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Introduction

About the Health Professions Council

What does the HPC do?

We are a new regulator whose job is to protect people treated by the health professionals we register. We only register people who meet our standards for their behaviour, professional skills and health. Health professionals on our register are called **registrants**. The health professions we regulate are listed in the table below, which shows the parts and subsections of the Register and the designated titles that are protected by law:

PART OF REGISTER	SUBSECTION	TITLE
Arts Therapist	Art Therapist Dramatherapist Music Therapist	Art Psychotherapist Art Therapist Music Therapist Dramatherapist
Chiropodist and Podiatrist		Chiropodist Podiatrist
Clinical Scientist		Clinical Scientist
Dietitian		Dietician Dietitian
Medical Laboratory Technician (Biomedical Scientist)		Medical Laboratory Technician
Occupational Therapist		Occupational Therapist
Orthoptist		Orthoptist
Prosthetist and Orthotist	Prosthetist Orthotist	Prosthetist Orthotist
Paramedic		Paramedic
Physiotherapist		Physiotherapist Physical Therapist
Radiographer	Diagnostic Radiographer Therapeutic Radiographer	Radiographer Diagnostic Radiographer Therapeutic Radiographer
Speech & Language Therapist		Speech & Language Therapist Speech Therapist

How does this affect me?

If you want to practise using one of the professional titles we protect, you must register with us, or you could face prosecution. Registering with us means agreeing to meet and keep to our standards.

How can I find out more?

To receive a leaflet explaining how to register with us, please write to: The Communications Department, The Health Professions Council, Park House, 184 Kennington Park Road, London SE11 4BU or email info@hpc-uk.org. You can also download a copy from our website at: www.hpc-uk.org/communications.

About this guide

This guide will help you if you are applying to register with us, or if you are applying for readmission to our register. You do not need this guide if you are renewing your registration.

The guide will help you complete the HPC's **Registration/Readmission form**. Please read the guide carefully before you begin, and keep it to hand while you fill in the form. The form has references to specific notes in this guide, which look like this: **REF NOTE**

The notes will either help you to answer a particular question, or they will explain why we have asked for that piece of information. We have only written notes for questions where we think that you might have difficulty answering. If you read the notes and you are still not sure how to answer a question, or there is no note for the question you are trying to answer, you can:

- look for more information on our website: www.hpc-uk.org/apply
- send an email to UK Registrations: registration@hpc-uk.org
- send an email to International/Grandparenting Registrations: international@hpc-uk.org or grandparenting@hpc-uk.org
- call UK Registrations on +44 (0)20 7840 9802 or 0845 3004 472 (if calling from the UK)
- call International/Grandparenting Registrations on +44 (0)20 7840 9804 or 0845 3004 720 (if calling from the UK)

Before you begin

The documents you will need to make an application depend on your background. Use this table to check you have the correct forms and guides:

	UK applicants (individuals holding an approved UK qualification, or applying for readmission to the Register)	International applicants (individuals with non-UK training or qualifications)	Grandparenting applicants (individuals applying through the transitional provisions of the Health Professions Order 2001)
For your information	Guidance notes for Registration/Readmission form	Guidance notes for Registration/Readmission form	Guidance notes for Registration/Readmission form
	Guidance notes for Supplementary details for UK applicants	Guidance notes for Supplementary details form (International applicants)	Guidance notes for Supplementary details form (Grandparenting applicants)
	Standards of Proficiency	Standards of Proficiency	Standards of Proficiency
	Standards of Conduct, Performance and Ethics	Standards of Conduct, Performance and Ethics	Standards of Conduct, Performance and Ethics
	HPC Data Protection Policy	HPC Data Protection Policy	HPC Data Protection Policy
Forms you must complete	Checklist for UK applicants	Checklist for International applicants	Checklist for Grandparenting applicants
	Registration/Readmission form	Registration/Readmission form	Registration/Readmission form
		Supplementary details form (International applicants)	Supplementary details form (Grandparenting applicants)
	Paying your registration/readmission and renewal fee form	Paying your scrutiny fee form	Paying your scrutiny fee form
	HPC Character reference form	HPC Character reference form	HPC Character reference form
	HPC Health reference form	HPC Health reference form	HPC Health reference form
		HPC Clinical reference form x 2	Grandparenting reference form
		Course information form	

Readmission to the Register

If you have previously been registered with the HPC, or the CPSM, and you wish to reinstate your name to our Register, you need to complete the Registration/Readmission form. The documents you will need to submit with your application are the same as those for UK applicants, irrespective of where you gained your original qualification.

Identification

Photo identification

We ask all applicants to provide us with a legible copy of your passport, national identity card, DVLA/European driving licence or EU photo identity card. We also ask you to provide us with an up to date passport photograph, which should be attached with glue to the main **Registration/Readmission form**. Please write your name and date of birth on the back of your photograph. This will help us to match your photograph to your application should it become loose.

Birth certificate

We ask all applicants to provide us with a birth certificate. If you are an International applicant and you do not have a birth certificate, we will accept other appropriate evidence. If you are a UK or Grandparenting applicant and have lost your birth certificate you can contact **www.statistics.gov.uk** for a replacement.

Translation of documents

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

Certified copies of education and training certificates

We ask you to provide a certified copy of your education and training certificates. Please ask your university/college to authenticate your certificate with an official stamp. Alternatively, you may have your education and training certificates certified by a solicitor, lawyer or justice of the peace.

General information on completing the forms

To make sure we can process your form, please use a black ball point pen and **BLOCK CAPITALS** when you fill out all the forms. Please mark boxes using a cross, as shown in this example: 

At any stage, if you run out of space, please continue on a separate sheet of paper. If you do this, make sure you put the question number to which the information relates at the top of the page.

PLEASE DO NOT STAPLE ANY DOCUMENTS TO THE FORMS. Please use a paperclip instead. We will return your application if it does not meet these requirements, and you will have to send in a new, correct application for us to process.

You must answer all the questions as fully as possible. If there is an answer to a question, you must give it. If your application is incomplete or incorrect (for instance, if a certificate uses a different name to your current name and you have not provided evidence of a name change), we may have to contact you to find out more. We might also have to return your application to you and ask you to re-submit it.

We will use the information you provide for a number of purposes, including confirming your identity. This can include contacting organisations and individuals that you name in your application, including, but not limited to, professional bodies, universities, places of work and referees. If we find that you have falsified information about your identity or any other aspect of your application, we will suspend your application and undertake an investigation. Please remember that it is illegal to fraudulently procure an entry in the HPC Register and if you do this, you may be subject to prosecution in a court of law.

Please note:

- all forms are the property of the HPC and should be returned to: The Registration Department, Park House, 184 Kennington Park Road, London, SE11 4BU.
- we always try to process applications for registration as quickly as possible and we will always write to you to tell you what decision we have made about your application. Until we have written to you, please DO NOT make any arrangements or incur any expenses which depend upon an application being approved. We will NOT ACCEPT liability for any loss or expense you incur in these circumstances. Please remember that it is illegal to use a title that we protect unless you are registered. It is also illegal to represent falsely that you are registered with the HPC.
- to help us process your application as quickly as possible, please check it very carefully and make sure you include all the documents we need. If we need to contact you, we will use the details you provide on the form, so it is very important to make sure that these are up to date and accurate, and to contact us immediately if they change.
- **UK applicants:** if you hold an approved UK qualification and you want to register, you must have obtained it within the last four years on the date of your application. If your qualification is more than four years old, please send a written request to: The UK Registration Manager, The Health Professions Council, Park House, 184 Kennington Park Road, London SE11 4BU or email registration@hpc-uk.org
- there is a period of two years from the date that the register opened (July 9th 2003) during which you can apply for registration under the transitional provisions of the Health Professions Order (the 'Grandparenting' process). If you apply outside this two year period, we cannot consider your application under the transitional provisions.

Application process (International/Grandparenting applicants)

Once we have received your application it will be checked to ensure that it is complete. If there are any missing documents your application will be returned.

We will endeavour to send you an acknowledgement letter within fifteen working days of receipt of your application. Please do not contact us before this time.

Your application will be sent out for assessment by two HPC Registration assessors. They will return an assessment decision to the HPC. We will then communicate the result to you in writing within twenty working days. During busy periods and holiday times this may take longer. Once we have received an agreed assessment decision we will write to you with one of the following decisions:

- test of competence
- accepted
- rejected – due to insufficient qualification
- rejected – further education and training required

Test of competence

If there are shortfalls in your application, you may be asked to complete a test of competence. This may comprise the following levels: an interview, visit or practical demonstration or a combination of these levels.

We will write to you with details of what the test of competence will comprise and where you can attend the interview or practical demonstration.

Please be aware that the test of competence process is not a single examination with a pass or fail outcome. It is an assessment of your abilities and will be used by the assessors to understand whether the shortfalls in your application relate to insufficient evidence in your application or a lack of experience or knowledge in a particular area.

There is no separate fee for the test of competence.

Accepted applications (International/Grandparenting applicants)

We will notify you in writing if your application has been approved. We will attach a **Paying your registration and renewal fee form** for you to complete. There will be a table explaining what your registration and renewal fee will be according to your professional year end.

Rejected applications

The assessors may reject your application due to insufficient qualifications or because further education and training is required. You may reapply as you wish.

Biomedical Scientists

UK applicants

If you are a UK applicant and are applying for registration as a Biomedical Scientist you must, in the first instance, apply for membership with the Institute of Biomedical Science. Once you have been awarded a Certificate of Competence by the IBMS you may apply for registration with the HPC.

We ask you to submit the original Certificate of Competence with your application to the HPC and not a photocopy.

International/Grandparenting applicants

If the assessors decide that your application is not acceptable for registration, you may be required to do a period of training with the IBMS. If this is the case, we will write to you outlining the length of training required and the subject areas to be covered.

You will be required to complete your training in an approved laboratory. Please contact the IBMS for an up to date list. The contact details for the IBMS will be provided in your letter. Once you have secured a placement with a laboratory, you must ask your supervisor to contact the IBMS for a log book on your behalf. On successful completion of the log book, please ask your supervisor to contact the IBMS once again to book an oral assessment on your behalf.

Once you have passed the oral assessment, please send the original certificate of competence awarded by the IBMS to us. As soon as we receive this, we will send you a letter approving you for state registration. We will attach a **Paying your registration and renewal fee form** for you to complete. There will be a table explaining what your registration and renewal fee will be according to your professional year end.

Clinical Scientists

You can apply for registration as a clinical scientist as a UK, Grandparenting or International applicant.

UK applicants

There are currently no approved courses for clinical scientists. You can approach the Association for Clinical Scientists (ACS) for membership. This entitles you to apply for registration as a UK applicant. You must enclose your original certificate of attainment awarded by the ACS with your application.

Membership of the Registration Council for Scientists in Health Care also allows you to apply for registration as a UK applicant. Please provide proof of membership with your application.

Paramedics

UK applicants

If you are a UK applicant and you are applying for registration as Paramedic, you are required to send a copy of your IHCD qualification with your application.

Fees

The fees for registration will depend on which route you are applying under. For further information regarding fees and payment methods please refer to the following:

- UK applicants (including readmittance applicants) should refer to **Guidance Notes for supplementary details for UK applicants**
- Grandparenting applicants should refer to the **Guidance Notes for supplementary details form (Grandparenting applicants)**
- International applicants should refer to the **Guidance Notes for supplementary details for (International applicants)**

Successful applications

If you have met all our registration requirements, your application will be successful. Our registration requirements include payment of our registration fees.

If your application is successful, we will:

- send you a **Certificate of Registration**
- place your details on our Register
- notify you of your registration number on receipt of your registration fee (for Grandparenting and International applicants only)

We divide the information held on our register into a section that is made available to the general public, and a second section that we use for other purposes, such as contacting registrants. The publicly available register shows:

- registrant name
- unique identifier (registration number)
- part of the Register in which the registrant is registered
- subsection of Register (if applicable e.g. Diagnostic Radiographer or Therapeutic Radiographer)
- date of current registration
- date of expiry of current registration
- the approximate geographical area in which a registrant practises (e.g. Guildford GU1)

With your name on our register, you will be able to practise using the relevant title or titles for your profession.

Guidance notes for Registration/Readmission form

Section 1: Personal details

Question 1.02: previous applications

If you have applied for registration with us in the past, or with our predecessor body, the Council for Professions Supplementary to Medicine (CPSM), you must tell us about your application.

Please tell us:

- application number
- the date of the application
- the type of application (was it made through transitional provisions, as an international application etc.)
- any further relevant information (for instance, if you began an application but then withdrew, you should tell us)

Further on in the form, we ask you for more information about this topic. We ask you to tell us if you have previously been registered with us or with the CPSM. Please remember that it is illegal to apply for registration with us if you have not informed us of any previous applications.

Question 1.03: basis of application

We can only accept your application for registration if it is made on the basis of one of the following:

- you have an approved qualification or licence to practice awarded in the UK
- you have a qualification that is legally considered to be equivalent to an approved UK qualification, and you are also an EEA national
- you have some other qualification(s), training or experience that you gained outside the UK
- you are applying to register with us through the transitional provisions (Grandparenting)

You should not complete this form if you are applying for renewal of your registration. You should complete a **Registration renewal form** instead. This is available from UK Registrations, Park House, 184 Kennington Park Road, London, SE11 4BU, or from our website www.hpc-uk.org.

Question 1.17: name change

It is essential that your personal details are kept up to date. This is a requirement of the Health Professions Order 2001.

We must be sure that the evidence you supply relates to you and not to someone else. If you change your name during the application process you must notify us. We can change your name, if you have married, over the telephone or by e-mail. All other changes must be put in writing with a photocopy of the relevant documentation (i.e. deed poll).

If you change your name after being registered, you must notify us within 28 days. Again, we can change your name, if you have married, over the telephone or by e-mail. All other changes must be put in writing with a photocopy of the relevant documentation (i.e. deed poll).

Question 1.26: home address

It is essential that your contact details are kept up to date. This is a requirement of the Health Professions Order 2001. By law, your registered address with us is your home address, and this is the address we use for correspondence with you. We do not publish this address on the publicly available Register.

If you change your address during the application process, you must notify us. We can change your home address over the telephone or by email.

If you change your address after being registered, you must notify us within 28 days. Again we can change your name, if you have married, over the telephone or by e-mail. All other changes must be put in writing with a photocopy of the relevant documentation (i.e. deed poll).

Question 1.36: work address

It is essential that your contact details are kept up to date. This is a requirement of the Health Professions Order 2001. The work address you provide us with should be your main place of work, if you know this. If you do not know where you will be working, you must tell us. We do not publish this address on the publicly available Register. Instead, we publish the approximate area in which you work (e.g. Guildford GU1).

If you change your address during the application process, you must notify us. We can change your work address over the telephone or by email.

If you change your address after being registered, you must notify us within 28 days. Again we can change your name, if you have married, over the telephone or by e-mail. All other changes must be put in writing with a photocopy of the relevant documentation (i.e. deed poll).

Section 2: Character

In this section, you can provide evidence about your character, including any membership of relevant professional bodies or organisations.

Question 2.01: character reference

All applicants must provide a character reference on a HPC **Character reference form**. The referee must sign and date the form on the understanding that it is illegal for them to provide a false reference. Only someone who is of good standing in the community can be a referee. This could be a health professional registered by the HPC, a doctor, a solicitor, an accountant, a bank manager, a justice of the peace, a minister of the church, a rabbi, an imam or another religious official acceptable to The Council. The referee cannot be related to you and must have known you for at least three years.

All references must be completed, signed and dated by the referee and returned to the applicant in a sealed envelope. We cannot accept faxed copies of references forms.

Please remember that if you provide fraudulent references you may be prosecuted in a court of law.

Question 2.02: membership of professional bodies and organisations

If you are applying under the transitional provisions we will consider, among other things, the length of time for which you have been on the register of any professional or regulatory body for your profession, to help us determine how to assess your application.

Section 3: Legal and disciplinary proceedings

Question 3.01

It is important that you declare any convictions to the HPC, failure to do so may result in investigation.

Section 4: Health declaration

Question 4.01: health reference

All applicants must provide a health reference on a **HPC Health reference form**. The referee must confirm that, in relation to your health, you are fit to practise. Referees must sign and date the form, in the understanding that it is illegal for them to provide a false reference. Only someone who is a doctor (by which we mean a registered medical practitioner) can be a referee. The referee cannot be related to you and must have known you for at least three years.

Doctors may charge a fee for completing a Health reference form. This cost will have to be met by the applicant.

If you have not been registered with your doctor for three years, but your current doctor has access to your medical records for that time period, he/she will still be able to provide a reference for you.

If your doctor has been unable to access your medical records or your medical records have been lost, you should request a Medical Practitioner who is registered with the General Medical Council (GMC), or for EEA/International applicants, its equivalent body in your country, to undertake a medical examination sufficient to certify that you are in a mental and physical condition for the purposes of practicing your profession. Any costs that may be incurred for this will have to be met by the applicant.

You may ask your doctor to provide both a Health reference and a Character reference.

We do not require a consent letter from you in order for doctors to release information. When you give your doctor the Health reference form you are in effect giving your consent for him/her to complete this document.

All references must be completed, signed and dated by the referee and returned to the applicant in a sealed envelope. We cannot accept faxed copies of reference forms.

Our forms have been designed to be machine readable. This means that we do require doctors to write the name and address of the surgery in full rather than using a stamp.

We cannot accept reference forms sent directly to us by your doctor. Any incomplete applications, i.e. those without a Health reference will be returned to the applicant.

Please remember that if you provide fraudulent references you may be prosecuted in a court of law.

Section 5: Education and training

Questions 5.01 to 5.50: education & training

Please follow the instructions below, as appropriate.

If you have an approved qualification or licence to practice awarded in the UK?

Please provide details of your approved qualification here.

If you have a qualification that is legally considered to be equivalent to an approved UK qualification, and you are also an EEA national?

Please provide details of your equivalent qualification here.

If you have other qualification(s), training or experience that you gained outside the UK?

Please provide details of the training you have undergone here. You must have been trained in your profession to apply for registration with us. We cannot accept applicants who have only had experience. You are also asked to provide a **Course information form**. This form can be downloaded from our website www.hpc-uk.org/apply

If you are applying to register with us through the transitional provisions (Grandparenting)?

You do not have to complete this section, as you need not have undertaken any formal education or formal training in order to apply under the transitional arrangements. However, if you have completed education or training, you may want to provide the details here, as it could help us to assess your application.

Questions 5.01: professional qualification

UK applicants who have either gained an approved qualification in the same year in which they are applying for registration or are applying for readmission to the register do not have to provide a photocopy of their certificate.

Question 5.03: name of institution where professional qualification was obtained

Please provide details of the professional qualification you obtained, including details of the course and dates of study. We also ask that you provide the contact details for the Institution where the qualification was obtained.

Questions 5.11 to 5.13: subjects studied, clinical practice, assessment method

UK applicants

This section does not apply to UK applicants who have an approved qualification, or applicants who are applying for readmission to the register.

Grandparenting applicants

Grandparenting applicants do not have to answer this section. However, if these questions apply to you, you may want to provide details, as it could help us to assess your application.

International applicants

If you are an International applicant please answer the following questions:

Question 5.11: subjects studied

Please list the modules you have studied.

Question 5.12: clinical practice

Please provide details of any clinical placements you have undertaken as part of your course e.g. the length of time of the placement and the areas in which you gained experience.

Question 5.13: assessment method

Please provide details of how you were assessed e.g. practical test, interview, report etc.

Questions 5.14 to 5.50 other professional qualifications/training

Please outline and give details of all other relevant professional qualifications you obtained that may support your application in reverse chronological order. Please provide details of each professional qualification you obtained, including details of the course and dates of study. We also ask that you provide the contact details for the Institutions where the qualification was obtained.

Section 6: Proof of practice

Questions 6.01 to 6.04: professional indemnity insurance

You only need to complete this section if you are applying to register with us through the transitional provisions (Grandparenting). If you have held professional indemnity insurance, please provide us with detailed information about your insurance record, including the length of time for which you have held the insurance. Together with information you provide elsewhere, we will use this to help to determine the length of time for which you have been practising, and also the safety of your practice. Please remember that we may contact your insurers in the course of evaluating your application.

Section 7: Declaration of information

We can only process your application if you have signed this declaration. By signing it, you are making four separate claims and you can be held liable for your actions as a result. Please remember that it is illegal to fraudulently procure an entry in the HPC Register and if you do this, you may be subject to prosecution in a court of law.

Appendix: Other important information

Our standards

You should have received two documents setting out:

- our **standards of conduct, performance and ethics**
- our **standards of proficiency**

If you have not received these documents, or you would like more copies, please write to the Education and Training Department, Park House, 184 Kennington Park Road, London SE11 4BU or email education@hpc-uk.org. You can also download copies from our website at: www.hpc-uk.org

HPC Data Protection Policy

You should have received a copy of our **Data Protection Policy**.

If you have not received this, or you would like another copy, please write to the Communications Department, Park House, 184 Kennington Park Road, London SE11 4BU or email info@hpc-uk.org. You can also download copies from our website at: www.hpc-uk.org

An important note about CPD

We are currently consulting with you about making **continuing professional development** (CPD) a part of our requirements for continued registration. We have decided that if we do introduce a CPD scheme, it will not become mandatory until April 2005 at the earliest, to give us time to work out the practical implications. At the moment, we do **not** make any CPD requirements of you in order for you to stay on our register. This is important because our **Registration renewal form** asks you to sign the following statement:

“I confirm that I have met the HPC’s continuing professional development requirements which apply to me.”

Because we do not make any CPD requirements of you at the moment, you can sign this confirmation even if you have done no CPD.

To view our privacy statement please refer to the website www.hpc-uk.org/privacy.html



The Health Professions Council
Park House, 184 Kennington Park Road, London SE11 4BU

UK Registrations

Lo-call number (if calling from UK) 0845 3004 472

Direct dial: +44 (0)20 7840 9802

Fax: +44 (0)20 7840 9801

Email: registration@hpc-uk.org

International/Grandparenting Registrations

Lo-call number (if calling from UK) 0845 3004 720

Direct dial: +44 (0)20 7840 9804

Fax: +44 (0)20 7840 9803

International email: international@hpc-uk.org

Grandparenting email: grandparenting@hpc-uk.org

Website: www.hpc-uk.org

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Introduction

If you want to practise in the UK using one of the titles that we protect, you must register with us. You can apply for registration with us if you have been trained in your profession outside the UK. There are two possible routes to registration for you, which we call the “recognised” route and the “unrecognised” route.

You can only apply through the “recognised” route if you are an EEA national and your qualification entitles you to work as a professional in another EEA country¹.

If you are not an EEA national, or if your qualification is not equivalent to a UK-approved qualification, you should apply through the “unrecognised” route. You will then have to show how you can practise to a comparable standard of proficiency to a registrant with a UK qualification. Your qualification, training or experience will all count. We will assess your qualification and decide whether it is comparable to a UK-approved qualification. If we decide that it is not, your training or experience may be sufficient that your application will succeed anyway, but we may ask you to take a **test of competence**. If we ask you to take a test, we will write to you with details. If we ask you to take a test and you do not do so, we will take this into account when we decide your application.

Guidance notes for completing Supplementary details form (International applicants)

Please note that we can only accept certified translated documents in English.

Section I1: English language abilities

Question: 1.02: English proficiency

The ability to communicate effectively in English is critical to working effectively as a health professional in the UK. Consequently, we can ask you for information about your ability to use English. We will always do this for international applicants unless:

- English is your first language
- you are exempt from a requirement to demonstrate your English language abilities, either by virtue of being an EEA national or for another reason

You can show us evidence of your proficiency in English in a number of ways. The essential requirement is that you meet the standard of proficiency in English for your profession. Currently, this is set as:

- the standard equivalent to average academic level 8 of the International English Language Testing System (IELTS), with no element below 7.5, for speech and language therapists
- the standard equivalent to average academic level 7 of the International English Language Testing System (IELTS), with no element below 6.5, for all other professionals

¹ At present, the two relevant sets of legislation are the European Communities (Recognition of Professional Qualifications) Regulations 1991 and the European Communities (Recognition of Professional Qualifications) (Second General System) Regulations 1996. However, these could be replaced by other legislation in future.

You do not have to take an IELTS test to demonstrate your proficiency in English, but you do have to provide evidence of any other qualifications in English that you hold, and show how they are equivalent. The IELTS can provide descriptions of the scoring system it uses, and some of this information is available on its website. The test can be taken in 180 centres in 110 countries. For further information, contact the British Council offices in your own country, or write to: British Council Information Centre, Bridgewater House, 58 Whitworth Street, Manchester, M1 6BB, United Kingdom. The website address is: www.ielts.org or email questions regarding the test to:

general.enquiries@britishcouncil.org. If you do not hold a qualification, you should provide whatever evidence you have that will help to demonstrate your proficiency in English, bearing in mind the standard that you are required to achieve.

Section I2: Clinical Scientist modalities

Question: 2.01: modalities

If you are seeking registration as a Clinical Scientist we need to know which modality and sub-modality you are specialising in. This helps us to assess your qualifications and experience appropriately.

We do ask you to specify one modality only. If you have experience in more than one modality please choose the modality in which you have the most experience.

Choosing more than one modality can severely delay your application.

Section I3: Medical Laboratory Technician (Biomedical Scientist) modalities

Question: 3.01: modalities

If you are seeking registration as a Medical Laboratory Technician (Biomedical Scientist) we need to know which modality and sub-modality you are specialising in. This helps us to assess your qualifications and experience appropriately.

Section I4: Career summary

Question: 4.01 to 4.49: curriculum vitae

If you have any experience in addition to your training and qualifications, you should provide details here. If you have only recently qualified and do not have any work experience you are still entitled to apply.

Appendix: Other important information

Education and training certificates

We ask you to provide certified copies of any relevant education and training certificates.

Course information form

The **Course information form** provides us with academic and clinical details of the course you have studied. The Course Information form is available on the website as a word file. You can download the file and send it to your training institution or university.

The training institution or university can input the information in the field boxes which can be expanded according to the text that is inputted.

They should include the scope of the course content and the method by which assessment was made. They are advised to use the profession specific standards of proficiency as a guide. This information may be taken from a syllabus, but must **only** include those parts of the course you have studied. In addition, we ask that you specify the percentage of practical assessment that contributed to the overall course. You must provide a breakdown of the number of theory and clinical hours by module. This information is likely to be several pages long.

If sufficient detail is provided, the Institution may wish to retain the form as a template for future use when applicants with the same course background apply in the future.

Please ensure the university stamps the form with an official seal. You must include the course information form with your application. Failure to do so will lead to your application being returned.

Clinical references

We ask you to provide two clinical references, whenever possible, to support your application. Clinical references may be provided by a person who has been your line manager or responsible for you in a professional way and who is not related to you. They can be from a recent, current or previous employer and can also be obtained from a clinical placement attended as part of your course.

We ask you to fill in the section **to be completed by the applicant** before you send the form to your referee.

All references must be complete, signed and dated by the referee and returned to the applicant in a sealed envelope. We cannot accept faxed copies of reference forms.

Please remember that if you provide fraudulent references you may be prosecuted in a court of law.

Guidance notes for Paying your scrutiny fee form (International/Grandparenting applicants)

Section I/G1: Type of payment

Question: 1.05: payment

The processing fee for International applications has been set to cover the additional work involved in scrutinising applications, including the work of professional assessors. We have set a non-refundable **scrutiny fee** of £200, which you must pay at the same time you make your application. We cannot process an application until this fee has been paid in full.

You do not have to pay the **registration fee** at the time you make your application, but if your application is successful, we will write to you and ask for payment.

Section I/G2: Credit/Debit card payments

Question: 2.01: payment types

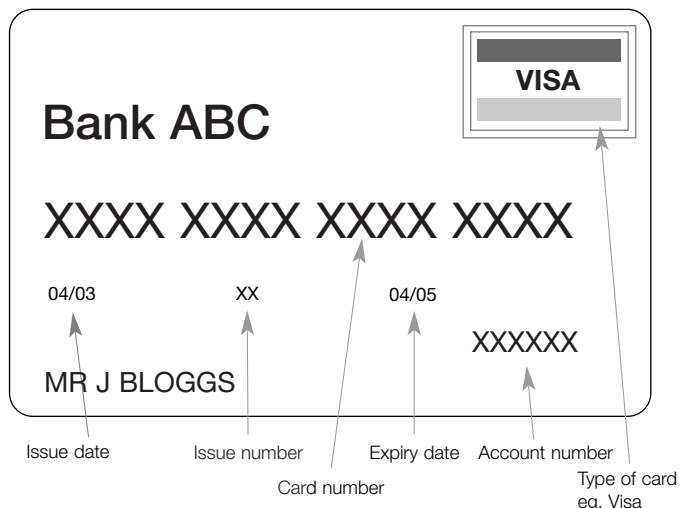
Payment of the Scrutiny fee may be made by:

- cash - £ sterling (in person at the HPC office; please do not send cash through the postal system)
- postal/money orders - £ sterling
- cheque - £ sterling drawn on a UK bank or bankers draft in £ sterling
- debit card
- credit card

If you wish to pay by credit/debit card please ensure that the correct card number is supplied. This is usually found across the middle of the card. The diagram below shows you where the information can be found on the card:



The security code



Section I/G3: Signature

Question: 3.01: declaration

You must sign and date the declaration before returning it to the HPC. This is a legal requirement and we cannot process your application until this section is complete.

To view our privacy statement please refer to the website

www.hpc-uk.org/privacy.html. If you have not received this document or you would like a copy, please write to:

The Communications Department, Park House, 184 Kennington Park Road, London SE11 4BU or email info@hpc-uk.org.



The Health Professions Council
Park House, 184 Kennington Park Road, London SE11 4BU

UK Registrations

Lo-call number (if calling from UK) 0845 3004 472

Direct dial: +44 (0)20 7840 9802

Fax: +44 (0)20 7840 9801

Email: registration@hpc-uk.org

International/Grandparenting Registrations

Lo-call number (if calling from UK) 0845 3004 720

Direct dial: +44 (0)20 7840 9804

Fax: +44 (0)20 7840 9803

International email: international@hpc-uk.org

Grandparenting email: grandparenting@hpc-uk.org

Website: www.hpc-uk.org