein, Norway and Switzerland.

### **Dual nationality**

If you hold dual nationality status and one or more of those nationalities is of an EEA country then you are also exempt from providing proof of your English language proficiency.

## **Section 8 Career history**

If you have experience in addition to your training and qualifications, please enter details of your career history in reverse order, with your most recent position first. Provide as much detail as you can to illustrate to the assessors that you meet the standards of proficiency for your profession. Explain any significant gaps in your career history.

## **Section 9 Clinical reference(s)**

We ask you to provide us with up to two clinical reference forms to support your application. If you are unable to provide us with a clinical reference we will still assess your application, however it may have a bearing on the success of your application overall.

The clinical reference should be given by someone who has been your supervisor/line manager or otherwise responsible for you in a professional capacity. We cannot consider a reference provided by someone who is related to you by birth, marriage or a relationship similar to marriage.

We will consider all forms of reference, whether a simple statement about your time in practice or a more detailed statement about the nature of your practice. You must use the clinical reference form(s) and additional sheets as necessary.

We ask you to complete the first section of the clinical reference form before you send the form to your referee.

### **Important points:**

- The clinical reference must be completed on a HPC clinical reference form.
- References should be signed no more than six months before the submission of your application.
- Referees may charge a fee for completing your character reference form. Any costs incurred will have to be met by you.
- Referees must confirm their occupation practice or business address. All references must be completed by the referee, returned to you in a sealed envelope and forwarded with your application form to us. They must have the original signature of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.
- We cannot accept references sent directly to us by your referee.
- Please remember if you provide fraudulent references you may be prosecuted.

### **After you've obtained your clinical reference**

When your referee has completed your clinical reference, it should be returned to you. Keep this with your character and health reference and send to us with the rest of your application.

## **Section 10 Declaration of information**

HPC can only process your application if you have signed this declaration. You should make sure that you fully understand the declaration before signing it. It is illegal to fraudulently procure an entry onto the HPC Register. If you do this, you will be subject to prosecution.

## **Section 11 Paying your scrutiny fee**

### **Scrutiny fee**

The fee we ask you to send with your application is called a scrutiny fee. This is a one off non-refundable payment of £200. We cannot process your application without this payment.

### **Registration cycle**

Your registration cycle is biennial (two-yearly) and is made up of 2 'professional years'. We will advise you of the registration fee when your application has been processed and approved. The table below shows the professional years for each profession we regulate.

Arts therapists	1 June – 31 May
Biomedical scientists	1 December – 30 November
Chiropodists/podiatrists	1 August – 31 July
Clinical scientists	1 October – 30 September
Dietitians	1 July – 30 June
Occupational therapists	1 November – 31 October
Operating department practitioners	1 December – 30 November
Orthoptists	1 September – 31 August
Paramedics	1 September – 31 August
Physiotherapists	1 May – 30 April
Prosthetists/orthotists	1 October – 30 September
Radiographers	1 March – 28 February
Speech and language therapists	1 October – 30 September

## Methods of payment

You can choose to pay your scrutiny fee by cheque, money order, bankers draft or by credit/debit card. Payments must be made in UK sterling and drawn on a bank based in the UK. Your payment should be crossed and made payable to Health Professions Council. Please write your full name 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 if sending from outside the UK).

## Section 12 Character reference

Before being registered under the Health Professions Order 2001 an applicant must satisfy the HPC that they are of good character.

A character reference needs to be provided by a person of standing in the community who is not a relative of the applicant and has known the applicant for at least three years. This would usually mean that the referee should be practising a recognised profession that is registered or otherwise regulated. Such professions would include (but are not limited to):

- Accountant
- Any person already registered with the HPC
- Bank manager
- Barrister
- Chairman/Director of a limited company
- Commissioner of oaths
- Local councillor
- Civil servant (permanent)
- A regulated health professional (eg dentist/doctor/nurse)
- Justice of the peace
- Local government officer
- Member of Parliament
- Minister of a recognised religion
- Officer of the armed forces (active or retired)
- Principal (or other person authorised by the principal) of an educational institute
- Salvation army officer
- Solicitor

The person who gives the character reference must have known the applicant for at least three years and must not be a relative of the applicant. Some applicants therefore ask their doctor to complete their character reference as well as their health reference. Whether the doctor feels sufficiently informed and/or whether they are willing to complete the character reference is the decision of the doctor.

## Important points

- The character reference must be completed on a HPC character reference form.
- References should be signed no more than six months before the submission of your application.
- Referees may charge a fee for completing your character reference form. Any costs incurred will have to be met by you.
- Referees must confirm their occupation practice or business address. All references must be completed by the referee, returned to you and forwarded with your application form to us. They must have the original signature of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.
- We cannot accept references sent directly to us by your referee.

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

### **After you've obtained your character reference**

When your referee has completed your character reference, it should be returned to you. Keep this with your health and clinical reference and send it in to us with the rest of your application.

## **Section 13 Health reference**

### **All applicants must provide a health reference**

Only a doctor registered with the appropriate regulatory body can complete a health reference. The referee must sign and date the form on the understanding that it is illegal for them to provide a false reference. The referee must either have been your registered medical practitioner for at least three years or have examined your medical records for this period and cannot be related to you. A referee who cannot provide a reference on either basis may do so after physically examining you.

### **Important points:**

- The health reference must be completed on a HPC health reference form.
- References should be signed no more than six months before the submission of your application.
- Referees may charge a fee for completing your health reference form. Any costs incurred will have to be met by you.
- Referees must confirm their status as a registered medical practitioner on the form and provide their practice address. All references must be completed by the referee, returned to you and forwarded with your application form to us. They must have the original signature of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.
- We do not need a consent letter from you for a registered medical practitioner to release information. When you give your referee the health reference form you are giving your consent for them to complete this document.
- We cannot accept references sent directly to us by your registered medical practitioner.
- Please remember if you provide fraudulent references you may be prosecuted.

**After you've obtained your health reference**

When your doctor has completed your health reference, it should be returned to you. Keep this with your character and clinical references and send it in to us with the rest of your application.

If your doctor has provided us with information about your health that may affect your practice, this does not necessarily mean we will not register you. Instead, we will consider the information provided to decide whether we need to ask a registration panel to consider your application.

**If your doctor will not sign your reference**

Your doctor may not be able to sign your reference. If so, you can ask another doctor who has access to your medical records from the last three years to complete your health reference.

If your medical records are not available then you can ask a doctor to undertake a medical examination and complete your health reference on this basis.

We have published a detailed document called 'Information about the health reference'. This has been written for people who have more questions about the health reference, and it contains information for applicants and for doctors. You may find this document useful if you have a health condition, if you are disabled or if your doctor has asked you questions about the health reference. The document is available on our website at: [www.hpc-uk.org/publications](http://www.hpc-uk.org/publications)

## Appendix: other helpful information

### **Our standards**

Please read the following two documents before submitting your application:

- Standards of conduct, performance and ethics
- Standards of proficiency

Copies of these documents can be found on our website at [www.hpc-uk.org](http://www.hpc-uk.org) or by contacting us directly. Please see page one for our contact details.

### **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 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'.

### **How to keep your name on the Register**

Once you have been registered, you will need to renew your registration every two years. To make sure your name stays on the Register, we must receive:

- your registration fee;
- your signed professional declaration; and
- if you are randomly selected, your CPD audit information.

**We will send you a registration renewal form around three months before your registration expires.**

## Refugee applications

You do not have to pay the application scrutiny fee if you fall into one of the following categories:

- You have refugee status
- You have exceptional leave to remain (granted before April 2003)
- You have humanitarian leave to remain (granted on or after 1st April 2003)
- You have discretionary leave to remain (granted on or after 1st April 2003)

You will need to send us a Home Office letter with your application which confirms that you have refugee status or leave to remain as detailed above.

You need to try and provide as much information as possible with your application. If you are unable to provide all the information you need to (maybe because the documentation has been destroyed or because you are unable to obtain it), you must to include a letter which explains this.

Please call the International Registration Department between 8am – 6pm (UK time) Monday to Friday on: +44 (0)20 7840 9804 or (within the UK) on our lo-call number 0845 3004 720.

For refugee allied health professionals seeking advice and information on how to find jobs, gain experience and other useful assistance, the following Department of Health (DoH) sponsored website is a useful resource: [www.rose.nhs.uk](http://www.rose.nhs.uk)

## Data protection policy

Data protection statement to be inserted here.

## Useful terms

**Agencies** – may be any third party but would usually be a commercial business that makes money (by commission) on placing applicants in employment for a fee charged to the employer. If you choose to use an agency you should make sure they are reputable. Responsibility for your application remains with you and you must provide an address where you can be sure to receive correspondence from us.

**Appeals** – if your application is unsuccessful you have a right to appeal the assessors' decision. If you believe the decision is wrong and you believe you meet the Standards of proficiency and the Standards of conduct performance and ethics you must establish your grounds for appeal (ie why you believe the decision to be wrong) and follow the appeals procedure. Information on this will be sent to you in the case of an unsuccessful application.

**Applicant** – the person making the application for entry to the Register

**Continuing professional development** – any activity which serves to maintain or improve upon professional knowledge and practice. Once registered you are required to record what CPD you undertake (see HPC publication 'Continuing professional development and your registration').

**Data protection policy** – this is the HPC's statement of how we apply and comply with the rules contained within the Data Protection Act 1998.

**Declaration** – this is the declaration you sign as part of the application form. You are signing to confirm each of the four elements of the declaration. This declaration is legally binding and you should only sign it if you are sure the information you are providing is correct.

**Home address** – the address of your main or only residence. This should be an address where you can be sure to receive correspondence from HPC as we may need to contact you regarding your application.

**HPC** – Health Professions Council

**Health Professions Order 2001** – the legislation that governs the registration process and confers the responsibilities and authority to the HPC to apply and administer the registration process.

**Relative** – The term is broadly defined by the HPC (Registration and Fees) Rules 2003 as follows:

- (a) spouse;
- (b) any lineal ancestor, lineal descendent, 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 or 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.

**Work address** – the main or only address of your current employment. If you are a sole practitioner and carry out home visits (eg chiropodist) then this may be the address where your practice is based. Only the area will be available to view on the public Register so your privacy and security remains protected.



**Your payment**I enclose a cheque/money order for the amount of £ .My account number is My sort code is 

Attach a recent photograph of yourself here. Please do not staple.

**For HPC use only**

Date stamp

Amount received    £ .Application number 

Pass list checked: YES/NO    Checked by:

Date of registration Registration number 

Registered by:

## Section 1 Registration details

Please provide your registration number

When did you last practice your profession?

I am applying for registration as a/an... (see guidance notes for details of protected titles)

- |   |  |
|---|--|
| <input type="checkbox"/> Arts therapist         | <input type="checkbox"/> Operating department practitioner |
| <input type="checkbox"/> Biomedical scientist   | <input type="checkbox"/> Paramedic                         |
| <input type="checkbox"/> Chiropodist/podiatrist | <input type="checkbox"/> Physiotherapist                   |
| <input type="checkbox"/> Clinical scientist     | <input type="checkbox"/> Prosthetist/orthotist             |
| <input type="checkbox"/> Dietitian              | <input type="checkbox"/> Radiographer                      |
| <input type="checkbox"/> Occupational therapist | <input type="checkbox"/> Speech and language therapist     |
| <input type="checkbox"/> Orthoptist             |  |

If you have chosen arts therapist please cross the box(es) relevant to you

- |   |  |
|---|--|
| <input type="checkbox"/> Art therapist  | <input type="checkbox"/> Art psychotherapist |
| <input type="checkbox"/> Dramatherapist | <input type="checkbox"/> Music therapist     |

If you have chosen prosthetist/orthotist please cross the box(es) relevant to you

- |                                      |                                    |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Prosthetist | <input type="checkbox"/> Orthotist |
|--------------------------------------|------------------------------------|

If you have selected radiographer please cross the box(es) relevant to you

- |   |  |
|---|--|
| <input type="checkbox"/> Therapeutic radiographer | <input type="checkbox"/> Diagnostic radiographer |
|---|--|

If you are applying for registration as a clinical scientist please give details of the modality or modalities most applicable to your practice:

- |  |   |
|--|---|
| <input type="checkbox"/> Audiology             | <input type="checkbox"/> Cellular science                         |
| <input type="checkbox"/> Clinical biochemistry | <input type="checkbox"/> Embryology                               |
| <input type="checkbox"/> Clinical genetics     | <input type="checkbox"/> Haematology                              |
| <input type="checkbox"/> Clinical immunology   | <input type="checkbox"/> Histocompatibility and immunogenetics    |
| <input type="checkbox"/> Clinical microbiology | <input type="checkbox"/> Medical physics and clinical engineering |
| <input type="checkbox"/> Clinical physiology   | <input type="checkbox"/> Other (please state).....                |



### Section 3 Character and health self-declarations

Have you been convicted of a criminal offence, received a police caution or been convicted of a criminal offence for which you received a conditional discharge?

Yes

No

If yes, please give details on a separate sheet.

Have you been disciplined by a professional or regulatory body or your employer?

Yes

No

If yes, please give details on a separate sheet.

Have you had civil proceedings (other than a divorce/dissolution of marriage) brought against you?

Yes

No

If yes, please give details on a separate sheet.

Are you suffering from any condition that would affect your ability to practise?

Yes

No

If yes, please give details on a separate sheet.

### Section 4 Declaration of information

- **I declare** that I have read, understood and will keep to the HPC's standards of conduct, performance and ethics.
- **I understand** the HPC will only use the information provided in performing its functions under the Health Professions Order 2001 and I authorise the HPC to process my information accordingly.
- **I declare** that the information given in this form and in any supporting documents is true and accurate.
- **I understand** that fraudulently procuring an entry in the HPC Register is a criminal offence under article 39 of the Health Professions Order 2001.
- **I declare** that I have read, understood and will comply with the HPC's requirements for continuing professional development (CPD).

Date (DDMMYYYY)

Signature.....

## Section 5 Paying your fees – please read the guidance notes on paying your fees

Please choose one of the following two options:

### Option 1

- I am applying for readmission and **do not** wish to pay future fees by direct debit. I enclose a cheque/money order for the amount of **£120**.

### Option 2

- I am applying for readmission and **wish** to pay future fees by direct debit. I enclose a direct debit instruction and a cheque/money order for the amount of **£60**.

**Please complete the direct debit instruction if you have chosen option 2**

**INSERT DIRECT DEBIT INSTRUCTION AND GUARANTEE  
HERE**



## Referee's guidance on completing the character reference

Before being registered under the Health Professions Order 2001 an applicant must satisfy the HPC that they are of good character.

A character reference needs to be provided by a person of professional standing in the community who is not a relative of the applicant and has known the applicant for three years or more. This would usually mean that the referee should be practising a recognised profession that is registered or otherwise regulated. Such professions would include (but are not limited to):

- Accountant
- Any person already registered with the HPC
- Bank manager
- Barrister
- Chairman/Director of a limited company
- Commissioner of oaths
- Local councillor
- Civil servant (permanent)
- A regulated health professional (eg dentist/doctor/nurse)
- Justice of the peace
- Local government officer
- Member of Parliament
- Minister of a recognised religion
- Officer of the armed forces (active or retired)
- Principal (or other person authorised by the principal) of an educational institute
- Salvation army officer
- Solicitor

**Once completed please return to the applicant to submit with their application.**



### **Information for doctors**

This section contains guidance about the information we need when you complete your patient's health reference.

You have been asked to complete a health reference for your patient because they want to be registered with the HPC. In the UK, the health reference must be completed by a doctor who is registered with the General Medical Council (GMC). However, if the reference is being provided from outside the UK it can be completed by a doctor who is registered with an equivalent regulator in another country.

The doctor must also have been the applicant's doctor for three years or must have access to their medical records for the past three years. If this is not possible the doctor can carry out a medical examination in order to complete the health reference.

The doctor must not be a relative of the applicant.

### **Your professional opinion**

In completing the health reference, we are asking you for your professional opinion on the health of your patient and whether it will impair their fitness to practise. We are asking you to consider whether there is anything to do with your patient's health which might affect their ability to practise safely and effectively in a way which poses no risk to patients, clients and users.

Your professional opinion should be informed by the fact that any UK employer would have a duty to make reasonable adjustments for their employee under the Disability Discrimination Act 2005.

Also, in writing the health reference for your patient, you are providing them with a service. The Disability Discrimination Act covers service providers, which means that your patient may be protected under the Disability Discrimination Act part 3. You should make sure any information you give us avoids stereotypes, assumptions and judgements about disabled people, but instead contains only information about your individual patient, based on their individual circumstances.

### **Fees**

If you or your practice charges a fee for the provision of a reference this is a matter between yourself and your patient. The HPC has an obligation under the Health Professions Order 2001 to obtain the reference from the applicant. This obligation does not extend to paying for the reference and any cost must be met by the applicant.

### **Further questions**

If you have any further questions there is a document providing guidance to applicants and doctors about filling in the health reference. It can be found on our website: [www.hpc-uk.org/publications](http://www.hpc-uk.org/publications)

If you require further information please contact us on 0845 3004 472 (if calling from the UK) or +44 (0)20 7840 9802.

## Guidance for readmission applicants (applicants who have previously been registered)



UK Registration Department  
184 Kennington Park Road, London, SE11 4BU  
Lo-call number (if calling from UK) 0845 3004 472 or  
020 7840 9802  
[www.hpc-uk.org](http://www.hpc-uk.org)  
[registration@hpc-uk.org](mailto:registration@hpc-uk.org)

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

### Introduction

- About the Health Professions Council (HPC)
- How we are run
- Applying for readmission
- Meeting our standards
- Protected titles

### About this guidance

- Applying through the readmission process
- Returners to practice
- General information on completing the forms
- Sending us your application
- What happens next?
- Contact us
- Photographic identification
- Birth certificate
- Certified documents
- Translation of documents

### Outcomes of an application

- Incomplete applications
- Successful applications
- Rejected applications
- Fraudulent applications
- The appeals process

### Section 1

#### Registration details

- Previous applications

### Section 2

#### Contact details

- Name change
- Home address
- Work address
- Agencies

### **Section 3 Self-declarations**

- Character
- Health

### **Section 4 Declaration of information**

### **Section 5 Paying your fees**

- Registration cycle
- Methods of payment

### **Section 6 Character reference**

### **Section 7 Health reference**

### **Appendix: other helpful information**

- Our standards
- Continuing professional development
- How to keep your name on the Register

### **HPC data protection policy**

### **Useful terms**

## **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, behaviour and health.

We currently regulate 13 health professions.

- Arts therapists
- Biomedical scientists
- Chiropodists/podiatrists
- Clinical scientists
- Dietitians
- Occupational therapists
- Operating department practitioners
- Orthoptists
- Paramedics
- Physiotherapists
- Prosthetists/orthotists
- Radiographers
- Speech and language therapists

## 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.

## About registration

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.

Registration shows 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.

## Applying for readmission

The information provided by applicants helps us to know that:

- they are who they say they are;
- they meet our standards; and
- we can contact them if we need to.

## Meeting our standards

Everyone on our Register must meet the Standards of proficiency we have set. The Standards of proficiency are the professional standards which health professionals must meet in order to be registered. If you need a copy in an alternative format, please contact us. Our contact details can be found at the front of this form.

The Standards of proficiency are made up of generic standards, which all registered health professionals must be able to meet, and profession-specific standards, which only apply to one profession.

## Protected titles

Each of the professions we regulate has at least one protected title. Anyone who uses one of these titles must be on our register. Anyone who uses a protected title who is not registered with us is breaking the law and could be prosecuted.

Part of Register	Sub-section	Title
Arts therapist	Art therapist Dramatherapist Music therapist	Art psychotherapist Art therapist Dramatherapist Music therapist
Biomedical scientist		Biomedical scientist
Chiropodist/podiatrist		Chiropodist Podiatrist
Clinical scientist		Clinical scientist
Dietitian		Dietitian Dietician

Occupational therapist		Occupational therapist
Operating department practitioner		Operating department practitioner
Orthoptist		Orthoptist
Paramedic		Paramedic
Physiotherapist		Physical therapist Physiotherapist
Prosthetist/orthotist	Prosthetist Orthotist	Prosthetist Orthotist
Radiographer	Diagnostic radiographer Therapeutic radiographer	Radiographer Diagnostic radiographer Therapeutic radiographer
Speech and language therapist		Speech and language therapist Speech therapist

## About this guidance

### Applying through the readmission application process

The readmission application form is for those who have been registered with us or our predecessor organisation, the Council for Professions Supplementary to Medicine (CPSM).

### Returners to practice

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. As well as the main application form, you must also complete the relevant return to practise forms which can be found on our website: [www.hpc-uk.org/apply](http://www.hpc-uk.org/apply)

### General information on completing the forms

To make sure we can process your form, please complete it in black ink and block capitals. Please mark boxes with a cross. If you run out of space please continue on a separate piece of paper. You must answer all the questions as fully as possible.

Please do not send us original documents unless otherwise specified. Instead, please send certified copies of documents. A document may be certified by a solicitor, commissioner for oaths, justice of the peace, notary public or in the case of a qualification certificate by the principal (or someone authorised by the principal) of the university or educational institute that granted the qualification.

### Sending us your application

Please send your application when you are ready to start practising your profession and/or using the protected title(s). Your application should be sent to the UK Registration Department at the contact address on the front of this form. If you are newly qualified, you should not send your application until you have received confirmation of your qualification. Applications cannot be considered unless the correct fees and all other required documents are included. All incomplete applications will be returned. If you cannot be registered your fee will be refunded and you will be notified in writing.

### What happens next?

The average processing time for applications is between seven and ten working days. This time may vary depending on the volume of applications received. Once we have processed your application our on-line register is immediately updated. It is the best way for you to check you are registered and for your employer to verify your registration status. The Register can be viewed at [www.hpcheck.org](http://www.hpcheck.org) To view our privacy statement, please refer to the website: [www.hpc-uk.org/privacy](http://www.hpc-uk.org/privacy)

## **Contact us**

If you cannot find the answer to your query in these guidance notes please contact us. Please see page one for our contact details.

## **Photographic identification**

We ask applicants to provide us with legible certified photocopies of any one of the following documents;

- your passport
- your national identity card; or
- your DVLA/European driving license or EU photo identity card

We ask you to provide an up-to-date passport photograph. Please write your name and date of birth on the back of it. This will help us match your photograph to your application should it separate. Please do not staple any part of the form.

## **Birth certificate**

We ask you to provide us with a legible certified photocopy of your birth certificate. If you do not have one, 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](http://www.statistics.gov.uk) for a replacement. Indian nationals applying for registration may provide their secondary school leaving certificate as an alternative.

## **Certified documents**

The documents submitted should be certified by a solicitor, commissioner of oaths or justice of the peace. A document may be certified by a solicitor, commissioner for oaths, justice of the peace, notary public or in the case of a qualification certificate by the principal (or someone authorised by the principal) of the university or educational institution that granted the qualification.

## **Translation of documents**

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

## **Please note:**

- All application forms are the property of HPC and should be returned to us.
- Please read the checklist carefully and provide all the appropriate items/documents.
- Please make sure your correspondence details are kept up to date.
- The health reference, character reference and the declaration of information must be dated within six months of the date your application is received by HPC.
- We process applications for registration and tell you the decision as quickly as possible. Please do not make any arrangements or incur any expenses which depend upon the approval of your application with us. We will not accept liability for any loss or expenses incurred as a result of the above.
- It is illegal to use a protected title unless you are registered with us. It is illegal to claim you are registered with the HPC when you are not.

## Outcomes of an application

### **Incomplete applications**

If your application is incomplete we will return it and ask you to resubmit it. Please do not send individual documents separate from your application as these will be returned to you. We will use the information you provide for a number of purposes. This can include contacting organisations and individuals named in your application, including professional bodies, universities, places of work and referees.

### **Successful applications**

If your application is successful, we will:

- put your name on the online register
- send you a letter on the day we register you
- send you a registration certificate and authentication card

With your name on our Register you will be able to practise using the relevant title(s) of your profession.

The publicly available register shows:

- Name
- Registration number
- Profession of registrant
- Duration of current registration
- Approximate geographical area in which the registrant practises (eg Guildford). It does not show your full address.

### **Rejected applications**

Your application may be rejected if we believe you do not meet our standards of proficiency or our health and character requirements. Please note your application can only be assessed based on the information you provide with your form. If your application is rejected you can appeal against the decision. You may also reapply, submitting a new form, supporting documents and registration fee.

### **Fraudulent applications**

If you falsify information about your identity or any other aspect of your application, we will suspend your application pending an investigation. Please remember it is illegal to fraudulently obtain registration with the HPC. If you do this you will be subject to prosecution.

### **The appeals process**

If your application is rejected you have 28 days following the letter rejecting your application to appeal the decision. If you tell us you wish to appeal the decision we will then provide you with further information on the appeals process.

## Section 1 Registration details

### **Previous applications**

If you applied for registration with us or our predecessor the Council for Professions Supplementary to Medicine (CPSM), please tell us your application number. Please also tell us:

- when you applied (an approximate date if you cannot remember exactly);
- the type of application eg UK, International, grandparenting; and
- any further information eg if you withdrew your application

## Section 2 Contact details

It is essential that your personal contact details are kept up to date. This is a requirement of the Health Professions Order 2001. For security reasons we are unable to accept changes of personal details by email.

### **Name change**

All name changes must be made in writing. Please 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. You can change your address over the telephone or by writing to us.

### **Work address**

The work address you give us should be for your main place of work. Members of the public will be able to see on our Register 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. You can change your address over the telephone or by writing to us.

**If you change either your home or work address during the application process or at any point thereafter, you must notify us.**

### **Agencies**

All correspondence from the HPC will be sent to the applicant only. This means you must provide a home address and not the address of an agency. Please be aware if you provide an agency address your application will be returned to you.

## Section 3 Self-declarations

### **Character**

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 you declare to us any convictions, police cautions or convictions for which you received a conditional discharge. Failure to do so may result in investigation which could lead to you being removed from the Register.

### **Health**

You are also asked to provide us with information about your health that may affect your practice, this does not necessarily mean we will not register you. Instead, we will consider the information provided to decide whether we need to ask a registration panel to consider your application.

If you declare a health and/or character issue this could be considered by a panel to determine whether you are eligible for registration.

## Section 4 Declaration of information

HPC can only process your application if you have signed this declaration. You should make sure that you fully understand the declaration before signing it. It is illegal to fraudulently procure an entry onto the HPC Register. If you do this, you will be subject to prosecution.

## Section 5 Paying your fees

## Registration cycle

Your registration cycle is biennial (two-yearly) and is made up of two 'professional years'. The table below details the professional years for each profession we regulate.

Arts therapists	1 June – 31 May
Biomedical scientists	1 December – 30 November
Chiropodists/podiatrists	1 August – 31 July
Clinical scientists	1 October – 30 September
Dietitians	1 July – 30 June
Occupational therapists	1 November – 31 October
Operating department practitioners	1 December – 30 November
Orthoptists	1 September – 31 August
Paramedics	1 September – 31 August
Physiotherapists	1 May – 30 April
Prosthetists/orthotists	1 October – 30 September
Radiographers	1 March – 28 February
Speech and language therapists	1 October – 30 September

The registration fee for the two year registration cycle is £120 (£60 per year). If you apply to be registered at any point during the professional year, even if only for a few days, you will need to pay the full £60. If you do not need registration immediately in order to work, you may wish to check when your new professional year starts and apply for registration at the start of a new professional year. The table below shows the registration cycles for each profession.

Before you send us your application you need to decide whether you wish to pay the full registration fee or spread the cost by paying by direct debit.

## Methods of payment

If you do not wish to set up a direct debit you will need to pay in full by cheque or money order. You need to send us a payment of **£120** with your application form. Payments must be made in UK Sterling and drawn on a bank based in the United Kingdom (UK). Your payment should be crossed and made payable to Health Professions Council. Please write your full name on the reverse side of your payment and ensure that it is not post-dated.

If you wish to spread the cost of registration please fill in the direct debit instruction. You will need to pay up-front for your first year of registration by sending us a cheque/money order for **£60**. The remainder of your fee will be deducted from your bank account in two £30 instalments. Once you have been registered, we will write to you to tell you the actual dates the amounts will be deducted from your account.

## Please note:

For security reasons, HPC does not accept cash payments. If you try to make a payment in cash at the HPC you will be directed to the nearest post office where you can obtain a postal order.

## Section 6 Character reference

Before being registered under the Health Professions Order 2001 an applicant must satisfy the HPC that they are of good character.

A character reference needs to be provided by a person of standing in the community who is not a relative of the applicant and has known the applicant for at least three years. This would usually mean that the referee should be practising a recognised profession that is registered or otherwise regulated. Such professions would include (but are not limited to):

- Accountant
- Any person already registered with the HPC
- Bank manager
- Barrister
- Chairman/Director of a limited company
- Commissioner of oaths
- Local councillor
- Civil servant (permanent)
- A regulated health professional (eg dentist/doctor/nurse)
- Justice of the peace
- Local government officer
- Member of Parliament
- Minister of a recognised religion
- Officer of the armed forces (active or retired)
- Principal (or other person authorised by the principal) of an educational institute
- Salvation army officer
- Solicitor

The person who gives the character reference must have known the applicant for at least three years and must not be a relative of the applicant. Some applicants therefore ask their doctor to complete their character reference as well as their health reference. Whether the doctor feels sufficiently informed and/or whether they are willing to complete the character reference is the decision of the doctor.

### **Important points:**

- The character reference must be completed on a HPC character reference form.
- References should be signed no more than six months before the submission of your application.
- Referees may charge a fee for completing your character reference form. Any costs incurred will have to be met by you.
- Referees must confirm their occupation practice or business address. All references must be completed by the referee, returned to you and forwarded with your application form to us. They must have the original signature of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.
- We cannot accept references sent directly to us by your referee.
- Please remember if you provide fraudulent references you may be prosecuted.

### **After you've obtained your character reference**

When your referee has completed your character reference, it should be returned to you. Keep this with your health reference and send it in to us with the rest of your application.

## **Section 7 Health reference**

### **All applicants must provide a health reference**

Only a doctor registered with the appropriate regulatory body can complete a health reference. The referee must sign and date the form on the understanding that it is illegal for them to provide a false reference. The referee must either have been your registered medical practitioner for at least three years or have examined your medical records for this period and cannot be related to you. A referee who cannot provide a reference on either basis may do so after physically examining you.

#### **Important points:**

- The health reference must be completed on a HPC health reference form.
- References should be signed no more than six months before the submission of your application.
- Referees may charge a fee for completing your health reference form. Any costs incurred will have to be met by you.
- Referees must confirm their status as a registered medical practitioner on the form and provide their practice address. All references must be completed by the referee, returned to you in a sealed envelope and forwarded with your application form to us. They must have the original signature of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.
- We do not need a consent letter from you for a registered medical practitioner to release information. When you give your referee the health reference form you are giving your consent for them to complete this document.
- We cannot accept references sent directly to us by your registered medical practitioner.
- Please remember if you provide fraudulent references you may be prosecuted.

### **After you've obtained your health reference**

When your doctor has completed your health reference, it should be returned to you. Keep this with your character and clinical references and send it in to us with the rest of your application.

If your doctor has provided us with information about your health that may affect your practice, this does not necessarily mean we will not register you. Instead, we will consider the information provided to decide whether we need to ask a registration panel to consider your application.

### **If your doctor will not sign your reference**

Your doctor may not be able to sign your reference. If so, you can ask another doctor who has access to your medical records from the last three years to complete your health reference.

If your medical records are not available then you can ask a doctor to undertake a medical examination and complete your health reference on this basis.

We have published a detailed document called 'Information about the health reference'. This has been written for people who have more questions about the health reference, and it contains information for applicants and for doctors. You may find this document useful if you have a health condition, if you are disabled or if your doctor has asked you questions about the health reference. The document is available on our website at: [www.hpc-uk.org/publications](http://www.hpc-uk.org/publications)

## Appendix: other helpful information

### **Our standards**

Please read the following two documents before submitting your application:

- Standards of conduct, performance and ethics
- Standards of proficiency

Copies of these documents can be found on our website at [www.hpc-uk.org](http://www.hpc-uk.org) or by contacting us directly. Please see page one for our contact details.

### **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 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'.

### **How to keep your name on the Register**

Once you have been registered, you will need to renew your registration every two years. To make sure your name stays on the Register, we must receive:

- your registration fee;
- your signed professional declaration; and
- if you are randomly selected, your CPD audit information.

**We will send you a registration renewal form around three months before your registration expires.**

## Data protection policy

Data protection statement to be inserted here.

## Useful terms

**Agencies** – may be any third party but would usually be a commercial business that makes money (by commission) on placing applicants in employment for a fee charged to the employer. If you choose to use an agency you should make sure they are reputable. Responsibility for your application remains with you and you must provide an address where you can be sure to receive correspondence from us.

**Appeals** – if your application is unsuccessful you have a right to appeal the assessors' decision. If you believe the decision is wrong and you believe you meet the Standards of proficiency and the standards of conduct, performance and ethics you must establish your grounds for appeal (ie why you believe the decision to be wrong) and follow the appeals procedure. Information on this will be sent to you in the case of an unsuccessful application.

**Applicant** – the person making the application for entry to the Register.

**Continuing professional development** – any activity which serves to maintain or improve upon professional knowledge and practice. Once registered you are required to record what CPD you undertake (see HPC publication 'Continuing professional development and your r

**Declaration** – this is the declaration you sign as part of the application form. You are signing to confirm each of the four elements of the declaration. This declaration is legally binding and you should only sign it if you are sure the information you are providing is correct.

**Home address** – the address of your main or only residence. This should be an address where you can be sure to receive correspondence from HPC as we may need to contact you regarding your application.

**HPC** – Health Professions Council

**Health Professions Order 2001** – the legislation that governs the registration process and confers the responsibilities and authority to the HPC to apply and administer the registration process.

### Relative

The term is broadly defined by the HPC (Registration and Fees) Rules 2003 as follows:

- (a) his spouse;
- (b) any lineal ancestor, lineal descendent, 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 or 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.

**Work address** – the main or only address of your current employment. If you are a sole practitioner and carry out home visits (eg chiroprapist) then this may be the address where your practice is based. Only the area will be available to view on the public Register so your privacy and security remains protected.