Guidance for Applicants:

HCS Associate Registration

Version:	1.0
Date:	July 2023
Doc Ref:	#120
Review date:	July 2026

Contents

Version number	Purpose/Change	Author	Date
1.0	Final Document for publication	Elaine Jenkins	July 2023

1 Introduction

This guidance document provides an overview of the process to be followed by Healthcare Science Associates who wish to apply for 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 Your AHCS Account

To begin your registration application, first you need to create your AHCS account. Please select the link below to join the HCS Associate Register or to access your AHCS account if you are returning to the AHCS registration portal.

https://hsassoc.ahcs.ac.uk/

You will be presented with the following screen.
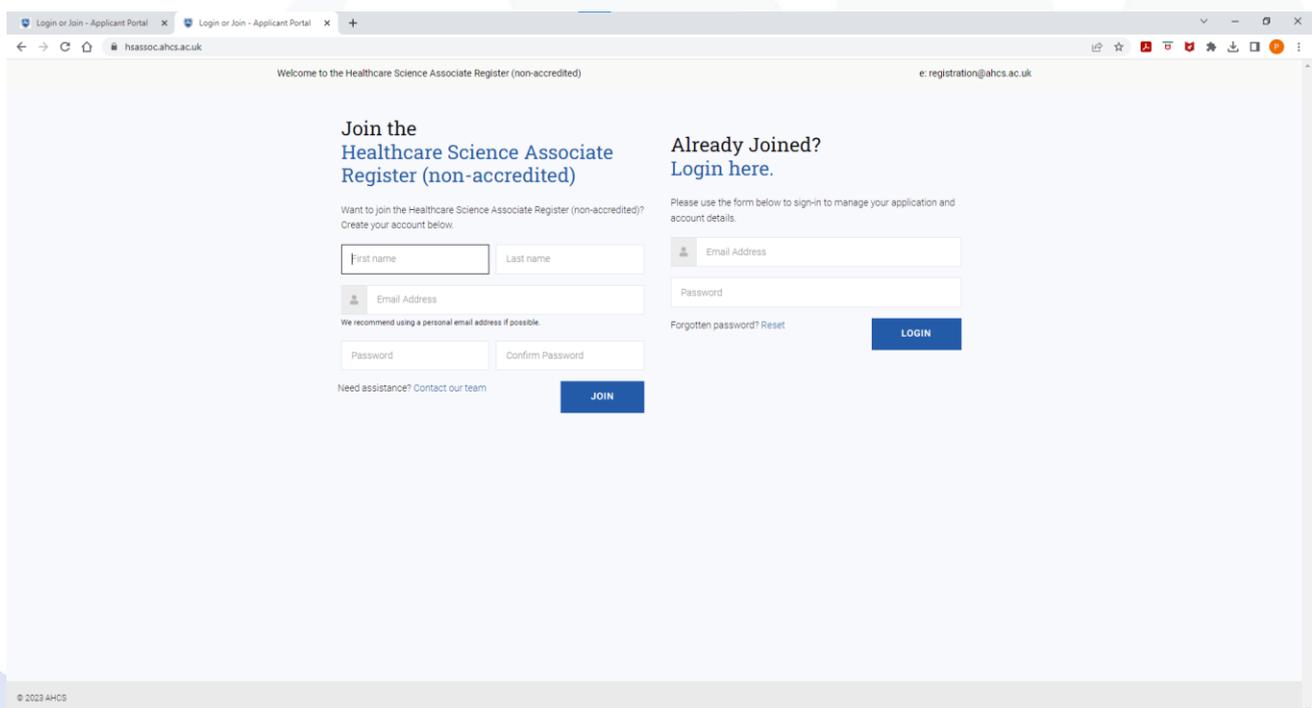
Your email address will be your AHCS Username, and you must set up a secure password. If you have already set up an AHCS account but have forgotten your password, select *'Forgotten Password'* to receive a temporary password which you must change subsequently.

All new applicants are required to verify their email address via the following screen.
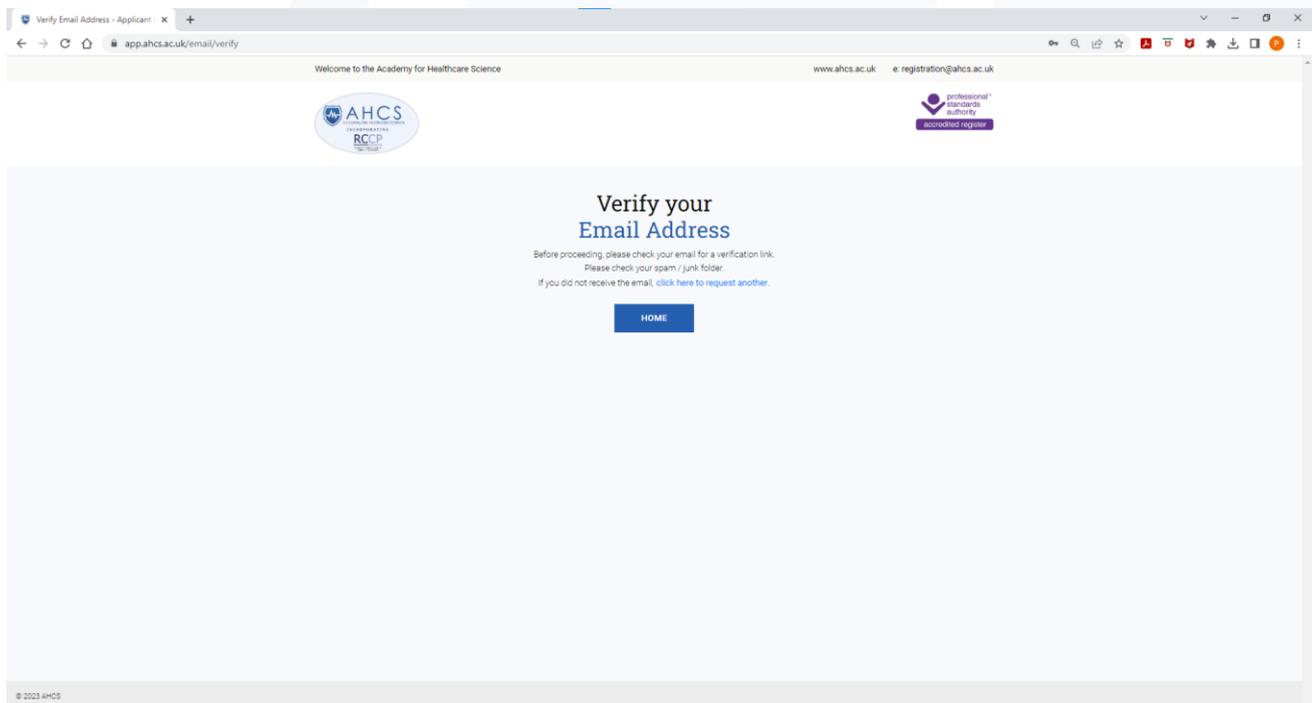
Click on the link in the email you receive to verify your email address. If you are unable to access your account, please email registration@ahcs.ac.uk.

3 Your Personal Profile

All AHCS registrants must set up a core **Personal Profile**. Your profile details are common across all applications you might make to the AHCS.

You will be presented with the following screen which includes your Applicant ID number. Your name and email address will have been pre-filled.

Incomplete fields are highlighted in red. Please ensure that all the remaining 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 necessary, you may also change your password on this screen.

When you have completed all your details, select "*Update Profile*".

If any subsequent changes are required to the Profile section after it has been submitted, you will need to contact the Administration Team at registration@ahcs.ac.uk with the required changes.

4 Your Registration Application

When you first log in to your account you will be able to begin your registration application via your AHCS account Dashboard by selecting "*Start Application*".

Subsequently, when you log in, the Dashboard will present a list of your current AHCS applications.
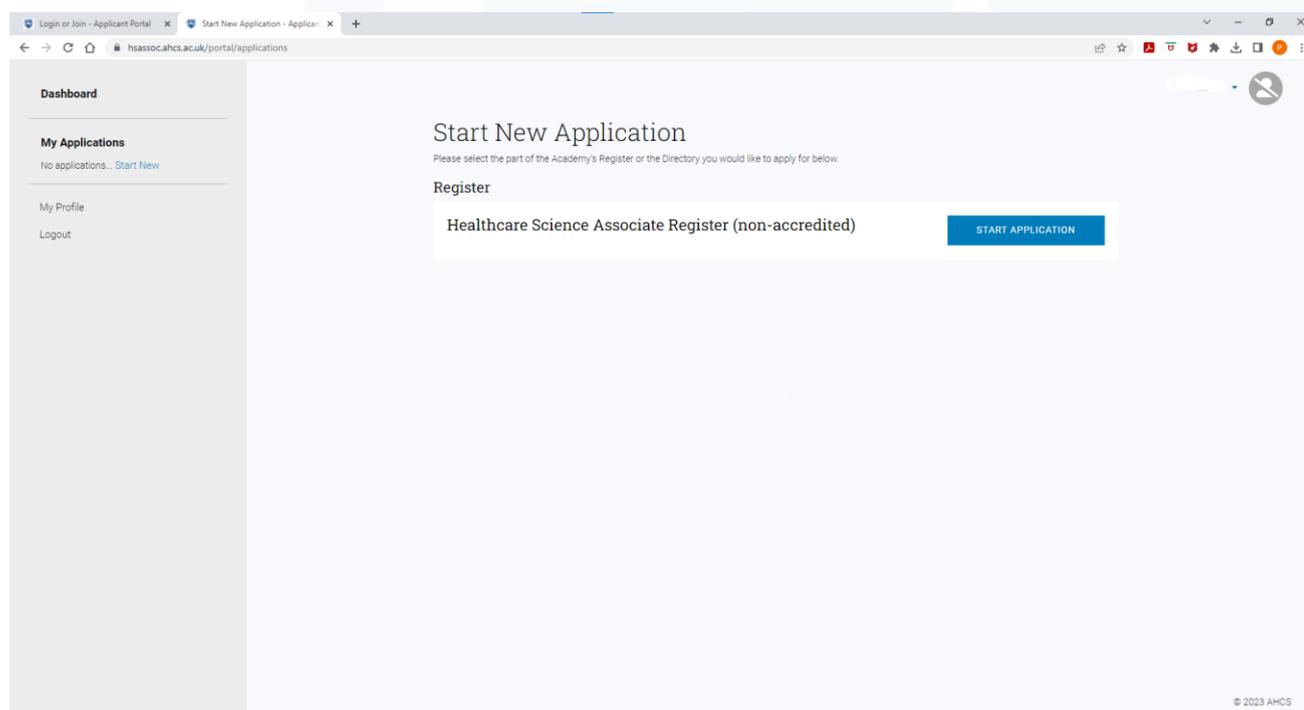
The following screen will be displayed. It provides an overview of all the sections which must be completed before you submit your registration application.

Any section highlighted in red is incomplete. Select each section in turn and complete the requested information.
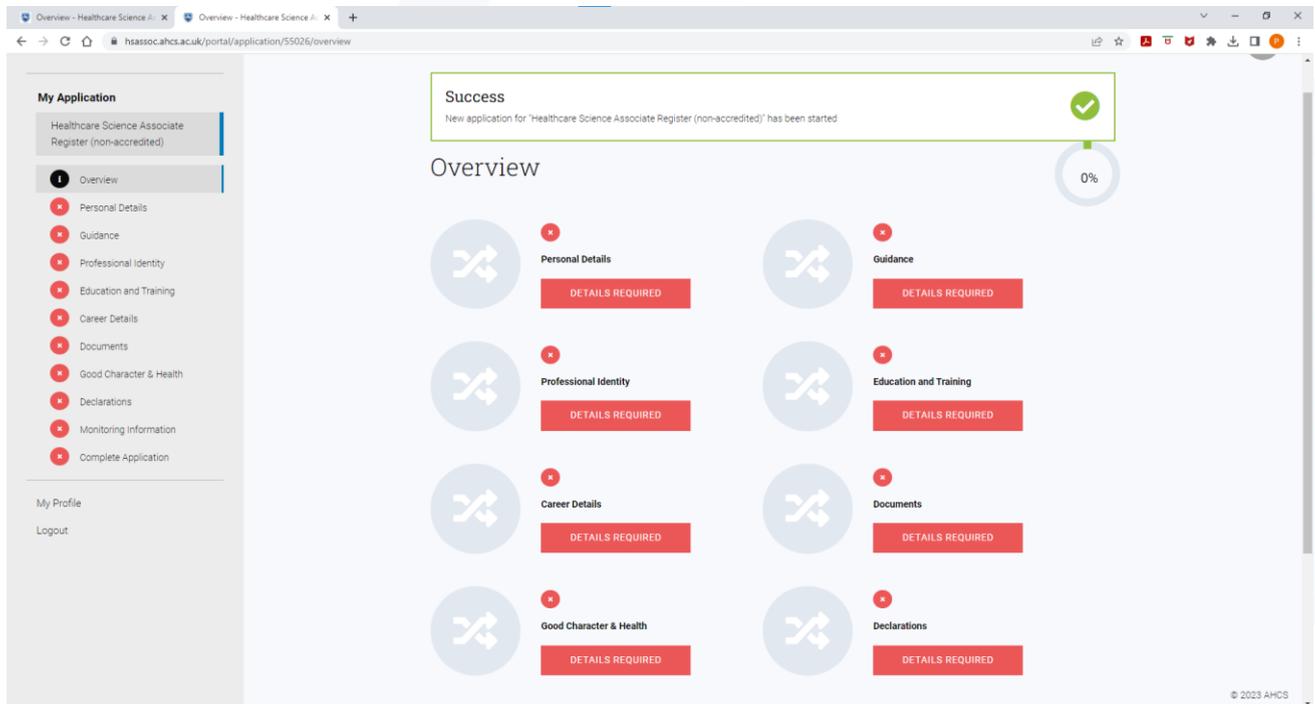
The guidance included in each section is self-explanatory, but if you have any questions, please contact the Administration Team at registration@ahcs.ac.uk.

When all information has been input in each section, select "*Complete*" and move to the next section. Otherwise, you can save the information and complete the section later.

5 Completing your application

The final section provides a summary of all sections and will highlight in red where there is any incomplete information in your application.
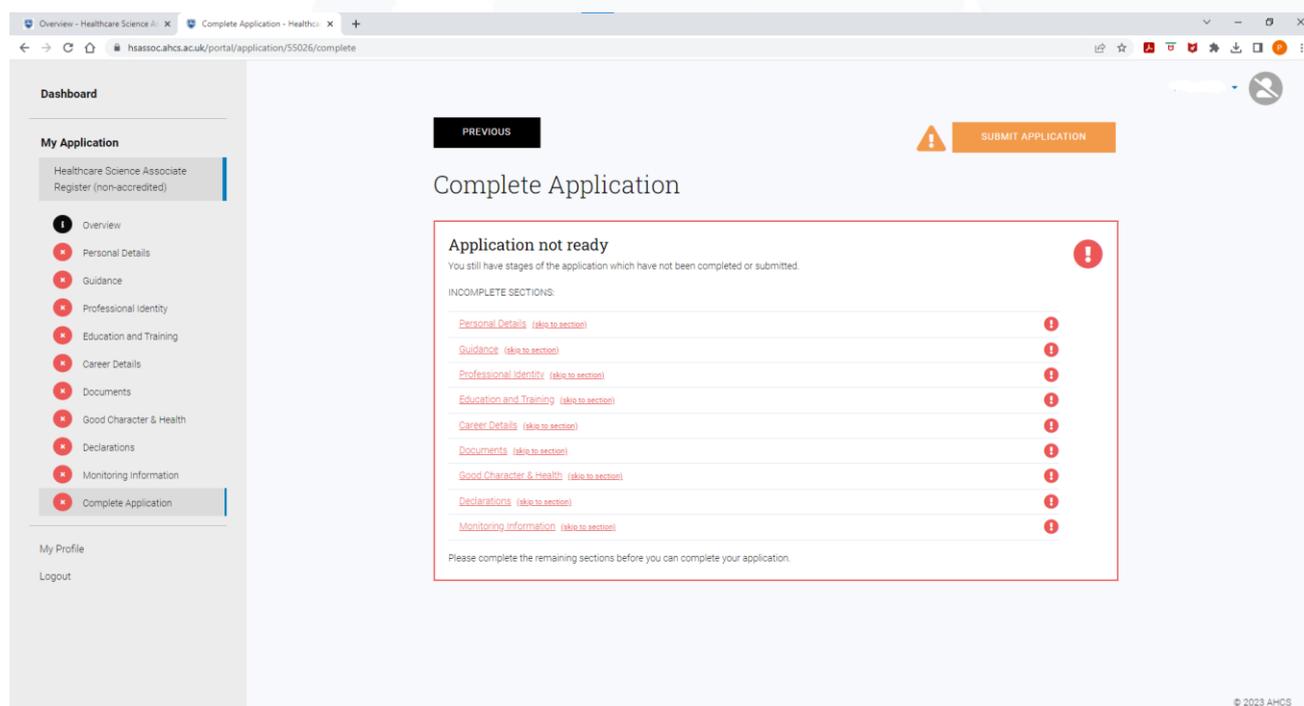
When all sections have been completed, select '*Submit Application*'. You will receive a confirmation email that your application has been received for review by the Administration Team.

Successful applicants will be notified by email, which will also advise how you can download and print your registration certificate. Your details will be included on the public HCS Associate Register which will be available to search through the AHCS website.

As an AHCS registrant you are required to undertake Continuous Professional Development (CPD) and submit evidence of that upon request by the AHCS Registrar. The AHCS undertakes a CPD audit for 3% of its registrants, selected at random, at least every two years.

A key objective of the AHCS is the maintenance of patient safety. A concern or complaint received about a registrant will be subject to the AHCS Fitness to Practise procedures as set out on the AHCS website.

6 Registration Fees

The following fee schedule applies for applications to this register in 2023/24:

- Applications received before 31 August 2023 – no fee

- Applications received between 1st September 2023 and 31st December 2023: a fee of £15

- Applications received after 1st January 2024 onwards: a fee of £30

All Registrants are required to pay an annual renewal fee to remain on the register.

Payment of fees to the AHCS is made by a Direct Debit set up through the GoCardless online payment portal.

7 Questions or concerns

If you have any questions or concerns about completing a registration application, in the first instance please contact the Administration Team at registration@ahcs.ac.uk.