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Information for registrants

# How to fill in your registration renewal form

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# Introduction

## **About this document**

These guidance notes are intended to help you complete the registration renewal form.

They will also help you understand the renewal process. However, if after reading the guidance notes there is something you do not understand, please contact us.

## **About the HPC**

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

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

## **How we are run**

We were created by legislation called the Health Professions Order 2001. This lays out our responsibilities and it gives us our legal authority to carry these out. We have a Council which is made up of registered health professionals and members of the public. This Council sets our strategy and policy and makes sure we are fulfilling our duties under the Health Professions Order.

# Renewing your registration with the HPC

You need to renew your registration every two years. To make sure that your name stays on the Register, you need to:

- pay your registration fee; and
- send us your signed renewal declaration.

We will not be able to renew your registration unless you do both of these things. **Please remember that payment alone is not sufficient to keep your name on the Register.**

## General information on completing your renewal form

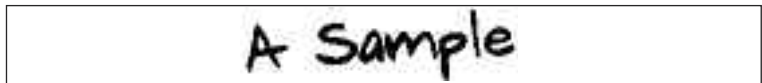
Before you fill in the renewal form please read this booklet carefully. It is important that you complete the form fully and correctly to avoid it being returned to you.

Please use **black ink** throughout and make sure that each character and your signature are completely within the white boxed areas. This will ensure that our computer equipment can read your information easily and your application can be processed as quickly as possible.

### Example of a signature that we would not accept:



### Example of a signature we would accept:



You can practise your signature here before signing your renewal form, making sure that it is completely inside the white area.

**Please do not staple or attach a paperclip to your form.**

# Section 1: Registration renewal fee

Your renewal fee is printed in section 1 of your renewal form. If you are a new UK graduate from an HPC approved course, the fee you are asked to pay is reduced by 50 percent for the first two professional years.

## Payment methods

### If you currently pay your fee by direct debit

If we have a direct debit instruction in place for you, this will be indicated on your renewal form. If you are happy to continue to pay by this method and you have not changed your account details, you only need to sign the professional declaration and return your form to us.

If your account details have changed, please complete the direct debit instruction with your new details. Please remember that we need approximately two weeks to process a new direct debit instruction.

If you no longer wish to pay by direct debit, you must tell us quickly to ensure that we can cancel the instruction. You should also tell your bank or building society.

### Changing to direct debit

If you wish to spread the cost of registration over the two-year registration cycle, please fill in the direct debit instruction. Your fee will be deducted from your bank account in four separate instalments. You will have received a letter with your renewal form which tells you the dates the amounts will be deducted from your bank account. You can also find out the dates for your profession on our website at [www.hpc-uk.org](http://www.hpc-uk.org)

### Alternative methods of payment

If you prefer, you can pay your fee by cheque, money/postal order or by bankers draft. Please send us the **full amount** as requested on your renewal form. Payments must be made in UK sterling and drawn on a bank or building society based in the UK. Your payment must be crossed and made payable to 'Health Professions Council'. Please write your full name and HPC

registration number on the reverse side of your payment and ensure that it is not post-dated. Please do not send cash.

You should allow at least five working days for your payment to reach us (longer if sending from outside the UK).

## Section 2: Professional declaration

You must sign a professional declaration once every two years in order to stay registered. By signing the professional declaration you are confirming that you have:

- continued to practise your profession since your last registration;
- or**
- not practised your profession since your last registration but have met the HPC's return to practice requirements.

You must indicate which applies to you by putting a cross in one of the two boxes. You are also confirming that:

- you continue to meet the HPC's standards of proficiency for the safe and effective practice of your profession;
- there have been no changes to your health or relating to your good character which you have not advised the HPC about and which would affect your safe and effective practice of your profession; **and**
- you continue to meet the HPC's standards for continuing professional development.

You must confirm each of the above statements by putting a cross in each box.

If you cannot sign any part of the declaration you should contact the Registrar in writing, explaining your circumstances.

### **More about signing your professional declaration**

The declaration is in several parts, each of which is explained here in more detail.

#### **Returners to practice**

We ask you to confirm whether or not you have practised your profession since you last renewed your registration.

For the purposes of renewing your registration, or determining whether our return to practice requirements need to be met, we have defined 'practising your profession' as drawing on your

professional skills and/or knowledge in the course of your work. For example, if you are working in education, management or research, you are still practising your profession.

If you have been out of practice for more than two years you will need to undertake a period of updating your skills and knowledge before you can become registered.

You must complete the relevant return to practice forms which can be found on our website at **[www.hpc-uk.org/apply](http://www.hpc-uk.org/apply)**

### **Standards of proficiency**

You will find copies of the standards of proficiency on our website at **[www.hpc-uk.org](http://www.hpc-uk.org)**

### **Character and health**

The professions regulated by the HPC are exempt from the Rehabilitation of Offenders Act. This means we do not consider any conviction to be spent. It is important that you declare to us any convictions, police cautions or convictions for which you have received a conditional discharge. Failure to do so may result in an investigation which could lead to you being removed from the Register.

You must also provide us with information about your health that may affect your practice. This does not necessarily mean that we will not renew your registration.

Instead, we will consider the information provided to decide whether we need to ask a registration panel to determine whether your registration can be renewed.

### **Continuing professional development**

As part of your registration with us, you need to carry out continuing professional development (CPD). Every time you renew your registration, you need to sign to confirm you are undertaking CPD. From July 2008 (2013 for practitioner psychologists), whenever your profession renews its registration, a percentage of your profession will be audited to check our CPD standards are being met. If you are selected for audit, we will

write to you separately around a week after your renewal form has been sent to you. To find out more about CPD, our standards and the audit process, please download from our website the brochure 'Your guide to our standards for continuing professional development'.

# Section 3: Contact details

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

Remember, it's important that you write clearly ensuring that you stay within the white boxes.

## Name change

If you have changed your name you must indicate this in the space provided. You must also send us a **certified photocopy** of the relevant document (eg marriage certificate).

## Certified documents

The documents you send us must be certified as a true copy of the original by a person of professional standing in the community. 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 doctor, solicitor or 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 acceptable to the Council;
- 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 professional.

## **Home address**

We ask you to give us your main home address. This address is not published on the publicly available Register, but is required by us for all HPC correspondence.

## **Work address**

The work address you give us should be for your main place of work. Members of the public will only be able to see the approximate geographical area in which you practise (eg Guildford). If you are not currently practising, you can leave this section blank and contact us as soon as you are able to give us a work address.

## **Telephone number(s)**

Please provide us with your contact telephone numbers.

## **Email address**

To help improve the service we provide to you, please tell us your email address. If you do not wish to receive communications from us by email, simply leave the space blank.

## Section 4: What happens next?

The average processing time for renewal applications is between seven and ten working days. This time may vary depending on the volume of renewal forms received by us. Once we have processed your renewal form and payment our online Register is immediately updated to show your new registration dates. The Register is in real-time and is the best way for you and your employer to verify your registration status. The Register can be viewed at **[www.hpcheck.org](http://www.hpcheck.org)**

# Section 5: What happens if...

## **... we do not receive your payment and/or signed professional declaration?**

You need to be registered with us in order to practise your profession and to use the protected title(s).

If we do not receive your payment and renewal form by the date given, your registration will be lapsed. Your name will no longer appear on the HPC Register and you will not be able to use the protected title(s) for your profession. We will write to you to tell you that your registration has lapsed. We will also write to your employer.

If you wish to become registered again, you will need to apply for the readmission of your name to the Register. This fee will include the first year of registration. We will not charge a readmission fee if we receive an application for readmission within one month of the date your registration lapses. However, you will still need to complete the readmission application form. You can find out more about this process on our website at

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

## Section 6: What happens if...

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

If you do not need to be registered with us, you can make an application for the removal of your name from the Register.

This application must be made in writing and should be accompanied by a declaration stating that you are not aware of any matter which could give rise to an allegation being made against you.

If you do not wish to renew your registration, and you currently pay your fee by direct debit, you must call us before the first instalment date. You must also tell your bank or building society that you wish to cancel the direct debit instruction. This will ensure that the amount is not deducted from your bank or building society account.

# Contact us

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

If you cannot find the answer to your enquiry in these guidance notes or on our website, please contact us.

## Phone

Monday to Friday, 8am to 6pm.

0845 300 4472 (if calling from the UK)

+44 (0)20 7840 9802 (if calling from outside the UK)

## Email

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

## Post

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

# Data protection information

## Subject information statement

The Health Professions Council (HPC) processes your personal data (as defined by the Data Protection Act 1998 (the 1998 Act)) for the following purposes:

- administering your application to register with the HPC and any subsequent renewals;
- maintaining and publishing the health professions Register;
- undertaking regulatory activities for the purposes of the Health Professions Order 2001 (as amended);
- ensuring that you comply with our standards, including but not limited to, ensuring compliance with continuing professional development and educational requirements;
- investigating complaints made about you;
- investigating complaints made by you;
- publishing the results of any complaints made about you or by you;
- transferring your personal data to any other authorised body investigating your activities;
- transferring 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 professions Register;
- transferring your personal data to professional advisers and other third parties involved with the regulation of health 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 practise;

- maintaining photographic images of you to ensure your identity;
- informing you about the activities of the HPC;
- marketing the activities of the HPC;
- transferring your personal data to any business directory so as to ensure only authorised people advertise their services in such directories;
- keeping you informed about any changes to practise or legislation that may affect your practice;
- responding to requests for information from other health regulators both within the European Economic Area and worldwide;
- keeping you informed about any developments, activities or products of third parties which may affect or assist your practice; and
- achieving the general and statutory objectives of the HPC.

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.

We may contact you by means of electronic communication, including but not limited to email or SMS for the purposes set out above. We will only undertake activities considered to be electronic marketing if permitted to do so by the Privacy and Electronic Communications (EC Directive) Regulations 2003.

### **Sensitive personal data**

Certain personal information is categorised by the 1998 Act as “Sensitive Personal Data” as defined by the 1998 Act.

In some circumstances, the HPC will process your sensitive personal data. We are required to hold such sensitive personal data by the Health Professions Order 2001 and therefore we do not need to obtain your consent to undertake this processing. In general, the sensitive personal data collected by HPC 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 (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992;
- 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 HPC 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 HPC 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. You may withdraw your consent to our processing your personal data for some of the above purposes by writing to the address at the end of this statement.

If a statutory condition applies allowing the HPC to process your personal data and you withdraw consent to process your personal data this will not necessarily mean that HPC ceases to process your personal data as the HPC keeps personal data on registrants for their lifetime.

### **Sharing your information**

In some circumstances the HPC may be permitted by law to share sensitive personal data about you with a third party. Otherwise the HPC does not share sensitive personal data with others without your consent. Your personal data may be shared as set out in the above purposes. If you do not wish us to share your personal data with any third party for marketing purposes, please write to us at the address at the end of this statement.

## **European Economic Area (EEA)**

Please note that information displayed on our Website or sent to the HPC over the Internet may be transferred outside of the EEA, where data protection laws are not as strong as within the EEA. The information displayed on the website is provided as it is necessary for the public interest. In relation to any information you send via the internet or email, if you have any concerns in relation to such transfers, you should not use the internet or email as a means of communication with the HPC.

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

Your telephone calls and emails to us may be recorded and monitored for quality control purposes. We may also intercept communications made to individual members of staff at the HPC when this is required for business purposes.

## **Notification**

The HPC 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 by letter at the following address:

The Health Professions Council  
Park House  
184 Kennington Park Road  
London  
SE11 4BU

# Notes

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Park House  
184 Kennington Park Road  
London SE11 4BU

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fax +44 (0)20 7820 9684  
[www.hpc-uk.org](http://www.hpc-uk.org)

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