

Education and Training Committee Meeting – 11 June 2009

Review of the Health Professions Council (HPC) renewal and final renewal forms

Executive Summary and Recommendations

Introduction

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

- Registration renewal form; and
- Registration final renewal form.

Decision

The Education and Training Committee is requested to review and recommend Council approve changes to the renewal and final renewal forms.

Background information

The renewal and final renewal forms were last reviewed prior to July 2006 in preparation for the introduction of the HPC continuous professional development (CPD) standards. The forms have been reviewed again in preparation for statutory regulation of practitioner psychologists on 1 July 2009. We have also taken into consideration feedback provided by registrants, HPC employees and other stakeholders and have made minor changes to the forms to make them clearer and more user friendly.

All registrants must undertake CPD as part of their registration with HPC. Whenever a profession is invited to renew their registration, registrants are asked to sign a declaration to confirm that they 'continue to meet HPC's standards for continuing professional development'.

From July 2006, renewal of registration has been tied to undertaking CPD. The HPC guidance states that only registrants that have been registered for more than two years will be audited. The HPC made the decision as we believe that registrants should be allowed two years on the Register to build up evidence of their CPD activities before they are audited. This means recent graduates and those who have just returned to the Register are not chosen for audit the first time that they renew their registration.

Practitioner psychologists will not have been on the Register for two years when they reach their first renewal date of 1 June 2011. To ensure consistency with

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2009-05-26	a	REG	PPR	Review of HPC renewal and final renewal forms	Final DD: None	Public RD: None

existing practice the HPC will not audit practitioner psychologists when they renew their registration in 2011.

The first time a sample of the profession will be audited to provide evidence of how they meet the CPD standards will be in 2013, by which point they will have been on the HPC Register for a full two professional years. Until the start of the practitioner psychologists' renewal cycle in 2011, the renewal declaration for this profession will change to read 'I will seek to ensure I meet HPC's standards for continuing professional development'. In 2011 practitioner psychologists renewing their registration will be asked to sign a professional declaration to say that they meet the HPC's standards for CPD.

Practitioner psychologists are the only profession that this minor change applies to. All other 13 professions will continue to use the existing renewal forms.

The changes to the renewal and final renewal forms have been reviewed by HPC's lawyers. However, the Education and Training Committee is asked to note that some minor changes may be made to the documents following approval.

Resource implications

Nil

Financial implications

Nil

Background papers

1. Integrating new professions into the HPC renewal cycle, November 2008, Finance and Resources Committee paper
2. Practitioner psychologists – Continuing Professional Development, March 2009, Education and Training Committee paper

Appendices

Renewal and final renewal forms

Date of paper

22 May 2009

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2009-05-26	a	REG	PPR	Review of renewal form ETC June 2009	Final DD: None	Public RD: None



Change of contact details

Registration number

PLEASE TURN OVER

Registration number input boxes

Section 3 Contact details

 these are the details that HPC currently has for you on its records

Home address

Work address

Updated information

 – If the information printed above is not correct please complete the correct details in the boxes provided

Surname/family name

First name

Date of birth

Gender M F

D D M M Y Y Y Y

Home address:

House/building number

Street or road

Address line 2

Town/city

County/state

Country

Postcode/zip code

Work address:

Organisation/hospital

Department/unit

Address

Address line 2

Town/city

County/state

Country

Postcode/zip code

Telephone information

Home

Work

Home mobile

Work mobile

Email information

 – Please write in **CAPITAL LETTERS** and use a separate box for each full stop (.) and the at symbol (@)

To help improve the service we provide, we are asking registrants to provide an email address. If you DO NOT wish to receive communications from us by email, simply leave the section on this form blank.

Email address input boxes

Please indicate whether this is a Work Home address

I confirm the above information to be correct

Date D D M M Y Y Y Y

Signature

www.hpc-uk.org

have you checked the HPC website lately?

Online you can find:

- the online Register; the fastest, most up-to-date way for you or your employer to check your registration status;
- news and updates; information, news releases and updates about the work that we are doing;
- our full range of publications including all of our standards;
- information for registrants; including information about renewing your registration and continuing professional development (CPD); and much more.

you can also sign up to our e-newsletter by emailing: newsletter@hpc-uk.org

PS, don't forget to:



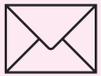
Pay



Sign



Before completing this form you will need to read the 'How to fill in your registration renewal form' booklet. Please complete this form in BLOCK CAPITALS using a black pen.



Please send your completed forms to:
Registration Department, HPC, Park House,
184 Kennington Park Road, London, SE11 4BU



Please call us on **0845 3004 472** (if calling from the UK) or +44 (0)20 7840 9802 if you need any help in completing this form

Section 1 Registration renewal fee

Name

Profession

Your registration number

You must pay and sign by

Your balance is

Your renewal fee is

To renew your registration with HPC, you need to

 Pay Sign Pay & Sign

You need to pay

- Continue with existing direct debit instruction
- New direct debit instruction (please check this box if you wish to set up a new direct debit or if your bank account details have changed)
- Cheque, postal/money order or bankers draft for the full amount

Section 2 Professional declaration (Please tick all boxes that are relevant to you)

I have:

- continued to practise my profession since my last registration; **OR**
- not practised my profession since my last registration but have met the HPC's return to practice requirements. Please see Section 2 in the 'How to fill in your registration form' booklet for more information.

I confirm that:

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

You will not be registered if you cannot sign this declaration.

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

PS, don't forget to:



I declare that the information provided by me is true and accurate and understand that fraudulently procuring an entry in the HPC Register is a criminal offence under Article 39 of the Health Professions Order 2001.

Date

D D M M Y Y Y Y

Signed declaration

Signature

Please do not detach the direct debit mandate

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



Name and full postal address of your bank or building society

To the manager

Bank/building society

Address

 Postcode

Name(s) of account holder(s)

Bank/building society Account number

Branch sort code

 - -

Originator's identification number

9 5 2 2 8 8

Reference Number

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.

Date

D D M M Y Y Y Y

Signed declaration

Signature

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 take part in the direct debit scheme. The efficiency and security of the scheme is monitored and protected by your own bank or building society. If the amounts to be paid or the payment date changes HPC will notify you 10 working days in advance of your account being debited or as otherwise agreed. If an error is made by HPC or your bank or building society, you are guaranteed a full and immediate refund from your branch of the amount paid. You can cancel a direct debit at any time by writing to your bank or building society. Please also send a copy of your letter to us.

