

**Health Professions Council (HPC)
Council Meeting – 29 March 2007**

Review of the application forms and registration renewal forms

Executive Summary and Recommendations

Introduction

This paper provides an explanation of changes made to the following documents:

- Registration/readmission form
- Registration renewal form

Decision

The Council is requested to review and approve changes to the application forms and registration renewal form. The Council is not required to approve the guidance notes however any feedback is most welcome.

Background information

The registration/readmission form was last reviewed prior to the opening of the HPC register in July 2003. Since then, we have listened to feedback provided by applicants, registrants and HPC employees and have revised the forms and guidance to make them clearer and more user friendly.

Currently, there is one main application form which applicants are required to complete irrespective of which route they are applying through. There is also one set of guidance notes. The most common reason for applicants to contact the registration departments in respect of the application forms is due to them not being able to find the relevant information in the guidance notes. We understand that this is due to the vast amount of information currently included in the notes.

Additionally, there are certain sections on the application form which we ask to be completed only by certain types of applicants eg the Education and Training section does not need to be completed by an applicant applying for readmission to the Register. Again, we found that applicants found this confusing. The result of this confusion has been an increase in telephone calls and emails to the registration departments and a high volume of incomplete forms being returned to applicants resulting in a delay in their registration.

There are now four separate sets of application forms and guidance notes which are specific to the different types of applicants wishing to register with HPC:

- UK applicants (for applicants who hold an approved UK qualification)
- Readmission (for applicants who have previously been registered)
- International (for applicants who hold a qualification or have gained experience outside the UK)
- Grandparenting (for applicants who do not hold an approved UK qualification)

All forms and the information therein are common and consistent where necessary. For example, the character and health references in all four forms are identical. The differences between the forms have been kept to the minimum necessary to achieve their differing purposes.

The registration renewal form was last revised in 2005. The form was changed to allow our computer system to electronically read the information provided by registrants as they renew their registration every two years. The result of this change proved to be a much more efficient service for registrants in terms of processing time and accuracy of information stored on our registration database. Since then, each of the 13 professions has renewed their registration using the new form and guidance and generally the feedback we have received has been positive. We have been able to process registration renewal forms within our service level and the new process proved to be extremely successful.

With the introduction of the HPC standards for continuing professional development (CPD) the registration renewal form has been revised to allow registrants to confirm to us that they are undertaking CPD.

We have taken this opportunity to further improve the registration renewal form by;

- Adding extra space for registrants address details;
- Adding a section to allow registrants to tell us about any change to their name;
- Redesigning the 'renewal fee' section so that the fee registrants are asked to pay is clearer; and
- Adding check boxes in the 'Professional declaration' section on the form

The application forms, the registration renewal form and all sets of guidance notes will be sent to the Plain English Campaign in April 2007 with a view to having them crystal marked. All documents will reviewed by HPC's lawyers. The Council is asked to note that some minor changes may be made to the documents following this.

We hope that these changes will enable us to continue to provide an improved service to applicants, registrants and other stakeholders.

Resource implications

Nil

Financial implications

Nil

Background papers

Nil

Appendices

Application forms and guidance notes
Registration renewal form

Date of paper: 15 March 2007

Please attach the scrutiny fee payment below

I enclose a cheque/money order for the amount of £200.00

My account number is

My sort code is

I wish to pay by credit/debit card and enclose a 'paying your scrutiny fee' form with my account details.

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

For HPC use only

Date stamp

Date of registration

Amount received £

Registration number

Application number

Registered by:

Section 1 Registration details

Have you previously applied for registration with the HPC? Yes No

If yes, please give your application number

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

- | | |
|---|--|
| <input type="checkbox"/> Arts therapist | <input type="checkbox"/> Operating department practitioner |
| <input type="checkbox"/> Biomedical scientist | <input type="checkbox"/> Paramedic |
| <input type="checkbox"/> Chiropodist/podiatrist | <input type="checkbox"/> Physiotherapist |
| <input type="checkbox"/> Clinical scientist | <input type="checkbox"/> Prosthetist/orthotist |
| <input type="checkbox"/> Dietitian | <input type="checkbox"/> Radiographer |
| <input type="checkbox"/> Occupational therapist | <input type="checkbox"/> Speech and language therapist |
| <input type="checkbox"/> Orthoptist | |

If you have chosen arts therapist please cross the box(es) relevant to you

- | | |
|---|--|
| <input type="checkbox"/> Art therapist | <input type="checkbox"/> Art psychotherapist |
| <input type="checkbox"/> Dramatherapist | <input type="checkbox"/> Music therapist |

If you have chosen prosthetist/orthotist please cross the box(es) relevant to you

- | | |
|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Prosthetist | <input type="checkbox"/> Orthotist |
|--------------------------------------|------------------------------------|

If you have chosen radiographer please cross the box(es) relevant to you

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|---|--|
| <input type="checkbox"/> Therapeutic radiographer | <input type="checkbox"/> Diagnostic radiographer |
|---|--|

If you are applying for registration as a clinical scientist please give details of the modality or modalities most applicable to your practice:

- | | |
|--|---|
| <input type="checkbox"/> Audiology | <input type="checkbox"/> Cellular science |
| <input type="checkbox"/> Clinical biochemistry | <input type="checkbox"/> Embryology |
| <input type="checkbox"/> Clinical genetics | <input type="checkbox"/> Haematology |
| <input type="checkbox"/> Clinical immunology | <input type="checkbox"/> Histocompatibility and immunogenetics |
| <input type="checkbox"/> Clinical microbiology | <input type="checkbox"/> Medical physics and clinical engineering |
| <input type="checkbox"/> Clinical physiology | <input type="checkbox"/> Other (please state)..... |

Section 2 Contact details

Previous name (if applicable)

Date of birth (DDMMYYYY)

Nationality

National Insurance number (if applicable)

Country of birth

Town/city of birth

Gender Male Female

Home contact details

House/flat number

Street name

Town/city

County/state

Postcode/zipcode

Country

Telephone number

Mobile number

Email address

Work contact details

Department

Organisation

Street name

Town/city

County/state

Postcode/zipcode

Country

Telephone number

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Section 3 Character and health self-declarations

Have you been convicted of a criminal offence, received a police caution or been convicted of a criminal offence for which you received a conditional discharge?

Yes No If yes, please give details on a separate sheet.

Have you been disciplined by a professional or regulatory body or your employer?

Yes No If yes, please give details on a separate sheet.

Have you had civil proceedings (other than a divorce/dissolution of marriage) brought against you?

Yes No If yes, please give details on a separate sheet.

Are you suffering from any condition that would affect your ability to practise?

Yes No If yes, please give details on a separate sheet.

Section 4 Eligibility for grandparenting

Please indicate which Article of the Health Professions Order you are making an application under:

Article 13(2)(a) (Route A)
Article 13(2)(b) (Route B)

If you are unclear whether you meet the criteria for grandparenting, or are unsure whether you should apply by Route A or Route B then please refer to the guidance notes for grandparenting applicants.

When did you first begin practising the profession you are seeking registration in?

(DDMMYYYY) □□□□□□□□

Is this your main occupation? Yes No

If no, what is your other occupation? □□□□□□□□□□□□□□□□

If applicable, how many hours per week (on average) have you practised in the profession you are seeking registration in? □□

Section 5 Education and training

This section is not obligatory for applicants applying through route A. If you are applying through route A and you have education and/or training experience please tell us as it will help with the assessment of your application.

Please provide details of your professional education and training (ie your qualification for the profession within which you are seeking registration).

Title of your relevant qualification □□□□□□□□□□□□□□□□□□

Course start date (DDMMYYYY)

Course end date (DDMMYYYY)

Name of educational institution

Street name

Town/city

State/area/county

Postcode/zipcode

If you have gained a further professional qualification relevant to your registration please provide details

Title of qualification

Educational institution

Date certificate was awarded (DDMMYYYY)

Please continue on a separate sheet if necessary.

Career history (continued)

Employer's name □□□□□□□□□□□□□□□□□□□□□□

Your job title □□□□□□□□□□□□□□□□□□□□□□

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County/state □□□□□□□□□□□□□□□□□□□□□□

Postcode/zipcode □□□□□□□□□□□□□□□□□□□□□□

Country □□□□□□□□□□□□□□□□□□□□□□

Contact name (eg supervisor) □□□□□□□□□□□□□□□□□□□□□□

Job title of contact □□□□□□□□□□□□□□□□□□□□□□

Work telephone number □□□□□□□□□□□□□□□□□□□□□□

Employment start date (DDMMYYYY) □□□□□□

Employment end date (DDMMYYYY) □□□□□□ (leave blank if you are still in this employment)

In the space below, please tell us about your main duties and responsibilities.

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Career history (continued)

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Contact name (eg supervisor)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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In the space below, please tell us about your main duties and responsibilities.

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Section 7 Grandparenting reference form

HPC may use this form to verify the professional standing of an applicant in regard to the practise of the profession for which they are seeking registration. A grandparenting reference is to be provided on this form by a person of standing in the community.

The HPC may make further inquiries of the applicant or the referee in order to verify or clarify any part of this reference.

This section is to be completed by the applicant.

Your title	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> other (please specify) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Your first name	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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Date of birth (DDMMYYYY)

Please use the space below to tell us any additional information. Please use extra sheets if necessary.

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Section 8 Statement of practice

The HPC must establish that you meet (a) the eligibility criteria for the grandparenting route you have indicated in Section 4 of this form (grandparenting declaration) and (b) that you meet the registration criteria for that application route. Please see the guidance notes for grandparenting applicants for details of these criteria.

You may use this section to provide any additional information relevant to your practice that demonstrates that you meet these criteria.

You are not limited to the type and amount of additional information you provide here, but it is suggested that you may provide up to three case studies indicating the scope of your practice. If you have skills, experience or knowledge that you have not had been able to demonstrate elsewhere in this application you have the opportunity to tell us here.

Please continue on a separate sheet if necessary.

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Section 9 Declaration of information

- **I declare** that I have read, understood and will keep to the HPC's standards of conduct, performance and ethics.
- **I understand** the HPC will only use the information provided in performing its functions under the Health Professions Order 2001 and I authorise the HPC to process my information accordingly.
- **I declare** that the information given in this form and in any supporting documents is true and accurate.
- **I understand** that fraudulently procuring an entry in the HPC Register is a criminal offence under article 39 of the Health Professions Order 2001.
- **I declare** that I have read, understood and will comply with the HPC's requirements for continuing professional development (CPD).

Date (DDMMYYYY) Signature

Referee's guidance on completing the character reference

Before being registered under the Health Professions Order 2001 an applicant must satisfy the HPC that they are of good character.

A character reference needs to be provided by a person of professional standing in the community who is not a relative of the applicant and has known the applicant for three years or more. This would usually mean that the referee should be practising a recognised profession that is registered or otherwise regulated. Such professions would include (but are not limited to):

- Accountant
- Any person already registered with the HPC
- Bank manager
- Barrister
- Chairman/Director of a limited company
- Commissioner of oaths
- Local councillor
- A regulated health professional (eg dentist/doctor/nurse)
- Justice of the peace
- Local government officer
- Member of Parliament
- Minister of a recognised religion
- Officer of the armed forces (active or retired)
- Principal (or other person authorised by the principal) of an educational institute
- Salvation army officer
- Solicitor

Once completed please return the character reference to the applicant to submit with their application.

Information for doctors

This section contains guidance about the information we need when you complete your patient's health reference.

You have been asked to complete a health reference for your patient because they want to be registered with the HPC. In the UK, the health reference must be completed by a doctor who is registered with the General Medical Council (GMC). However, if the reference is being provided from outside the UK it can be completed by a doctor who is registered with an equivalent regulator in another country.

The doctor must also have been the applicant's doctor for at least three years or must have access to their medical records for the past three years. If this is not possible the doctor can carry out a medical examination in order to complete the health reference.

The doctor must not be a relative of the applicant.

Your professional opinion

In completing the health reference, we are asking you for your professional opinion on the health of your patient and whether it will impair their fitness to practise. We are asking you to consider whether there is anything to do with your patient's health which might affect their ability to practise safely and effectively in a way which poses no risk to patients, clients and users.

Your professional opinion should be informed by the fact that any UK employer would have a duty to make reasonable adjustments for their employee under the Disability Discrimination Act 2005.

Fees

If you or your practice charges a fee for the provision of a reference this is a matter between yourself and your patient. The HPC has an obligation under the Health Professions Order 2001 to obtain the reference from the applicant. This obligation does not extend to paying for the reference and any cost must be met by the applicant.

Further questions

If you have any further questions there is a document providing guidance to applicants and doctors about filling in the health reference. It can be found on our website at: www.hpc-uk.org/publications

If you require further information please contact us on 0845 3004 720 (if calling from the UK) or +44 (0)20 7840 9804.

These guidance notes are intended to help you complete the application form. They will also help you understand the application process. However, if after reading the guidance notes there is something you do not understand please contact us.

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- Applying for registration
- Meeting our standards
- Protected titles

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About the HPC

We are the Health Professions Council. We are a health regulator and were set up to protect the public. To do this, we keep a register of health professionals who meet our standards for their training, professional skills, behaviour and health.

We currently regulate 13 health professions.

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

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.

About registration

Health professionals must register with us in order to use the protected title for their profession. This means that even if you have completed a course in, for example, physiotherapy, you are still not able to call yourself a physiotherapist unless you are registered with us.

Registration shows you meet our standards for your profession. Registration shows the public that health professionals are 'fit to practise' and they are entitled to use the protected title(s) for their profession. It shows the people on our Register are part of a profession with nationally recognised standards set by law.

When we say someone is "fit to practise", we mean they have the skills, knowledge, character and health to do their job safely and effectively.

Applying for registration

The information provided by applicants helps us to know that:

- they are who they say they are;
- they meet our standards; and
- we can contact them if we need to.

Meeting our standards

Everyone on our Register must meet the standards of proficiency we have set. The standards of proficiency are the professional standards which health professionals must meet in order to be registered. If you need a copy in an alternative format, please contact us. Our contact details can be found at the front of this form.

The standards of proficiency are made up of generic standards, which all registered health professionals must be able to meet, and profession-specific standards, which only apply to one profession.

Protected titles

Each of the professions we regulate has at least one protected title. Anyone who uses one of these titles must be on our Register. Anyone who uses a protected title who is not registered with us is breaking the law and could be prosecuted.

Part of Register	Sub-section	Grandparenting available?	Title
Arts therapist	Art therapist Dramatherapist Music therapist	Closed on 8/07/05	Art psychotherapist Art therapist Dramatherapist Music therapist
Biomedical scientist		Closed on 8/07/05	Biomedical scientist
Chiropodist/podiatrist		Closed on 8/07/05	Chiropodist Podiatrist
Clinical scientist		Closed on 8/07/05	Clinical scientist
Dietitian		Closed on 8/07/05	Dietitian Dietician
Occupational therapist		Closed on 8/07/05	Occupational therapist
Operating department practitioner		Closed on 18/10/06	Operating department practitioner
Orthoptist		Closed on 8/07/05	Orthoptist
Paramedic		Closed on 8/07/05	Paramedic
Physiotherapist		Closed on 8/07/05	Physical therapist Physiotherapist
Prosthetist/Orthotist	Prosthetist Orthotist	Closed on 8/07/05	Prosthetist Orthotist
Radiographer	Diagnostic radiographer Therapeutic radiographer	Closed on 8/07/05	Radiographer Diagnostic radiographer Therapeutic radiographer
Speech and language therapist		Closed on 8/07/05	Speech and language therapist Speech therapist

About this guidance

Applying through the Grandparenting process

The grandparenting application form is for applicants who were practising a profession before it was regulated and may not hold an approved qualification. There are qualifying criteria for the grandparenting provisions. These provisions fulfil the requirements of article 13(2)(a) and article 13(2)(b) of the Health Professions Order 2001. To establish if you meet the criteria please read section four carefully.

General information on completing the forms

To make sure we can process your form, please complete it in black ink and block capitals. Please mark boxes with a cross. If you run out of space please continue on a separate piece of paper. You must answer all the questions as fully as possible.

Please do not send us original documents unless otherwise specified. Instead, please send certified copies of documents. A document may be certified by a solicitor, commissioner for oaths, justice of the peace, notary public or in the case of a qualification certificate by the principal (or someone authorised by the principal) of the university or educational institute that granted the qualification.

Sending us your application

Please send your application when you are ready to start practising your profession and/or using the protected title(s). Your application should be sent to the Grandparenting Registration Department at the contact address on the front of this form. Applications cannot be considered unless the correct fees and all other required documents are included. All incomplete applications will be returned.

Important points

- Please ensure the address you provide is accurate and that you can be sure to receive correspondence from us.
- We cannot guarantee the outcome of an application and at peak times the application process can take time so you are advised not to make arrangements that are reliant on you being registered (eg starting a job).
- Applicants that choose to make travel or work arrangements before knowing the outcome of their application do so at their own risk.
- It is preferable to apply directly to HPC. However, if you apply with the assistance of an agency make sure they are reputable and be aware that you remain responsible for the information you supply on your application form.

What happens next?

The average processing time for applications may vary depending on the volume of applications received. However, HPC will endeavour to:

- acknowledge receipt of an application within one month of the date of receipt; and
- assess your application and advise you of the initial decision within a further three months from the date of acknowledgment.

Once we have processed your application, if you are successful you will be asked to pay the registration fee. Upon payment of the registration fee 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.hpcheck.org To view our privacy statement, please refer to the website: www.hpc-uk.org/privacy

Contact us

If you cannot find the answer to your query in these guidance notes please contact us. Please see page one for our contact details.

Photographic identification

We ask applicants to provide us with legible certified photocopies of any one of the following documents;

- your passport
- your national identity card; or
- your DVLA/European driving license or EU photo identity card

We ask you to provide an up-to-date passport photograph. Please write your name and date of birth on the back of it. This will help us match your photograph to your application should it separate. Please do not staple any part of the form.

Birth certificate

We ask you to provide us with a legible certified photocopy of your birth or adoption certificate. If you do not have one, we will accept other appropriate evidence. If you were born in the UK and have lost your birth certificate you can contact www.statistics.gov.uk for a replacement. Indian nationals applying for registration may provide their secondary school leaving certificate as an alternative.

Certified documents

The documents submitted should be certified by a solicitor, commissioner of oaths or justice of the peace. A document may be certified by a solicitor, commissioner for oaths, justice of the peace, notary public or in the case of a qualification certificate by the principal (or someone authorised by the principal) of the university or educational institution that granted the qualification.

Translation of documents

If the documents you submit with your application are not in English, you must provide us with a translation. We recommend you approach your embassy, consulate or high commission for advice on finding an official translator. If this is not possible, we will accept the documents you have translated, providing you have them authenticated by a lawyer, solicitor, commissioner for oaths or justice of the peace.

Please note:

- All application forms are the property of HPC and should be returned to us.
- Please read the checklist carefully and provide all the appropriate items/documents.
- Please make sure your correspondence details are kept up to date.
- The health reference, character reference and the declaration of information must be dated within six months of the date your application is received by HPC.
- We process applications for registration and tell you the decision as quickly as possible. Please do not make any arrangements or incur any expenses which depend upon the approval of your application with us. We will not accept liability for any loss or expenses incurred as a result of the above.
- It is illegal to use a protected title unless you are registered with us. It is illegal to claim you are registered with the HPC when you are not.

Outcomes of an application

Incomplete applications

If your application is incomplete we will return it to you and ask you to resubmit it. Please do not send individual documents separate from your application as these will be returned to you. We will use the information you provide for a number of purposes. This can include contacting organisations and individuals named in your application, including professional bodies, universities, places of work and referees.

Successful applications

If your application is successful, we will

- put your name on the online Register;
- send you a letter on the day we register you; and
- send you a registration certificate and authentication card.

With your name on our Register you will be able to practise using the relevant title(s) of your profession.

The publicly available Register shows:

- Name
- Registration number
- Profession of registrant
- Duration of current registration
- Approximate geographical area in which the registrant practises (eg Guildford). It does not show your full address.

Rejected applications

Your application may be rejected if we believe you do not meet our standards of proficiency or our health and character requirements. Please note your application can only be assessed based on the information you provide with your form. If your application is rejected you can appeal against the decision. You may also reapply, submitting a new form, supporting documents and registration fee.

Fraudulent applications

If you falsify information about your identity or any other aspect of your application, we will suspend your application pending an investigation. Please remember it is illegal to fraudulently obtain registration with the HPC. If you do this you will be liable to prosecution.

The appeals process

If your application is rejected you have 28 days following the letter rejecting your application to appeal against the decision. If you tell us you wish to appeal the decision, we will then provide you with further information on the appeals process.

Section 1 Registration details

Previous applications

If you applied for registration with us or our predecessor the Council for Professions Supplementary to Medicine (CPSM), please tell us:

- your application number;
- when you applied (an approximate date if you cannot remember exactly);
- the type of application eg UK, International, grandparenting; and
- any further information eg if you withdrew your application

Section 2 Contact details

It is essential that your personal contact details are kept up to date. This is a requirement of the Health Professions Order 2001. For security reasons we are unable to accept changes of personal details by email.

Name change

All name changes must be made in writing. Please also send us a certified photocopy of the relevant document (eg marriage certificate).

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. You can change your address over the telephone or by writing to us.

Work address

The work address you give us should be for your main place of work. Members of the public will be able to see on our Register the approximate geographical area in which you practise (eg Guildford). If you are not currently practising you can leave this section blank and contact us as soon as you are able to give us a work address. You can change your address over the telephone or by writing to us.

If you change either your home or work address during the application process or at any point thereafter, you must notify us.

Agencies

All correspondence from the HPC will be sent to the applicant only. This means you must provide a home address and not the address of an agency. Please be aware if you provide an agency address your application will be returned to you.

Section 3 Self-declarations

Character

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.

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.

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

Section 4 Eligibility for grandparenting

Article 13(2)(a)

To be eligible to apply under article 13(2)(a) (grandparenting route A, you must have practised your profession wholly or mainly for at least three of the preceding five years at the date the register opened. Your application must demonstrate safe, lawful and effective practice within your existing scope of practice. If your application is successful you must limit your practice to the scope within which you are already trained to practice safely, lawfully and effectively. You may undertake further training to broaden your scope of practice.

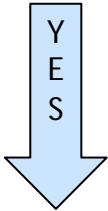
Article 13(2)(b)

If you do not meet the eligibility for grandparenting route A then you may still be eligible under article 13(2)(b) of the Health Professions Order (grandparenting route B). If you have practised **before** the date the register opened for your profession then you may apply under grandparenting route B. Your application must demonstrate that you meet the standards of proficiency for your profession.

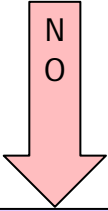
Which route?

Please see the flowchart below to help you identify if you are eligible for grandparenting and which route applies to your application.

Is your qualification on the Register of Approved Courses? (see website www.hpc-uk.org)

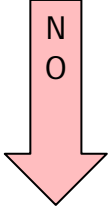
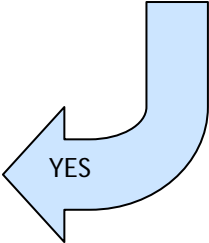


Do not use Grandparenting Applications Forms. Apply using the UK Application Forms.

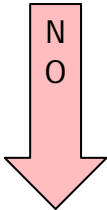
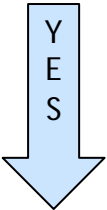


Were you practising your profession prior to the date the register opened?

Were you wholly or mainly practising your profession for at least three out of the preceding five years at the date the register opened or its equivalent on a part-time basis?



You are not eligible to apply via Grandparenting. See website for the register of Approved Courses.



Apply via Route A

Apply via Route B

Section 5 Education and training

You should enter details of your professional qualification here. Your professional qualification may be a diploma, certificate, degree or another qualification relevant to the profession in which you wish to register. You can also include any supplementary training or qualification you may have done in relation to your chosen profession (eg training courses, seminars). However, we do not usually need details of your general education (eg high school or secondary school) unless it is directly relevant to your practice as a health professional.

If you have gained further qualifications in your chosen professional field you can enter the details in the space provided and continue on a separate sheet if necessary.

This section is not obligatory for applicants applying through route A. If you are applying through route A and you have education and/or training experience please tell us as it will help with the assessment of your application.

Section 6 Career history

Please enter details of your career history in reverse order stating your most recent position first. Provide as much detail as you can to illustrate to the assessors that you meet the standards of proficiency for your profession. Explain any significant gaps in your career history.

Section 7 Grandparenting reference form

We ask you to provide us with a grandparenting reference form to support the information you have given us in relation to your time in practice. This should be completed by someone who has known you in the role for which you are seeking registration. If you are unable to provide us with a grandparenting reference we will still assess your application, however it may have a bearing on the success of your application overall.

The grandparenting reference should be given by a person of standing in the community who is in a position to make a statement about the number of years that you have been practising. You can find a list of acceptable referees in section ten in these guidance notes. We cannot consider a reference provided by a person who is related to you either by birth, marriage or a relationship similar to marriage.

We will consider all forms of references, whether a simple statement about your time in practice or a more detailed statement about the nature of your practice. You must use the grandparenting reference form and additional sheets as necessary.

We ask you to complete the first section of the grandparenting reference form before you send the form to your referee.

Important points:

- The grandparenting reference must be completed on a HPC reference form.
- References should be signed no more than six months before the submission of your application.
- Referees may charge a fee for completing your grandparenting reference form. Any costs incurred will have to be met by you.
- Referees must confirm their occupation practise or business address. All references must be completed by the referee, returned to you and forwarded with your application form to us. They

must have the original signature of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.

- We cannot accept references sent directly to us by your referee.
- Please remember if you provide fraudulent references you may be prosecuted.

After you've obtained your grandparenting reference

When your referee has completed your grandparenting reference, it should be returned to you. Keep this with your character and health references and send to us with the rest of your application.

Section 8 Statement of practice

You must provide us with a statement setting out your practical experience in your profession. This helps us to determine whether you have practised lawfully, safely and effectively. We will look at the statement you provide in relation to the standards of proficiency for your profession to decide whether you have practised your profession effectively. You should keep this in mind when you complete this section of the form.

Please also consider providing up to three case studies, or other information based upon your own experience. This is not a requirement for registration but it may help your application. If you provide case studies, please refer to the standards of proficiency.

Section 9 Declaration of information

HPC can only process your application if you have signed this declaration. You should make sure that you fully understand the declaration before signing it. It is illegal to fraudulently procure an entry onto the HPC Register. If you do this, you will be subject to prosecution.

Section 10 Paying your scrutiny fee

Scrutiny fee

The fee we ask you to send with your application is called a scrutiny fee. This is a one off non-refundable payment of £200. We cannot process your application without this payment.

Registration cycle

Your registration cycle is biennial (two-yearly) and is made up of 2 '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
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
Prosthetists/orthotists	1 October – 30 September
Radiographers	1 March – 28 February
Speech and language therapists	1 October – 30 September

Methods of payment

You can choose to pay your scrutiny fee by cheque, money order, bankers draft or by credit/debit card. Payments must be made in UK sterling and drawn on a bank based in the UK. Your payment should be crossed and made payable to Health Professions Council. Please write your full name on the reverse side of your payment and ensure that it is not post-dated. You should allow at least five working days for your payment to reach us (ten if sending from outside the UK).

Section 11 Character reference

Before being registered under the Health Professions Order 2001 an applicant must satisfy the HPC that they are of good character.

A character reference needs to be provided by a person of standing in the community who is not a relative of the applicant and has known the applicant for at least three years. This would usually mean that the referee should be practising a recognised profession that is registered or otherwise regulated. Such professions would include (but are not limited to):

- Accountant
- Any person already registered with the HPC
- Bank manager
- Barrister
- Chairman/Director of a limited company
- Commissioner of oaths
- Local councillor
- Civil servant (permanent)
- A regulated health professional (eg dentist/doctor/nurse)
- Justice of the peace
- Local government officer
- Member of Parliament
- Minister of a recognised religion
- Officer of the armed forces (active or retired)
- Principal (or other person authorised by the principal) of an educational institute
- Salvation army officer
- Solicitor

The person who gives the character reference must have known the applicant for at least three years and must not be a relative of the applicant. Some applicants therefore ask their doctor to complete their character reference as well as their health reference. Whether the doctor feels sufficiently informed and/or whether they are willing to complete the character reference is the decision of the doctor.

Important points

- The character reference must be completed on a HPC character reference form.
- References should be signed no more than six months before the submission of your application.
- Referees may charge a fee for completing your character reference form. Any costs incurred will have to be met by you.
- Referees must confirm their occupation practice or business address. All references must be completed by the referee, returned to you and forwarded with your application form to us. They must have the original signature of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.
- We cannot accept references sent directly to us by your referee.
- Please remember if you provide fraudulent references you may be prosecuted.

After you've obtained your character reference

When your referee has completed your character reference, it should be returned to you. Keep this with your health and grandparenting references and send it in to us with the rest of your application.

Section 12 Health reference

All applicants must provide a health reference

Only a doctor registered with the appropriate regulatory body can complete a health reference. The referee must sign and date the form on the understanding that it is illegal for them to provide a false reference. The referee must either have been your registered medical practitioner for at least three years or have examined your medical records for this period and cannot be related to you. A referee who cannot provide a reference on either basis may do so after physically examining you.

Important points:

- The health reference must be completed on a HPC health reference form.
- References should be signed no more than six months before the submission of your application.
- Referees may charge a fee for completing your health reference form. Any costs incurred will have to be met by you.
- Referees must confirm their status as a registered medical practitioner on the form and provide their practice address. All references must be completed by the referee, returned to you and forwarded with your application form to us. They must have the original signature of the referee. We cannot accept faxed, photocopied or emailed copies of reference forms.
- We do not need a consent letter from you for a registered medical practitioner to provide the reference. When you ask your referee to complete the health reference form you are giving your consent for them to do so.
- We cannot accept references sent directly to us by your registered medical practitioner.
- Please remember if you provide fraudulent references you may be prosecuted.

After you've obtained your health reference

When your doctor has completed your health reference, it should be returned to you. Keep this with your character and grandparenting references and send it in to us with the rest of your application.

If your doctor has provided 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.

If your doctor will not sign your reference

Your doctor may not be able to sign your reference. If so, you can ask another doctor who has access to your medical records from the last three years to complete your health reference.

If your medical records are not available then you can ask a doctor to undertake a medical examination and complete your health reference on this basis.

We have published a detailed document called 'Information about the health reference'. This has been written for people who have more questions about the health reference, and it contains information for applicants and for doctors. You may find this document useful if you have a health condition, if you are disabled or if your doctor has asked you questions about the health reference. The document is available on our website at: www.hpc-uk.org/publications

Appendix: other helpful information

Our standards

Please read the following two documents before submitting your application:

- Standards of conduct, performance and ethics
- Standards of proficiency

Copies of these documents can be found on our website at www.hpc-uk.org or by contacting us directly. Please see page one for our contact details.

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, 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 from our website the brochure 'Your guide to our standards for continuing professional development'.

How to keep your name on the Register

Once you have been registered, you will need to renew your registration every two years. To make sure your name stays on the Register, we must receive:

- your registration fee;
- your signed professional declaration; and
- if you are randomly selected, your CPD audit information.

We will send you a registration renewal form around three months before your registration expires.

Data protection policy

Data protection statement to be inserted here.

Useful terms

Agencies – may be any third party but would usually be a commercial business that makes money (by commission) on placing applicants in employment for a fee charged to the employer. If you choose to use an agency you should make sure they are reputable. Responsibility for your application remains with you and you must provide an address where you can be sure to receive correspondence from us.

Appeals – if your application is unsuccessful you have a right to appeal the assessors' decision. If you believe the decision is wrong and you believe you meet the standards of proficiency and the Standards of conduct performance and ethics you must establish your grounds for appeal (ie why you believe the decision to be wrong) and follow the appeals procedure. Information on this will be sent to you in the case of an unsuccessful application.

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

Continuing professional development – any activity which serves to maintain or improve upon professional knowledge and practice. Once registered you are required to record what CPD you undertake (see HPC publication 'Continuing professional development and your registration').

Data protection policy – this is the HPC's statement of how we apply and comply with the rules contained within the Data Protection Act 1998.

Declaration – this is the declaration you sign as part of the application form. You are signing to confirm each of the four elements of the declaration. This declaration is legally binding and you should only sign it if you are sure the information you are providing is correct.

Home address – the address of your main or only residence. This should be an address where you can be sure to receive correspondence from HPC as we may need to contact you regarding your application.

HPC – Health Professions Council

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

Relative – the term is broadly defined by the HPC (Registration and Fees) Rules 2003 as follows:

- (a) spouse;
- (b) any lineal ancestor, lineal descendent, brother, sister, aunt, uncle, nephew, niece or first cousin, of his or of his spouse; or
- (c) the spouse of any relative mentioned in paragraph (b) and or for the purposes of deducing any such relationship 'spouse' includes a former spouse, a partner to whom the person is not married, and a partner of the same sex.

Work address – the main or only address of your current employment. If you are a sole practitioner and carry out home visits (eg chiropodist) then this may be the address where your practice is based. Only the area will be available to view on the public Register so your privacy and security remains protected.