

Frequently asked questions

These are provided for guidance or quick reference guide only, so please always refer to the policy

1. General

1.1 What happens if I allow my professional registration to lapse?

If you are required to have professional registration to fulfil your role and duties, any lapse in that registration will result in you being unable to fulfil your contractual obligation. Therefore, in this situation you may be suspended from duty with no pay. We may consider a temporary change to your duties, if appropriate, and should we do so you will receive the salary at a pay band/rate appropriate to those duties.

The organisation will automatically commence an investigation which may result in Disciplinary action up to and including dismissal. Your response and any mitigation, such as extenuating circumstances will be considered by the Disciplinary panel. Even if you achieve re-entry on to the register within appropriate timescales, you may still be subject to disciplinary action for allowing your registration to lapse.

1.2 Can I continue to practise if my professional registration has lapsed?

Should your registration lapse, regardless of the circumstances, you **cannot** perform your normal duties. You and your manager must have an urgent discussion about this. Following initial fact finding and discussion, if it is deemed appropriate:

- you may be suspended from duty with no pay until your professional registration has been restored however, you may still face disciplinary action for allowing it to lapse **OR**
- you may be able to continue part of your role with supervision, until your professional registration has been restored however, you may still face disciplinary action for allowing it to lapse **and/OR**
- we may consider a temporary change to your duties, and therefore receive the pay band/rate appropriate to those duties

1.3 What if I no longer need professional registration to do my job?

If you are required to have professional registration to perform your role and duties, should this lapse, you will be unable to fulfil your contractual obligation. You should therefore only allow your professional registration to lapse following careful consideration and only if your role and duties do not require professional registration. You must discuss this with your manager and contact your professional registration body (HCPC, NMC or GMC) for additional advice.

Your manager will need to advise [HR Direct](#) to ensure that your job role/position number is updated. This allows ESR to be updated to ensure you are not included for professional registration purposes.

1.4 What happens next if HR Direct report my registration has not been renewed?

HR Direct run regular reports to ensure that our employees are registered. Should they be concerned, HR Direct will notify your manager and HR Consult of any registrations which have not been renewed. This allows your manager and HR Consult to have the necessary conversations with you to ensure that your registration is in progress. Initial fact finding may become an investigation under the Disciplinary Policy if appropriate.

2. HCPC

2.1 How long is my HCPC registration valid for?

Your HPC registration is valid for a maximum of two years and the expiry dates for:

- Clinical Scientists is 30th September and
- Biomedical Scientists is 30th November in every odd numbered year e.g. 2021, 2023 etc.

2.2 How do I re-gain my HCPC registration should it lapse?

To re-gain your registration, you will need to apply through the HCPC, who will normally process your application within 10 working days from receipt. You must make sure that you have provided all of the evidence they need. If you do not, they will advise you what is still required. You must keep your manager informed as to the progress of your application.

3. NMC

3.1 How long is my NMC registration for?

In order to retain your professional registration with the NMC and stay on their register you need to pay your fee every year. Every three years you also need to renew your registration by revalidating.

3.2 How do I Re-register / Revalidate with the NMC?

Annual NMC fee payment is completed on-line at <https://www.nmc.org.uk/registration/nmc-online/>. You will need to set up a NMC Online account. Your account will inform you of your registration status and your renewal dates. For full details on registration and revalidation please refer to the NMC website.

Revalidation is straightforward but it is best to give yourself plenty of time to complete the process. If you have any questions please visit the website at <http://www.nmc.org.uk/revalidation>.

3.3 How do I regain my NMC registration should it lapse?

If you need to apply for re-admission to the NMC register within six months of your registration lapsing, you would need to apply for 're-admission' to the NMC. This process can take 2-6 weeks for your application to be approved. You would be unable to practise during that period and must maintain regular agreed contact with your manager, to demonstrate the actions you have completed to re-gain your registration. This is because you are legally required to be on the NMC register in order to practise.

Should your registration lapse, you will also need to complete your NMC nurse revalidation, to support your application.

If your NMC registration has lapsed for longer than six months, or if there are any other extenuating circumstances, there may be additional 'return to practice' requirements.

Further details are available at: <https://www.nmc.org.uk/registration/returning-to-the-register/readmission-register/>

3.4 What if I no longer wish to be NMC registered?

You can choose to lapse your registration using the [revalidation application form](#).

4. GMC

4.1 How long is my GMC registration for?

To maintain your licence to practise, you need to prove your skills and knowledge are up to date by taking part in the processes that support your revalidation. You do this by, among other things, having regular appraisals based on the GMC core guidance, 'Good medical practice'. Your Responsible Officer will submit a recommendation to the GMC about your revalidation at least once every five years.

To maintain your registration, you need to keep your contact details up-to-date and pay your annual retention fee.

4.2 How do I re-register with the GMC?

It is relatively straightforward to get your registration or licence back. For both, you have to provide:

- statements from the organisations you have most recently provided medical services to
- and certificates of good standing from any other regulators you have been registered with in the past five years.

You may be asked you to attend an identity check too but they will let you know about this once they have granted your application, and you are registered with a licence to practise.

If your licence was withdrawn because you failed to engage with revalidation, you will also have to provide the information they have asked you for about your revalidation before they will grant your licence.

4.3 How do I regain my GMC registration should it lapse?

To re-gain your reiteration and licence to practice, you would need to apply to 'restore your registration'. This includes participating in revalidation and meeting all of the GMC requirements, which includes collecting supporting information and having an annual appraisal.

The GMC will normally assess your application within 5 working days from receipt. You must make sure that you have provided all of the evidence they need. If you do not, they will advise you what is still required. You must keep your manager informed as to the progress of your application.

4.4 What if I no longer wish to be GMC registered?

Before you can give up your registration, the GMC will need to make sure you are 'still in good standing' with NHSBT/the organisation you work for. This might seem strange when you will no longer be working as a doctor in the UK, but it is important the GMC do this to protect patients.

If they do not, doctors facing an investigation into their fitness to practise could simply give up their registration and the GMC would not be able to take any further action. They could then apply to rejoin the GMC medical register (or another regulator's register) at a later date and continue treating patients. Making sure doctors are in 'good standing' when they leave the medical register prevents this from happening.

To demonstrate your 'good standing', you will need to provide the GMC with two pieces of evidence:

- statements from the organisations you have most recently provided medical services to
- and certificates of good standing from any other regulators you have been registered with in the past five years.

If you are only giving up your licence and keeping your registration, you do not need to give the GMC any evidence. They will just ask you to confirm that you understand the limits of being registered without a licence when you apply.

5. Policy Approval and Review

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6. FAQ's Section Details

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