health & care professions council

Health and Care Professions Council (HCPC) - 18 September 2012

New readmission application form

Executive Summary and Recommendations

Introduction

This paper provides an explanation of the improved process for registrants who have lapsed from the Register following an invitation to renew or have lapsed as a result of non – payment.

Decision

This paper will be considered by the Education and Training Committee at their meeting on Thursday 13 September and Council will be updated on their decision.

Subject to the decision of the Education and Training Committee, the Council is requested to approve the attached new readmission application form (Appendix A).

Background information

Currently registrants who wish to return to the Register after lapsing following a renewal period or as a result of non - payment are required to complete a nine page readmission application form.

In support of this application the HCPC request:

- A completed, signed and dated HCPC character reference form;
- Certified copies of two appropriate documents to confirm identity;
- Certified evidence of any change of name (if applicable); and
- Relevant return to practice forms (if applicable).

All the necessary forms and guidance are available for applicants to download from the HCPC website.

It is proposed that when the registration lapsing letters are sent to registrants who have not renewed their registration during a renewal period or have lapsed as a result of non – payment, a new two sided readmission application form (Appendix A) is included with the lapsing letter. This application form will be pre-printed with

the lapsed registrant's details i.e. name, address. The new duplex form will provide applicants with the ability to provide:

- A completed, signed and dated HPC character reference form; and
- Certified evidence of any change of name (if applicable).

The new readmission application form will be processed using the image and character recognition software already utilised by the Registration Department to process paper renewal application forms. This will reduce the need for Registration Advisors to manually input readmission applications to the registration database (NetReg).

The new form will be supplemented by a booklet providing applicants with guidance around completion of the new readmission application form.

As HCPC will be sending the new form to individuals who have recently lapsed at their last known address no proof of identity will be requested as the new readmission application will only be accepted one month from the date of lapsing. Following expiry of this time applicants will be directed to use the existing readmission application form, which can be downloaded from the HCPC website.

The new readmission application form has been reviewed and approved by the Solicitor to the Council. The form will be subject to minor editorial amendments.

Please note the form in Appendix A will be duplex and the actual size will be 210 X 420mm, when implemented.

The new readmission application form was reviewed by the Education and Training Committee (ETC) at their meeting on the 13 September 2012. ETC recommended that Council approve the new form.

Resource implications

It is anticipated that this will increase efficiency as the new readmission application form will require 20% of the current time required to process readmission applications. HCPC currently processes around 4,000 readmission applications per annum with this number expected to increase as a result of the transfer of social workers from the GSCC. The 2012 – 2013 Registration Department forecasting model, Registration Department budget and work plan have assumed that the new readmission application form will be operational from the 1 December 2012.

Financial implications

The new readmission application form will require changes to the Registration Department data base (NetReg) and the image and character recognition software (DocXP). A major project has been approved and implemented by the Executive Management Team (EMT) with a budget of £41,665 approved and assigned.

Date	Ver.	Dept/Cmte	Doc Type	Title	Status	Int. Aud.
2012-08-30	а	REG	PPR	Council – New readmission	Final	Public
				application form	DD: None	RD: None

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Background papers

Revised Registration Renewal Process, March 2012, Education and Training Committee paper

Appendices

Appendix A – New readmission application form

Date of paper

30 August 2012

Date Ver. Dept/Cmte Doc Type 2012-08-30 a REG

PPR

Page 3 of 2 Title

Council – New readmission

application form

Status Final

Int. Aud. Public RD: None

DD: None

Appendix A

Actual Size: 210x420mm	Created on Created on	SVT •
	Readmission application for registration (for applicants who have previously been registered with HCPC)	TURN OVER
	Please send your completed form to: Registration Department, HCPC, Park House, 184 Kennington Park Road, London, SE11 4BU	
	Section 1 Registration renewal fee	
	Name	
	Profession	
	Your registration number When did you last practise your profession	
	Section 2 Declaration of information	
	 I declare that my physical and mental health do not impair my fitness to practise the profession to which my application relates. I declare that I have read, understood and will comply with the HCPC'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 may process all of my personal data, as defined by the Data Protection Act 1998, for the purposes set out in that statement and requirements for continuing professional development (CPD). I understand that my consent is not required for the HCPC to un processing required by the Health and Social Work Professions Order 2001. I consent to the HCPC processing my personal data for the purposes set out in the information statement which are not required by and Social Work Professions Order 2001. I consent to the HCPC processing my personal data for the purposes set out in the information statement which are not required by and Social Work Professions Order 2001. I understand that fraudulently procuring an entry in the HCPC Register is a criminal offence under article 39 of the Health and SProfessions Order 2001. I agree to pay the fees for my registration using the option chosen by me in Section 4. I consent to the HCPC contacting any person to gather further information or my application or to confirm the information that I hav I consent to any personal proceded by the HCPC to assist with the evaluation of my application providing the HCPC with any information by the ICPC consecting any personal of the professions or der 2001. 	the HCPC's adertake the by the Health data for any Social Work re provided.
	I confirm that the information I have provided in this form is correct.	_
	Date D D M M Y Y Y Y declaration Signature	
	Section 3 Character reference - Referee details	
	Name Image: Contract of the state of the st	
	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	Ť
	Telephone	
	Please state capacity in which you know the applicant	
	Email address	
	 I confirm that I have known the applicant for at least three years and know of no reason why they should not practise the ab profession with honesty and integrity. The HCPC may make further enquiries in respect of the applicant and you, as referee, to verify or clarify information about applicant and your reference. Should any of the information you have supplied in this reference not be accurate or if you have m any false claims, you may be committing a crime. The HCPC processes your personal data as disclosed in this reference for the purpose of administering the application to whice is attached. The HCPC may contact you to ensure that your reference is accurate and may also disclose your personal data to parties to check its accuracy. Should any inaccuracies be established, your personal data may be transferred to a third party further investigation. Should a registrant transfer to another country, your reference may be passed to any appropriate regula in that country. By signing this reference you confirm that the information that you have provided is accurate and that your personal data may processed for the purposes specified above. 	the nade ch it third y for ttors
	Date Date Signature	
	Section 4 Paying your fees	
	Please choose one of the following four options. Option 1 I am applying for readmission within one month of the date my name was lapsed from the Register. I wish to pay fu	iture fees by
	 direct debit. I enclose a direct debit instruction (overleaf) and a cheque / money order for the amount of £76. Option 2 I am applying for readmission within one month of the date my name was lapsed from the Register. I do not wish to fees by direct debit. I enclose a cheque / money order for the amount of £152. 	o pay future
	WWW.hcpc-uk.org Have you checked the HCPC website recently?	
	 check the online Register (the fastest way for you or your employer tocheck your registration status in real time); find information about renewing your registration and continuing professional development (CPD); download or request copies of our publications (including all of our standards); find news and updates (including information on consultations); and subscribe to our e-newsletter. 	

Appendix A

Actual Size: 210x420mm

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