

## International 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 [international@hcpc-uk.org](mailto:international@hcpc-uk.org).*

### Before you apply

Before completing the application form, please ensure that you:

- are eligible to apply for registration via the [international route](#); and
- have read our [standards of proficiency](#) for your profession and [standards of conduct, performance and ethics](#)

When completing the application, you will be asked to confirm that you have read and understood these documents.

### Eligibility

To be eligible to apply for registration via the international route, you must have undergone training in one of the [relevant professions](#) outside of the United Kingdom.

### Completing the form

The international application must be completed through our [online application form](#) (with the exception of those applying through the [Free Trade Agreement \(FTA\) route](#) or as a [refugee applicant](#)). If you are unable to complete the form online for an accessibility reason, please contact [international@hcpc-uk.org](mailto:international@hcpc-uk.org) to request a paper form.

Please complete all sections of the application relevant to you and please ensure that you answer all the questions as fully as possible.

Your application will be assessed against our standards of proficiency for the profession you are applying to join, so it is important that these are evidenced in the information you provide.

### Certifying and uploading documents

In the guidance 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 hand-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

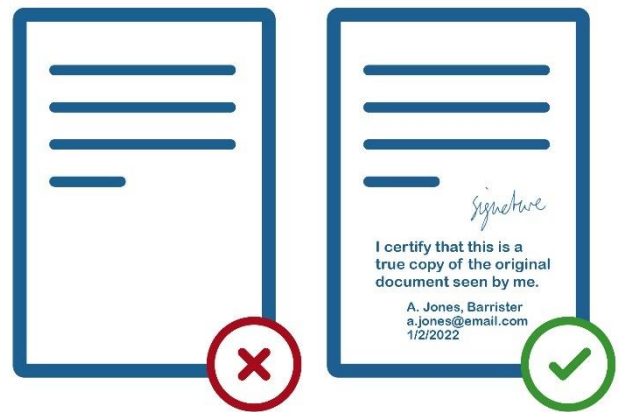
As long as they meet all of the other requirements for someone certifying documents, the person certifying your documents may be your employer.

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.**

### Previous applications

Please tell us if you have previously applied for registration with the Health and Care Professions Council (HCPC) or the Health Professions Council (HPC), including making a declaration concerning the temporary provision of services, or with the Council for Professions Supplementary to Medicine.

## SECTION 1 – Your details

It is important that the personal and contact information you provide us is kept up to date. For security reasons we are unable to accept changes by email. If your personal or contact information needs to be updated please contact us by telephone. We may ask you to confirm some changes in writing or to provide us with supporting evidence.

### **Name and name change**

If your application is made in a name which differs from that on your identity documents or qualifications, you will need to provide us with certified copies of the documents which explain that difference (eg a marriage certificate).

### **Email address**

Your email address will be our primary point of communication with you around any application updates. Therefore, it is important that this is accurate and you inform us of any change. Please note that if your application is successful and you join the HCPC Register, email is the primary method of communication.

### **Home address**

We may need to use your home address for postal correspondence, so it is important that it is accurate and kept up to date. Your home address will not appear on the public version of our Register.

### **Other contact details**

Please provide us with your telephone number. We may need to call you if we have any questions about your application.

### **Verifying your identity**

You must provide us with a certified copy of:

- your current passport or national identification card; and
- one of the following documents showing your full name and current address:
  - a household utility bill for electricity, gas, water or a fixed telephone line (the utility bill cannot be more than six months old);
  - mobile telephone bills from outside of the UK are not accepted);
  - a current full driving licence issued in the UK, another EEA State or Switzerland;
  - a bank, building society, credit card or mortgage statement which is no more than six months old (PDF/online statements are not accepted);
  - a local government tax bill (eg council tax) valid for the current year;
  - a HM Revenue & Customs tax document, such as a tax assessment, statement of account or notice of coding which is no more than six months old (forms P45 and P60 are not accepted).

## SECTION 2 – Qualification in relevant profession

In this section please provide us with details of your relevant education or training. This is the degree, diploma, or other qualification which first enabled you to practise your profession outside the United Kingdom. You must also provide a certified copy of your professional qualification certificate and, where appropriate, a certified copy of an official English translation.

You may also include details of any additional qualifications which you consider relevant to your application in this section. You do not need to provide details of your general (school) education unless it is directly relevant to your practise as a health and care professional.

### **Course Information Form**

Your application should include a Course Information Form which has been completed and certified by your university or training institution.

The Course Information Form is not part of the online application and will need to be downloaded from our HCPC website ([www.hcpc-uk.org/apply/international/forms](http://www.hcpc-uk.org/apply/international/forms)). It should be sent to your university or training institution for completion and uploaded as part of your online application.

The course information form provides us with details of theoretical and practical content of the courses you have successfully completed. We will use it to determine whether your qualifications are comparable to our standards of proficiency for the profession you are applying to join.

The information provided should include details of the course content, the number of theoretical and practical hours for each module or subject, and the assessment methods used. This information may be taken from a syllabus, but must only include parts of the course which you studied.

The Course Information Form must bear the stamp or seal of the university or training institution and include contact details for the course administrator or another appropriate member of staff who may be contacted as part of the verification process.

### SECTION 3 – Professional experience

Please use this section to tell us about your professional experience. You should provide as much detail as possible, to help us determine whether you meet the HCPC standards of proficiency. The information should be provided in chronological order, with your most recent experience first. Please explain any significant gaps (of six months or more) in your career history.

For each place where you worked, you must provide us with the name and contact details of your supervisor or manager. We will contact them to verify the information provided. Any address or email address you provide for a supervisor or manager must be a professional or business address. We do not accept private postal or email addresses.

In addition to this information, we encourage you to provide references in support of your application. They should be written by someone who has been your supervisor, or otherwise responsible for you in a professional capacity.

You can upload any supporting professional experience documents in this section.

You must provide us with information of at least one example of your professional experience.

### SECTION 4 – Professional registration and memberships

In this section you need to tell us about your registration or membership with any regulatory body, professional association or similar organisation in other countries. Please provide details of any registration or membership you currently and/or have previously held in countries outside of the UK.

### SECTION 5 – Language proficiency

People on the HCPC's Register must be able to communicate effectively in English in order to meet our standards of proficiency.

If you have stated that the qualification which first enabled you to practise was delivered in one of our [qualifying countries](#), this section will not appear on your application.

If you haven't gained this qualification in a country on our list of qualifying countries, you are required to upload an English language test certificate as evidence of your language proficiency. You also have to provide detail about the test you completed and your overall test score.

You can find more details about which test providers we formally recognise and the minimum test scores we accept on our [website](#).

Any test certificate submitted must be no more than two years old when we receive your application.

Submitting evidence from tests we do not recognise or not providing evidence at all when you are required to will delay your application.

## SECTION 6 – Paying your scrutiny fee

### Scrutiny fee

The scrutiny fee is a one off non-refundable payment of £639.98. This fee is for the assessment of your application. Once you have submitted your application online, you will be asked to pay your scrutiny fee online. Your application will not be complete until this payment is made.

### Registration cycle

If your application to join the HCPC Register is successful, you will have to pay the registration fee. Your registration cycle is biennial (two-yearly) and is made up of two 'professional years'. We will advise you of the registration fee when your application has been processed and approved. The table below shows the professional years for each profession we regulate:

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

If your application is successful, you will receive a second WorldPay payment link by email for payment of your registration fees. Please note that this link is valid for 72 hours so you must pay your fee promptly.

## SECTION 7 – Declarations

### 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 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 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).

### 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 from working with children or vulnerable adults under the Protection of Vulnerable Groups Act 2006 or the Protection of Vulnerable Groups (Scotland) Act 2007.

### **Health and disability**

You are asked to provide us with information about your health if it may affect your fitness to practise. We are not asking whether you are 'healthy', as 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 fitness to practise.

Having a disability should not be seen as a barrier to joining the HCPC's Register as you are a health and care professional in the country you qualified in. We have produced guidance called A disabled person's guide to becoming a health and care professional which you should refer to for more information before you answer the questions in this section.

### **Final declaration**

We will only process your application if you have completed this declaration. You should make sure that you fully understand the declaration before signing it.

### **Background checks**

We will conduct background checks to verify the information provided in your application. 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.

## **Processing of your application**

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Providing your application is complete, we aim to assess your application and advise you of the initial decision within 60 working days from the date of acknowledgement. Your application will be sent to two Registration Assessors who will look at the information provided in your application and supporting evidence, and assess this against our standards of proficiency.

### **Incomplete applications**

All applications are checked when received to ensure that they are complete and can be assessed. If your application is incomplete and cannot be assessed we will email you detailing what is missing so you can submit this to us. Details of how to submit the missing information will be provided in the email.

### **Complete applications**

When we begin processing your application. We will use the information you provide for two broad purposes:

- To verify that the information provided in the application is accurate, e.g. by contacting universities, employers, professional bodies and referees named in the application. It is important that you provide correct and current contact details where requested to avoid delays in processing your application.
- To assess whether your relevant training is comparable to the standards of proficiency required to practise the profession you are applying to join in the UK.
- Please note, if we identify that your qualification does not meet that standard, we will take account of the additional education, training and professional experience set out in your application. The outcome of your assessment as set out by our Registration Assessors will be sent to you by email in a Record of Assessment.

## **Application outcomes**

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### **Further information request**

If we cannot reach a decision based on the information in your application, we may ask you to provide further information. If we do so, we will write to you explaining what information is required and the date by which you must provide it. We do this only in justified cases and it is in your interest to provide all relevant information when you first submit your application.

### **Test of competence**

If after reviewing your application and any further information submitted there are still standards of proficiency outstanding, depending on the number of standards, we may invite you to undertake a test of competence. We will contact you with a date and time for the test and tell you more about the format of the test of competence. This will be a pass or fail. The test will normally be carried out virtually using Microsoft Teams.

### **Successful applications**

If we are satisfied that your education, training and experience meet the HCPC's standards of proficiency and that you meet the other requirements for registration, we will contact you to complete the registration process by paying the registration fee.

### **Unsuccessful applications**

If we decide that, after assessment and any other test that we may require you take, you are not able to meet the standards of proficiency, we will refuse admission to the Register. You are able to appeal against this decision.

## **Once you are on the Register**

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### **Registration**

If your application is successful, once you have paid your registration fee, we will:

- put your name on the Register and give you a registration number; and
- send you a registration letter.

The public version of our Register ([which is available on our website](#)) shows, by profession:

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

### **Registration**

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 asked to do so, submit your CPD audit information.

We will send you more information about renewing your registration around three months before the end of the registration cycle for your profession. This information will be sent to you by email. Please ensure that you advise us of any changes to your contact details.