

## International application for registration – Guidance for applicants

These guidance notes will help you to complete the International application form and understand the application process. After reading them, if there is anything you do not understand please contact us.

### Before you apply

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Before completing the application form, please ensure that you:

- are eligible to apply for registration via the international route; and
- have read our standards of proficiency for your profession and standards of conduct, performance and ethics (which can be found on our website at [www.hcpc-uk.org](http://www.hcpc-uk.org)).

### Eligibility

To be eligible to apply for registration via the international route, you must have undergone training in one of the relevant professions elsewhere than in the United Kingdom.

### Completing the form

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This form can be completed electronically using a computer.

Once you have fully completed all sections, you will need to print the form, sign Section 6 and Section 7 with a handwritten signature, then post to us.

Please ensure that you:

- answer all the questions as fully as possible (if you run out of space please continue on a separate piece of paper) and
- attach a current passport-style photograph to the first page of the application form.

This form can also be printed and completed by hand. If you decide to do this, please ensure that you:

- complete the form in black ink and block capitals;
- mark boxes with a cross;

You will be required to submit certified copies of documents with your application form. Documents should be certified by a lawyer or notary, judicial or consular officer or a person of standing in the community. The person certifying any document should endorse a copy with the statement **“I certify that this is a true copy of the original document seen by me”** and sign and date it. They should also include their name, profession and contact details.

For any documents which are not in English you will also need to provide a certified copy of an official translation.

Please do not send us original documents unless we ask for them.

### Previous applications

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Please tell us if you have previously applied for registration with the Health and Care Professions Council (HCPC) or the Health Professions Council (HPC), including making a declaration concerning the temporary provision of services, or with the Council for Professions Supplementary to Medicine (CPSM).

You should provide us with:

- your application number;
- when you applied (an approximate date will suffice);
- the type of application you made; and
- the outcome of that application.

## SECTION 1 – Your details

It is important that the personal and contact information you provide us is kept up to date. For security reasons we are unable to accept changes by email. If your personal or contact information needs to be updated please contact us by telephone. We may ask you to confirm some changes in writing or to provide us with supporting evidence.

### **Name and name change**

If your application is made in a name which differs from that on your identity documents or qualifications, you will need to provide us with certified copies of the documents which explain that difference (eg a marriage certificate).

### **Home address**

We will use your home address for all correspondence with you, so it is important that it is accurate and you inform us of any change. Your home address will not appear on the public version of our Register.

### **Other contact details**

Please provide us with your email address and telephone number. We will use these to communicate with you in order to expedite the application process.

### **Verifying your identity**

You must provide us with a certified copy of:

- your current passport or national identification card; and
- one of the following documents showing your full name and current address:
  - a household utility bill for electricity, gas, water or a fixed telephone line (the utility bill cannot be more than six months old; mobile telephone bills from outside of the UK are not acceptable);
  - a current full driving licence issued in the UK, another EEA State or Switzerland;
  - a bank, building society, credit card or mortgage statement which is no more than six months old (PDF/online statements are not acceptable);
  - a local government tax bill (eg council tax) valid for the current year;
  - an HM Revenue & Customs tax document, such as a tax assessment, statement of account or notice of coding which is no more than six months old (forms P45 and P60 are not acceptable).

## SECTION 2 – Qualification in relevant profession

In this section please provide us with details of your relevant training. This is the degree, diploma, or other qualification which enables you to practise your profession in elsewhere than in the United Kingdom. You must also provide a certified copy of your professional qualification and, where appropriate, a certified copy of an official English translation.

You may also include details of any additional qualifications which you consider are relevant to your application in this section. You do not need to provide details of your general (school) education unless it is directly relevant to your practise as a health and care professional.

### **Course information form**

Your application should include a course information form which has been completed and certified by your university or training institution.

This form is not in the application pack, but is available as a Microsoft Word template on the HCPC website ([www.hcpc-uk.org/apply/international/forms](http://www.hcpc-uk.org/apply/international/forms)). The form can be downloaded and sent to your university or training institution as an email attachment.

The course information form provides us with details of theoretical and practical content of the courses you have successfully undertaken. We will use it to determine whether your qualifications are comparable to our standards of proficiency.

The information provided should include details of the course content, the number of theoretical and practical hours for each module or subject, and the assessment methods used. This information may be taken from a syllabus, but must only include parts of the course which you studied.

The form must bear the stamp or seal of the university or training institution and include contact details for the course administrator or another appropriate member of staff who may be contacted as part of the verification process.

## SECTION 3 – Professional experience

Please use this section to tell us about your professional experience. You should provide as much detail as possible, to help us determine whether you meet the HCPC standards of proficiency. The information should be provided in chronological order, with your most recent experience first. Please explain any significant gaps (of six months or more) in your career history. You can use an additional sheet of paper if necessary.

For each place where you worked, you must provide us with the name and contact details of your supervisor or manager. We will contact them to verify the information provided. Any address or email address you provide for a supervisor or manager must be a professional or business address. We do not accept private postal or email addresses.

In addition to this information, we encourage you to provide references in support of your application. They should be written by someone who has been your supervisor, or otherwise responsible for you in a professional capacity.

You must submit at least one completed Professional experience form.

## SECTION 4 – Professional registration and memberships

In this section you need to tell us about your registration by or membership with any regulatory body, professional association or similar organisation. You should provide this information in respect of the country in which you are currently established and any other country where you have worked or lived.

## SECTION 5 – Language proficiency

Each registrant must ensure that they can communicate effectively in English in order to meet our standards of proficiency. If you are a citizen of a relevant European State you are exempt from providing proof of English language proficiency, unless you are applying for registration as a speech and language therapist and English is not your first language.

You must declare whether English is your first language or not. You should only indicate English is your first language if it is the main or only language you use on a day-to-day basis.

Having studied English or undertaken education or training at an institution where the medium of instruction is English does not necessarily mean that English is your first language. If English is not your first language then you must provide proof of your English language proficiency.

Applicants whose first language is not English and who are required to provide a language test certificate as evidence of their proficiency must ensure that it is, or is comparable to, IELTS level 7.0 with no element below 6.5 (or IELTS level 8.0 with no element below 7.5 for Speech and language therapists). If you propose to rely upon a test score that is not listed below, it will be your responsibility to provide evidence that it is comparable to the requisite IELTS levels. Failure to do so will delay the processing of your application.

Any test certificate submitted must be no more than two years old when we receive your application.

The following English language tests and scores will be accepted as satisfactory to meet this requirement:

LANGUAGE TEST	SPEECH AND LANGUAGE	ALL OTHER PROFESSIONS THERAPISTS
INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM (IELTS)	8.0 with no element below 7.5	7.0 with no element below 6.5
TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) Internet Based Test (IBT)*	Minimum score of 118/120	Minimum score of 100/120

\*We cannot accept any TOEFL test score undertaken in the United Kingdom.

## SECTION 6 – Paying your scrutiny fee

### Scrutiny fee

The fee we ask you to send with your application is called a scrutiny fee. This is a one off non-refundable payment of £495. Once your application has started being processed, you will receive an email from [internationalpayments@hcpc-uk.org](mailto:internationalpayments@hcpc-uk.org) with a link to WorldPay payment service. Please follow the link to make your payment; the link will remain active for 10 days. Expired links can be reissued by emailing [international@hcpc-uk.org](mailto:international@hcpc-uk.org), however this will delay the application process as we cannot process your application without this payment.

### Registration cycle

Your registration cycle is biennial (two-yearly) and is made up of two 'professional years'. We will advise you of the registration fee when your application has been processed and approved. The table below shows the professional years for each profession we regulate.

Arts therapists	1 June – 31 May
Biomedical scientists	1 December – 30 November
Chiropodists / podiatrists	1 August – 31 July
Clinical scientists	1 October – 30 September
Dietitians	1 July – 30 June
Hearing aid dispensers	1 August – 31 July
Occupational therapists	1 November – 31 October
Operating department practitioners	1 December – 30 November
Orthoptists	1 September – 31 August
Paramedics	1 September – 31 August
Physiotherapists	1 May – 30 April
Practitioner psychologists	1 June – 31 May
Prosthetists / orthotists	1 October – 30 September
Radiographers	1 March – 28 February
Social workers in England	1 December – 30 November
Speech and language therapists	1 October – 30 September

We will inform you in writing about how you can make your registration fee payment. This will happen at the end of the assessment process and only if you are accepted for registration.

## SECTION 7 – Declarations

### Declaration of information

We will only process your application if you have signed this declaration. You should make sure that you fully understand the declaration before signing it.

### Character

When we look at whether an applicant is of 'good character' we take account of conduct in the past which indicates that the applicant may be dishonest, untrustworthy, capable of harming service users or to act in a manner which undermines public confidence in the profession in question.

The Rehabilitation of Offenders Act 1974 does not apply to an application for HCPC registration, so you must declare to us any convictions or police cautions that you have received, even if they are 'spent' under that Act, other than a protected caution or protected conviction.

A caution is protected from disclosure six years after it was accepted (or two years if the offender was under 18 when it was accepted). A conviction is protected from disclosure after 11 years (or five and a half years if the offender was under 18 when convicted). In either case a conviction will only be protected if the offender received a non-custodial sentence and has no other convictions.

A caution or conviction will not be protected if it is for a 'listed offence' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. These include serious violent or sexual offences and offences of specific relevance to the safeguarding of children and vulnerable adults. A caution or conviction for a listed offence must always be disclosed to us.

Further guidance on listed offences may be found on the Disclosure and Barring Service website

[www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service).

## Health and disability

You are asked to provide us with information about your health if it may affect your fitness to practise. We are not asking whether an applicant is 'healthy', as many health conditions can be managed appropriately so that the applicant is still able to practise their profession safely and effectively.

We recognise that a disability may not be seen as a health condition but we also need information about any disability that may affect your fitness to practise.

Having a disability should not be seen as a barrier to becoming a health and care professional. We have produced guidance called A disabled person's guide to becoming a health and care professional which you should refer to for more information before you answer the questions in this section.

## Vetting and barring

Vetting and Barring schemes have been introduced across the UK to make sure that unsuitable individuals are not able to work with children or vulnerable adults.

You must tell us if you have been barred from working with children or vulnerable adults under the Protection of Vulnerable Groups Act 2006 or the Protection of Vulnerable Groups (Scotland) Act 2007.

## Background checks

We will conduct background checks to verify the information provided in your application. These may be undertaken by the HCPC, its agents or their representatives. The information you provide may be disclosed to government agencies and other third parties such as employers, referees and professional bodies. The information may be used outside of the EEA if appropriate.

## Processing of your application

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We will endeavour to:

- acknowledge your application within five days of receiving it; and
- if it is complete, assess your application and advise you of the initial decision within 60 working days from the date of acknowledgment.

### Incomplete applications

All applications are checked when received to ensure that they are complete and can be assessed. If your application is incomplete and cannot be assessed, we will return it and ask you to complete and resubmit it. Please do not send missing documents or information separately from your application. If you do, they will be returned to you.

### Complete applications

We will begin processing a complete application within five days of receiving it. We will use the information you provide for two broad purposes:

- To assess whether your relevant training is comparable to the standards of proficiency required to practise the profession in the UK.  
If we identify that your qualification does not meet that standard, we will take account of the additional education, training and professional experience set out in your application. The conclusions of our assessors will be set out in an assessment record and sent to you by post or email.
- To verify that the information provided in the application is accurate, e.g. by contacting universities, employers, professional bodies and referees named in the application.

It is important that you provide correct and current contact details where requested to avoid delays in processing your application.

## Application outcomes

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### Further information request

If we cannot reach a decision based on the information in your application, we may ask you to provide further information. If we do so, we will write to you explaining what information is required and the date by which you must provide it. We do this only in justified cases and it is in your interest to provide all relevant information when you first submit your application.

### Test of competence

If after reviewing your application and any further information submitted there are still standards outstanding, depending on the number of standards, we may invite you to undertake a test of competence. The format of the test will be communicated to you and we will contact you with a date and time to take the test. This will be a pass or fail. The test will normally be carried at the HCPCs offices in Kennington, London.

### **Successful applications**

If we are satisfied that your education, training and experience meet the UK standards of proficiency and that you meet the other requirements for registration, we will contact you to complete the registration process by paying the registration fee.

### **Unsuccessful applications**

If we decide that, after assessment and any other test that we may require you take, you are not able to meet the standards of proficiency, we will refuse admission to the Register. You will be able to appeal against this decision.

## **Once you are on the Register**

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### **Registration**

If your application is successful, once you have paid your registration fee, we will:

- put your name on the Register and give you a registration number; and
- send you a registration letter.

The public version of our Register (which is available on our website) shows, by profession:

- your name;
- your registration number;
- the duration of your current registration;
- your approximate geographical area of your practice (town, not full address);
- your registration status; and
- any annotations which apply to you (for example, prescribing rights).

### **Staying on the Register**

Once you have been registered, you will need to renew your registration every two years. To make sure your name stays on the Register, you must:

- pay your registration renewal fee;
- renew your registration online; and
- if asked to do so, submit your CPD audit information.

We will send you more information about renewing your registration around three months before the end of the registration cycle for your profession. Please ensure that you advise us of any changes to your contact details.