

## UK applications to join the HCPC Register – guidance for online applicants

*This guidance will help you to complete the online application form and understand the application process. After reading this guidance, if there is anything you do not understand, please contact us via [registration@hcpc-uk.org](mailto:registration@hcpc-uk.org).*

### Before you begin

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#### Are you eligible?

Before you begin your application through the UK route, please make sure that you are eligible. This means that you hold a qualification from a HCPC-approved education programme in the UK. If you are unsure, please check the [list of our approved programmes and providers](#).

If your education provider is not on this list, you may have a qualification from a previously-approved education programme (see 'Historical programmes' in Section 3 below). Please use our [list of historical programmes](#) to check whether this applies to you.

#### Accessibility

Applications for registration are made using our online application form. If you are unable to complete the online form for an accessibility reason, we can send you a paper form. Please contact [registration@hcpc-uk.org](mailto:registration@hcpc-uk.org) to request this.

### After you've applied

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After we have received a complete application from you, your education provider will be asked to confirm your qualification. Once we have both, we'll begin processing your details. We aim to do this within 10 working days.

Once we receive your application, we will conduct background checks to verify the information you've provided. These may be undertaken by the HCPC, its agents or their representatives. The information you provide may be disclosed to government agencies and other third parties such as employers, referees and professional bodies. The information may be used outside of the EEA if appropriate.

If your application is approved, you'll receive an email confirming this. The email will also invite you to set up your online account, through which you can pay your registration fee. Please allow up to three days for your payment to reach our account – payment processing speeds can differ depending on your bank.

Once we have received your payment you will be added to the Register. You'll receive an email confirming that your registration has been successful and including your new registration number.

For more information on fees and processing times, see the 'Registration fees' section below.

### Staying on the Register

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The Register will show:

- your profession
- your name
- your registration number

- the duration of your current registration
- the approximate geographical area of your practice (town/city, not full address);
- your registration status
- any annotations which apply to you (for example, prescribing rights).

When you're on the Register, you'll be responsible for maintaining your registration valid and keeping your contact details up to date. This means you'll need to continue to meet our [standards](#), undertake continuing professional development activities ([CPD](#)), and [renew](#) your registration every two years.

You'll be able to make your renewals, update your personal information and access your CPD profile through your online account. If your application for registration is successful, we'll send you more information about this by email.

We send correspondence about your registration (e.g. invitations to renew you registration every two years) by email, so please keep your email address up to date via your online account.

## USING THE FORM

### Sign up

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**Please read the information in this section before you enter your details.**

To begin a UK application for registration, follow the link in the [UK applications](#) section of our website. You'll be taken to the sign in page. If it's your first time there, you'll need to create an account to access the system. Click the 'Sign up / Sign in' button to do this.

#### **Enter your email address**

It is important that you provide an email address to which you have long-term access, rather than one managed by a university or similar institution. This is because your email address will become the username for your online account. You'll need to access this in future when you renew your registration, pay your fees and complete other actions relating to your registration and CPD.

Email will be our primary method of communication with you about your application and registration (if your application is successful).

#### **Add us to your safe senders list**

You'll need to be able to receive automated emails from our system. These will relate to your application as well as your registration. Some email providers flag these as spam or junk, preventing you from seeing them. To ensure this doesn't affect you please add our domain, [hcpc-uk.org](https://www.hcpc-uk.org), to the safe senders list on your email platform.

### **'My applications' page**

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Once you've created an account and logged in, you'll be on the 'My applications' page. This shows a list with details of all the applications you've created, including their application numbers. Please reference this number in any correspondence about your application.

#### **Application status**

In the 'application status' column you'll see one of the following:

- In progress (the application has been started and your progress has been automatically saved)
- Application submitted (you have successfully submitted the application and can no longer make edits)

## Create a new application

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To create a new application, click the 'New Application' button. You'll be taken to 'Before we begin', the initial page of the application form. When you've entered the required information on this page, you'll be able to move to the next page of the form.

For support with each section of the form, see 'Completing the UK application form' below.

## Documents

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### Which documents to upload

During your application, you'll be asked to upload a number of documents. These must be **certified copies** of the original documents, with the exceptions below.

'Certified copies' means they are **photocopies or scans of the originals**, which are signed by someone who can verify this (see below). The person certifying your documents must be a person of standing in the community.

All applicants:

- **Certified copy** of a proof of identity document
- **Certified copy** of a proof of address document

Some applicants:

- Information to support your health and character declarations
- **Certified copy** of your qualification certificate
- Return to practice form

### Certification of documents

All uploads, with the exceptions above, must be **certified copies** of the originals. This means that they are **photocopies or scans** of the originals that have each been hand-signed by a person of standing in the community (see below).

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

### How to certify a 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. Scan the certified copy, so that you have a digital file (PDF, JPG or PNG)
5. Upload this file to your application

The certification **must** be hand-written on each photocopy or printed copy of the original document. The certification **must not** be written on a separate piece of paper and scanned alongside the original document, or provided for batches. This is because we need to be sure that the copy we see is genuine. We ask that the certifier views each original document, and then confirms that the photocopy or scan is a true copy of it.

### **Certification text**

The certifier should hand-write the following on each individual copy of the document:

- The words "I certify that this is a true copy of the original document seen by me"
- The certifier's signature and the date
- The certifier's name, professional title and contact details

### **Who can certify my documents?**

The person certifying any document must be a person of standing in the community. 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

For further information or advice on certification, you may wish to check the [applications section](#) of our website.

### **How to upload a document**

You will be asked to upload relevant documents on relevant pages of the form. Wherever you see an 'Add files' button, please check the page to see whether you need to upload a document, and please make sure the document is **certified** if need be.

### **Document format**

We accept documents in PDF, JPG or PNG formats.

### **Issues uploading documents**

If your document doesn't upload correctly or displays in a different section, this may signify that you've already submitted a UK application for registration using a paper form. You'll need to contact our Registration team to let them know which of these applications you wish to continue and which should be withdrawn. You can do this by emailing [registration@hcpc-uk.org](mailto:registration@hcpc-uk.org) with your application numbers (if you have them).

## COMPLETING THE UK APPLICATION FORM

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*This section of the guidance will provide you with additional guidance around completing your application to join the HCPC Register. The sub-sections below are ordered according to the online application form.*

### Before we begin

*All applicants need to complete this section.*

When you click the button to create a new application, the first page you'll see is the 'Before we begin' page. This asks for some initial details to create the application (see below). When you've entered the required information on this page, you'll be able to move to the next page of the form.

#### Application type

Select 'UK' to apply via the UK application route. If you aren't sure whether you should select 'UK' or 'International', please see the information under 'Are you eligible' on the first page of this document.

#### Application number

Please leave this section blank. It will be automatically generated.

#### Have you previously applied for registration with the HCPC or Health Professions Council (HPC)?

If you never before applied for registration or have begun an application for registration but not submitted it, please select 'no'.

Please select 'yes' if you have previously applied for registration with (or are already registered with) one or more of the following:

- The Health and Care Professions Council (HCPC)
- The Health Professions Council (HPC)
- The Council for Professions Supplementary to Medicine (CPSM).

You will be asked to provide your previous application number, if applicable.

#### Refugee status, humanitarian status, Swiss Mutual Recognition (SMR) applications

If you have one of these statuses, or are making a SMR application, you'll need to complete a paper application form. Please follow the information in the [international applications](#) section of our website, under '[How to apply](#)'.

#### Initial declarations

Please tick the boxes to confirm you have done the following:

- Read the application guidance document (that's this document)
- Read the [Standards of proficiency](#) relevant to your profession
- Read the [Standards of conduct, performance and ethics](#)

#### Profession, modality and specialism

*Some (not all) applicants need to complete this section.*

If your profession entails one or more modalities, please complete this section. Make sure the profession which you are applying for now is displayed, and click the 'Add modality' button to search the list. Click 'Submit' to add the modality.

If you are a clinical scientist, you will be invited to select your specialism from the drop-down list.

## SECTION 1 – Your details

*All applicants need to complete this section.*

In this section we ask you for your personal and contact information. This allows us to:

- Verify your identity for your application
- Verify your skills and experience
- Contact you in the event of any questions or issues

None of the information you provide in this section will appear on the online Register, other than your full name and the town, city or geographical area of your practice.

It is important that the personal and contact information you provide us is up to date, so that we can contact you about your application. It is important that you certify the documents you're asked to upload to avoid delays to your application.

Once registered, you'll be able to update your personal or contact information via your online account. It is each registrant's responsibility to maintain this.

### **Name and birth details**

We ask these questions in order to confirm your identity. Please ensure your answers match the information given in your proof of identity documentation. Your name will appear on the online Register, but no other information in this section will.

### **National insurance number**

This is optional. If you do not have a national insurance number, please leave this blank.

### **Previous name**

If your application is made in a name that differs from that on your identity documents or qualification, you will need to upload the relevant certified documents that explain that difference (for example, a marriage certificate).

### **Add files: Proof of identity document (photographic ID)**

We ask that you upload a certified document that confirms the identity details you've given on this page. Certified documents you can use for this are:

- the page on your current passport that shows your photograph (please note the passport must not have expired)
- a current full driving licence issued in the UK, an EEA state or Switzerland
- A national identity card issued in the UK, an EEA state or Switzerland

Please make sure this document is **certified** before you upload it (see the 'Documents' section above).

## Sex and nationality

In this section, we ask about your sex and your nationality. Please select the sex you were assigned at birth. Please contact [registration@hcpc-uk.org](mailto:registration@hcpc-uk.org) if you cannot make this selection.

When you are registered with us, you can also provide information about your gender identity.

You can select your nationality by using the search tool. Please select the nationality that appears on your passport.

## Address and telephone number

We ask for this information to provide additional ways of contacting you and confirming your identity. Neither your home address nor your telephone number will appear on our online Register.

If your application is successful, we will use your mobile number as well as your email address to send you notifications regarding your registration. We may also need to call you if we have any questions about your application.

### Add files: Proof of address

We ask that you upload a certified document that confirms the address you've given on this page. Certified documents you can use for this include:

- a household utility bill (electricity, gas, water or telephone bill) dated within the last six months
- a mobile phone bill from within the UK (bills from outside the UK are not accepted)
- a bank, building society, credit card or mortgage statement dated within the last six months
- a local government tax bill (e.g. council tax) valid for the current year
- a HMRC tax document, such as a tax assessment, statement of account or notice of coding dated within the last six months old (forms P45 and P60 are not accepted).

Please make sure this document is **certified** before you upload it (see the 'Documents' section above).

## Work contact details

In this section you'll be asked for details of your workplace. This relates to your current workplace or place of practise. We use this information to determine the geographical area of your practise, which will display on the Register. We may also use these contact details as an alternative means of contacting you..

If you do not currently have a workplace, please leave these sections blank.

## SECTION 2 – Character and health declarations, vetting and barring

*All applicants need to complete this section.*

The first page of this section contains declarations relating to your character, and the second contains declarations relating to health and disability conditions. These declarations, in addition to any supplementary information you upload, allow us to consider your fitness to practise.

You are asked to choose between 'yes' or 'no' options relating to a series of questions. On each page, you'll have the option to provide more information in a text field, or upload documentation. If your answer to any of these

questions is 'yes', please supply more information about this in the most appropriate field. This additional information will allow us to consider the declaration you have made and how it might affect your ability to practise safely.

### **Guidance on answering these questions**

For more information on how to answer these questions, please see our [health and character declarations](#) web pages and [online case studies](#), or our guidance on [health, disability and becoming a health and care professional](#).

### **Character declarations**

These questions help us assess information relating to your character. When we look at whether an applicant is of 'good character' we take account of conduct in the past which indicates that the applicant may be dishonest, untrustworthy, capable of harming patients and service users or to act in a manner which undermines public confidence in the profession in question.

The Rehabilitation of Offenders Act 1974 does not apply to an application for HCPC registration, so you must declare to us any convictions or police cautions that you have received, even if they are 'spent' under that Act, other than a protected caution or protected conviction.

A caution is protected from disclosure six years after it was accepted (or two years if the offender was under 18 when it was accepted). A conviction is protected from disclosure after 11 years (or five and a half years if the offender was under 18 when convicted). In either case a conviction will only be protected if the offender received a non-custodial sentence and has no other convictions.

A caution or conviction will not be protected if it is for a 'listed offence' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. These include serious violent or sexual offences and offences of specific relevance to the safeguarding of children and vulnerable adults. A caution or conviction for a listed offence must always be disclosed to us.

Further guidance on listed offences can be found on the [Disclosure and Barring Service](#) website.

### **Vetting and barring**

We ask you to tell us if you have been barred from working with children or vulnerable adults under the Protection of Vulnerable Groups Act 2006 or the Protection of Vulnerable Groups (Scotland) Act 2007.

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.

### **Health and disability**

You are asked to declare whether any health conditions currently affect your ability to practise safely. Many health conditions can be managed appropriately so that the applicant is still able to practise their profession safely and effectively.

We recognise that a disability may not be seen as a health condition, but we also need information about any disability that may affect your ability to practise.

## **SECTION 3 – Education and training**



## Education or training programme details

*All applicants need to complete this section.*

In this section you'll be asked for the details about your qualification: the name of the programme, its start and end dates and the name of the education provider. Based on the information you've entered, the drop-down list will show the programmes that are approved.

If you can't see the name of your programme in the drop-down list, this may be because:

- the start and end dates of your programme are incorrect (please check the list of [approved programmes](#) to confirm your programme dates),
- it is a '[historical programme](#)' (see below), or
- we have not approved your programme (you will not be able to continue your application).

### Historical programmes

Historical programmes were approved by other regulatory or professional bodies, for which we have taken responsibility. These include the Council for Professions Supplementary to Medicine (CPSM), or the voluntary systems of professional bodies. You can check whether your programme is a historical programme here:

<https://www.hcpc-uk.org/education/approved-programmes/historical-programmes>

If your programme is on the historical programmes list, please select 'Historical programme' from the drop down menu. You will then be provided with a field to manually enter the name of your education provider.

### Add files

*Some (not all) applicants need to complete this section.*

If you qualified five or more years ago, and have **not** practised your profession outside the UK since then: you will need to upload a **certified** copy of your qualification certificate **and** a return to practice form here.

If you qualified five or more years ago, and have practised your profession outside the UK since then: you will need to upload a **certified** copy of your qualification certificate here. In the next section, you'll need to provide details about where you were practising (see Section 4 - Practice outside of the United Kingdom). We will use this to verify your skills, knowledge and experience.

If you qualified less than five years ago, you do not need to upload anything here.

### Qualification certificate

If you qualified five or more years ago, we ask that you upload a certified copy of the certificate that shows your qualification. You only need to do this if you completed your programme and qualified five or more years ago.

### 'Return to practice' form

If you qualified five or more years ago, we will need to establish that your skills and knowledge now meet our standards. We ask that you undertake a 'period of updating' that ensures you are up to date, then complete our return to practice form to show that you've done this. Please see our website for full information about the [return to practice process](#) and what you'll need to show on the form.

If you qualified five or more years ago and have been practising your profession outside of the UK, you won't need to provide a return to practice form. Instead, please provide details about where you were practising in the next section. We will use this to verify your skills, knowledge and experience.

## SECTION 4 – Practice outside of the United Kingdom (if applicable)

*Some (not all) applicants need to complete this section. You only need to complete this section if you gained your qualification more than five years ago and you have been practising your profession outside of the UK since qualifying.*

In this section we ask that you enter the details of each non-UK employer or place of practise you've had relating to your profession.

If you were registered with a regulatory body or similar organisation whilst practising outside the UK, please provide details for each body or organisation.

We will use these details to contact the individuals named, and ask them to verify your skills, knowledge and experience. We use email as the primary method of contact, but we ask for a postal address and phone number as supplementary methods of verification.

## SECTION 5 – Final declarations

*All applicants need to complete this section.*

In this section, you're asked to tick boxes beside a series of statements. Each tick is your personal confirmation and electronic signature. Each statement is a declaration confirming that you comply with a necessary aspect of registration. For more information on each declaration, please follow the links below:

- [Standards of conduct, performance and ethics](#)
- [Professional indemnity requirements](#)
- [Data protection policy and privacy notice](#)
- Registration fees (see 'Registration fees' below)
- [How we use the information you provide](#)
- [Health Professions Order 2001](#)

## Submitting your application

### **'Submit' button**

When you've filled in all your information, the 'submit' button will appear. This will finish and submit your application: once you've clicked 'submit', you'll no longer be able to make changes to your application.

If any documents are missing from your application, you won't see the 'submit' button. Instead, a message will appear indicating which section is missing a document. Please revisit this section and upload the document, then return to the final page.

### **What happens next?**

**Email** registration@hcpc-uk.org  
**Tel** +44 (0)300 500 4472

Once you've submitted your application, we'll begin reviewing it as soon as possible. When we have completed our checks and received confirmation from your education provider that you have qualified, we'll let you know by email. This email will also invite you to set up your online account, through which you can pay your registration fee.

Please allow up to three days for your payment to reach our account – payment processing speeds can differ depending on your bank. Once we have received your payment you will receive an email confirming that your registration has been successful and including your new registration number.

If your application is missing some details or we need further information, we will contact you by email to let you know, and we'll tell you how to supply the information and/or updated documents. Resupplying information or documents will not send your application to the back of the queue, but it may extend the processing time of your application.

## Equality, diversity and inclusivity (EDI) monitoring information

*All applicants need to complete this section.*

After clicking 'submit' on the final page of the application form, you'll be taken to an equality monitoring questionnaire. This is the final stage of the process, but it is separate from the application. Your answers in this section will not affect the outcome of your application.

The questionnaire asks you for information such as your marital status, ethnic background and sexual orientation. You have the option of selecting 'prefer not to say' if you do not wish to answer a question. This information is accessible only by those involved in the processing, monitoring and analysis of this data.

### How we use the information

The data helps us to report on any differentials in our regulatory activities, to produce [detailed reports](#) and it also assists in shaping the ways in which we work to be a fair, inclusive and compassionate regulator. Access to the data is restricted to staff/contracted researchers involved in processing and monitoring it.

### Updating your information

If your application is successful, your data will be available in your online account, where you can edit or update it at any time.

## Registration fees

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If your application is successful, you'll receive an email inviting you to set up your online account, through which you can pay your registration fee. The registration fee is comprised of the application scrutiny fee and the fee for your first year of registration, and must be paid in full, online, using a debit or credit card.

Please allow up to three days for your payment to reach our account – payment processing speeds can differ depending on your bank.

### Scrutiny fee

This is a one-off non-refundable payment of £68.68, which is the fee to process your application. It is a one-off payment which must be made in full.

### Registration fee

HCPC's registration cycles are made up of two 'professional years'. The fee for the full two-year registration cycle is £196.24, which is £98.12 per year. If you join the Register within the second year of your registration cycle, only one year will be payable.

### New graduates' fees

New graduates are individuals who have successfully completed a UK approved programme within the last two years. We reduce the registration fee for new graduates by 50 per cent. The new graduate's registration fee for a full two-year registration cycle is £98.12, which is £49.06 per year.

If a new graduate joins the Register less than six months before the start of the next professional year, they receive the remainder of the period free of charge (the 'free period').

### Making a payment

Once we've reviewed your application and received confirmation of your award from your education provider, you will receive an email with a link to your new online account, where you'll be able to pay your registration fee.

All applicants will be required to pay their first year of registration in full with their registration fee. However, if you're eligible to pay for the full two-year registration cycle, you can opt to set up a direct debit instruction for the second year, which will be collected in two instalments. Alternatively, you can opt to pay for both years in full when you pay your registration fee.

If you wish to set up a direct debit instruction, you'll need to head to your HCPC online account under 'My Details', where find a direct debit mandate section at the bottom of the page. Here you can enter your bank account name, account number and sort code into the fields provided. This will mean that, when you click on the banner to pay, the option to pay by direct debit will be made available.

Please allow up to three days for your payment to reach our account – payment processing speeds can differ depending on your bank. Once we have received your payment you will receive an email confirming that your registration has been successful and including your new registration number.

The online Register will then show your registration number, your name, profession, registration dates, and town, city or geographical area of your practice if you have provided this.

## Registration cycles

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The table below provides the registration cycle dates for all professions we regulate.

Profession	Two-year cycle period (showing the month your cycle starts and ends)
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
Prosthetics/ Orthotists	1 October – 30 September
Radiographers	1 March – 28 February
Speech and language therapists	1 October – 30 September

## Renewing your registration

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Once you have been registered, you will need to renew your registration every two years to ensure that you remain on the Register. The renewal consists of

- a professional declaration;
- a renewal fee

You can complete your renewal using your online account during the three-month renewal window. It is the responsibility of each registrant to ensure that their registration is renewed on time.

We will contact you via email with a reminder when your renewal window opens, and again if we do not receive your renewal when the deadline is approaching. More information about [renewing your registration](#) is available on our website.

During the renewal window, we randomly select 2.5 per cent of each profession to take part in an audit of continuing professional development (CPD) activities. If selected, you'll be notified about this by email, and information will display in your online account. More information on [completing a CPD profile](#) is available on our website.