
Council Meeting – 7 July 2010

Review of the Health Professions Council (HPC) admission forms

Introduction

This paper provides an explanation of changes made to the following documents:
Registration form (and guidance notes) – UK applicants

Decision

The Council is requested to approve changes to the admission forms. Approval of the guidance notes is not required; however any feedback is most welcome.

Background information

The admission forms were last reviewed in March 2010 in preparation for the transfer of the statutory regulation of hearing aid dispensers on 1 April 2010 from the Hearing Aid Council to the HPC. We have also taken into consideration feedback provided by applicants, registrants, HPC employees and other stakeholders and have made minor changes to the forms and guidance to make them clearer and more user friendly.

We have amended some of the terminology on the admission forms as highlighted in the education department workplan meeting of March 2009. The changes are to ensure consistency with the wording used on our approved programme list on the website. The changes reflect a more inclusive approach and do not favour universities, or colleges therefore making them applicable to professional bodies and awarding bodies.

Currently the application process for a paramedic, biomedical scientist, and clinical scientist are different to all other professions on the Register. This is mainly for two historic reasons - (i) the main training routes in these professions were not via a university and (ii) passlists were not submitted from the awarding bodies in these areas. The education department have worked hard over the last few years so that a point can be reached where we can deal with all education providers the same, regardless of whether they are a university, college, professional body, or awarding body. All specific requirements around educational achievements of paramedic, biomedical scientists, and clinical scientist registrants are removed. Applicants from these three professions should be dealt with like applicants from any other profession. The proposed changes to the forms will not come into effect until September 2010.

The changes to the admission forms and guidance have been approved by the Education and Training Committee (ETC) as well as 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

Admission forms and guidance notes

Date of paper

17 June 2010



Please read the guidance notes before completing this form.

UK application for registration (for applicants who have completed a UK approved programme)

Registration Department
184 Kennington Park Road, London, SE11 4BU

Lo-call number (if calling from UK) 0845
3004 472 or +44(0)20 7840 9802
www.hpc-uk.org
registration@hpc-uk.org



Before completing your application form you will need to read the guidance notes for UK applicants and the standards of proficiency for your profession. Please complete this form in BLOCK CAPITALS using a black pen.

Your title Mr Mrs Miss Ms other (please specify)

Your first name

Your surname/family name

Your profession

Once you have completed this application form, please make a photocopy of it and all of the supporting documents for your own records. Please send your application by a secure postal method if you want to be certain of delivery.

Please make sure you have included the following documents with your application. Failure to do so will result in your application being returned to you.

Checklist – please check to ensure you have enclosed the following items with your application	Please cross
① A completed application form	<input type="checkbox"/>
② A 'Paying your fees' form with appropriate payment by cheque or money/postal order	<input type="checkbox"/>
③ A completed, signed and dated HPC character reference form	<input type="checkbox"/>
④ A completed, signed and dated HPC health reference form	<input type="checkbox"/>
⑤ Certified* copies of two appropriate documents to confirm your identity	<input type="checkbox"/>
⑥ Certified* evidence of any change of name (if applicable)	<input type="checkbox"/>
⑦ Relevant return to practice forms (if applicable)	<input type="checkbox"/>

* Please refer to guidance notes for more information regarding certification of documents.

Please also check that you have not :	<input type="checkbox"/>
① stapled any part of your application (applications are scanned and staples damage the scanner)	<input type="checkbox"/>
② placed your application in a folder, binder or plastic/paper wallet	<input type="checkbox"/>
③ included any original documents	<input type="checkbox"/>
④ included any document or item which you need to be returned (completed application forms remain the property of HPC)	<input type="checkbox"/>

Your payment		
I enclose a cheque/money order for the amount of £ <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>		Attach a recent passport sized photograph of yourself here. Please do not staple.
My account number is <input type="text"/>		
My sort code is <input type="text"/>		
For HPC use only		
Date stamp		Date of registration <input type="text"/>
Amount received £ <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/>		Registration number <input type="text"/>
Application number <input type="text"/>		
Pass list checked: YES/NO Checked by:		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

- | | |
|---|--|
| <input type="checkbox"/> Arts therapist | <input type="checkbox"/> Operating department practitioner |
| <input type="checkbox"/> Biomedical scientist | <input type="checkbox"/> Paramedic |
| <input type="checkbox"/> Chiropodist and podiatrist | <input type="checkbox"/> Physiotherapist |
| <input type="checkbox"/> Clinical scientist | <input type="checkbox"/> Practitioner psychologist |
| <input type="checkbox"/> Dietitian | <input type="checkbox"/> Prosthetist and orthotist |
| <input type="checkbox"/> Hearing aid dispenser | <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"/> Drama therapist | <input type="checkbox"/> Music therapist |

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

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|--|---|
| <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 | |

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

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|--|--|
| <input type="checkbox"/> Clinical psychologist | <input type="checkbox"/> Counselling psychologist |
| <input type="checkbox"/> Educational psychologist | <input type="checkbox"/> Forensic psychologist |
| <input type="checkbox"/> Health psychologist | <input type="checkbox"/> Occupational psychologist |
| <input type="checkbox"/> Sport and exercise psychologist | |

If you have chosen prosthetist and 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

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

Section 5 Practice outside the United Kingdom (UK) form

If you successfully completed a UK approved programme more than five years ago, but have practised your profession outside the UK during the last two years, you do not need to undertake a period of updating. If this applies to you, please complete this form and include it with your application.

If you have worked for several different employers, please photocopy or print off as many copies of this form as you need.

Your first name:

Your surname/family name:

Please tell us where you were employed:

Department:

Organisation:

Street name

Town/city

County/state

Postcode/zipcode

Country

Name of Manager:

Job title:

Email address:

Telephone number:

Dates you practised outside of the UK: From

DD/MM/YYYY To

Please complete one of the sections below:

Whilst practising outside the UK, I was registered with the following regulator:

Name of regulator:

Address:

Telephone number:

Website address:

Your registration number (or equivalent)

My profession is not regulated in the country where I practised.

Section 6 Paying your fees – please read the guidance notes on paying your fees

Your first payment must be made by cheque or money/postal order. We do not accept bank transfers or direct debit payments for this initial fee. The fees we ask you to send with your application are called a scrutiny fee and a registration fee. The scrutiny fee is a one off non-refundable payment of £53. We cannot process your application without a payment.

You must also pay your registration fee when you apply to be registered. The registration fee for the two-year registration cycle is £152 (£76 per year). The registration fee is reduced by 50% if you successfully completed a UK approved programme within the last two years.

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 and address on the reverse side of your payment and ensure that it is not post-dated. Please note all amounts include the scrutiny fee.

Please choose one of the following four options.

Option 1

- I am applying for registration for the first time and successfully completed a UK approved programme **less than** two years ago. **I wish** to pay future fees by direct debit. I enclose a direct debit instruction and a cheque/money order for the amount of **£91**.

Option 2

- I am applying for registration for the first time and successfully completed a UK approved programme **less than** two years ago. I enclose a cheque/money order for the amount of **£129**.

Option 3

- I am applying for registration for the first time and successfully completed a UK approved programme **more than** two years ago. **I wish** to pay future fees by direct debit. I enclose a direct debit instruction and a cheque/money order for the amount of **£129**.

Option 4

- I am applying for registration for the first time and successfully completed a UK approved programme **more than** two years ago. **I do not** wish to pay future fees by direct debit. I enclose a cheque/money order for the amount of **£205**.

Please complete the direct debit instruction if you have chosen option 1 or option 3

Instruction to your bank or building society to pay by direct debit

Name and full postal address of your bank or building society

Originator's identification number

9 5 2 2 8 8

To the manager Bank/building society

Reference Number

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Address

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Instructions to your bank/building society

Please pay HPC direct debits from the account detailed in this instruction subject to the safeguards assured by the direct debit guarantee.

The amounts are variable and will be debited every six months.

I understand that this instruction may remain with HPC and, if so, details will be passed electronically to my bank/building society.

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 Postcode

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Name(s) of account holder(s)

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Date

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M M

Y Y Y Y

Bank/building society

Account number

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Signed
declaration

Signature

Branch sort code

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Banks and building societies may not accept direct debit instructions for some types of account

THIS GUARANTEE SHOULD BE DETACHED AND RETAINED BY THE PAYER

The direct debit guarantee

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits. If there are any changes to the amount, date or frequency of your Direct Debit HPC will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request HPC to collect a payment, confirmation of the amount and date will be given to you at the time of the request. If an error is made in the payment of your Direct Debit by HPC or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society - If you receive a refund you are not entitled to, you must pay it back when HPC asks you to. You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

Section 7 Declaration of information

- **I declare** that I have read, understood and will comply with the HPC's standards of conduct, performance and ethics.
- **I have** read the data protection information statement set out in the notes which accompany this application form and understand that the HPC may process all of my personal data, as defined by the Data Protection Act 1998, for the purposes set out in statement. I understand that my consent is not required for the HPC to undertake the processing required by the Health Professions Order 2001.
- **I consent** to the HPC processing my personal data for the purposes set out in the information statement which are not required by the Health Professions Order 2001. I understand that I may withdraw my consent to the HPC processing my personal data for any marketing purposes by writing to the HPC informing it that I am withdrawing that consent.
- **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).
- **I agree** to pay the fees for my registration using the option chosen by me in section 6.
- **I consent** to the HPC contacting any person to gather further information on my application or to confirm the information that I have provided. I consent to any person approached by the HPC to assist with the evaluation of my application providing the HPC with any information held by that person in respect of me that the HPC may request.

Date (DD/MM/YYYY)

Signature

Section 8 Character reference

Please give this section to the person you ask to complete your character reference form.

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.

You have been asked to complete a character reference by the person who has given you this form (the applicant), because they want to be registered with the Health Professions Council (HPC).

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 means that you must have a reputation in the community. 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 the Northern Ireland Assembly or Member of the Welsh Assembly;
- an Officer in HM Armed Forces; or
- a registered health professional.

This is not an exhaustive list and if you have any questions as to whether you are able to provide a character reference please contact us on our lo-call number 0845 3004 472 (if calling from the UK) or +44 (0)20 7840 9802.

Once completed please return the character reference directly to the applicant.

Character reference continued

This form is to be completed by your character referee

Before being registered under the Health Professions Order 2001 an applicant must satisfy the HPC that they are of good character. A character reference must be provided on this form by a person of standing in the community who is not a relative of the applicant and who has known the applicant for at least three years. For a list of acceptable referees, please refer to the guidance notes for UK applicants.

Please return this form to the applicant once complete.

Applicant details

Name

Address

Profession

Referee details

Name

Occupation

If you are a member of a professional or regulatory body, please provide its name and your membership/registration number

Practice or business address

Telephone

Please state capacity in which you know the applicant

I confirm that I have known the applicant for years and know of no reason why they should not practise the above profession with honesty and integrity.

The HPC may make further enquiries in respect of the applicant and you, as referee, to verify or clarify information about the applicant and your reference. Should any of the information you have supplied in this reference not be accurate or if you have made any false claims, you may be committing a crime.

The HPC processes your personal data as disclosed in this reference for the purpose of administering the application to which it is attached. The HPC may contact you to ensure that your reference is accurate and may also disclose your personal data to third parties to check its accuracy. Should any inaccuracies be established, your personal data may be transferred to a third party for further investigation. Should a registrant transfer to another country, your reference may be passed to any appropriate regulators in that country.

By signing this reference you confirm that the information that you have provided is accurate and that your personal data may be processed for the purposes specified above.

Date (DD/MM/YYYY) Signature

Section 9 Health reference

Referee's guidance on completing the health reference

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 Health Professions Council (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 that jurisdiction.

You 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 you can carry out a medical examination in order to complete the health reference.

You 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 472 (if calling from the UK) or +44 (0)20 7840 9802.

✉ Registration Department
184 Kennington Park Road, London, SE11 4BU

☎ Lo-call number (if calling from UK)
0845 3004 472 or 020 7840 9802
🌐 www.hpc-uk.org
✉ registration@hpc-uk.org



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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- About the Health Professions Council (HPC)
- How we are run
- About registration
- Applying for registration
- Meeting our standards
- Protected titles

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- Applying if you have completed a UK approved programme.

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Section 6

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Useful terms

About the HPC

We are the Health Professions Council. 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.

We currently regulate 15 health professions, these are:

- Arts therapists
- Biomedical scientists
- Chiropodists and podiatrists
- Clinical scientists
- Dietitians
- Hearing aid dispensers
- Occupational therapists
- Operating department practitioners
- Orthoptists
- Paramedics
- Physiotherapists
- Practitioner psychologists
- Prosthetists and 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 practise their profession safely and effectively.

Applying for registration

Completing an approved course does not guarantee someone will become registered. It shows us the applicant meets our professional standards and is eligible to apply for registration. We need additional information from them in order to be able to register them.

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	Title
Arts therapists: Music, Drama or Art	Art therapist Art psychotherapist Drama therapist Music therapist
Biomedical scientists	Biomedical scientist
Chiropodists and podiatrists	Chiropodist Podiatrist
Clinical scientists	Clinical scientist
Dietitians	Dietitian Dietician
Hearing aid dispensers	Hearing aid dispenser
Occupational therapists	Occupational therapist
Operating department practitioners	Operating department practitioner
Orthoptists	Orthoptist
Paramedics	Paramedic
Physiotherapists	Physiotherapist Physical therapist
Practitioner psychologists	Practitioner psychologist Registered psychologist Clinical psychologist Counselling psychologist Educational psychologist Forensic psychologist Health psychologist Occupational psychologist Sport and exercise psychologist
Prosthetist and orthotist	Prosthetist and orthotist Prosthetist Orthotist
Radiographers: diagnostic or therapeutic	Radiographer Diagnostic radiographer Therapeutic radiographer
Speech and language therapists	Speech and language therapist Speech therapist

About this guidance

Returners to practice

If you have successfully completed a UK approved programme more than five years ago and have been out of practice for more than two years you will need to undertake a period of updating your skills and knowledge before you can become re-registered. As well as the main application form, you must also complete the relevant return to practise forms which can be found on our website at: www.hpc-uk.org/apply

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. If you qualified over two years ago and have not practised your profession, you also need to complete the return to practice requirements and submit the relevant forms to tell us about your updating period.

Please do not send us original documents unless otherwise specified. Instead, please send certified copies of documents.

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 Registration Department at the contact address on the front of this form. If you have recently completed a UK approved programme, you should not send your application until you have received confirmation of your award. Applications cannot be considered unless the correct fees and all other required documents are included. All incomplete applications will be returned. If you cannot be registered your fee will be refunded and you will be notified in writing.

It is advisable to take a photocopy of your application for your records. It is also advisable to send your form to us by a secure method of delivery.

What happens next?

The average processing time for applications is between seven and ten working days. This time may vary depending on the volume of applications received. Once we have processed your application our on line 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.

Certified documents

In the section below, we explain what documents you must send with your application to verify your identity. These documents **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 the Northern Ireland Assembly,

- Member of the Welsh Assembly;
- an Officer in HM Armed Forces; or
- a registered health professional.

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

Verifying your identity

We ask all applicants to provide us with a legible **certified** photocopy of:

- a document containing your photograph; **and**
- a document proving your current address.

Documents you may consider sending us include:

- current signed full passport;
- national identification card and/or other valid documentation relating to immigration status and permission to work in the UK;
- current UK photo card driving licence;
- current full UK driving licence (old version)
- current benefit book or card or original notification letter from the Department for Work and Pensions (DWP) confirming right to benefit;
- recent HMRC tax notification;
- marriage/civil partnership certificate;
- divorce order or dissolution order;
- confirmation from an Electoral Register*;
- recent utility bill*;
- local authority tax bill (valid for the current year);
- bank, building society or credit union statement or passbook containing current address*;
- recent mortgage statement from a recognised lender*;
- current local council rent card or tenancy agreement.

* If these documents are submitted, the date should be within the last six months. If you are sending a bank or building society or credit union statement please black out the account number and sort code details.

If you cannot provide photographic documentation

If you are unable to provide photographic documentation, you should provide us with a passport sized photograph of yourself. This should be endorsed on the back with the signature of a person of standing in the community who has known you for at least three years. The photograph should be accompanied by a signed statement from that person, indicating the period of time that you have been known to them. They should also provide us with their contact details. Please refer to the section 8 (character reference) for a list of acceptable people.

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 the Northern Ireland Assembly, Member of the Welsh Assembly;
- an Officer in HM Armed Forces; or
- a registered health professional.

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 consulate 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 completed 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 contact details are kept up-to-date.
- All references 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, education providers, 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.

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

- the decision to reject your application is wrong; and
- you meet the standards of proficiency; and
- you meet the standards of conduct, performance and ethics.

You will need to establish the grounds for your appeal (ie why you believe that the decision taken is wrong) and follow the appeals procedure.

The appeals process

If your application is rejected you have 28 days following the date of the letter rejecting your application to write to us to appeal against the decision. We will then provide you with further information on the appeals process.

Fraudulent applications

If you falsify information about your identity or any other aspect of your application, the HPC will suspend your application pending an investigation. If such information becomes known to us after you have been registered, an investigation will be launched and your registration may be suspended or terminated. It is a criminal offence to fraudulently obtain registration with the HPC. You may be committing a criminal offence if you supply false information and you may be prosecuted.

Section 1 Registration details

Previous applications

If you have previously applied for registration with us or with 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 you made eg UK, international, grandparenting; and
- any further information eg 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 Character and health self declarations/Vetting and Barring schemes

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.

Vetting and Barring

Vetting and barring schemes are being introduced across the United Kingdom (UK) for those who work (whether paid or in a voluntary activity) with children and vulnerable adults. Whether you need to be registered will depend upon the nature and extent of your contact with children or vulnerable adults but, as the activities covered by the schemes include the delivery of health and social care, it is expected that the majority of HPC registrants will need to be registered in due course.

A separate scheme will apply in Scotland from that which applies in the rest of the UK, but a barring decision made under either scheme (preventing a person from working with children and/or vulnerable adults) will apply throughout the UK. If you work both in Scotland and another part of the UK you may need to be registered under both schemes.

Both schemes are being gradually phased in over a period of years. We can not advise you whether you need to be registered in either scheme. In order to determine if and when you need to be registered, please contact the following:

For England, Northern Ireland and Wales:

Tel: +44 (0)300 123 1111

Website: http://www.crb.homeoffice.gov.uk/faqs/vetting_and_barring_scheme.aspx

For Scotland:

Vulnerable Groups Scheme Implementation Team
Children, Young People and Social Care Directorate
Scottish Government

Victoria Quay

Edinburgh

EH6 6QQ

Tel: +44 (0)131 244 7612

Email: pvg.enquiries@scotland.gsi.gov.uk

If you are registered under either scheme (or both) for any reason, even if it is unconnected with your professional activities (for example, because of volunteer work), you need to provide us with your registration number(s).

If you are subject to a barring decision under either scheme you need to disclose this and provide us with the details of that decision.

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

Section 4 Education and training

Applying if you have completed a UK approved programme

Please tell us the title of your approved programme the start and end dates of your approved programme and the name of the education provider. You do not need to send us a copy of your award certificate unless you successfully completed a UK approved programme more than two years ago.

If you successfully completed a UK approved programme more than five years ago and you have not been practicing you will be subject to additional requirements. For more information, please see details on our website at www.hpc-uk.org/apply/uk/historical/

Section 5 Practice outside the United Kingdom (UK) form

If you have not been registered for two years or more, but have practised your profession outside the UK during the last two years, you do not need to undertake a period of updating. If this applies to you, please complete this form at section 5 of the form and return it with your application.

If you have worked for several different employers, please photocopy or print off as many copies of this form as you need.

Section 6 Paying your fees

You must pay a scrutiny fee and a registration fee at the point of application.

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 £53. We cannot process your application without this payment.

Registration fee

You must also pay your registration fee at the point you apply for registration. The registration fee for the two-year registration cycle is £152 (£76 per year). The registration fee is reduced by 50% if you have successfully completed a UK approved programme within the last two years. 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 and address on the reverse side of your payment and ensure that it is not post-dated. Please note all amounts include the scrutiny fee.

Registration cycle

Your registration cycle is biennial (two-yearly) and is made up of two 'professional years'. The table towards the end of this section details the professional years for each profession we regulate.

Before you send us your application you need to decide whether you wish to pay the full registration fee or wish to spread the cost by paying by direct debit.

Applying within two years of completing an approved programme

If you have successfully completed a UK approved programme within the last two years you are entitled to a 50% discount for the first two-year registration cycle. Your initial registration payment for the first two professional years is £76 (£38 per year).

If you do not wish to set up a direct debit you will need to pay in full by cheque or money order. You need to send us a payment of £129 with your application form. Payments must be made in UK Sterling and drawn on a bank based in the United Kingdom (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.

If you wish to spread the cost of registration please fill in the direct debit instruction. You will need to pay up-front for your first year of registration by sending us a cheque/money order for £91. The remainder of your fee will be deducted from your bank account in two separate £19 instalments. Once you have been registered, we will write to you to tell you the actual dates the amounts will be deducted from your account.

Free period

If you are registered for less than six months before the start of the next professional year, you will receive this period free of charge. You still need to send a payment with your application but this will be used in payment for the first full professional year. If you apply at any other time, you will be charged at the reduced rate for this period in addition to the following two full professional years.

Applying if you completed a UK approved programme more than two years ago

The full registration fee is payable if you apply to be registered at any point in the professional year, even if only for a few days. If you do not need registration immediately in order to work, you may wish to check when your new professional year starts and apply for registration at the start of a new professional year. The following table shows the professional years for each profession we regulate.

Arts therapists	1 June – 31 May
Biomedical scientist	1 December – 30 November
Chiropodists and 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 and orthotists	1 October – 30 September
Radiographers	1 March – 28 February
Speech and language therapists	1 October – 30 September

If you do not wish to set up a direct debit you will need to pay in full by cheque or money order. You need to send us a payment of £205 with your application form. Payments must be made in UK Sterling and drawn on a bank based in the United Kingdom (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.

If you wish to spread the cost of registration please fill in the direct debit instruction. You will need to pay up-front for your first year of registration by sending us a cheque/money order for £129. The remainder of your fee will be deducted from your bank account in two separate £38 instalments. Once you have been registered, we will write to you to tell you the actual dates the amounts will be deducted from your account.

Please note:

For security reasons, HPC does not accept cash payments. If you try to make a payment in cash at the HPC you will be directed to the nearest post office where you can obtain a postal order.

Section 7 Declaration of information

HPC can only process your application if you have signed this declaration. The declaration must be signed within six months of the date you send us your form. 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 8 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 means that your referee must have a reputation in the community. 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 the Northern Ireland Assembly, Member of the Welsh Assembly;
- an Officer in HM Armed Forces; or
- a registered health professional.

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

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 that should you provide fraudulent references you may be prosecuted.

After you have obtained your character reference

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

All applicants must provide a health reference

Only a doctor registered with the General Medical Council (GMC), or the appropriate regulatory body if outside the UK 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 release information. When you give your referee the health reference form you are giving your consent for them to complete this document.
- We cannot accept references sent directly to us by your registered medical practitioner.
- Please remember that should you provide fraudulent references you may be prosecuted.

After you have obtained your health reference

When your doctor has completed your health reference, it should be returned to you. Keep this with your character reference 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 for a medical examination. Your doctor can then 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

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 (2012 for hearing aid dispensers and 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. 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.

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 practice;
- maintaining photographic images of you to ensure your identity;
- informing you about the activities of 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 practice 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

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

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.

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

Continuing professional development (CPD) – 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 controller – a person who either jointly, alone or in common with other people determines the purposes for which and the manner in which any personal data are, or are to be, processed.

Data processor – any person other than an employee of the data controller, who processes the personal data on behalf of the data controller.

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.

Data subject – an individual on whom personal data are processed.

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.

Personal data – means:

- any data from which the identity of a living individual can be determined, either by itself or with other data processed by data controller; and
- any information such as name and address, email address, telephone number and general contact details, personal data includes images on film, photographs and telephone voice recordings.

Processing – means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data including:

- organisation, adaptation or alteration of the information or data;
- retrieval, consultation or use of the information or data;
- disclosure of the information or data by transmission, dissemination or otherwise making available; or
- alignment, combination, blocking, erasure or destruction of the information or data.

Relative – has been broadly defined by the Health Professions Council (Registration and Fees) Rules 2003 (as amended) to include in relation to any person:

(a) his spouse or civil partner;

(b) any lineal ancestor, lineal descendent, brother, sister, aunt, uncle, nephew, niece or first cousin, of his or of his spouse or civil partner; or

(c) the spouse or civil partner of any relative mentioned in paragraph (b),

and for the purposes of deducing any such relationship ‘spouse or civil partner’ includes a former spouse or civil partner, a partner to whom the person is not married, and a partner of the same sex.

Sensitive personal data – means personal data consisting of information as to:

- the racial or ethnic origin of the data subject;
- political opinion;
- religious beliefs or other beliefs of a similar nature;
- whether a member of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992);
- physical or mental health or condition;
- sexual life;
- the commission or alleged commission of any offence; or
- any proceedings for any offence committed or alleged to have been committed, the disposal of such proceedings or the sentence of any court in such proceedings.

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.