

March 2005

Dear Registrant

Your registration with the Registration Council for Clinical Physiologists is due for renewal on 1<sup>st</sup> May 2006. The 2006 – 2007 renewal fee will be **£20.00**. Please complete and sign the enclosed renewal form and return it with your cheque for **£20.00** (made payable to **RCCP**) and send to the address at the bottom of the form.

Any amendments to the database should be accompanied by supporting documentation if appropriate (e.g. new qualifications, change of name, etc). The address held on the database will be the one that is used for correspondence unless we are advised otherwise. Please remember that on transfer to HPC the address will be published and be in the public domain. Therefore we suggest that this is your work address.

Renewal fees must be **received by 31st May 2006**. After this date your name will be removed from the register and will not appear in the on-line Register. Reinstatement will be treated as a new application and will incur a fee of **£50.00** though a new application form will not be required. Your registration certificate will be issued on receipt of your renewal payment. The full Register can be viewed at [www.rccp.co.uk](http://www.rccp.co.uk).

As you will know, both from the RCCP website and your own professional body forum, we are now within sight of our goal of achieving a State Registration vehicle for clinical physiologists; the anticipated timetable for transfer of the register is late 2006. There is still a tremendous amount of work for the council members and executive to complete during this period with both the Health Professions Council and the Department of Health, and we will also of course be keeping the voluntary register open for new applicants.

A table of fees can be found on the RCCP website ([www.rccp.co.uk](http://www.rccp.co.uk)) detailing the various levies including the £20 fee to cover the additional administrative costs for forms that are submitted with documents missing or incorrectly completed. Similarly, any incomplete renewal forms that require to be returned will incur a £5 administration charge and a fee of £5.00 will be incurred for replacement of certificates lost by registrants during the registration year.

**PLEASE NOTE** the renewal charge of £20 is to cover the administration costs of this process only. No refunds will be given in the event of transfer to HPC within the current renewal year at which time HPC costs which currently stand at £120 for a 2 year period will be levied by them. Whilst RCCP are making every attempt to mitigate the transfer to HPC so that registrants do not have to pay twice, the date of transfer is at the HPC discretion. On transfer of the register to HPC any remaining monies will be used to support the RCCP Professional Body Education Committee.

We appreciate that, especially for new applicants, these fees represent a considerable expense. However HPC has now raised "grandparenting" administration costs to a minimum of £200 per applicant on top of the registration fee, and those applicants who are called for an interview will have the additional expense of the costs of the review panel and their own travelling expenses.

RCCP still gives value for money when compared with HPC and we urge all of you out there who have not yet applied to join the Voluntary Register to do so with some urgency.

It is important that CPD activity continues to be maintained and documented within your personal portfolio and RCCP will be undertaking a CPD audit over the next few months and your assistance with this would be appreciated.

Yours faithfully



**Jacqui Howard**  
RCCP Registrar