



## Guidance for Readmission to the Register

If you have previously been on our Register and you wish to re-join after a break, you will need to meet some requirements and apply for readmission via the RCCP online reactivation process. This guidance applies to lapsed Registration and/or career break and return to practice applicants. Any registrant who has been removed from the register following a fitness to practise decision should refer to the RCCP Restoration to the Register guidance.

### Lapsed registration

- You have cancelled (lapsed) your registration. This could be because you have taken a career break, moved abroad or retired. Alternatively, you might have previously held dual registration but lapsed one of your registrations (e.g. audiology/hearing therapy or cardiophysiology/respiratory physiology).
- You have not met the renewal requirements

### Not meeting the renewal requirements

- You did not meet the annual renewal requirements by the time that your renewal period expired (including any period of extension granted by the Registrar). Please note that you can apply for readmission from the day after your registration lapses.
- You have not completed the renewal process, for example by not paying your annual fee, signing your annual renewal self-declaration form or failed to provide evidence of Professional Indemnity Insurance (if applicable).

You will need to contact the RCCP administrator ([rccpadmin@rccp.co.uk](mailto:rccpadmin@rccp.co.uk)) **prior** to completing an online application if you fall into one of the following categories:

- You are currently on the register, and are seeking registration for another or dual clinical physiology modality
- You are applying for the post-graduate M-level RCCP Register
- You are applying for readmission following a finding that your entry was fraudulent or incorrect
- You are applying for restoration to the Register following a Fitness to Practice investigation
- You have been suspended from the Register and have not renewed your registration by the relevant date.



For practitioners who have had a career break of **up to** five years, **provided CPD is maintained**, the RCCP, and in line with other statutory regulators, suggests that you are likely to be able to return to practice without further specific training. In practice, the RCCP would anticipate that most employers would require and provide some form of return to practice training and in-house competency assessment. The RCCP ask for such written evidence of this return to practice training and competency assessment to be summarised in the employer reference as part of the application/re-application documentation.

Any practitioner that has a career break of **more** than five years, will be expected to provide evidence of return to practice training and competency assessment. The length of any such training will be proportionate to the length of career break but will typically need to cover a six-month period. You will also be required to submit a written reference from your employer evidencing competency in your current role within 6-months of applying to the RCCP/or taking up this employment.

### **Updating Skills & Knowledge**

If returning to practice after a significant career break, our requirements mean that you can choose to update your skills and knowledge in a way that is most convenient and beneficial for you. The updating period can comprise of a combination of supervised practice; formal study; and private study.

We recognise that it is not always possible to access a period of supervised practice and that specific return to practice courses may not be available; which is why we have tried to be as flexible as possible with our requirements.

If you choose to undertake private study, this should however be no more than half of the updating period. The remaining period can be made up with any combination of supervised practice and formal study. The updating period must take place within six-months of the date in which the application is made to re-enter onto the Register if in employment, or from six-months from taking up employment.

You will be informed of specific requirements for acceptance onto the Register when your application is assessed.

### **Readmission (or reactivation process)**

1. Register on the RCCP website by clicking on the 'New Application' tab and complete the RCCP **Reactivation** Form, including detailed evidence of and a current employer reference (for applicants already in employment). Please see and application guidance ([https://www.rccp.co.uk/articles/50/The-Process-of-Application-to-the-Register & guidance](https://www.rccp.co.uk/articles/50/The-Process-of-Application-to-the-Register-&-guidance)) and CPD guidance notes (<https://www.rccp.co.uk/articles/86/Want-to-know-more-about-CPD>) before completing this application. You can do this by clicking on the 'New Application' tab and for lapsed Registrants, you can then re-set your lapsed registration account by re-setting a password and completing the reactivation form.



2. Your application will be received by the RCCP Administrator and if all documents are present and successful payment is processed, your application will then be passed to the RCCP Registrar for a decision.

3. If your application is not accepted it may be because:

- 3.1 You have not provided an adequate summary of your **current** employment duties.
- 3.2 You have not provided adequate CPD evidence and reflection over the designated time period (please see CPD guidance)
- 3.3 You have not provided an adequate employer reference (if applicable)

You will be informed of the decision within 28 days.

4. If your application is accepted, you will be sent a letter confirming provisional acceptance onto the Register (in lieu of the necessary re-training and competency assessment).

5. You then have a period of **six-months** from receipt of the letter of **provisional** registration (where applicable) to complete the necessary updating of skills, knowledge and competency and submit a reference from your employer evidencing your successful re-training and competency assessment to perform your current role.

6. Full registration will then occur with the RCCP and your status changed from Provisional to Active Registrant. You will then be able to login to your RCCP personal profile and download

7. If you do not submit the required evidence of the updating of skills, knowledge, competency and a reference for your current role within the six-month deadline, you will be written to and your RCCP status will be changed to 'Unsuccessful Application' for a period of 12-months and then 'De-registered' status after a period of 12-months.

8. It is your responsibility to inform your employer of this registration status.

### Appeals

9. Applicants have the right to appeal a decision. Please see the RCCP [Appeals Procedure](#).

### Documentation Version Control

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