

Readmission application for registration (for applicants who have previously been registered)

 Registration Department
184–186 Kennington Park Road, London, SE11 4BU

 +44 (0)300 500 4472
 www.hcpc-uk.org
 registration@hcpc-uk.org

hcpc health & care
professions
council

Before completing your application form you will need to read the guidance notes and the standards of proficiency for your profession. Please complete this form in BLOCK CAPITALS using a black pen.

Your title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ other (please specify)

Your first name

Your surname / family name

Previous name (if applicable)

Your profession

Once you have completed this application form, please make a photocopy of it and all of the supporting documents for your own records. Please send your application by a secure postal method if you want to be certain of delivery.

Please make sure you have included the following documents with your application. Failure to do so will result in your application being delayed, due to it being incomplete.

Checklist – please check to ensure you have enclosed the following items with your application	Please cross
① A completed application form	☐
② Certified* copies of two appropriate documents to confirm your identity	☐
③ Certified* evidence of any change of name (if applicable)	☐
④ Relevant return to practice forms (if applicable)	☐
Please also check that you have not :	
① placed your application in a folder, binder or plastic / paper wallet	☐
② included any original documents or an item which you need to be returned	☐

* Please refer to guidance notes for more information regarding certification of documents.

The quickest way to submit your readmission application is to scan it and send it to registration@hcpc-uk.org by email.

You can also send your application via post. We ask that posted applications do not contain original copies of your documents. Instead, please send scans or photocopies of the documents, which are certified by an appropriate individual.

The HCPC will retain an electronic copy of your application. The paper version of an application, and any supporting documents, will be destroyed once the application has been processed. The HCPC accepts no responsibility for the destruction of original documents that are submitted as part of an application.

We only accept certified copies of documents.

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

For HCPC use only

Date stamp	Date of registration/check
Application number	Registration number
Passlist confirmation: Yes ☐ No ☐ Advisor	Passlist verified: Yes ☐ Advisor

Section 1 Registration details

Please provide your registration number

When did you last use your protected title in the UK?
(DD/MM/YYYY)

(Do not leave blank)

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

- ☐ Arts therapist (If you have chosen arts therapist please cross the box(es) below relevant to you)
- ☐ Art psychotherapist ☐ Art therapist
- ☐ Drama therapist ☐ Music therapist
- ☐ Biomedical scientist
- ☐ Chiropodist / podiatrist
- ☐ Clinical scientist (If you have chosen clinical scientist please cross the box(es) below relevant to you)
- ☐ Applied epidemiology ☐ Clinical physiology
- ☐ Audiology ☐ Decontamination science
- ☐ Cellular science ☐ Embryology
- ☐ Clinical biochemistry ☐ Genomic sciences
- ☐ Clinical bioinformatics ☐ Haematology
- ☐ Clinical immunology ☐ Histocompatibility and immunogenetics
- ☐ Clinical microbiology ☐ Medical physics and clinical engineering
- ☐ Dietitian
- ☐ Hearing aid dispenser
- ☐ Occupational therapist
- ☐ Orthoptist
- ☐ Operating department practitioner
- ☐ Paramedic
- ☐ Physiotherapist
- ☐ Practitioner psychologist (If you have chosen practitioner psychologist please cross the box(es) below relevant to you)
- ☐ Clinical psychologist ☐ Counselling psychologist
- ☐ Educational psychologist ☐ Forensic psychologist
- ☐ Health psychologist ☐ Occupational psychologist
- ☐ Sport and exercise psychologist
- ☐ Prosthetist / orthotist
- ☐ Radiographer (If you have chosen radiographer please cross the box(es) below relevant to you)
- ☐ Diagnostic radiographer ☐ Therapeutic radiographer
- ☐ Speech and language therapist

Section 2 Personal and contact details

Date of birth (DD/MM/YYYY)

[illegible]

National Insurance number (if applicable)

Country of birth

Town / city of birth

☐ Male ☐ Female ☐ Intersex ☐ Prefer not to say

Home contact details

House / flat number

Street name

[illegible][illegible]

Postcode / zipcode

[illegible]

Telephone number

Mobile number

Email addresses are mandatory as we require this information for you to set up an HCPC account.

By providing my email address I consent to the HCPC sending me electronic communications for the purposes set out in the HCPC subject information statement which can be found at <https://www.hcpc-uk.org/apply/personaldata/>

Email address	
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Work contact details

[illegible][illegible]

Street name

[illegible][illegible]

Postcode / zipcode

[illegible][illegible]

Mobile number

Email addresses are mandatory as we require this information for you to set up an HCPC account.

By providing my email address I consent to the HCPC sending me electronic communications for the purposes set out in the HCPC subject information statement which can be found at <https://www.hcpc-uk.org/apply/personaldata/>

Email address

Section 3 Character and health self declarations / Vetting and Barring schemes

We must check the health and character of everyone that applies to join our Register. This is to make sure that applicants will be able to practise safely and effectively within their profession. We can also take action against a registrant if their health and / or character raises concerns about their ability to practise safely and effectively. **Please read the accompanying guidance notes carefully before completing this section.** If your answer to any of the questions below is **yes**, please indicate by placing a cross in the appropriate box and give details on a separate sheet.

Have you been convicted of a criminal offence or received a police caution (other than a protected caution or protected conviction)?	Yes	☐	No	☐
Have you been disciplined by a professional or regulatory body or your employer?	Yes	☐	No	☐
Have you had civil proceedings (other than a divorce / dissolution of marriage or civil partnership) brought against you?	Yes	☐	No	☐
Do you have any physical or mental health condition which may affect your ability to practice safely and effectively in the profession to which your application relates?	Yes	☐	No	☐
Are you or have you ever been barred under the Safeguarding Vulnerable Groups Act 2006 and/ or the Protection of Vulnerable Groups (Scotland) Act 2007 from working with:	Children	Yes ☐	No ☐	
	Vulnerable adults	Yes ☐	No ☐	

Section 4 Practice outside the United Kingdom (UK)

If you have practised your profession outside of the UK since your name was removed from the Register, please complete this section. If you have worked for more than one employer, please photocopy or print off as many copies of this form as you need.

Applicant details

Your title Mr ☐ Mrs ☐ Miss ☐ Ms ☐ other (please specify)

Your first name

Your surname / family name

Previous name(s)

Job title / position in English

Job title / position in its original language
(if applicable)

Work details (work place / placement to which this form is relating)

Organisation

Department

Address

Town / city

County / state

Postcode / zipcode

Country

Name of manager

Contact telephone number

Contact email address

Dates of employment at the above address (DD/MM/YYYY)

From / / to / /

Please complete one of the sections below

Whilst I was practising outside the UK, I was registered with the following regulatory body or similar organisation.

Name of body

Address

Telephone number

Contact email address

Your registration number (or equivalent)

☐

My profession is not subject to registration, licensing or any other form of regulation in the jurisdiction where I practised.

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

Please do not send payment with your application.

The initial fee we charge includes a readmission fee and the first year (or part year) of registration. The readmission fee is waived if you are making an application within one month of the date of your removal from the Register. Please read section 5 of the guidance notes on paying your fees.

Section 6 Declarations

- **I declare** that I have read, understood and will comply with the HCPC's standards of conduct, performance and ethics.
- **I understand** that I must have in place a professional indemnity arrangement which provides appropriate cover and I confirm that I will have this in place when I practise.
- **I confirm** that I have read the Data Protection Policy and Privacy Notice which accompanies this application form and understand that the HCPC may process my personal data as required by the Health Professions Order 2001 (the Order). I consent to the HCPC processing my personal data for the purposes set out in the HCPC data protection policy and privacy notice which are not required by the Order. I understand that I may, by notice in writing to the HCPC, withdraw my consent to the HCPC processing my personal data for any marketing purposes.
- **I agree** to pay my registration fees once I am notified by HCPC that I can be registered.
- **I consent** to the HCPC contacting any person to obtain further information about my application or to verify the information that I have provided and agree that any person who is so contacted may provide the HCPC with any information about me which that person holds.
- **I confirm** that the information I have provided in this application is correct. I understand that making a false declaration may result in a fitness to practice investigation and lead to a sanction, including the removal of my entry in the register. I also understand that fraudulently procuring an entry into the HCPC Register is a criminal offence under Article 39 of the Order.

Date (DD/MM/YYYY)

Signature

Please attach your electronic signature in the signature box. If you are not able to do this, then please print off your form and sign the signature box before emailing your application to us. Please do not type your name into this field as we require a signature.

Checklist: Avoid having your application delayed due to it being incomplete

All applicants

- ☐ Include certified* copies of your proof of your identity and proof of address documents
- ☐ Include certified* proof of any name change with your application
If the name you wish to use on the HCPC Register differs from the name you qualified in or the name of your identification documents, you will need to provide a certified copy of your name change document (e.g. marriage certificate / deed poll)

**For information on certification, please see the relevant page of the guidance notes. Please note, all signatures must be dated within the last six months.*

If you have not been registered for two years or more

- ☐ Undertake a period of updating your skills and knowledge
- ☐ Complete the relevant [return to practice forms](#) and enclosed them with your application
If you have not been registered for two years or more, you will need to undertake a period of updating your skills and knowledge before you can become registered. In addition to a readmission application form, you must complete the relevant return to practice forms.

If you answered 'yes' to any question in Section 3 (health and character declaration)

- ☐ Complete the 'additional information' section in Section 3 (health and character self declarations)
- ☐ Provide additional information alongside your information
Please note, applications with this additional information will take longer to be processed. For more information on answering these questions, and next steps in the process, please refer to the [health and character](#) section of our website.

If you have practised outside of the UK

- ☐ Complete Section 4 (practice outside the United Kingdom)
- ☐ Provide additional information alongside your information
Please note, if you have not been registered for more than two years and you have practised your profession outside of the UK, we will need to verify your employment history for the last 2 years, and your registration (if your profession is regulated outside the UK). We won't be able to finalise your registration until we have a satisfactory response from your employer and regulatory body (if appropriate).
We'll verify your employment history by contacting your employment references via email, so please ensure you have provided an email address for these contacts in the relevant section. We can verify your professional registration (if appropriate) either by checking your entry on a public Register, by contacting the regulator by email.

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✉ registration@hcpc-uk.org

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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. Kindly note that you don't need to return these guidance notes to us.

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Useful terms

About the HCPC

We are the Health and Care Professions Council. We are a regulator of health and care professionals and our job is to protect the health and wellbeing of people who use the services of the health and care professionals registered with us.

To protect the public, we set standards that health and care professionals must meet. Our standards cover health and care professionals' education and training, behaviour, professional skills and their health. We publish a register of health and care professionals who meet our standards.

We currently regulate 15 professions.

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

How we are run

We are governed 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 and care 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 and care professionals must register with us in order to use the protected title(s) 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 and care 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 and care 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 and care 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	Title
Arts therapists: Art, Drama or Music	Art psychotherapist Art therapist Drama therapist Music therapist
Biomedical scientists	Biomedical scientist
Chiropodists / podiatrists	Chiropodist Podiatrist
Clinical scientists	Clinical scientist
Dietitians	Dietitian Dietician
Hearing aid dispensers	Hearing aid dispenser
Occupational therapists	Occupational therapist
Operating department practitioners	Operating department practitioner
Orthoptists	Orthoptist
Paramedics	Paramedic
Physiotherapists	Physiotherapist Physical therapist
Practitioner psychologists	Clinical psychologist Counselling psychologist Educational psychologist Forensic psychologist Health psychologist Occupational psychologist Practitioner psychologist Registered psychologist Sport and exercise psychologist
Prosthetist / orthotist	Prosthetist / orthotist Prosthetist Orthotist
Radiographers: diagnostic or therapeutic	Radiographer Diagnostic radiographer Therapeutic radiographer
Speech and language therapists	Speech and language therapist Speech therapist

About this guidance

Applying through the readmission application process

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

Returners to practice

If you have not been registered for two years or more, you will need to undertake a period of updating of your skills and knowledge before you can become registered. As well as the main application form, you must also complete the relevant return to practice forms which can be found on our website at: www.hcpc-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 as your application will be destroyed once it has been processed. Instead, please send certified copies of documents.

Sending us your application

Please send us your application when you are ready to start practising your profession and / or using the protected title (s). Applications cannot be considered unless all the required documents are included. All incomplete applications will result in delays. If you cannot be registered and you have already provided a registration fee payment, this will be refunded.

It is advisable to take a photocopy of your application for your records. It is also advisable to send your form to us by a secure method of delivery.

What happens next?

Applications are usually processed within ten working days but this time may vary depending on the volume of applications received. Please also note, if we need to carry out verification checks on your qualifications, previous employment or any other aspect of your application it may take considerably longer. Once we have processed your application 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 on our website at www.hcpc-uk.org

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.

Certified documents

In the section below, we explain which documents you need to send with your application. We ask that you send us copies that have been certified to ensure that they are genuine and not forged. When we say 'certified copy', this means a photocopy or scan of the original that has been signed by someone who can verify this (see below). All signatures must be dated within the last 6 months.

If your documents aren't certified, we'll contact you to request replacements. This will extend the processing time of your application.

Who can certify your documents

The person certifying your documents must be a person of standing in the community (see below), who is not:

- related to you
- living at the same address as you
- in a relationship with you
- your patient or employee

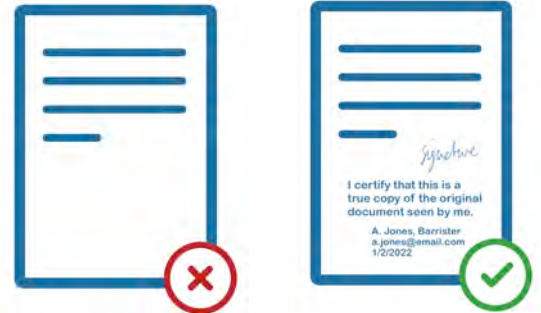
As long as they meet all of the other requirements for someone certifying documents, the person certifying your documents may be your employer.

Most individuals who hold positions of professional responsibility are considered a person of standing. Examples include:

- Registered health and care professionals
- Professionals such as lawyers, solicitors, accountants and notaries
- Teachers and lecturers
- Bank managers, investment managers, stockbrokers
- Officers in the British Armed Forces
- Justices of the Peace, consular officers or other judicial officials
- Religious officials such as ministers of the Church of England, rabbis, imams and others
- Members of Parliament

How to certify your document

1. Take a photocopy of your original document, or scan and print it (this is to preserve and protect the original)
2. Show the original document to the person who is certifying it
3. Ask the person certifying the document to write on the copy with the following:
 - a. The statement "I certify that this is a true copy of the original document seen by me"
 - b. Their signature and the date
 - c. Their name, professional title and contact details
4. Send this copy to us with your application (within six months)



A certified document must show the hand-written certification text. This must be provided on each individual copy (we cannot accept batch certifications).

For any documents that are not in English, you will also need to provide a certified copy of an official translation.

Verifying your identity

We ask all applicants to provide us with a legible **certified** photocopy of:

- a document containing your photograph; **and**
- a document proving your current address.

Documents you may consider sending us include:

- current signed full passport;
- national identification card and / or other valid documentation relating to immigration status and permission to work in the UK;
- current UK photo card driving licence
- current benefit book or card or original notification letter from the Department for Work and Pensions (DWP) confirming right to benefit;
- recent HMRC tax notification;
- marriage / civil partnership certificate;
- confirmation from an Electoral Register*;
- recent utility bill*;
- local authority tax bill (valid for the current year);
- bank, building society or credit union statement or passbook containing current address*;
- recent mortgage statement from a recognised lender*;
- current local council rent card or tenancy agreement.

* If these documents are submitted, the date should be within the last six months. If you are sending a bank or building society or credit union statement please black out the account number and sort code details.

Translation of documents

If you submit documents that are not in English, you must also provide us with certified English translations. If you are applying from abroad, the British Embassy, Consulate or High Commission may be able to help you find a translator. In the UK, your own Embassy, Consulate or High Commission may be able to help.

Please note

- All application forms are the property of HCPC and should be returned to us.
- Please read the checklist carefully and provide all the appropriate items / documents.
- Please make sure your contact details are kept up to date.
- The character reference and the declaration of information must be dated within six months of the date your application is received by HCPC.
- 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 HCPC when you are not.

Outcomes of an application

Incomplete applications

If your application is incomplete we will ask you to submit the additional documents via email. Please do not send individual documents separate from your application by post.

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 Register;
- send you an email on the day we register you

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 - not full address);
- registration status; and
- annotation (if applicable)

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.

If you appeal, you will need to provide the grounds for your appeal (i.e. why you believe that the decision taken is wrong) and follow the appeals procedure.

The appeals process

If your application is rejected you have 28 days following the date of the letter rejecting your application to write to us setting out concise grounds of appeal against the decision. We will then provide you with further information on the appeals process.

Fraudulent applications

If you falsify information about your identity or any other aspect of your application, the HCPC will suspend your application pending an investigation. If such information becomes known to us after you have been registered, an investigation will be launched and your registration may be suspended or terminated. It is a criminal offence to fraudulently obtain registration with the HCPC. You may be committing a criminal offence if you supply false information and you may be prosecuted.

Section 1 Registration details

Previous applications

If you have previously applied for registration with the HCPC, the Health Professions Council (HPC) or our predecessor the Council for Professions Supplementary to Medicine (CPSM), please tell us your registration number and the date you last practised your profession.

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

If the name you wish to be included on the HCPC Register differs from the name you qualified in or the name on your identification documents, you will need to provide a **certified** photocopy of the relevant document (eg marriage certificate / deed poll).

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 HCPC 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 your home or work address either during the application process or after you are registered, you must notify us.

Agencies

All correspondence from the HCPC 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 Character and health self declarations / Vetting and Barring schemes

We must check the health and character of everyone that applies to join our Register. This is to make sure that applicants will be able to practise safely and effectively within their profession. We can also take action against a registrant if their health and character raises concerns about their ability to practise safely and effectively.

When making decisions about character, we look at whether someone is of 'good character' or whether there is any evidence of past actions which might suggest that the person is not of 'good character'. Evidence that someone might not be of 'good character' could include evidence of untrustworthiness, dishonesty, actions which harmed a service user or a member of the public or actions which might affect the public's confidence in the registered professions.

When we talk about 'health' we mean health conditions which may affect an applicant's fitness to practise. We are not asking whether an applicant is 'healthy'. This is because someone may be unwell or may have a health condition which they manage appropriately but they may still be able to practise their profession safely. We do not need information about any health condition unless it affects your fitness to practise. We recognise that a disability may not be seen as a health condition. So, we only need information about a disability or health condition if it affects your fitness to practise.

Having a disability should not be seen as a barrier to becoming a health and care professional. We have produced guidance for disabled applicants called A disabled person's guide to becoming a health and care professional which you should refer to for more information on this issue.

If you answer 'yes' to any of the questions in this section, please read our brochure Guidance on health and character which can be found on our website at www.hcpc-uk.org/publications

Character

You must declare to us any convictions or police cautions that you have received. Failure to do so may lead to you being removed from the Register.

The Rehabilitation of Offenders Act 1974 does not apply to an application for admission to the HCPC Register so any declaration must include convictions or cautions which are 'spent' under that Act, other than a protected conviction or protected caution.

Some convictions and cautions are 'protected' from disclosure. That protection (which is sometimes referred to as "filtering", as the conviction or caution will be filtered from the information included in any disclosure certificate) is provided by the following Orders:

- in England and Wales: the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975;
- in Scotland: the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013;
- in Northern Ireland: the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979.

A conviction or caution will NOT be protected if it is for a 'listed offence' under one of those Orders. Listed offences include serious violent and sexual offences and offences which are of specific relevance to the safeguarding of children and vulnerable adults. A conviction or caution for a listed offence must always be disclosed to the HCPC.

Further guidance on protected conviction and cautions and listed offences may be found on the following websites:

In England and Wales, the Disclosure and Barring Service:

(www.gov.uk/government/organisations/disclosure-and-barring-service)

In Scotland, Disclosure Scotland: (www.disclosurescotland.co.uk)

In Northern Ireland, AccessNI: (www.nidirect.gov.uk/campaigns/accessni-criminal-record-checks)

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.

Vetting and Barring

Vetting and Barring schemes have been introduced across the UK to make sure that unsuitable individuals are not able to work with children or vulnerable adults.

You must tell us if you have been barred under either the Protection of Vulnerable Groups Act 2006 and / or the Protection of Vulnerable Groups (Scotland) Act 2007 from working with children or vulnerable adults.

Section 4 Practice outside the United Kingdom (UK)

If you have been practising your profession outside of the UK, you are required to complete this section. If you have worked for more than one employer, please photocopy or print off as many copies of this form as you need.

Section 5 Paying your fees

Please do not send a payment with this application.

Registration cycles and professional years

Each registrant is a member of a profession. Each profession has a 'registration cycle', which is split into two 'professional years'. The first 'professional year' of your registration cycle does not begin the day that you join the Register. It begins on the same date for all members of your profession. The table on the next page shows the dates of the registration cycle for each profession.

Readmission fee

The fee we ask you to pay once your application has been checked is called the 'readmission fee'. This is a non-refundable payment of £308.35. It includes the fee for readmission (£185.01) and the registration fee for the professional year in which you join (£123.34). However, if the registration fee does not cover the whole of your profession's registration cycle, you will be asked to pay for the remainder.

If you join the Register during the first year of your profession's registration cycle, your readmission fee will only cover that first year. You will therefore be asked to pay the registration fee for the second year of the cycle (£123.34 as well as the readmission fee (£308.35). Your total payment will be £431.69.

If you join the Register during the renewal window for your profession, you will be asked to pay for the upcoming registration cycle (£123.34 for each year) as well as your readmission fee (£308.35). Your total payment will be £555.03.

If you do not need registration immediately in order to work, you may wish to check when your new professional year begins and apply for registration at the start of that professional year. If you join the Register in a professional year that is nearly complete, you will still be charged for the full year.

(The fee for readmission is not payable if your name was removed from the Register less than once month from the date we receive your application.)

Paying the fee

Once all the necessary checks have been made, you will receive an email with a link to the HCPC online account requesting that you log in to make payment. If you have not yet registered for an online account, there will be an additional link in the email which will allow you to do so.

Once you have successfully logged into your account, you will be able to pay your fee. You will have the option to pay in full for the two-year registration cycle or make a part payment and set up a direct debit instruction for collection of the second year in instalments.

You can set up a direct debit instruction during the payment process or beforehand in your online account. Go to 'My Details' and enter your name, bank account number and sort code into the fields provided in the direct debit mandate section.

Please allow up to 24 hours for the payment to reach us. Once this happens you will be registered, and a confirmation email will be sent to you. Please note that we no longer accept bank transfer as a method of payment.

Registration

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
Hearing aid dispensers	1 August – 31 July
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
Practitioner psychologists	1 June – 31 May
Prosthetists / orthotists	1 October – 30 September
Radiographers	1 March – 28 February
Speech and language therapists	1 October – 30 September

Section 6 Declarations

HCPC 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 HCPC Register. If you do this, you may be subject to prosecution.

Professional indemnity

If you are a registrant, you now have to make sure that you have a professional indemnity arrangement in place as a condition of your registration with us. This means the following:

- You must make sure you have a professional indemnity arrangement in place when you practise. This could be an arrangement provided:
 - through your employer if you are employed;
 - as part of membership of a professional body, trade union or defence organisation; or
 - directly from an insurer.

Or, it could be a combination of the above.

- You must make sure that the professional indemnity arrangement you have in place provides appropriate cover. This means that the cover needs to be appropriate to the risks involved in your practise so that enough compensation will be paid if a successful claim is made against you.
- If you are employed, your employer's indemnity arrangements are very likely to provide appropriate cover for the activities that you perform as part of your job.
- If you are self-employed, you will need to make sure that you have put in place your own arrangements for professional indemnity.
- If you carry out both employed and self-employed work, you need to make sure that you have professional indemnity arrangements in place which provide appropriate cover for all parts of your practise.
- If you are registered with us but are not currently practising, you do not need to have a professional indemnity arrangement in place. However, you will need to make sure that you do have this arrangement when you begin to practise.

For further information, please visit www.hcpc-uk.org/registrants/indemnity/

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.hcpc-uk.org or by contacting us directly. Please see page one for our contact details.

Continuing professional development

As a condition of your registration with us, you need to undertake continuing professional development (CPD). Every time you renew your registration, you need to sign to confirm you are undertaking CPD. Whenever your profession renews its registration, a sample of your profession will be randomly selected for audit, to check our CPD standards are being met. To find out more about CPD, our standards and the audit process, please see our 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, you must:

- pay your registration renewal fee;
- renew your registration online; **and**
- if you are randomly selected, submit your CPD audit information.

We will send you more information about renewing your registration around three months before your registration expires.

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.

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

Continuing professional development (CPD)– 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 HCPC publication Continuing professional development and your registration).

Data controller – a person who either jointly, alone or in common with other people determines the purposes for which and the manner in which any personal data are, or are to be, processed.

Data processor– any person other than an employee of the data controller, who processes the personal data on behalf of the data controller.

Data protection policy– this is the HCPC's statement of how we apply and comply with the rules contained within the General Data Protection Regulation.

Data subject– an individual on whom personal data are processed.

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 HCPC as we may need to contact you regarding your application.

HCPC – Health and Care Professions Council

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

Personal data– means:

- any data from which the identity of a living individual can be determined, either by itself or with other data processed by data controller; and
- any information such as name and address, email address, telephone number and general contact details, personal data includes images on film, photographs and telephone voice recordings.

Processing – means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data including:

- organisation, adaption or alteration of the information or data;
- retrieval, consultation or use of the information or data;
- disclosure of the information or data by transmission, dissemination or otherwise making available; or
- alignment, combination, blocking, erasure or destruction of the information or data.

Relative – has been broadly defined by the Health and Care Professions Council (Registration and Fees) Rules 2003 (as amended) to include in relation to any person:

- (a) his spouse or civil partner;
- (b) any lineal ancestor, lineal descendent, brother, sister, aunt, uncle, nephew, niece or first cousin, of his or of his spouse or civil partner; or
- (c) the spouse or civil partner of any relative mentioned in paragraph (b),

and for the purposes of deducing any such relationship ‘spouse or civil partner’ includes a former spouse or civil partner, a partner to whom the person is not married, and a partner of the same sex.

Sensitive personal data – means personal data consisting of information as to:

- the racial or ethnic origin of the data subject;
- political opinion;
- religious beliefs or other beliefs of a similar nature;
- whether a member of a trade union;
- physical or mental health or condition;
- sexual life;
- the commission or alleged commission of any offence; or
- any proceedings for any offence committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings.

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.