

29th March 2019

Dear Registrant

Renewal 2019-2020

Your registration with the Registration Council for Clinical Physiologists is due for renewal on **1st May 2019**. I am pleased to confirm the online annual renewals process will remain the same. The Fee for 2019-2020 will be **£50** (which covers the administration costs of renewal).

The renewal cycle will once again take place online through the RCCP website (www.rccp.co.uk) by logging into your on-line account profile. Included with this renewal letter are the instructions you need to follow in order to complete your renewal process. Renewing your RCCP registration includes:

1. **Logging into your account and checking ALL personal details**
2. **Completing your annual renewal form (annual self-declaration)**
3. **Uploading your current Professional Indemnity (PI) Insurance (if applicable)**
4. **Paying your annual registration fee**

As you are aware, we were accredited by the Professional Standards Authority (PSA) last year and one of the conditions we needed to comply with in order to maintain accreditation status was the need to see a copy of your **professional indemnity Insurance certificate**. This mainly applies to registrants who work within the private sector, in any capacity and take a direct fee from a patient. The renewal form will continue to ask if you are working within the private sector as part of the renewal self-declaration form (Question 5) and if you answer '**yes**' you would then be required to upload your current PI insurance certificate. If applicable, please ensure that you upload this document in order for your renewal to be fully processed. For more information please visit: <https://www.rccp.co.uk/articles/227/Indemnity-Insurance-FAQ>.

All registrants that complete their 2019-2020 renewal self-declaration form; **and** payment (**and** for those applicable upload their PI insurance certificate) by 30 April 2019 will receive an email mid-May to advise that their new certificate is available to download online through their RCCP profile login.

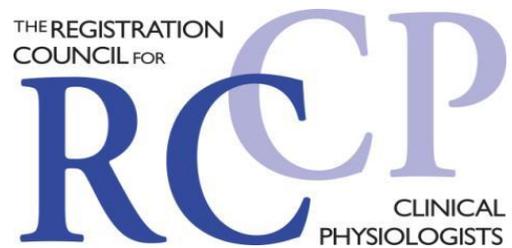
Failure to complete **all** aspects of the annual renewal process within 3 months from the deadline could result in your registration status being changed to 'deregistered'. This would mean you would have to re-apply to join the RCCP register through the re-activation process and pay a reactivation fee.

RCCP Head Office

The Middlewich Suite, Droitwich Medical Centre, Ombersley Street, Droitwich WR9 8RD

Tel: 01905 885350 Email: rccpadmin@rccp.co.uk Website: www.rccp.co.uk

Limited Company No. 4324337



If you do not wish to maintain your registration after the window closes, please inform us in writing advising us that you do not intend to renew and would like to voluntarily de-register with the RCCP. This will ensure that your employer on record will not receive any further correspondence reminding them that you are still to renew.

You will be able to start your renewal with the RCCP by logging into the website (www.rccp.co.uk) from Monday **1 April 2019** and completing the online renewal process.

If you had a direct debit in place last year this will continue to run for this year too unless it was cancelled within the last 12 months. Any new bank detail updates or NEW direct debits through GoCardless will need to be completed by the **deadline** of **10am on Tuesday 23rd April 2019**. Instructions on how to do this will be available when you complete the renewal process.

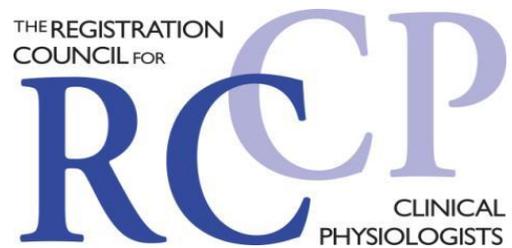
Please ensure funds are available in your allocated account by **Friday 26th April 2019**.

During the renewal process, you will be given an opportunity to change or update your personal profile details. This will include an update on your academic qualifications, addresses and professional body membership. **Please note that it is each individual registrant's responsibility to keep their data up to date and to notify RCCP of any change that may affect their registration.** Within the renewal self-declaration form you will be able to submit any information that you may feel will affect registration. This may include information such as being the subject of an investigation, disciplinary procedure or informing us if there has been a change in your health status, or a disability that might affect your fitness to practise.

You can check that you have successfully renewed your registration by logging into your online profile account or by logging into the RCCP home page and 'searching the register'. The online register will update immediately to show your new registration status if it has been completed successfully.

If you have any concerns or queries, please visit the RCCP website '[FAQ – Renewals 2019](#)'. We have created a comprehensive 'Frequently Asked Questions' section to assist with all enquiries we have previously received. You should find this will save you time and alleviate the need to email and call. Please **only** email rccpadmin@rccp.co.uk if you cannot locate your answer from the website.

Note: All new applications to the RCCP register that are received by 1 February 2019 and any reactivations to re-apply to the register after that date will not be subjected to the renewal process (as you would have only recently paid a RCCP application or reactivation fee for this renewal cycle



period). Registrants will be able to access and download their new certificate when available in mid-May.

Please notify us if you are now working outside the UK, as we are unable to renew your registration at this time. When you return to the UK please contact us to make arrangements for your registration to be reactivated.

If you have received this notice by post, it indicates that we do not hold a current email address for you or the email address has bounced back. Please email a current email address to us at rccpadmin@rccp.co.uk stating your registration number as soon as possible. **Please be aware that without an email address you will not be able to log into your online account and complete your Renewal 2019.**

In order to continue your registration, it is essential that you maintain and document CPD activity within your personal portfolio. A percentage of registrants will have their portfolio audited by RCCP this year. Guidance on the type of CPD evidence you can collect and how to document that evidence are available in the 'Professional Development' section on the website (<http://www.rccp.co.uk>)

Thank you for your continued support of the Register and the work of the Board and Council.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K St Pier'.

Kelly St Pier

Registrar