

## **The count down has begun for art therapists HPC registration renewals**

### **Urgent reminder: 31% of art therapists still need to renew their HPC registration**

The deadline for art therapists registration renewals with the Health Professions Council (HPC) is drawing nearer.

In March we sent out registration renewal forms to all art therapists on the Register. The signed completed forms and payment need to be with us by the renewal deadline of **31 May 2010** in order to ensure that your name stays on our Register.

As you will be aware, art therapists need to renew their registration with the HPC every two years to stay on the Register and continue to practise using the protected title 'art therapist'.

As at 30 April 2010, 31 per cent of art therapists **which equates to 863 registrants have NOT renewed their registration**. If you are one of the 31 per cent you must act now to stay on the HPC Register:

- pay the registration renewal fee; and
- return your signed registration renewal form.

Please note that payment (unless paying by direct debit) **and** a completed registration renewal form must be returned together.

**If we do not receive your payment and renewal form in time (31 May 2010) your registration will be lapsed.** Your name will no longer appear on the HPC Register and you will not be able to use the protected title(s) for your profession. We will write to you to tell you that your registration has lapsed. We will also write to your employer. If you have lapsed from the Register for more than 28 days and intend to continue to practise you must pay a readmission fee of £115 in addition to your registration fee, obtain health and character references and complete a readmission form. Renew now to avoid this inconvenience and expense.

### **Continuing professional development**

Since July 2006, all registrants must carry out continuing professional development (CPD). All registrants must sign the renewal form to confirm they are undertaking CPD each time they renew their registration.

When art therapists were invited to renew their registration 2.5 per cent (70 art therapists) were selected for CPD audit to check our CPD standards are being met. Those randomly selected for audit would have received a separate letter shortly after their renewal notices were sent out. **As at 30 April 2010, 60 (85.7%) of the total selected for CPD audit are outstanding.**

**Selected registrants must return their completed audit to us by the deadline of 31 May 2010 and we would strongly encourage registrants to send in their profiles as soon as possible.**

For more information on our standards, and about how to fill in your CPD profile as well as guidance notes for writing the profile, please visit the CPD page on our website <http://www.hpc-uk.org/registrants/cpd/>

You can also download our brochure 'your guide to our standards for continuing professional development' which features information about the audit process.

The HPC has recently launched its CPD presentation DVD online. The DVD was designed and produced to assist registrants with their understanding of the HPC requirements for CPD and prepare for the CPD audits by giving helpful tips. The DVD has received highly positive feedback from registrants which is why the HPC have now made this presentation available online.

To view the presentation <http://www.hpc-uk.tv/flash.html>

### **How much will my renewal cost?**

The HPC fees increase came into effect on 1 April 2009. The annual renewal fee is £76 per year, which is an increase of £4, or £152 for two years (or less if a new registrant qualifies for the reduced rate). The amount that each registrant is required to pay will be indicated on their renewal form. The HPC fees had to be increased to enable the HPC to continue to operate effectively and fulfil its primary role of protecting the public. The HPC has attempted to keep the fees increase relatively low by increasing them broadly in-line with inflation.

To help spread the cost of registration over the two-year registration cycle, registrants can pay in instalments by direct debit. We will then deduct £38 (or less if a registrant is paying the reduced rate) on specific dates over the two-year registration cycle. More information about paying by direct debit along with the instalment dates will be sent to all registrants with their renewal form.

Payment can also be made by cheque or money / postal order, however if paying by this method, the full amount must be sent to the HPC with the renewal form.

### **Other useful information:**

#### **What if I have changed my address since I last registered with HPC?**

It is essential that registrants keep us informed of any change of address. Just as you would inform your bank or gas and electricity supplier if you move house, make sure you contact the HPC. If we do not have your correct address then we cannot get in touch about renewing your registration. And if you lapse off the Register this not only affects your livelihood but also your manager, colleagues and, of course, patients.

If you have changed address and have not previously told us, you should contact the Registration Department on 0845 3004 472 (lo-call if calling from within the UK) or +44 (0)20 7840 9802. Phone lines are open Monday to Friday, from 8am to 6pm. You can also write to us. For security reasons, we are unable to accept notification of a change of name or address by email.

If you have not received a renewal form and have not changed your address, please contact us as soon as possible by requesting a replacement form on the website at

[www.hpc-uk.org/registrants/renew/](http://www.hpc-uk.org/registrants/renew/). The form will be sent by post approximately seven days later.

### **How long will it take for HPC to process my renewal?**

Once received, we will process renewal forms in approximately ten working days. When a renewal form has been processed and a payment has been made, the HPC online Register is immediately updated to show the new registration dates (1 March 2010 – 29 February 2012). The Register is in real-time and is therefore the best way for registrants to check that their form has been processed. The Register can be viewed at [www.hpc-uk.org/register](http://www.hpc-uk.org/register).

All registrants will be sent a certificate and authentication card once their renewal form and payment has been received and successfully processed.

We urge radiographers to send in their renewal forms as soon as possible as it allows time to resolve any issues arising well before the deadline. So don't leave it to the last minute!

### **Returners to practice**

All registrants need to confirm whether or not they have practised their profession since they last renewed their registration.

For the purposes of renewing registration, or determining whether our return to practice requirements need to be met, we have defined 'practising your profession' as drawing on your professional skills and/or knowledge in the course of your work.

If you have been out of practice for more than two years you will need to undertake a period of updating your skills and knowledge before you can become re-registered. To find out more about our returners to practice requirements please visit our website <http://www.hpc-uk.org/registrants/readmission/>

### **What happens if you are no longer practising your profession?**

If you do not need to be registered with us, you can make an application for the removal of your name from the Register. This application must be made in writing and should be accompanied by a declaration stating that you are not aware of any matter which could give rise to an allegation being made against you.

If you do not wish to renew your registration, and you currently pay your fee by direct debit, you must call us before the first instalment date. You must also tell your bank that you wish to cancel the direct debit instruction. This will ensure that the amount is not deducted from your bank account.

### **For further information about the HPC registration renewal process**

You can visit the website [www.hpc-uk.org/registrants/renew/](http://www.hpc-uk.org/registrants/renew/) or contact the Registration Department via email on [registration@hpc-uk.org](mailto:registration@hpc-uk.org) or by phone on 0845 3004 472 (lo-call if calling from within the UK) or +44 (0)20 7840 9802. Phone lines are open Monday to Friday, from 8am to 6pm.

**All registrants are required to pay their renewal fee and return their signed and completed renewal form to the HPC as soon as possible but no later than the 30 April to make sure their name stays on the Register.**

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