

Guidance for Genetic Counsellor Registration Renewal

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4.0	Final Document for publication	Jude Savage	February 2023
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1 Introduction

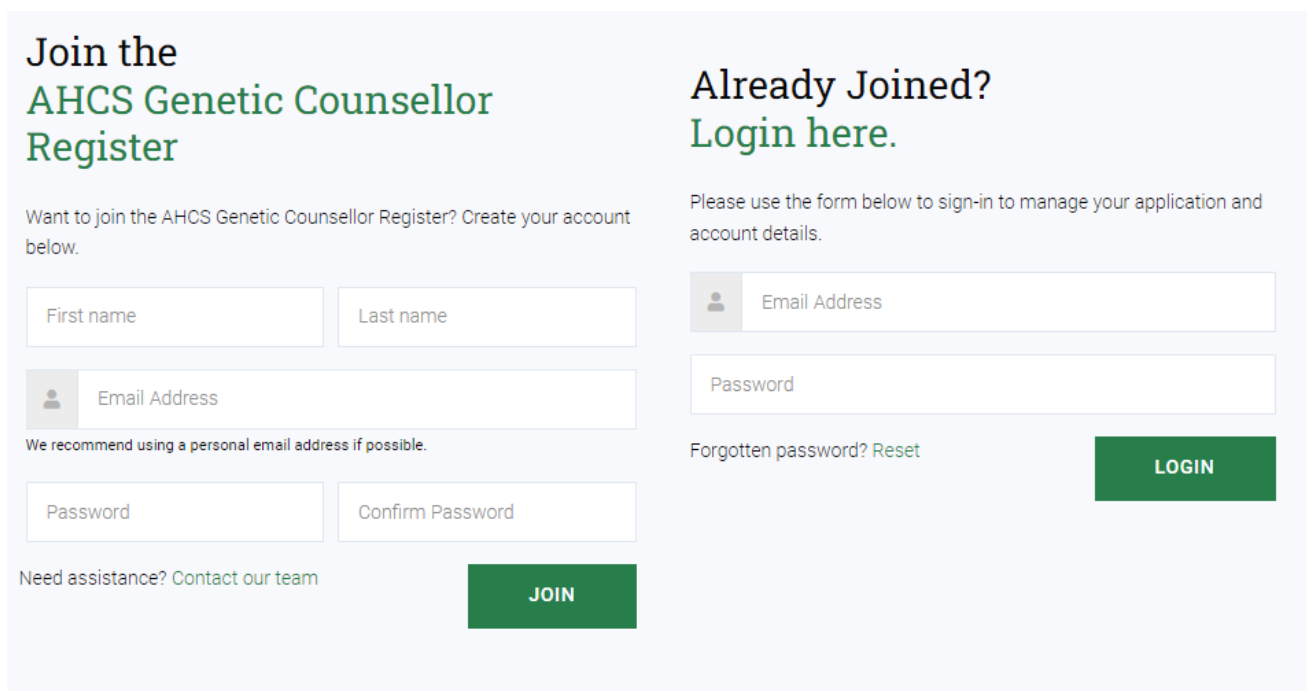
This guidance document provides an overview of the process to be followed by Genetic Counsellors who wish to renew their registration with the AHCS.

All AHCS registrants are required to renew their registration on an annual basis. The registrant will receive an email notification 60 days before their renewal date advising that their registration is due for renewal. Reminder emails will be sent weekly, beginning 30 days before their renewal date, unless renewal has been made.

If a renewal application has not been submitted within 30 days after their renewal date, the registrant will be removed from the public register but may be reinstated upon application.

2 Accessing your AHCS Account

To begin your registration renewal, please access your AHCS account by visiting the AHCS registration portal at <https://gcrab.ahcs.ac.uk/login>



The screenshot shows the AHCS registration and login interface. On the left, under the heading 'Join the AHCS Genetic Counsellor Register', there is a form for creating a new account. It includes fields for 'First name', 'Last name', 'Email Address', 'Password', and 'Confirm Password'. A note below the email field says 'We recommend using a personal email address if possible.' At the bottom of this section is a 'JOIN' button and a link to 'Contact our team'. On the right, under the heading 'Already Joined? Login here.', there is a form for logging in with 'Email Address' and 'Password'. A link for 'Forgotten password? Reset' is provided. A 'LOGIN' button is located at the bottom right of the login form.

Log-in using your email address and password. If you have forgotten your password, select '*Forgotten Password*' to receive a temporary password which you must change subsequently.

If you are unable to access your account, please email registration@ahcs.ac.uk.

When logged in, you will be presented with the Dashboard of your private applicant portal which lists your current applications.

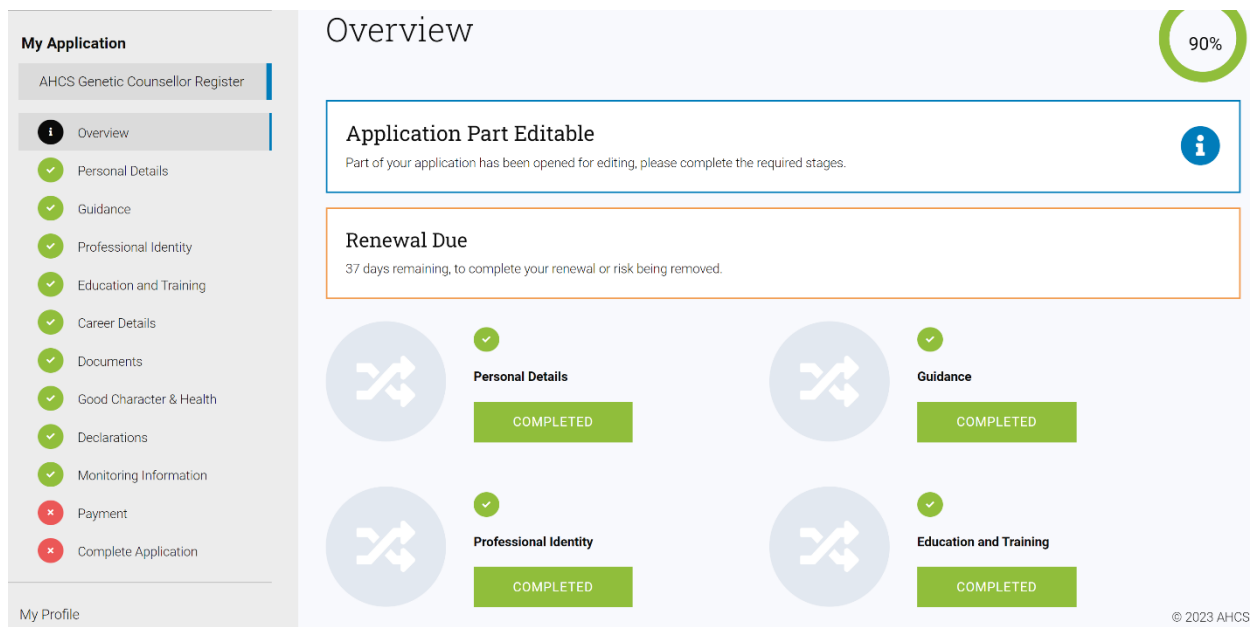
Please check your personal **Profile** and ensure that all the information and data we require is complete and up to date. This includes your personal contact details, including your home address and email address.

If any changes are required to the Profile section, please email the Administration Team at registration@ahcs.ac.uk with the required changes.

3 Registration Renewal

If you cannot fulfil the registration requirements to maintain your registration, or plan to take a break from practice, you will need to complete an Extenuating Circumstances Form and return it to the AHCS at registration@ahcs.ac.uk as soon as possible but before your registration renewal date. The information provided will be reviewed and if approved your registration account will be made inactive. Your details will be removed from the public register until you can fulfil the registration requirements and return to practice according with the AHCS Career Breaks and Returning to Practice Policy.

To begin your registration renewal, please select **AHCS Genetic Counsellor Register** under **My Applications** on your Dashboard. A screen similar to the one below will be displayed.



My Application

AHCS Genetic Counsellor Register

- Overview
- Personal Details
- Guidance
- Professional Identity
- Education and Training
- Career Details
- Documents
- Good Character & Health
- Declarations
- Monitoring Information
- Payment
- Complete Application

My Profile

Overview 90%

Application Part Editable
Part of your application has been opened for editing, please complete the required stages.

Renewal Due
37 days remaining, to complete your renewal or risk being removed.

	Personal Details COMPLETED		Guidance COMPLETED
	Professional Identity COMPLETED		Education and Training COMPLETED

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Modules coloured red indicate there is information which is missing or needs to be edited. Please select each module in turn to check the information and complete your renewal.

Further details are provided in the following sections.

3.1 Section One: Personal Details

Please check to ensure the information presented is correct. Several of the fields will have been pre-populated from your personal Profile.

3.2 Section Two: Guidance

When renewing your registration, please read the Guidance section to ensure that you understand and comply with the criteria for registration and confirm this by selecting '*I accept*'.

3.3 Section Three: Professional Identity

This section includes details of any professional membership or registration you hold, in either the UK or overseas. This will include your GCRA membership details which have already been included from when your account was set up.

3.4 Section Four: Education and Training

Please confirm the set of criteria and related genetic counselling experience you fulfilled to be eligible for AHCS registration.

3.5 Section Five: Career Details

The Career Details section ensures the Academy has a record of your employment including current employment.

If you have not changed employer since your application to join the register or at past renewals, you should select '*Complete*' for this section. Otherwise, please input details of your current employment, or principal employment if you have more than one employer, and select '*Complete*'.

3.6 Section Six: Documents

In the Documents section, you are required to upload the following documents to support your registration renewal application:

- Evidence of change of name, if appropriate.

Further details are included in the Guidance section above.

To upload files, you can either:

1. Drag and drop the files that you want to upload.
2. Select '*Browse files*', to open your file manager where you can select and attach the file.

Please ensure you provide a description and type for each document file you upload. Once all documents have been uploaded, please select '*Complete*' to close this section.

3.7 Section Seven: Good Character & Health

All AHCS registrants are required to complete this section on an annual basis. Once completed, please press 'Complete' to close this section. If you have answered Yes to any of the questions, please detail any matters which may affect your application in the box provided. The information will be held in strictest confidence.

3.8 Section Eight: Declarations

The Declaration statements must be accepted before your registration can be renewed. Please read the section carefully.

If you are unable to meet any of the requirements, if you plan to take a career break, or if there are any circumstances which affect your registration, please complete an Extenuating Circumstances Form and return it to the AHCS Administration Team at registration@ahcs.ac.uk before submitting your application.

3.9 Section Nine: 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 legislations.

While you are required to provide an answer to the questions in this section, you may choose not to disclose information about your protected characteristics.

Please use the box provided if you wish to add any additional information regarding the protected characteristics or whether you require any specific support.

3.10 Section Ten: Payment

Payment of fees to the AHCS is made through the GoCardless online payment portal.

Before you submit your application to the AHCS, you must first set up a Direct Debit facility so that the appropriate fees can be collected. Please ensure you understand the terms and conditions before completing your application.

Please Note: A registrant based outside of the United Kingdom should not set up a Direct Debit and should contact the Administrator at registration@ahcs.ac.uk to arrange an alternative payment method.

The annual fees for the AHCS Genetic Counsellor register is £120 and this fee is non-refundable. This amount includes the AHCS registration fee as well as your GCRAB membership fee, which is collected on their behalf and will be transferred after you submit your application.

3.11 Section Eleven: Complete Application

The final section provides a summary of all sections and will highlight in red where there is any incomplete information in your application.

When all sections have been completed, select 'Submit Application'. You will receive a confirmation email that your application has been received for review by the Administration Team.

4 Renewal Frequently Asked Questions

Q) I am due to go on maternity leave, what is the process?

Please inform the Academy for Healthcare Science before you go on maternity leave. You need to complete an Extenuating Circumstances document and return it to the Registration Administration team at registration@ahcs.ac.uk. Your registration will become inactive, and you won't appear on the public register search. When you return to work, please contact the Academy and follow the guidance set out in the Career Breaks and Returning to Practice Policy.

Q) Is there a separate maternity leave form and career break form?

No there isn't. When a registrant goes on maternity leave or an extended period of absence from work, they need to follow the same procedure as set out in the Career Breaks and Returning to Practice Policy.

Q) I am currently on maternity leave and will return to practice in a few months' time. I haven't practiced for a few months. What is the process?

Please contact the Academy for Healthcare Science with details of when you plan to return to work. When you return to practice, you will need to follow the guidance set out in the Career Breaks and Returning to Practice Policy.

Q) I will be submitting an Extenuating Circumstance Form this year, what paperwork would I need to submit?

The Extenuating Circumstances Form is available to be downloaded from the AHCS website (www.ahcs.ac.uk/documents/) document library. It should be returned to the Registration Administration team at registration@ahcs.ac.uk as soon as possible but no later than your registration renewal date. Your registration will become inactive, and you won't appear on the public register search. When you return to work, please contact the Academy and follow the guidance set out in the Career Breaks and Returning to Practice Policy.

Q) What is the process when a registrant cannot fulfil all registration requirements at renewal?

A registrant will need to complete an Extenuating Circumstances document and return it to the Registration Administration team at registration@ahcs.ac.uk as soon as possible. When a registrant cannot fulfil all registration requirements, their registration will be made inactive until they can fulfil the criteria. The applicant will then need to apply for readmittance to the register.

Q) I am going on leave for 4 weeks; do I need to inform the Academy?

No, you don't need to inform the Academy if you are going on leave for 4 weeks. The Academy will only need to be informed if you are taking an extended break from your career.

Q) Does a registrant need to follow the Career Breaks and Returning to Practice Policy when they are taking leave?

A registrant will need to follow the Career Breaks and Returning to Practice Policy when taking absence from their work or practice, apart from short periods of illness or annual leave.

Q) What're the most up to date requirements for CPD before, during and after maternity leave?

Registrants must adhere to the AHCS Standards for Continuing Professional Development. You will also need to comply with the requirements set out in the Genetic Counsellor Annual Declaration Form that they sign at renewal.

Q) How many CPD hours are needed each year?

A registrant needs to undertake an average of 30 hours of Professional Development over each year of professional practice. The specific requirements are set out in the Genetic Counsellor Annual Declaration Form that they sign at renewal.