

APPENDIX 1 – ACCEPTANCE FOR REGISTRATION LETTER

«Title» «Forenames» «Surname»
«Addr1»
«Addr2»
«Addr3»
«Addr4» «Addr5»
«Addr6» «Addr7»

Ref: «Advanced_Application_Number»

Date: 06 July 2005

Dear «Title» «Surname»

RE: Approval of application

Your application for registration with the Health Professions Council has been scrutinised by the Council's assessors and we are pleased to inform you that you have been approved for entry onto the Register as a «Job_Title» upon payment of the registration fee.

Upon receipt of the registration fee your name will be entered onto the register and a certificate issued as confirmation of this. Once payment has been made, please allow approximately two weeks for receipt of your certificate. In the meantime, if your employer or agency, require confirmation of your registration status it is available to view on our website www.hpc-uk.org where the information may be viewed in real time.

Registration fees are payable on a two-yearly cycle. Your initial registration fee depends upon when you first register during that cycle:

| Profession | Professional Two- year Cycle Start/End | Initial Registration (must be paid by cheque/money order) | Renewal fee | Total amount payable |
|---------------------------|--|---|-------------|----------------------|
| Radiographer | 1 st March 2004 - 28 th February 2006 | £60 | £60 | £120 |
| Physiotherapist | 1 st May 2004 - 30 th April 2006 | £60 | £60 | £120 |
| Arts Therapist | 1 st June 2004 - 31 st May 2006 | £60 | £60 | £120 |
| Dietitian | 1 st July 2004 - 30 th June 2006 | £60 | £60 | £120 |
| Chiropodist/Podiatrist | 1 st August 2003 - 31 st July 2006 | £60 | £120 | £180 |
| Orthoptist | 1 st September 2003 - 31 st August 2005 | £60 | £60 | £120 |
| Paramedic | 1 st September 2003 - 31 st August 2005 | £60 | £60 | £120 |
| Prosthetist/Orthotist | 1 st October 2003 - 30 th September 2005 | £60 | £60 | £120 |
| Clinical Scientist | 1 st October 2003 - 30 th September 2005 | £60 | £60 | £120 |
| Speech Language Therapist | 1 st October 2003 - 30 th September 2005 | £60 | £60 | £120 |
| Occupational Therapist | 1 st November 2003 - 31 st October 2005 | £60 | £60 | £120 |
| Medical Laboratory | 1 st December 2003 - 30 th November 2005 | £60 | £60 | £120 |

| | | | | |
|-----------------------------------|--|--|--|--|
| Technician (Biomedical Scientist) | | | | |
|-----------------------------------|--|--|--|--|

The registration/renewal fee now due is £ .

Please complete the attached ‘Paying Your Registration and Renewal Fee’ form.

If you have a UK bank account you may choose to pay renewal fees by Direct Debit; this is recommended as you can pay in instalments every 6 months. In this case the initial registration fee of £60.00 will still have to be paid by cheque, cash, British postal orders or credit/debit card and payment must be accompanied by a completed Direct Debit form.

If you do not choose to pay by direct debit the registration & renewal fee is payable in full before you will be given your HPC registration number.

If the registration/renewal fee is not received within 90 days of the date of this approval letter the approval may no longer be valid and a your applications may be withdrawn and you will be required to reapply submitting new forms and a scrutiny fee.

Please remember: you must inform us of any change of work or correspondence address within 28 days of relocating.

Yours sincerely

International/Grandparenting Registrations

APPENDIX 2 – PERIOD OF ADAPTATION LETTER

«Title» «Forenames» «Surname»
«Addr1»
«Addr2»
«Addr3»
«Addr4» «Addr5»
«Addr6» «Addr7»

Ref: «Advanced_Application_Number»

Date: 06 July 2005

Dear «Title» «Surname»

RE: Period of adaptation

Further to your application for admission to the Register we would like to inform you of our decision regarding registration. Having carefully reviewed your application we recommend the following course of action:

- to undertake further training in the field of <insert profession> details of the recommended guidelines for training are included in the attached assessment report
- to gain experience in the area of <insert profession> details of the recommended guidelines are included in the attached assessment report

This is a recommendation only and is not enforceable by any individual or organisation related directly or indirectly to the HPC. *If you do not take up this recommendation within 6 months you are advised to contact the HPC for assistance and to find out if the original decision is still valid.*

If HPC hears nothing from you within 6 months of receipt of this letter, you may be required to reapply for registration submitting a new set of documentation and forms.

However, you are advised that should you make a new application, it will be affected by prior attempts and the Council will take into consideration any previous decisions, recommendations or guidelines it has made on an individual's case. It is therefore strongly advisable that you provide satisfactory evidence to show that all criteria laid out in the advice given are met in your new application.

Those applying under the two-year transitional arrangements window must reapply before 8th July 2005. There are no time limits for those applying under the International route.

Please do not hesitate to contact us directly if you have any questions relating to this application:

The lo-call number for International within the UK is 0845 3004720.

Yours sincerely

International/Grandparenting Registrations

APPENDIX 3 - TEST OF COMPETENCE LETTER

«Title» «Forenames» «Surname»
«Addr1»
«Addr2»
«Addr3»
«Addr4»
«Addr5» «Addr6»

Ref: «Advanced_Application_Number»

Date: 06 July 2005

Dear «Title» «Surname»

RE: Test of competence - interview

Further to your application for admission to the Register we would like to inform you of our decision. Having carefully reviewed your application our assessors are unable to determine your abilities under certain parts of the standards of proficiency, which are detailed in the attached assessment report.

We recommend you undertake a test of competence which will involve attending an interview. Please see the details below of where the assessment will take place:

Date:

Time:

Venue: Health Professions Council

If you are unable to attend, please contact one of our Registration Officers on 0845 3004 720 or +44 20 7840 9804 to arrange a more appropriate time for the assessment to be carried out. Failure to turn up for an assessment that is not due to sickness or extenuating circumstances will be noted and *your application will be rejected.*

The test of competence will result in the production of a short report, which may include a final decision or recommendation made by the Council regarding your application. Any decision or recommendation that is reached will be communicated to you in writing. Please note that the assessors may specify that you undertake further stages of a test of competence at a later date.

We would like to take this opportunity to wish you the best of luck in your interview. Please do not hesitate to contact us directly if you have any questions relating to your application.

You cannot appeal against this decision. If you wish to make an appeal you must inform the HPC that you do not wish to attend the Test of Competence and your application will be rejected. Following this you may make an appeal which must be logged with the HPC within 28 days

Yours sincerely

International/Grandparenting Registrations