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Information for applicants

# How to fill in your readmission form

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# Introduction

## About this document

This information is intended to help you complete the readmission form. It will also help you understand the readmission process. However, if after reading the guidance notes there is something you do not understand, please contact us.

## About the HCPC

We are the Health and Care Professions Council (HCPC). We regulate health and care professionals in the UK and our main aim is to protect the public. To do this, we:

- set standards for registrants' education, professional skills and behaviour;
- keep a register of professionals who meet those standards;
- approve programmes that allow students to apply to join our Register when they complete them; and
- take action when professionals on our Register do not meet our standards.

## How we are run

We are governed by legislation called the Health and Social Work 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 and Social Work Professions Order 2001.

# Applying for readmission with the HCPC

A readmission form has been sent to you because your name has been removed from the HCPC Register. The form must be completed and received by us within one month of the date of your name being removed from the Register if you wish to be readmitted without completing a full readmission form and incurring a £135 readmission fee.

## **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. You will need to complete the relevant return to practice forms which can be found on our website [www.hcpc-uk.org/apply](http://www.hcpc-uk.org/apply). You will also need to complete the full readmission form which is also available on our website.

## **General information on completing your form**

Please read this booklet carefully before you complete the form to ensure that you complete it correctly to avoid it being returned to you.

To make sure we can process your form as quickly as possible, please complete the form in black ink and block capitals. Mark boxes with a cross and make sure that each character and your signature are completely within the white boxed areas. If you run out of space you may continue on a separate piece of paper. You must complete all relevant sections of the form.

## Section 1: Registrant details

These are the details we currently hold for you. This form can be used only if you are applying for readmission within one month of your registration lapsing. Your application cannot be considered unless it has been completed appropriately, is signed and dated and the correct fee is included. All incomplete forms will be returned. If you cannot be registered your registration fee will be refunded and you will be notified in writing.

## Section 2: Declarations

The HCPC can only process your application if you have signed these declarations. You should make sure that you fully understand the declarations before signing. It is illegal to fraudulently procure an entry onto the HCPC Register. If you do this, you may be prosecuted.

### **Professional indemnity**

If you are a registrant (**other than a social worker in England**), 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 practice, 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 practice.
- 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.
- If you are registered with us as a social worker, this condition of registration does not apply to you.

**For further information, please visit  
[www.hcpc-uk.org/registrants/indemnity](http://www.hcpc-uk.org/registrants/indemnity)**

## Section 3: Paying your fee

Your fee must be paid at the point of readmission. The fee we charge is called a readmission fee and includes the first year (or part year) of registration.

We do not accept bank transfers or direct debit payments for the first year's fee. Payments must be made payable to the 'Health and Care Professions Council' and must be drawn on a bank based in the UK. Please do not postdate your payment.

Please indicate which payment option you prefer by marking the appropriate box in this section.

### **Payment methods**

#### **If you want to spread the cost**

Please complete the direct debit instruction on the reverse side of your form. Please do not detach the direct debit instruction. The fee for the first year of the registration cycle must be paid by cheque or postal / money order, so please remember to enclose a payment with your form to cover this. Future instalments will be deducted from your bank account on the dates specified in the accompanying letter.

#### **If you want to pay in full**

Please include a cheque or postal / money order for the full amount with your form.

# Section 4: Contact details

It is essential that your personal details are kept up-to-date. This is required under the Health and Social Work Professions Order 2001. On the reverse side of the readmission form, we print your current home and work address. If either address is incorrect or has changed, you must write your correct address in the space provided.

## **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.

## **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.

Remember it is important that you write clearly ensuring that you stay within the white boxes.

## **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.

## Name change

If you have changed your name you must send us a **certified photocopy** of the relevant document (eg marriage certificate) with your readmission form.

## Certified documents

The documents you send us must be certified as a true copy of the original by a person of standing in the community who is not a relative and has known you for at least three years. This means that the person you ask to certify your document(s) must write on it 'I certify that this is a true copy of the original document' and must sign it and print their name and professional title. A professional person (eg a registered professional, a solicitor, barrister or other legal practitioner or an accountant) will be recognised as a person of standing in the community as will:

- a bank manager;
- a Justice of the Peace or other judicial official;
- a minister of the Church, Rabbi, Imam or other religious official;
- a Member of Parliament, Member of Scottish Parliament, Member of Northern Ireland Assembly or Member of the Welsh Assembly;
- an Officer in HM Armed Forces; or
- a registered health and care professional.

This is not an exhaustive list and if you have any questions as to whether a person is considered to be a person of standing in the community please contact us.



## Section 5: 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.

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 your profession.

When we talk about ‘health’ we mean health conditions which may affect your fitness to practise. We are not asking whether you are ‘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 – 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 professional, which you should refer to for more information.

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](http://www.hcpc-uk.org/publications)

## Character

The Rehabilitation of Offenders Act 1974 does not apply to an application for admission to the HCPC Register. This means that 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. Failure to do so may result in an investigation which could lead to you being removed from the Register.

A caution is protected from disclosure six years after it was accepted. If the offender was under 18 when the caution was accepted then that period is reduced to two years.

A conviction is protected from disclosure after 11 years. If the offender was under 18 when convicted then that period is reduced to five and a half years. In either case a conviction will only be protected if the offender received a noncustodial 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. Listed offences include serious violent and sexual offences and offences which are of specific relevance to the safeguarding of children and vulnerable adults. A caution or conviction for a listed offence must always be disclosed to the HCPC.

Further guidance on listed Offences may be found on the Disclosure and Barring Service website ([www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service)).

## 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.

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

## What happens next?

The average processing time for readmission applications is ten working days. This time may vary depending on the volume of application forms we receive. Once we have processed your readmission application and payment 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.hcpc-uk.org](http://www.hcpc-uk.org)

## What happens if...

### ... your application is found to be incomplete?

If your application is incomplete we will return it and ask you to resubmit it. This will delay your application.

### ... your application is successful?

If your application is successful, we will put your name on the Register.

### **... your application is rejected?**

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. If your application is rejected you can appeal against the decision. You may also reapply, submitting a full readmission form, supporting documents and registration fee.

Your right of appeal against the final decision to reject your application arises if you believe that the decision to reject your application is wrong.

You will need to establish the grounds for your appeal (ie why you believe that the decision taken is wrong). You will need to appeal to us in writing within 28 days following the date of the letter rejecting your application. We will then provide you with further information on the appeals process.

### **... your application is found to be fraudulent?**

If you falsify any of the information you provide in your application or accompanying documents, 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.

### **... you are no longer practising your profession?**

If you do not need to be registered with us you do not need to take any action.

# 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 must make a declaration to confirm you are undertaking CPD. 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 the brochure *Your guide to our standards for continuing professional development* from our website at [www.hcpc-uk.org](http://www.hcpc-uk.org)

# 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;
- complete a professional declaration online; and
- if you are randomly selected, send us your CPD audit information.

We will contact you with more information about renewing your registration around three months before your current registration is due to expire.

## Contact us

Before you contact us you may find it helpful to look at our website at [www.hcpc-uk.org](http://www.hcpc-uk.org)

If you cannot find the answer to your enquiry in this publication or on our website, please contact us.

### **Phone**

+44 (0)300 500 4472

### **Email**

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

### **Post**

Registration Department  
The Health and Care Professions Council  
Park House  
184 Kennington Park Road  
London  
SE11 4BU

# Keeping you informed

Sign up to HCPC In Focus, our free e-newsletter. We produce this every two months and it covers important registration issues such as renewing your registration and CPD audit information, as well as consultations and new publications. To sign up, email [newsletter@hcpc-uk.org](mailto:newsletter@hcpc-uk.org) or download from our website.



Find us on [www.facebook.com/hcpcuk](http://www.facebook.com/hcpcuk)



Follow us on [www.twitter.com/The\\_HCPC](http://www.twitter.com/The_HCPC)



Follow us on [www.linkedin.com](http://www.linkedin.com)



Sign up for our RSS feeds at [www.hcpc-uk.org](http://www.hcpc-uk.org)

Visit our website: [www.hcpc-uk.org](http://www.hcpc-uk.org)

# Data protection information

## Subject information statement

This additional notice is specific to the HCPC's processing of your personal data for the purposes of your registration. The HCPC's full privacy notice is available on our website and contains more detail about our personal data processing.

The Health and Care Professions Council (HCPC) processes your personal data (as defined by the General Data Protection Regulations 2018 (GDPR)) for the following purposes:

- administering your application to register with the HCPC and any subsequent renewals;
- maintaining and publishing the health and care professions Register;
- undertaking regulatory activities for the purposes of the Health and Social Work Professions Order 2001;
- ensuring that you comply with our standards, including but not limited to, ensuring compliance with continuing professional development and educational requirements;
- investigating complaints made by you;
- publishing the results of any complaints made about you or by you according to our fitness to practise publication policy (available on our website);
- transferring your personal data to any other authorised body investigating your activities;
- providing your name, profession, registration number, registration dates and approximate location of your practice to any member of the public requesting the information and making it available through the publication of the health and care professions Register;
- transferring your personal data to professional advisers and other third parties involved with the regulation of health and care professionals;
- statutory and regulatory compliance;



- monitoring equality and diversity information;
- reviewing your medical records and history, including but not limited to any medical reference supplied, to ensure that your health does not impair your fitness to practice;
- maintaining photographic images of you to ensure your identity; and
- providing you with information relevant to your registration and keeping you informed about any changes to practice or legislation that may affect your practice.

We collect personal information from you when you communicate with us by any media.

We may also collect personal data which relate to you from third parties.

### **Special category data**

Certain personal information is categorised by the GDPR as 'special category personal data'. We are required to hold such data by the Health and Social Work Professions Order 2001 and therefore we do not need to obtain your consent to undertake this processing. In general, the special category personal data collected by HCPC is limited to information in connection with:

- your racial or ethnic origin;
- your physical or mental health or condition;
- your membership of a trade union;
- the commission or alleged commission by you of any offence;
- any proceeding taken against you for any offence committed or alleged to have been committed by you; and
- your sexual life.

## **Anonymisation**

The HCPC is required to provide statistical information to a number of different bodies; it also undertakes its own research. In such circumstances it only provides anonymised data.

## **Permitted processing**

The HCPC ensures that it is permitted to process your personal data. If no statutory condition applies to the form of processing we undertake, we can only undertake such processing with your consent.

## **Monitoring of telephone calls and emails**

Your telephone calls and emails to us may be recorded and monitored for quality control purposes.

## **Notification**

The HCPC has notified the Information Commissioner that it processes personal data. The notification number is Z6621691.

If you have any queries relating to this statement, please contact us using the following details

Data Protection Officer  
Health and Care Professions Council  
Park House  
184 Kennington Park Road  
London  
SE11 4BU

[foi@hcpc-uk.org](mailto:foi@hcpc-uk.org)

Park House  
184 Kennington Park Road  
London SE11 4BU

tel +44 (0)300 500 4472  
fax +44 (0)20 7820 9684  
[www.hcpc-uk.org](http://www.hcpc-uk.org)

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