

Dear Registrant

29 April 2008

Renewal Reminder 2008-2009

Your registration with the Registration Council for Clinical Physiologists was due for renewal on **1st May 2008** and unfortunately we have not received the required documentation. The 2008–2009 renewal fee will remain at the 2007 cost of **£20.00**. In response to many requests for the introduction of **Direct Debit** payment for renewal fees, we are delighted to announce that this will be the mandatory payment method for this year and subsequent renewals. Please complete and return the enclosed **mandate agreement** as soon as possible together with your **signed declaration** and post to the address at the bottom of the page. Without both these documents we will be unable to process your renewal and issue the new certificate 2008-2009. Please ensure you write your RCCP Membership number in the reference boxes, preceded by zeros if required to make six digits (e.g. 345 becomes 000345). Your payment cannot be processed without this information.

The latest date for acceptance of renewal forms will be the 19 May 2008 in order to process the direct debit payment for 30 May 2008. Please ensure that there are enough funds available to cover this amount. Any forms received after 19 May 2008 will incur a £5 charge. If you have any concerns or queries please contact RCCP Administration on 0845 2263064 or email rccpadmin@rccp.co.uk.

If you fail to renew 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.

If there have been any changes to your personal information held on our database you must let us know in writing of the changes and include any supporting documentation (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. **Please note that it is each individual registrant's responsibility to notify RCCP of any changes that may affect their registration.**

A table of fees can be found on the RCCP website (www.rccp.co.uk). Incomplete renewal and mandate forms that require to be returned will incur a £5 administration charge and a fee of £5 will be incurred for replacement of certificates lost by registrants during the registration year.

It is essential that CPD activity continues to be maintained and documented within your personal portfolio. A percentage of registrants will have their portfolio audited by RCCP until transfer to HPC, who will then carry out their own audits.

For details of what the renewal charge pays for, comparative HPC charges and the RCCP position on fees as and when transfer to the HPC occurs please see our web site. Please be aware that the Department of Health has written to all SHAs asking them to ensure that staff are registered with and continue to register with Voluntary Registers until such time as they can facilitate formal transfer to HPC.

Yours faithfully



Jacqui Howard
RCCP Registrar