

### **From 2019, re-registration with HPSET will be a two-stage process:**

1. Annual renewal through completion of an online form and payment of the relevant re-registration fee (*introduced January 2019*).
2. Three yearly profile submission via personal page of the website (*introduced January 2020*).

Satisfactory completion of both stages is necessary to maintain professional registration with HPSET and continued listing on the public register of Health Play Specialists.

### **Annual Re-registration (online application)**

On 5 January 2019, HPSET will introduce the first stage of the new re-registration process. After that date, all registrants listed on the Public Register are required to renew their registration for the period 1 April 2019 to 31 March 2020.

You may renew your HPSET re-registration at any time between 5 January and 31 March 2019 by following the steps below:

1. Determine the re-registration fee payable by accessing the 'Fee Schedule 2019' available at <https://hpset.org.uk/wp-content/uploads/2016/09/Fee-Schedule-from-2019.pdf>

*You may be reminded of your 'Last Re-registration Date' by looking at the 'Registration Completed Date' shown on your personal page.*

2. Pay the appropriate fee by BACS transfer, using your registration number as a reference. Bank details available at: <https://hpset.org.uk/payment-options/>
3. Log in to your personal page of the HPSET website <https://hpset.org.uk/> with your username or email address.

*If you have forgotten your password, you may request a new one by selecting the 'forgot password' option at the login screen.*

4. The new annual re-registration form will appear at the top of your personal page. Check the boxes on the form and click 'Submit Form'.

*If you are unable to check all the boxes on the form, please contact the registration coordinator at: [registration@hpset.org.uk](mailto:registration@hpset.org.uk)*

5. Your personal page will be updated when your re-registration has been approved and will show the message 'Registration Active'. You will not receive any other confirmation of your re-registration.

*Please only contact the registration coordinator to request confirmation after 28 days have passed since your Re-registration Submission Date. An on-screen reminder will indicate to you when this applies.*

### **Lapsed Registration.**

If you do not renew your registration by 31 March 2019, your registration will automatically lapse, and your name will be removed from the Public Register of Health Play Specialists.

You will need to submit a CPD profile for audit before you can be considered for return to the register. Please contact the registration coordinator at [registration@hpset.org.uk](mailto:registration@hpset.org.uk) for the necessary documentation.

### **3-yearly CPD Profile Submission**

This aspect of the new re-registration process will be introduced in 2020. The profile documentation will become available online as soon as it has been finalised.

If you are selected to submit a CPD profile in 2020, you will be advised at the start of January 2020.