

# Education and Training Committee – 13 September 2012

New readmission application form

## **Executive Summary and Recommendations**

#### Introduction

This paper provides an explanation of the improved process for registrants who have lapsed from the Register following an invitation to renew or have lapsed as a result of non – payment.

#### **Decision**

The Education and Training Committee (ETC) is requested to recommend that Council approve the attached new readmission application form (Appendix A).

### **Background information**

Currently registrants who wish to return to the Register after lapsing following a renewal period or as a result of non - payment are required to complete a nine page readmission application form.

In support of this application the HCPC request:

- A completed, signed and dated HCPC character reference form;
- Certified copies of two appropriate documents to confirm identity;
- Certified evidence of any change of name ( if applicable); and
- Relevant return to practice forms (if applicable).

All the necessary forms and guidance are available for applicants to download from the HCPC website.

It is proposed that when the registration lapsing letters are sent to registrants who have not renewed their registration during a renewal period or have lapsed as a result of non – payment, a new two sided readmission application form (Appendix A) is included with the lapsing letter. This application form will be pre-printed with the lapsed registrant's details i.e. name, address. The new duplex form will provide applicants with the ability to provide:

- A completed, signed and dated HPC character reference form; and
- Certified evidence of any change of name (if applicable).

The new readmission application form will be processed using the image and character recognition software already utilised by the Registration Department to Page 1 of 2

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2012-08-30	а	REG	PPR	ETC – New readmission application	Final	Public
				form	DD: None	RD: None

process paper renewal application forms. This will reduce the need for Registration Advisors to manually input readmission applications to the registration database (NetReg).

The new form will be supplemented by a booklet providing applicants with guidance around completion of the new readmission application form.

As HCPC will be sending the new form to individuals who have recently lapsed at their last known address no proof of identity will be requested as the new readmission application will only be accepted one month from the date of lapsing. Following expiry of this time applicants will be directed to use the existing readmission application form, which can be downloaded from the HCPC website.

The new readmission application form has been reviewed and approved by the Solicitor to the Council. The form will be subject to minor editorial amendments.

Please note the form in Appendix A will be duplex and the actual size will be 210 X 420mm, when implemented.

#### **Resource implications**

It is anticipated that this will increase efficiency as the new readmission application form will require 20% of the current time required to process readmission applications. HCPC currently processes around 4,000 readmission applications per annum with this number expected to increase as a result of the transfer of social workers from the GSCC. The 2012 – 2013 Registration Department forecasting model, Registration Department budget and work plan have assumed that the new readmission application form will be operational from the 1 December 2012.

## **Financial implications**

The new readmission application form will require changes to the Registration Department data base (NetReg) and the image and character recognition software (DocXP). A major project has been approved and implemented by the Executive Management Team (EMT) with a budget of £41,665 approved and assigned.

#### **Background papers**

Revised Registration Renewal Process, March 2012, Education and Training Committee paper

#### **Appendices**

Appendix A – New readmission application form

#### Date of paper

30 August 2012

#### Page 2 of 2

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
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# **Appendix A**

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- check the online Register (the fastest way for you or your employer tocheck your registration status in real time);
   find information about renewing your registration and continuing professional development (CPD);
   download or request copies of our publications (including all of our standards);
   find news and updates (including information on consultations); and subscribe to our e-newsletter.

# **Appendix A**

Actual Size: 210x420mm

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THIS GUARANTEE SHOULD BE DETACHED AND RETAINED BY THE PAYER



### The direct debit guarantee