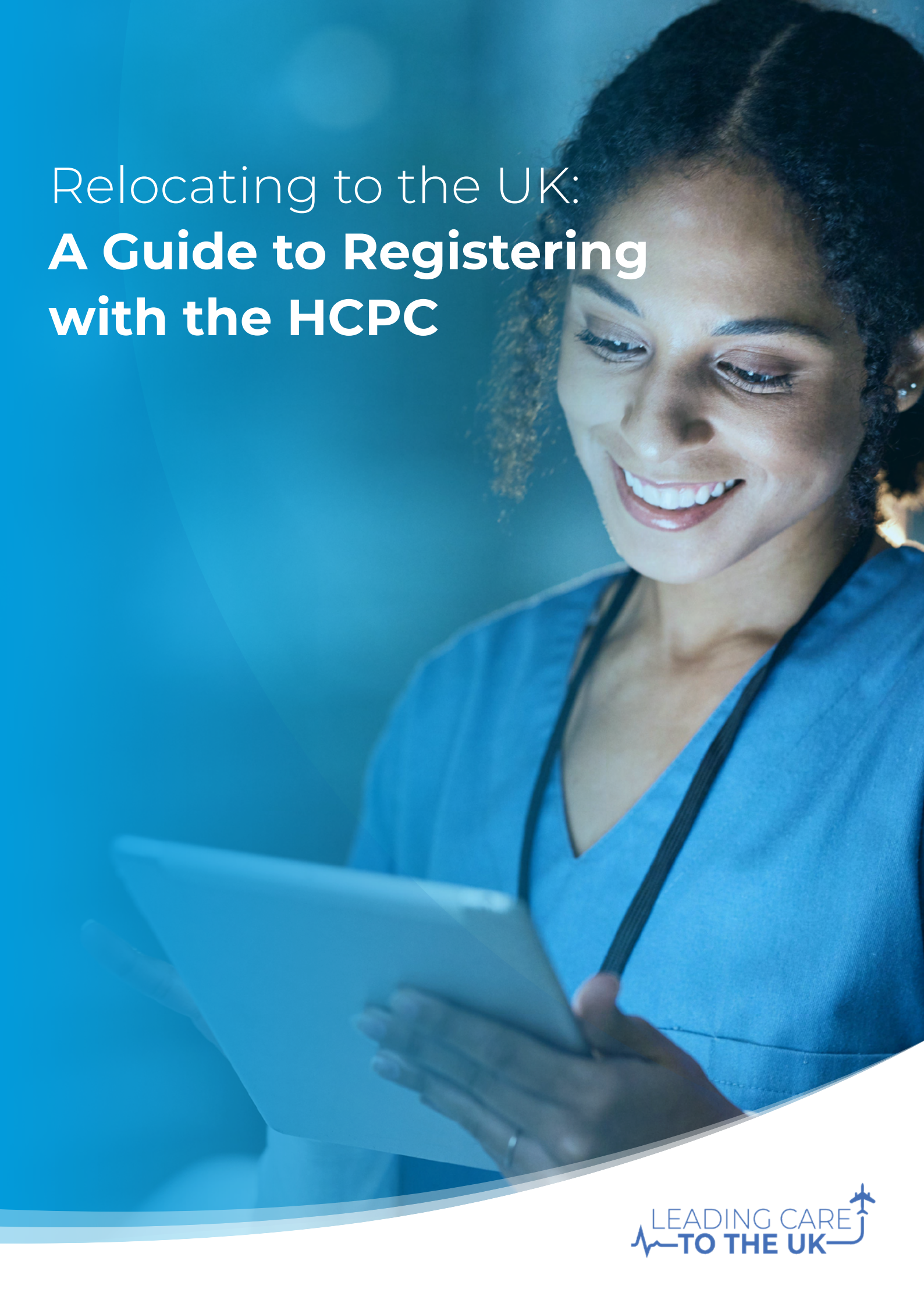


A close-up photograph of a woman with dark, curly hair, wearing blue medical scrubs and a stethoscope. She is smiling and looking down at a tablet computer she is holding in her hands. The background is a soft, out-of-focus blue. The overall image has a blue tint, especially on the left side where the text is located.

Relocating to the UK: **A Guide to Registering with the HCPC**

Relocating to the UK: A Guide to Registering with the HCPC

As an allied healthcare professional, you have a unique set of transferable skills allowing you to relocate abroad (relatively) easily. You may have been considering relocating to the UK to pursue the next stage in your career for some time but have been hesitant due to the seemingly complicated relocation process.

At Leaders in Care, we have a dedicated International division who have years of experience facilitating the successful relocation of allied healthcare professionals to the UK and are here to support you every step of the way.

The very first step in the process of moving to the UK is gaining entry to the HCPC's register. The HCPC is the regulator of health and care professionals here in the UK.

Utilising their expert knowledge our team have compiled a handy guide, packed with all the information, insights and tips you need to successfully register with the HCPC.



The HCPC Register: An Overview

To register with the HCPC as a Radiographer or any other Allied Health Professional, you must first check that you are eligible to apply for registration via the international route:

- You must have undergone training in one of the above relevant professions outside of the UK
- You must have not previously been registered with HCPC

Applications via the international route are now completely online.

Before you begin your application, make sure you have a good understanding of our standards, we've included links to the HCPC standards you need to meet:

- [The standards of proficiency for your profession](#)
- [The standards of conduct, performance and ethics](#)
- [The standards for continuing professional development](#)

Your application will be assessed against these standards of proficiency for the profession you are applying to join, it is therefore vital that these are evidenced in the information you provide.

Preparing your Documents

Identity Documents

You will need to provide a certified copy of the below documents (see the 'Certified Documents' section for how to certify your documents):

1

Passport or national identity card

**2**

Plus 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 which is less than six months old (N.B. mobile phone bills from outside of the UK are not accepted)
- A current full driving licence issued in the UK, another EEA State or Switzerland
- A bank or building society credit card or mortgage statement which is less than six months old (N.B. PDF versions or online statements are not accepted)
- A local Government tax bill for example a council tax bill, valid for the current year
- HM Revenue & Customs tax document, such as a tax assessment, statement of account or notice of coding which is less than six months old (N.B. P45 and P60 forms are not accepted)

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

Course Information Form

This form can be downloaded [here](#) and should be sent to your university or training institution for completion and uploaded as part of your online application.

The course information form provides the HCPC with details of the theoretical and practical content of the courses you have successfully completed.

They will use this to determine whether your qualifications are comparable to their proficiency standards for the profession you are applying to join.

The information provided should include:

- Details of the course content
- The number of theoretical and practical hours for each module or subject
- The assessment methods used

This information may be taken from a syllabus, but must only include parts of the course which you studied.

The Course Information Form must:

- Bear the stamp or seal of your university or training institution
- Include contact details for the course administrator or another appropriate member of staff who may be contacted as part of the verification process

Your form **must** include all the necessary details listed above otherwise you risk delays in your application process.

Certificate of English Proficiency

All applicants through the international route must confirm their English language proficiency.

To demonstrate this, as part of your application, you'll be asked to provide a certificate from an English language proficiency test that shows your score.

The HCPC accept the following certificates of English language proficiency tests, provided they are no more than two years old when your application is received:

International English Language Testing System (IELTS)	7.0 (no element must fall below 6.5)
Test of English as a Foreign Language (TOEFL) Internet Based Test (IBT)*	Minimum score of 100/120

*The HCPC cannot accept any TOEFL test score undertaken in the UK.

Exemptions

A native English speaker, for whom English is their first language is exempt.

You can declare that English is your first language, meaning you don't have to provide certification. This must only be done if it is the main or only language you use daily.

Having studied English or undertaken higher education that was taught in English is not sufficient to claim that English is your first language.

Further evidence may be required if you claim that English is your first language and you are not from a majority English-speaking country.

A national of Switzerland applying with mutual recognition under the Swiss Citizens Rights Agreement is exempt.

The only exceptions are speech and language therapists. Anyone applying to register for these professions must provide an appropriate English language proficiency test.

Undertaking English language tests not formally recognised by the HCPC

If you are required to provide an English language test certificate as evidence of proficiency, you may do so by completing another English language test which is not formally recognised by the HCPC.

However, in addition to the certified test results, you must also include within your application a certified statement of comparability issued by the test provider. This must clearly demonstrate that the test and score achieved are comparable to the 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).

Failure to provide this along with your test results may delay your application.

Test providers generally only issue comparability statements upon request. We also recommend ensuring that the test provider you choose can issue a comparability statement before you undertake the test.



Certifying your Documents

All supporting documents must be certified copies of the original documents.

This means they are photocopies or scans of the original document, which are signed by someone who can verify them. All signatures must be dated within the last six months.

How to certify a Document:

- 1** Take a photocopy or scan of the original document (this is to preserve the original copy)
 - 2** Show the original document to the person who is certifying it
 - 3** Ask the person certifying the document to write on the copy with the following: "I certify that this is a true copy of the original document seen by me"
 - 4** Ask them to sign with their name, professional title and contact details and write the date on the document
 - 5** Scan the certified copy so that you have a digital file (PDF, JPG or PNG)
 - 6** Upload this file to your application
- 

N.B. The certification must be hand-written on the photocopy or printed copy of the original document.

Translations

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

If you are applying from abroad, the British Embassy, Consulate or High Commission may be able to help you find a translator. Please ensure all translations are certified as per above.

Declaration

In order for the HCPC to carry out the required background checks, you will need to sign a declaration.

The declaration will give the HCPC permission to:

- ▶ Verify your identity documents
- ▶ Confirm your qualifications
- ▶ Confirm your good standing and character

The HCPC recognise that regulation varies from jurisdiction to jurisdiction. For example, it may not be normal practice to issue certificates of current professional status or letters of good standing.

The Online Application Process

The first step is to create an account and log in. You can access the signup page [here](#).

Once you've created an account, the 'My Applications' page will show you your current applications and their status.



Creating a new application

To create a new application, click the 'New Application' button.

From here, you'll be taken to 'Before We Begin', the initial page of the application form.

When you've entered the required information on this page, you'll be able to move to the next page of the form.

Section 1 - Your Details

Input all your personal information ensuring it is acute and up to date. This section is where you also need to upload a certified copy of your ID documents.

- Passport or national identity card
- Plus 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 which is less than six months old (N.B. mobile phone bills from outside of the UK are not accepted)
 - A current full driving licence issued in the UK, another EEA State or Switzerland
 - A bank or building society credit card or mortgage statement which is

less than six months old (N.B. PDF versions or online statements are not accepted)

- A local Government tax bill for example a council tax bill, valid for the current year
- HM Revenue & Customs tax document, such as a tax assessment, statement of account or notice of coding which is less than six months old (N.B. P45 and P60 forms are not accepted)

Section 2 - Your Qualification

In this section please provide details of your relevant training. This is the degree, diploma, or other qualification which enables you to practise your profession outside the United Kingdom. You will also upload the course information form mentioned previously.

Section 3 - Professional Experience

This section informs the HCPC of all of your professional experience. You should provide as much detail as possible as this will help the HCPC determine if you meet their proficiency standards.

For each workplace, you must provide the name and contact details of your supervisor or manager. The HCPC will then contact them to verify the information you have provided. Any address or email must be professional - the HCPC don't accept private postal or email addresses.

In addition to the above, you must 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 can upload any supporting professional experience documents in this section.

N.B. You must provide the HCPC with at least one example of your professional experience.

Section 4 - Professional Registration and Membership

In this section, you must provide details about your registration or membership with a regulatory body, professional association or similar organisation outside of the UK.

Section 5 - English Language Proficiency

You must declare whether English is your first language. 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.

This section is where you will need to provide proof of your English language proficiency if English is not your first language.

If you do need to provide an English language proficiency test, ensure that it is no more than two years old when the HCPC receives your application.

Section 6 - Declarations



Character

The HCPC also needs to look at an applicant's character.

When assessing whether an applicant is of 'good character', the HCPC take into account past conduct which may indicate that the applicant has been dishonest, untrustworthy, capable of harming service users or has acted in a manner which has undermined 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 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.

N.B. 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, [here](#).

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 the HCPC 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.

Health and Disability

You are required to provide the HCPC with information about your health if it may affect your fitness to practice.

The HCPC is not trying to determine whether you are 'healthy', as they understand many health conditions can be managed appropriately so that the applicant can continue to practice their profession safely and effectively.

Whilst disabilities may not be seen as a health condition, you will also need to disclose information about any disability that affects your fitness to practice.

Having a disability should not be seen as a barrier to joining the HCPC's Register. For more information about the HCPC Register and disabilities, [take a read of their guide before answering this section](#).

Final Declaration

Before the HCPC can process your application, you need to complete a final declaration.

Ensure your entire application is correct and you fully understand the declaration before signing it.

Background Checks

As previously mentioned, the HCPC will need to conduct background checks to verify the information you have provided in your application. These may be undertaken by the HCPC, its agents or their representatives.



And Finally

Submit your application and pay the scrutiny fee.

Your application cannot be fully submitted without paying the initial fee of £539.65.

If your application is successful you will receive a second WorldPay payment link by email to pay your registration fees.

At Leaders in Care, our expert international consultants are here to help make your relocation to the UK as smooth as possible. If you require further information on registering with the HCPC or advice on relocating to the UK, get in touch today:



international@leadersincare.co.uk

