# Guidance for Clinical Research Practitioners Register Renewals

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## Contents

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

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### **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.

The following sections will be open and editable at renewal:

- 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.

#### 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 record 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.'

Application Actions	PREVIOUS		NEXT
Overview			
Personal Details	Renewal Due 39 days remaining, to complete your renewal or risk being removed.		
Guidance			
Professional Identity	Employer Details 🕕		
S Employer Details	Please provide details of your current employment.		Great – you're
C Education and Training			halfway to completing your application!
Portfolio	Employer 1		
Good Character & Health	Job Title	Employer Name	

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





Guidance

## Section Three: Good Character & Health

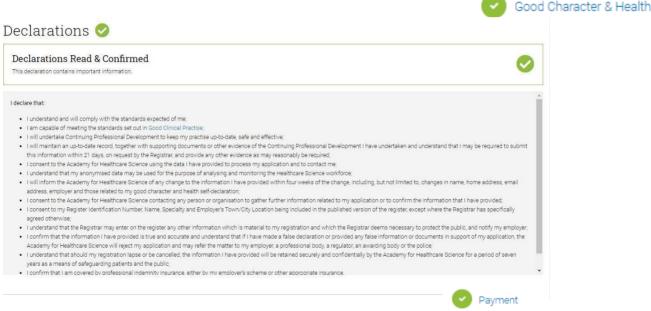
This section was initially completed during registration although, please make sure your details are still up to date. Please make any alternatives that you need.

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

#### Section Four: Declaration

Declarations

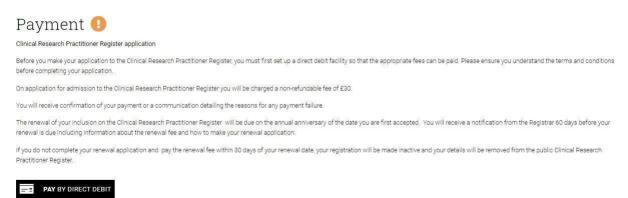
The declaration page outlines the Academy's declaration, this needs to be re-signed before renewing your application, this is to make sure that you still agree with the declarations.



#### 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 administer.

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



#### **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.

Guidance for applicants: Renewals

For more information regarding accounts being lapsed, please visit the <u>'Readmittance to the</u> <u>Register following Lapsed or Non-renewal of Registration'.</u>