

Accredited Registration for Genetic Counsellors (GC) – Walkthrough of Application Process

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Introduction

This walkthrough guidance document is for Genetic Counsellors (GC's) who are eligible to join the Academy for Healthcare Science (AHCS) Accredited Register.

Genetic Counsellors, specialised healthcare professionals who have been trained in the science of human genetics and psychosocial counselling and have met the standards set by the [Genetic Counsellor Registration Advisory Board \(GCRAB\)](#).

Application process outline.

Before making an application for the Genetic Counsellor register, you need to have submitted an intention to register application through the GCRAB.

Genetic Counsellor Intention to Register Process:

1. Applicants who intend to apply for registration by the 1st April (each year) are required to submit an Intention to Register form (with supporting documentation) to the GCRAB email address - enquiries@gcrb.org.uk between 1st February – 8th February.
2. Application and supporting documentation are reviewed by GCRAB chair.
3. The GCRAB administrator will inform the applicant regarding their eligibility before March.

Please refer to the [GCRAB website](#) for further information regarding the intention to register form.

Genetic Counsellor Register Process:

1. If an applicant is eligible to submit their application within the current cohort, then they would need to create an account on the AHCS Register - <https://gcrab.ahcs.ac.uk/>
2. Applicant completes and submits their Genetic Counsellor application.
3. Application is reviewed by an administrator and GCRAB chair.
4. Application is assigned to an AHCS GCRAB assessors.
5. Once assessment has been completed, assessors and moderators if applicable will complete the necessary forms and submit this to the AHCS.
6. Assessor forms are processed, and the applicant will receive their outcome.
 - A. If eligible, the applicant will receive their registration certificate and registration mark.
 - B. If ineligible, the applicant will receive further information and can resubmit their application the following year

Eligibility and payment

Once an application has been made to the AHCS Genetic Counsellor register, a nonrefundable fee of £220 will be taken.

As stated in the above section, you will need to have submitted an Intention to register form prior to being eligible to apply for the full register, this is done through the GCRAB and you will receive your intention to register outcome through the GCRAB. If you haven't received confirmation that you are eligible to apply for full registration within the current year, your application won't be accepted.

Annually, you will be asked to renew your registration, a fee of £120 is taken on receipt of you renewing your registration.

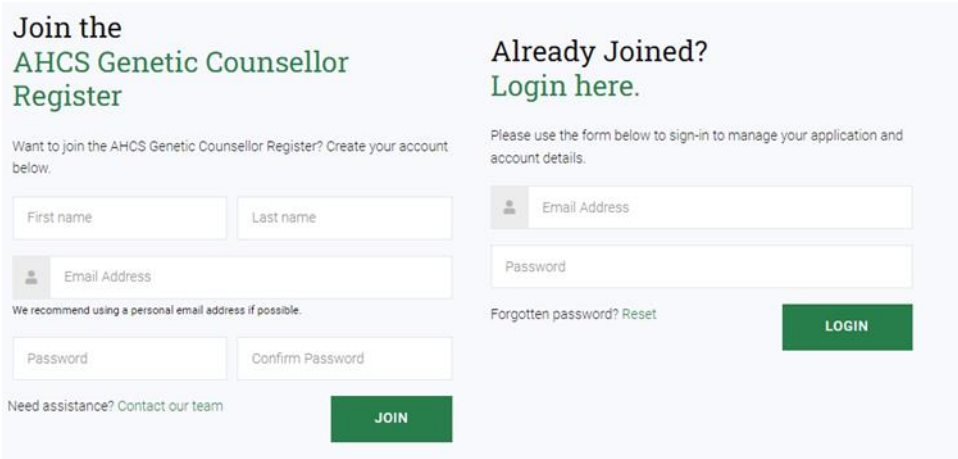
Create an account

To start your registration process, please go to <https://gcrab.ahcs.ac.uk/>

If you haven't made an account with the Academy for Healthcare Science before, you will need to create an account. You will need to provide your name, email address and create a password.

If you have already got an account, please login with your credentials under the 'already joined' tab. Please move to 'selecting the register application'.

If you are unsure if you have an account or require a password reset, please email - registration@ahcs.ac.uk for help and support.



The screenshot shows a web interface with two main sections: 'Join the AHCS Genetic Counsellor Register' and 'Already Joined? Login here.' The registration section includes fields for 'First name', 'Last name', 'Email Address', 'Password', and 'Confirm Password', with a 'JOIN' button. The login section includes fields for 'Email Address' and 'Password', a 'LOGIN' button, and a link for 'Forgotten password? Reset'. A note at the bottom of the registration section says 'Need assistance? Contact our team'.

Verify email address and profile

Before you can log on to your account for the first time, you will need to verify your email address. Once your account has been verified, you'll be able to start your application.

Once you have accessed your account for the first time, you will need to complete the outstanding fields within your profile section.

Selecting the Register application

To start a new application for the register, please click 'New Application' (This will appear within your dashboard).

To proceed forward, please click on the 'Start Application' by the 'Genetic Counsellor' application icon.

Once you have clicked on 'Start Application', you will be able to start your application to join the Genetic Counsellor Register.

Start New Application

Please select the part of the Academy's Register or the Directory you would like to apply for below.

Register

AHCS Genetic Counsellor Register

START APPLICATION

Personal Details

You must complete the Personal Details section first before moving onto other sections. You will need to provide the following information:

- Your personal details: home address,
- Specialism: Please select Genetic Counsellor,
- Experience to be eligible for registration: Set A, Set B & Set C

You need to keep your personal details up to date throughout the registration year, you can do this by contacting us on registration@ahcs.ac.uk.

Previous Name

If you have been known by another name, you will need to upload a change of name certificate into the Documents section of your application.

Guidance

In the guidance section, you are presented with information regarding how to complete your application. You will need to read the information and if you agree with the information that has been presented, you will need to click on 'complete' in order to move onto the next stage.

Guidance ⓘ

Please read carefully and confirm you have read the guidance.
This document contains important information regarding your application.

General information on completing your application
Please read this guidance before completing your application and confirm you have read it by clicking the button at the end of the page.
The roles are intended to help you understand and complete your application to the AHCS Genetic Counsellor Register. However, if there is something you do not understand, please contact us by emailing registration@ahcs.ac.uk.
Please also contact us if you experience any difficulty or suffer from any impairment that means you are unable to complete the application.
Acceptance for the AHCS Genetic Counsellor Register demonstrates that you meet the standards expected of you as a member of the healthcare science workforce and shows you have the skills and knowledge to practise your profession safely and effectively.
Further details can be found on the AHCS website.
Incomplete or incorrect applications
Your application can only be assessed based on the information you provide. Every application is checked by a member of the Administration team to ensure the information you have provided is complete, otherwise you will be notified by email and may be asked for further information. Please ensure you resubmit your complete application as quickly as possible.
Successful applications

I ACCEPT

Professional Identity

It is optional to provide information regarding any memberships that you are part of thus, you can leave this information blank.

Although, you need to provide an answer to the 'Private Practice' question in regards whether you practice your profession in a private capacity.

If you answer yes to this question, you will be asked follow up questions, these follow up questions will need to be answered prior to you completing this section.

Education and Training

The education and training section is where you provide your education details, please refer to the eligibility criteria regarding what documentation we require you to upload.

The set criteria that you are applying through has been outlined within this section although, please refer to the GCRAB's Applicant Guidelines for further information on their website.

Education and Training

Please upload the relevant qualifications depending on your registration route:

Set A Criteria:

- Attainment of MSc in genetic/genetic and genomic counselling from a GCRB approved UK course or Genetic Counsellors who have attained an MSc in genetic/genetic and genomic counselling overseas with a recognised Board

Set B Criteria:

- Professional qualification as a Nurse/Midwife/Clinical Psychologist/GMC Registered medical doctor + specified additional training or overseas equivalent

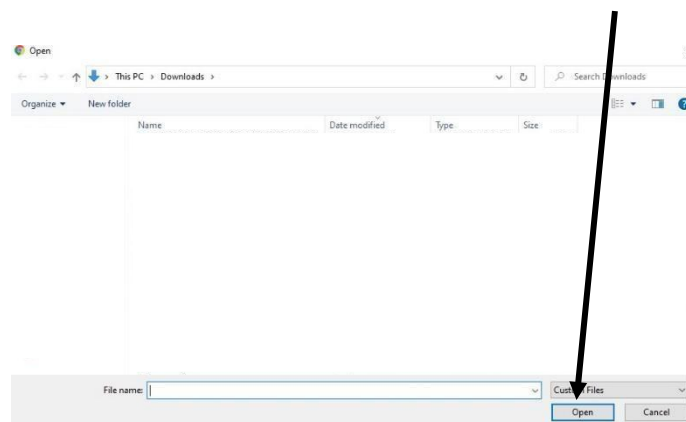
Set C Criteria:

- Attainment of STP in genomic counselling

To upload files, you can either:

1. Drag and drop the files that you want to upload from file explorer.
2. Alternatively, press 'browse files', then a pop-up bar will appear, and you can attach the file.

Once you have attached the file, press 'Open'.




You can only upload one file within the 'upload file section', you cannot upload multiple files to one

qualification. Again, once this section is complete, you can press 'complete', and the section will turn green.

Career Details

The career details section is where you provide your current employment details. Once this section is completed, you can press 'complete', and the section will turn green.

Career Details 
Please provide details of your employment history for up to the last 10 years.

Documents

The documents section is where you upload your portfolio documentation. You are required to upload the following documents:

- Two forms of identification: one photographic ID and one address ID.
- Evidence of a Change of Name, if appropriate.
- A Disclosure and Barring Services (DBS) Certificate, or equivalent, dated within the last 3 years, or evidence that your employer has checked your DBS status and confirmed no change has occurred since the certificate was issued.
- Part B,
- Part C,
- iThenticate Report,
- Appendices.

REMEMBER:

All documentation should be uploaded within this section, all documents need to be anonymized except for the change of name certificate if applicable.

Your manager and your SOM need to email registration@ahcs.ac.uk with your references by the 1st April 2024.

Please quote your AHCS ID within the header of your documentation. Your ID can be found from your Profile section of your account.

Documents can be uploaded in PDF, Word or JPEG.

Please refer to the [Education and Training section](#) with how to upload the documentation.

Good Character & Health

The Academy for Healthcare Science checks the health and character of everyone who applies to join the register in line with the requirements of the Professional Standards Authority (PSA). Thus, all questions within this section is mandatory to be completed.

When you have completed this section, please press ‘complete’ on the bottom of the page. Then the ‘good character and health’ section will be marked complete and thus, turn green.

Good Character & Health ⓘ

We must check the health and character of everyone who applies to join our register. This is to ensure that applicants will be able to practise safely. Please consider the statements outlined below and give your answers truthfully.

If you answer 'yes' to any of these statements, please use the space provided to give further detail. Please note that answering 'yes' may mean that you are unable to register with us. Your application will be reviewed by the Registrar who may respond by either accepting your application, refusing your application or defer pending further investigation.

If you select YES to any questions, please give further information in the comments box below.

Do you have an unspent conviction or a caution in the UK for a criminal offence, or a conviction elsewhere for an offence which, if committed in England or Wales, would constitute a criminal offence?

Are you currently subject to a binding over order given by the Crown Prosecution Service in England and Wales?

Have you:
 1) Been dismissed with an admission or discharged under sections 246(1-3) of the Criminal Procedure (Scotland) Act 1995, or
 2) Accepted a conditional offer under section 302 of that Act, or
 3) Accepted a Compensation offer under Section 302A of that Act and/or Section 50 of the Criminal Proceedings etc (Reform) Scotland Act 2007?

Have you agreed to pay a penalty under the Welfare Reform Act 2012 as an alternative to prosecution?

Have you ever been found Fundamentally Dishonest under Civil Procedure Rule (CPR) 44.16 or Section 57(2) of the Criminal Justice and Courts Act 2015?

Have you ever been barred from working with children or adults under the Safeguarding Vulnerable Groups Act 2006 or Protection of Vulnerable Groups (Scotland) Act 2007?

Have you ever been disciplined by a health or social care regulatory body or a health and social care voluntary registration body?

Do you have any physical or mental health condition that would impair your fitness to practise as a clinical research practitioner?

If you have answered Yes to any of the questions above, please detail any matters which may affect your application. The information provided will be held in strictest confidence.

Declaration

The declaration page outlines the Academy’s declaration, this needs to be signed before submitting you can submit your application.

Declarations ⓘ

Please read carefully and accept the Declaration ⓘ

You are required to indicate you understand and accept the following Declarations by clicking the button at the end of the page.

I declare that:

- I work in either education, research or clinical practice related to Genetic / Genomic Counselling;
- I understand and will comply with the standards expected of me;
- I am capable of meeting the standards set out in Good Scientific Practice;
- I practise according to the GCRAB Standards of Proficiency, Scope of Practice and Code of Conduct required of a registered Genetic / Genomic Counsellor;
- 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.

The statement about CPD for new applicants refers to what applicants will do i.e. as in adhering to AHCS standards on acceptance, not to any requirement to supply CPD for application purposes.

Payment

Once your application for the Genetic Counsellor Register is complete, you will reach the ‘payment’ section of the application, this is where you input your debit card details. If you cannot pay through direct debit, please get in contact with registration@ahcs.ac.uk

A sum of £220 will be taken out of your account on submission of your application. The payment is non-refundable and once you have set up the direct debit, you cannot be re- credited to your account.

Payment

AHCS Genetic Counsellor Register application

Before you make your application to the AHCS Genetic Counsellor 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.

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

Monitoring Information

This section is optional and doesn't need to be answered however, this section is about equality and asks a series of questions relating to:

- Age
- Disability
- Gender
- Race
- Religion etc.

Any information provided will be managed in the strictest confidence according to the AHCS Privacy Policy and will not be used as part of your application assessment.

When you have completed this section, please press 'complete' on the bottom of the page. Then the 'portfolio' section will be marked complete and thus, turn green.

If you have a disability, as defined under the Equality Act (2010) that you feel may affect your engagement in the application and assessment process, please contact the AHCS Administrators before submitting your application; registration@ahcs.ac.uk. The Academy can then advise you on reasonable adjustments.

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 legislation.

The Equality Act 2010 is applicable in the United Kingdom except for Northern Ireland where the Disability Discrimination Acts 1995 and 2005 continue to apply. These Acts protect people from discrimination in the workplace and in wider society, including in respect of the following characteristics:

- age
- disability - including those with long-term health conditions, learning disabilities and hidden disabilities such as dyslexia
- gender reassignment
- pregnancy and maternity
- race, including ethnic or national origins, colour or nationality
- religion or belief, including a lack of any belief
- sex
- sexual orientation

The Equality Act 2010 also applies to marriage and civil partnership, but only in respect of the requirement to have due regard to the need to eliminate discrimination.

Please consider the following questions, which you are not obliged to answer:

Any information you provide will be managed in the strictest confidence according to the AHCS Privacy Policy and will not be used as part of your application assessment.

Your information will not be shared but may be pseudonymised in aggregated analyses of applications to the Academy. It will help us to ensure fairness and equity when managing the various procedures we use to regulate registrants and when we communicate with you.

Complete Application

To submit your Genetic Counsellor register application, press 'complete application'.

Next Steps

Once your application has been submitted, your application will be processed and sent for assessment by the AHCS GCRAAB assessors.

There are three outcomes you may receive:

- **Outcome 1:** Pass – registration achieved ,
- **Outcome 2:** Further Information Required (Deferred),
- **Outcome 3:** Reject (Fail).

We reserve the right to request applicants to attend an interview. An outcome will be provided by email to you by the end of July.

Deferral Applications

If your application is unsuccessful (received request for further information), you can resubmit your application once. All resubmitted applications will need to be uploaded and submitted by midday on the 3rd January the following year with a new plagiarism report, this is in regardless of the day of the week on which 3rd January falls.

All resubmitted work needs to be re-uploaded into the Portfolio section of your Genetic Counsellor application and all fields must be marked as green. You will receive auto-confirmation that your application has been submitted and you will receive further confirmation once your application has been assigned to an assessor.

If you have any questions, please don't hesitate to get in contact.