

# AHCS Policy

## Readmittance to the Register following Lapsed or Non- Renewal of Registration

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3.0	Final Document for publication	Jude Savage	February 2022
3.1	Late Fee update	Jude Savage	December 2024

## Introduction

The Academy for Healthcare Science (AHCS) aims to protect patients and the public by ensuring a registrant can practise safely and effectively in line with its standards.

This policy is to be applied when:

- a person's registration has lapsed, or was not renewed;
- they continued to work as a Healthcare Science Practitioner; and
- they wish to be readmitted to the AHCS Accredited Register.

The policy is set in the context that registration with the AHCS is voluntary and not a statutory requirement and will only apply to individuals who have previously been registered with the AHCS.

Registration with the AHCS is undertaken for a period of 12 calendar months. When a person's registration lapses or is not renewed, their online AHCS account is made inactive 30 days after the due renewal date and their details are removed from the public register. However, a

registrant's data will be retained securely and confidentially by the AHCS for a period of seven years as a means of safeguarding patients and the public.

This policy specifies two scenarios and sets out the requirements for each before registration can be resumed.

### **Scenario 1: Where a person's registration has been inactive for a period of less than 12 months since their last registration renewal date:**

The person may apply for readmittance to the register by requesting reactivation of their online account and completing a renewal application as normal.

The applicant should ensure that:

- all registration account data fields are completed, including their current employer details;
- all required documents are current and uploaded, although the certified identity documents are not required as a previous registrant;
- the required Declarations are completed;
- the registration fee payment is made with the application submission.

## Scenario 2: Where a person's registration has been inactive for a period greater than 12 months following the last registration renewal date:

The person may apply for readmittance to the register by requesting reactivation of their online account and completing a new application which will be assessed by the Registrar.

The applicant should ensure that:

- all registration account data fields are completed, including their current employer details;
- all required documents are current and uploaded, although the certified identity documents are not required as a previous registrant;
- the required Declarations are completed;
- the registration fee payment is made with the application submission;
- the details of their role and responsibilities are confirmed by their Head of Department;
- A personal statement is provided to the Registrar summarising the Continuing Professional Development (CPD) activities undertaken in the period since their registration lapsed or was not renewed;

### Fees

Please note that if you decide to rejoin the register within a 2 year period of being removed, a late renewal fee of £20 will apply **in addition** to the usual registration fee."

If you ask to rejoin the register after a period of 2 years following removal, a new application will need to be completed.

### More information

If you have any questions about this policy, please email the Academy of Healthcare Science Registration Team ([registration@ahcs.ac.uk](mailto:registration@ahcs.ac.uk)) or check the information on our website.

