

Guidance for Clinical Research Practitioners Register Renewals

April 2022

Version 1.0

Doc Ref:

Review Date: April 2023



Contents

Application Renewal	3
Section One: Guidance	3
Section Two: Employer Details.....	3
Section Three: Good Character & Health	4
Section Four: Declaration.....	4
Section Five: Payment.....	4
Complete Application	4

Application Renewal

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.

The following sections will be open to view and edit on your application:

- Guidance
- Employer Details
- Good Character & Health
- Declaration
- Payment

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.

- Application Actions
- Overview
- Personal Details
- Guidance
- Professional Identity
- Employer Details
- Education and Training
- Portfolio
- Good Character & Health
- Declarations
- Payment
- Monitoring Information
- Certificate
- Assessors Module (Admin)
- Complete Application

Section One: Guidance



To renew your application for another year, you will need to read the guidance section again to ensure that you understand and comply with the guidance.

Once you have performed this action, press 'complete'.

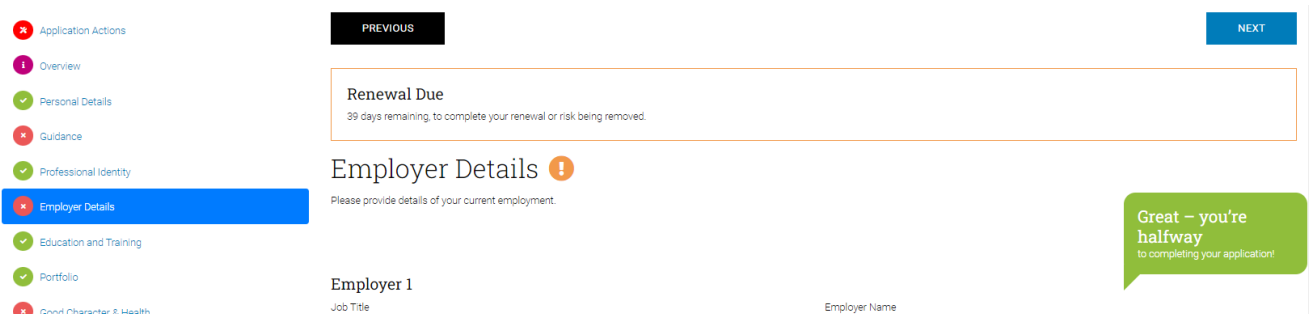
Section Two: Employer Details



The employer details section is re-opened at renewal to ensure that the Academy has a log of the most recent employment.

If you haven't moved employer's since you made the application to join the register, you can press 'complete' on this section. Although, if you have changed employer's since you initially made the application, you will need to type in your current employer details.

Once you have completed this section, press 'complete.'



The screenshot shows a navigation menu on the left with 'Employer Details' highlighted. The main content area has a 'PREVIOUS' button and a 'NEXT' button. A 'Renewal Due' notification states '39 days remaining to complete your renewal or risk being removed.' Below this is the 'Employer Details' section with a warning icon and the instruction 'Please provide details of your current employment.' There are input fields for 'Employer 1' with sub-fields for 'Job Title' and 'Employer Name'. A green callout box on the right says 'Great - you're halfway to completing your application!'.

Section Three: Good Character & Health

This section was initially completed during registration although, please make sure your details are still up to date. Please make any alternatives that you need.

Again, once completed, please press 'complete' to close this section.

Section Four: Declaration

✓ Declarations

The declaration page outlines the Academy's declaration, this needs to be re-signed before renewing your application, this is to make sure that you still agree with the declaration

✓ Good Character & Health

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, Speciality 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.

✓ Payment

Section Five: Payment

Once your renewal application is complete, you will need to enter your payment details again. A sum of £30 will be taken out of your account once your application has been approved by the CRP administrator.

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.



Complete Application

In the last section of the application, this is where you submit renewal application to be kept on the Register for another 12 months.



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