

Guidance for Applicants: Accredited Registration for Clinical Research Practitioners (CRPs) – Walkthrough of application process

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**** - If an asterisk * is displayed by text, this is important information.***

Introduction

This guidance is for Clinical Research Practitioners (CRPs) who are eligible to join the Academy for Healthcare Science (AHCS) Accredited Register. This document is a walkthrough of how to make an application for the CRP Register.

In order to join the CRP Register, you need to demonstrate that you have evidence of a degree or equivalent and that you are experienced with at least 1 – 2 years of being in an CRP role.

A process for those experienced CRP's who do not hold a degree will be established in 2022.

At this current time, the CRP Register is only open to applicants who have a degree or equivalent. Please see below for what is equivalent to an undergraduate degree.

Level 6 qualifications are:

- Degree apprenticeship
- Degree with honours - for example bachelor of the arts (BA) honours, bachelor of science (BSc) honours
- Graduate certificate
- Graduate diploma
- Level 6 award
- Level 6 certificate
- Level 6 diploma
- Level 6 NVQ
- Ordinary degree without honours

Furthermore, getting prior approval from your line manager to support this process is crucial as you will need the support of your line manager for the application process. You will also need the input of a colleague who is part of a statutory register. In many cases this will be your line manager. However, if your line manager is not part of a statutory register you will need to identify a colleague who can support your application.

The following documents will support you in making your application:

- [Guidance for Applications: Accredited Registration for Clinical Research Practitioners \(CRPs\)](#),
- [Scope of Practice for CRP's](#),
- [The Standards of Proficiency for CRP's](#),
- Additional resources on the CRP Website: <https://nihr.ahcs.ac.uk/>

What is a Clinical Research Practitioner?

Clinical Research Practitioners (CRPs) are a vital part of the research workforce. They work in the United Kingdom within research delivery roles that have a patient/participant facing element within clinical environments and other health and social care settings. These roles include Clinical Studies Officer, Research Practitioner, Clinical Trials Practitioner, Clinical Trials Officer, among others. CRPs are not required to be part of a statutory professional register in order to perform their role.

The Register is therefore intended for experienced CRPs who have developed their skills and knowledge over time. By joining the voluntary register CRPs are making an active choice to take part in the developing CRP professional community.

Accredited registers are an established part of the UK regulatory landscape. The CRP Register will help to protect patients and individuals participating in clinical research by contributing to maintenance of high standards. If registrants fail to uphold the required standards, or show they are not fit to practice, their circumstances will be reviewed, and they may have their registration status removed.

Outline of the application process

Before making an application for the Accredited register, you need to have joined the CRP Directory.

CRP Directory Process:

1. Apply to join the Directory through an application process.
2. Application is assessed by CRP admin team.
3. CRP is on the Directory.

CRP Register Process:

1. Apply to join the register through an application process.
2. Application is assessed by CRP admin team.
3. Application may be assessed by an external verifier.
4. Outcome given and CRP is on the Register.

There is no length of time the application takes.

The length of time the application takes to put together will depend on your individual circumstances. You are advised to connect with CRPs in your area who have made an application and seek guidance and support from your colleagues.

If you start your application and don't progress, after 6 months of not signing into your account, you will be contacted three times:

- After 6 months: First Reminder
- After 7 months: Second Reminder

- After 8 months (your account will be deleted): Third email to say your application has been removed.

If your account is removed, you can start a new application.

Annual fee payment & eligibility

Once an application has been made to the CRP register, and the application has been approved by the CRP Administration team, a fee of £30 will be taken for an initial payment. These payments are non-refundable. There is then an annual declaration process and a fee payment of £30 to continue to be on the register.

As stated above, you will need to have joined the CRP Directory before you can make an application to the register. The CRP Directory serves as a pre-registration space and will provide access to information that is intended to help connect and serve the growing community of CRPs.

The accredited register is only open to CRPs who have a degree or equivalent. An equivalence pathway for those with appropriate practice experience but without a degree will be available in due course.

Preparation for applying

Preparation of your application to register as a CRP brings an opportunity for discussion and sharing of your learning with your colleagues that will support a broader understanding of the CRP contribution to research delivery, both locally and nationally.

Furthermore, getting prior approval from your line manager to support this process is crucial and could speed the registration process as you will need the support of your line manager for the application process.

The register will contribute to the development of CRPs as a profession, enabling the infrastructure that is necessary for connecting your community of practice, sharing evidence-based tools and responding to the changing demands emerging in the research delivery landscape in health and social care.

You can complete the application in any order that you choose.

**** Once you have filled in a section of the application, you can click 'complete' to turn the section green. You need all sections to be green before you can submit your application for approval.***

**** If you want to go back to a section once it has been 'completed' you just need to press 'uncomplete'.***

Please note, once you have submitted your application, you can no longer edit any parts of it, if you do need to edit a section, please email 'crpadmin@ahcs.ac.uk' as soon as possible for the changes to be implemented.

Section One: Personal Details

- ✖ Application Actions
- i Overview
- ✖ Personal Details
- ✖ Guidance
- ✖ Professional Identity
- ✖ Employer Details
- ✖ Education and Training
- ✖ Portfolio
- ✖ Good Character & Health
- ✖ Declarations
- ✖ Payment
- ✖ Monitoring information
- ✖ Complete Application

NEXT

Personal Details !

Please provide the following personal details required for your application. Some details have been pre-filled from your profile.

About you

Salutation

First Name

Last Name

Personal Email Address

We recommend using a personal email address. If you want to swap your email addresses, go to the core profile page

Work Email Address (Optional)

Work Email Address

Date of Birth

Nationality

Have you been known by another name?

Select your Specialism

Please select

Telephone Number (+44 format)

Telephone Number

Select your care setting:

Please select

Home Address

Address Line 1

Address Line 2

Address Line 3

Town / City

County / Region

Country

Postcode / Zip

Wrong Address?
No problem. Click 'Edit Profile' to update your details.

You must complete the Personal Details section first before moving onto other sections

You will need to provide the following information:

About You:

- Salutation* (Drop Down Menu)
- First Name *
- Last Name *
- Personal Email Address *
- Work Email Address *
- Date of Birth *
- Nationality * (Drop Down Menu)
- Have you been known by another name? * (Drop Down Menu)
- Another drop down box will appear underneath – To write your previous surname.
- Select your Specialism * (Drop Down Menu)
- Telephone Number (+44 format) *
- Select your care setting * (Drop Down Menu)

Home Address:

- Address Line 1 *
- Address Line 2
- Address Line 3
- Town / City *
- County / Region * (Drop Down Menu)
- Country * (Drop Down Menu)

- Postcode / Zip **** If an asterisk * is displaced by the section above, this means it is mandatory to provide this information.**

When you start your application to join the CRP Register, your personal details will not be transferred over from the Directory application to the Registration application. You will have to fill in all your details again.

Please fill out this page, then once this information has been filled out, you can click 'complete' then the section will turn green.



*** Once your application has been completed and you are on the register, your account will be locked, if you need to change any personal details and or place of work, you will need to email 'crpadmin@ahcs.ac.uk' with the change request.**

You need to keep your personal details up to date, you can do this by contacting us with the email above. Please contact us if:

- Your address changes.
- Employment changes.
- Change of name.
- Anything else.


Previous Name

Any previous names you have resided by, please state below (see screenshot). If you have been known by more than one previous name (maiden name etc), these needs to be included too.

You will need to upload a proof of name change (IE: Marriage Certificate, Deed Poll, Divorce) into the 'portfolio' section of your application. In the case where you have been known by multiple names, please state this on the title of the file.

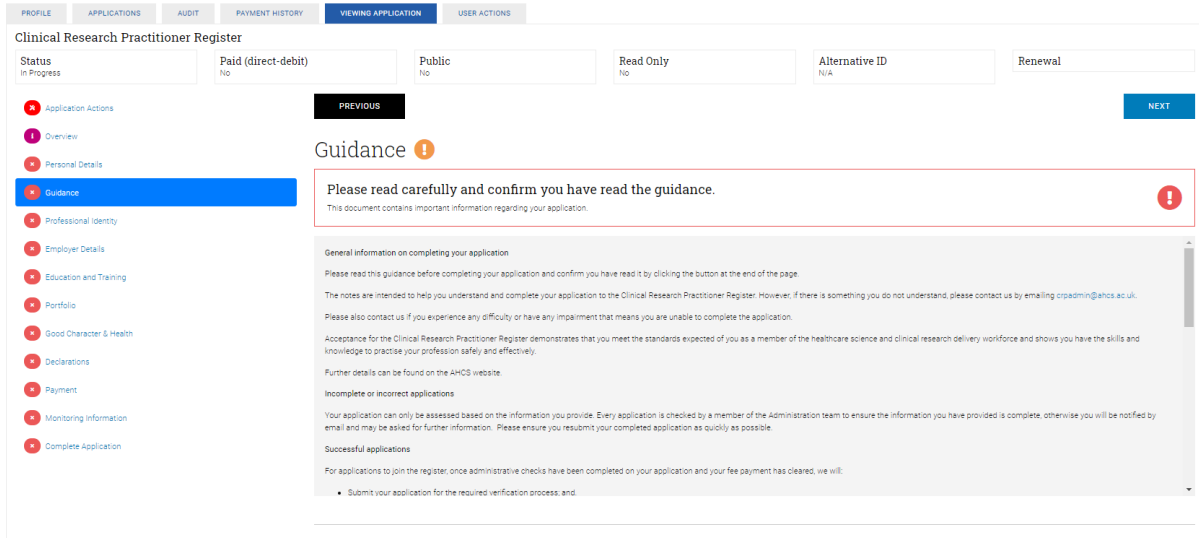
We ask for a proof of name if the documents that you upload are in different names. An example of this is your undergraduate degree being in your maiden name and a MSc being in your material name, a marriage certificate is required.

Have you been known by another name?

Section Two: Guidance

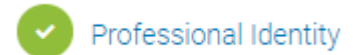
In the 'guidance' section, you are presented with information regarding completing your application. You will need to read the information and if you agree with the information that has been presented, you will need to click on 'complete' in order to move onto the next stage.

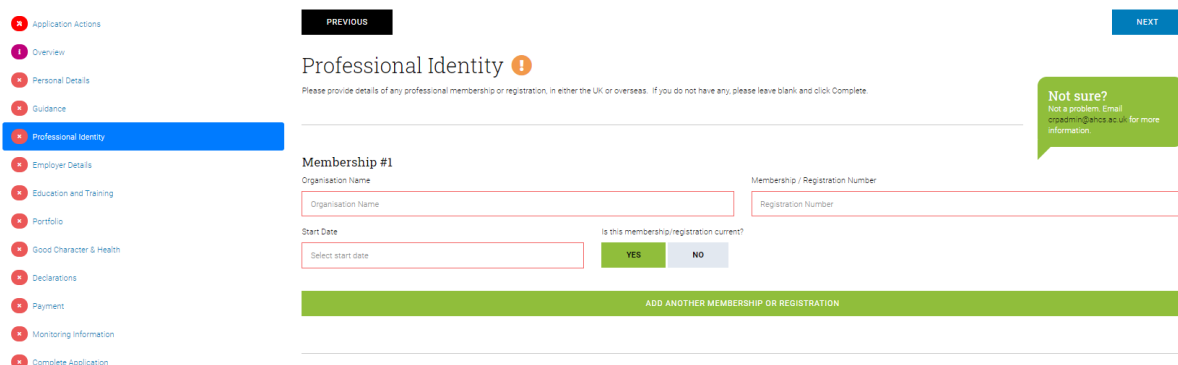
Section Three: Professional Identity

This section is optional, you can leave this blank and move onto the next if you haven't got a professional membership or are a member of any professional register, in either the United Kingdom or overseas.

Once this section has been completed, you will need to press 'complete', and the section will turn green.

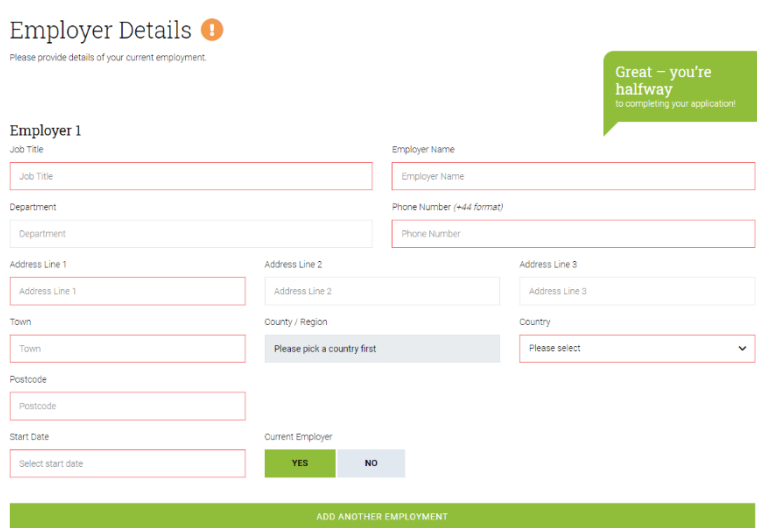


*** You can add more than one membership or registration, there is no limit to how many you can add.**



Section Four: Employer Details

The employer details section is where you input your current employment details.



You will need to input:

- Job Title *
- Employer Name *
- Department *
- Phone Number (+44 format) *
- Address Line 1 *
- Address Line 2 *
- Address Line 3 *
- Town *
- County / Region *
- Country *
- Postcode *
- Start Date *
- Current Employer *

You can put as many previous employments as you want however, for the application, we only require you to put your current Clinical Research Practitioner role.

Once this section is completed, you can press 'complete', and the section will turn green.



Section Five: Education and Training

The education and training section is where you put your education details, including

- Good Clinical Practice (GCP) training record needs to be uploaded with a certificate – mandatory to upload.

*** - The GCP needs to be completed within the last three years. If this is dated over the 3 years, you will need to demonstrate that you are up to date with GCP.**

- Undergraduate degree details (Scanned copy of your certificate needs to be uploaded) – mandatory to upload.

*** - If your degree qualification was awarded by a non-UK institution, a copy of the ‘UK ENIC’ certificate (Previously named ‘NARIC’) needs to be uploaded into your application. This file can either be uploaded into the ‘education and qualifications’ section or the ‘portfolio section’.**

- Any additional relevant qualifications such as your MSc (This is optional to upload).

When inputting the qualification’s, you need to put the following details:

- Qualification Name *
- Start Date *
- End Date *
- Institution Name *
- Town / City *
- Country *

Education and Training

Please provide details of:

1. A degree qualification and upload a scanned copy of your certificate. In the Qualification field, please include the type of degree (e.g. B.Sc.) and full title as shown on your certificate.

In the UK, the Higher Education Institution must be on the Office for Students list of recognised providers.

If a degree qualification was awarded by a non-UK institution, please also upload a copy of a NARIC certificate indicating comparability with UK standards.

You can add more than one qualification if appropriate.

2. Your current training in Good Clinical Practice (GCP) (Transcelerate accredited) please upload a scanned copy of your certificate

NB: Please do not upload evidence of your statutory and mandatory training record as this is covered in the next section (portfolio).

Qualification #1

Qualification

Qualification Name


Start Date End Date

Institution Name

Town / City

Country

Please upload your certificate



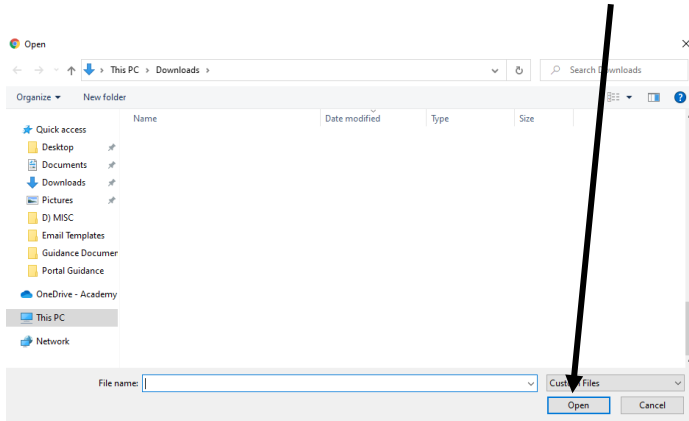
Drag and Drop Files Here to Upload
or [Browse Files](#)

[ADD ANOTHER QUALIFICATION](#)

To upload files, you can either:

1. Drag and drop the files that you want to upload.
2. Press ‘browse files’, then a pop-up bar will appear, and you can attach the file.

Once you have attached the file, press 'Open'.



*** - You can only upload one file within the 'upload file section', you cannot upload multiple files.**

Again, once this section is complete, you can press 'complete', and the section will turn green.



Section Six: Portfolio


PREVIOUS
NEXT

Portfolio !

Please download and complete the following templates, which you should submit with your application to register using the box below.

- [Confirmation of application](#)
- [Documented Assurance of Practice Development](#)
- [Reflective Account 1.1 Professional Accountability](#)
- [Reflective Account 1.2 Leadership](#)
- [Reflective Account 1.3 Working across Boundaries](#)

Documents can be uploaded in PDF, Word or JPEG format but if you need any help, please email crpadmin@ahcs.ac.uk.



Drag and Drop Files Here to Upload
or [Browse Files](#)

Not sure what documents you need?
A list of required documents is shown at the top of this section.

The portfolio section is where you outline:

- Your role and experience,
- Provide a reflective account of your professional accountability,
- Leadership skills.
- Working across boundaries.

Within this section, you need to fill out five templates and upload them – you can upload the templates as PDF.

You will need to fill out and upload the following documents:

1. Confirmation of application,
2. Assurance of Practice Development,
3. Professional Accountability,
4. Leadership,
5. Working across boundaries.

Confirmation of application

The document is where you outline your employment details such as your job title, when you started your current role and how long you have been working in research.

This document also needs to be filled out by your employer; this is usually completed by your line manager. Your employer details such as their: name, job title, contact number and other fields. At the end of the document, there are several fields that needs to be ticked and signed and signed with a date.

Assurance of Practice Development

The assurance of practice development is where you outline two examples from the last 12 months where you have demonstrated an effective communicate style which has been observed by a colleague. Please don't include any information that may contain any patient identifies. Please refer to CRP Standards of Proficiency 4, 5 and 12 to guide you in completing this section.

Within the document, you will need to outline your:

- Workplace setting,
- Practice hours and experience,
- Knowledge & skills.

The last section is where you provide two examples of feedback that you have received. Furthermore, you outline what the feedback is about and how it influenced your practice.

**** - The document needs to be signed by an individual who is on a statutory register. It is acceptable to involve both your line manager and an additional colleague in gaining sign off.**

Professional Accountability

This document requires you to provide a reflective statement and shouldn't be more than 2 sides of A4. There are 3 sections within the document that requires you to outline:

- Demonstrating an understanding of what's inside and outside of your individual scope of practice.
- Describe a challenging situation and outline what you learnt about your own professional accountability.
- Select one or more of the Clinical Research Practitioner Standards of Proficiency and reflect on your professional accountability.

Leadership

This document requires you to provide a reflective account regarding your leadership. There are 4 sections such as:

- The nature of your leadership activities in advocacy for research and the Clinical Research Practitioner profession.
- What have you learnt from the activity regarding your leadership capabilities and any feedback you have received.

- How you have continued to improve your practice as a result of this learning.
- Select one or more themes from the Clinical Research Practitioner Standards of Proficiency and reflect upon your learning.

Working across boundaries

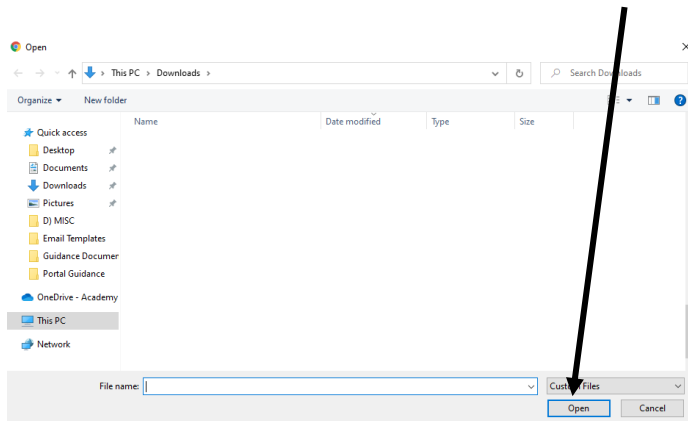
This document requires you to provide a reflective account in regard to you working across boundaries. There are three sections including:

- Providing two examples of how you have approached addressing permissions or gain access in relation to working across professional boundaries.
- Describe a challenging situation that has developed your understanding of your professional boundaries.
- Select one or more themes from the Clinical Research Practitioner Standards of Proficiency and reflect on your working across boundaries in practice.

*** - If you need any assistance with uploading the documents, please email 'crpadmin@ahcs.ac.uk'.**

To upload files, you can either:

1. Drag and drop the files that you want to upload.
2. Press 'browse files', then a pop-up bar will appear, and you can attach the file. Once you have attached the file, press 'Open'.



When you have completed this section, please press 'complete' on the bottom of the page. Then the 'portfolio' section will be marked complete and thus, turn green.



Section Seven: Good Character & Health

Good Character & Health !

We must check the health and character of everyone who applies to join our register. This is to ensure that applicants will be able to practise safely. Please consider the statements outlined below and give your answers truthfully.

If you answer 'yes' to any of these statements, please use the space provided to give further detail. Please note that answering yes may mean that you are unable to register with us. Your application will be reviewed by the Registrar who may respond by either accepting your application, refusing your application or defer pending further investigation.

Do you have an unspent conviction or a caution in the UK for a criminal offence, or a conviction elsewhere for an offence which, if committed in England or Wales, would constitute a criminal offence?

YES NO

Are you currently subject to a binding over order given by the Crown Prosecution Service in England and Wales?

YES NO

Have you:

- 1) Been dismissed with an admonition or discharged under sections 246(1-3) of the Criminal Procedure (Scotland) Act 1995, or
- 2) Accepted a conditional offer under section 302 of that Act, or
- 3) Accepted a Compensation offer under Section 302A of that Act and/or Section 50 of the Criminal Proceedings etc (Reform) Scotland Act 2007?

YES NO

Have you agreed to pay a penalty under the Welfare Reform Act 2012 as an alternative to prosecution?

YES NO

Have you ever been found Fundamentally Dishonest under Civil Procedure Rule (CPR) 44.16 or Section 57(2) of the Criminal Justice and Courts Act 2015?

YES NO

Have you ever been barred from working with children or adults under the Safeguarding Vulnerable Groups Act 2006 or Protection of Vulnerable Groups (Scotland) Act 2007?

YES NO

Have you ever been disciplined by a health or social care regulatory body or a health and social care voluntary registration body?

YES NO

Do you have any physical or mental health condition that would impair your fitness to practise as a clinical research practitioner?

YES NO

If you have answered Yes to any of the questions above, please detail any matters which may affect your application. The information provided will be held in strictest confidence.

Please enter here...

If you select YES to any questions, please give further information in the comments box below.

The Academy for Healthcare Science checks the health and character of everyone who applies to join the register in line with the requirements of the PSA. There are 9 questions within the section that needs to be completed, this is mandatory information that needs to be completed.

When you have completed this section, please press 'complete' on the bottom of the page. Then the 'good character and health' section will be marked complete and thus, turn green.



Section Eight: Declaration

The declaration page outlines the Academy’s declaration, this needs to be signed before submitting your application for admin review and assessment.

Declarations

Declarations Read & Confirmed

This declaration contains important information.

I declare that:

- I understand and will comply with the standards expected of me;
- I am capable of meeting the standards set out in [Good Clinical Practise](#);
- I will undertake Continuing Professional Development to keep my practise up-to-date, safe and effective;
- I will maintain an up-to-date record, together with supporting documents or other evidence of the Continuing Professional Development I have undertaken and understand that I may be required to submit this information within 21 days, on request by the Registrar, and provide any other evidence as may reasonably be required;
- I consent to the Academy for Healthcare Science using the data I have provided to process my application and to contact me;
- I understand that my anonymised data may be used for the purpose of analysing and monitoring the Healthcare Science workforce;
- I will inform the Academy for Healthcare Science of any change to the information I have provided within four weeks of the change, including, but not limited to, changes in name, home address, email address, employer and those related to my good character and health self-declaration;
- I consent to the Academy for Healthcare Science contacting any person or organisation to gather further information related to my application or to confirm the information that I have provided;
- I consent to my Register Identification Number, Name, Specialty and Employer’s Town/City Location being included in the published version of the register, except where the Registrar has specifically agreed otherwise;
- I understand that the Registrar may enter on the register any other information which is material to my registration and which the Registrar deems necessary to protect the public, and notify my employer;
- I confirm that the information I have provided is true and accurate and understand that if I have made a false declaration or provided any false information or documents in support of my application, the Academy for Healthcare Science will reject my application and may refer the matter to my employer, a professional body, a regulator, an awarding body or the police;
- I understand that should my registration lapse or be cancelled, the information I have provided will be retained securely and confidentially by the Academy for Healthcare Science for a period of seven years as a means of safeguarding patients and the public;
- I confirm that I am covered by professional indemnity insurance, either by my employer’s scheme or other appropriate insurance.

Section Nine: Payment

Once your application for the Clinical Research Practitioner Register is complete, you will reach the ‘payment’ section of the application, this is where you input your debit card details. A sum of £30 will be taken out of your account once your application has been approved by the CRP adminster.

**** - The payment is non-refundable and once you have set up the direct debit, you cannot be re-credited to your account.**

Payment

Clinical Research Practitioner Register application

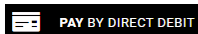
Before you make your application to the Clinical Research Practitioner Register, you must first set up a direct debit facility so that the appropriate fees can be paid. Please ensure you understand the terms and conditions before completing your application.

On application for admission to the Clinical Research Practitioner Register you will be charged a non-refundable fee of £30.

You will receive confirmation of your payment or a communication detailing the reasons for any payment failure.

The renewal of your inclusion on the Clinical Research Practitioner Register will be due on the annual anniversary of the date you are first accepted. You will receive a notification from the Registrar 60 days before your renewal is due including information about the renewal fee and how to make your renewal application.

If you do not complete your renewal application and pay the renewal fee within 30 days of your renewal date, your registration will be made inactive and your details will be removed from the public Clinical Research Practitioner Register.



Section Ten: Monitoring Information

This section is optional and doesn’t need to be answered however, this section is about equality and asks a series of questions relating to:

- Age
- Disability
- Gender
- Race

- Religion etc.

**** - Any information you provide will be managed in the strictest confidence according to the [AHCS Privacy Policy](#) and will not be used as part of your application assessment.**

When you have completed this section, please press 'complete' on the bottom of the page. Then the 'portfolio' section will be marked complete and thus, turn green.



Monitoring Information

The Academy for Healthcare Science is committed to being an inclusive and accessible organisation and to meeting its obligations to avoid discrimination under all relevant legislation.

The Equality Act 2010 is applicable in the United Kingdom except for Northern Ireland where the *Disability Discrimination Acts 1995 and 2005* continue to apply. These Acts protect people from discrimination in the workplace and in wider society, including in respect of the following characteristics:

- age
- disability - including those with long-term health conditions, learning disabilities and hidden disabilities such as dyslexia
- gender reassignment
- pregnancy and maternity
- race, including ethnic or national origins, colour or nationality
- religion or belief, including a lack of any belief
- sex
- sexual orientation

The Equality Act 2010 also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

Please consider the following questions, which you are not obliged to answer:

Any information you provide will be managed in the strictest confidence according to the AHCS Privacy Policy and will not be used as part of your application assessment.

Your information will not be shared but may be pseudonymised in aggregated analyses of applications to the Academy. It will help us to ensure fairness and equity when managing the various procedures we use to regulate registrants and when we communicate with you.

Please indicate your gender:

I do not wish to disclose 


Please indicate the option which best describes your marital status:

I do not wish to disclose 

Please indicate your ethnic origin:

I do not wish to disclose 

Please indicate the option which best describes your sexual orientation:

I do not wish to disclose 

Please indicate your religion or belief:

I do not wish to disclose 

Do you consider yourself to have a disability?

I do not wish to disclose 

Have you ever been involved in harassment, victimisation, bullying or other instances of misconduct?

I do not wish to disclose 

We can make reasonable adjustments to ensure fairness and equity for our registrants. Please use the following box if you wish to add any additional information regarding the protected characteristics or whether you require any specific support.

Section Eleven: Complete Application

In the last section of the application, this is where you submit your application for an administrator review.

*** - If you have a disability, as defined under the Equality Act (2010) that you feel may affect your engagement in the application and assessment process, please contact the AHCS Administrators before submitting your application; crpadmin@ahcs.ac.uk . The Academy can then advise you on reasonable adjustments.**

Application is checked via administration team

Once your application has been submitted, the administration team will check your application to make sure every mandatory field is complete. On receipt of an application, AHCS will first perform administrative checks and process your registration fee.

If the application is incomplete, then the administration team will ask you to provide more information (Outcome 2: Further Information Required).

The sections of the application that requires more information will become 'incomplete' and turn red thus, you will get notified of the additional areas that needs to be changed. You will be given 28 days from that point to make the changes.

In some cases, the administration team may feel the applicant will need more experience before re-submitting their application so will provide a timeframe for when the applicant can seek to re-apply for the register.

Verification

A percentage of applications will be verified by a member of the Academy's cohort of CRP register verifiers. This will ensure that the evidence submitted by the applicant falls within an acceptable range of variance to maintain quality standards that are consistent and fair.

In these cases, your application will be sent off for assessment to a verifier and the verifier will have 28 days from that date to fill out the verification form. If your application has been chosen to be verified, you will receive an email letting you know this and that we will be in touch with you once the assessor has reached an outcome. In some cases the verifier may request an informal telephone call with you to clarify specific points in your application.

Once your application has been reviewed you will receive a notification of the outcome from the Academy. This could be a request to submit additional information within the defined timescale below (Outcome 2). When your application is successful you will be issued with a certificate and instructions on how you can use the PSA logo to confirm you are a member of an Accredited Register.

*** - If you have to submit additional information, you will normally have 28 days from that date to make the changes to your application. In some cases the verifier may suggest a longer time scale before submission and give additional guidance to help applicants develop their application.**

Renewal of application

You have to renew your application every year. You will receive a notification letting you know that your application is due to renewal. From here, you can renew your application for the year.

There is an annual fee of £30 that needs to be paid. Once paid, your application will be re-registered on the register for the year.

The full fee is non-refundable once you have renewed your application.

*** - If you need to make any changes to your profile, please email 'crpadmin@ahcs.ac.uk' with the required changes.**

For more information regarding accounts being lapsed, please visit the [‘Readmittance to the Register following Lapsed or Non-renewal of Registration’](#).