

# Procedure for licensing an organisation to admit members to one of the RPC registers

The requirements for Licensees are detailed in the document *Requirements for Licensees*. Any organisation wishing to apply to be licensed to admit members to one of the RPC registers must complete the application form (Appendix A) and submit this to the address given along with the requested paperwork and the application fee. Electronic applications are preferred.

The application will be acknowledged and checked by the RPC administration team, and query made if any part of the form is incomplete or there is missing paperwork. The application will then be considered at the next meeting of the RPC, provided a correctly completed application is received at least 2 weeks before the meeting date.

The RPC will consider the application against the requirements for Licensed bodies and assess the adequacy of the assessment and governance procedures. If the decision is made not to approve the Licensing of the body, a report will be provided detailing the areas of deficiency and which further documents or evidence need to be provided or revised. If this is provided within 6 months of notification of the decision then no further application fee is required.

When an application is approved, the RPC will write to confirm this, subject to payment of the annual licensee fee, less the application fee.

Details of the new licensee will be uploaded to the RPC website as soon as practicable.

## Appendix A: Application to be Licensed to award Professional Registration in Radiation Protection

Please complete the form below and send with appropriate documentation to:

**The Radiation Protection Council**  
**DS009 Dartington Hall**  
**Dartington**  
**Devon TQ9 6EN**

Email : [admin@ukrpc.org.uk](mailto:admin@ukrpc.org.uk)

Organisation:			
Full name of Correspondent:		Title:	Position within the Organisation:
Business address:		Tel. No:	
		Email:	
Address for correspondence:		Tel. No.	
		Email:	
Register(s) to which you wish to admit members:			
<p><b>CRadP</b> <input type="checkbox"/>                      <b>IRadP</b> <input type="checkbox"/>                      <b>TechRadP</b> <input type="checkbox"/></p>			
Brief description of Organisation including members' activity related to radiation protection:			
Anticipated number of registrants:			
Please confirm attachment of the following documentation:			
Code of Professional Conduct		Assessment procedure	
Disciplinary Procedure		Guidance for applicants	
Appeals & Complaints Procedure		Guidance for Assessors	
Procedure for assessing CPD		Details of how assessment meets RPC standards	
Details of management & administration of licensee function		Details of requirements for assessor standards	

[www.ukrpc.org.uk](http://www.ukrpc.org.uk)

Version 1.0	RPC/licenseadmission	Issued: November 2018	Review: November 2021
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