

Guidance for Registration Agreements – Licensed Member and Professional Affiliate

To enable registration with the RPC for individuals who are full members of a Professional Affiliate (PA), the respective PA must have a formal agreement established with an RPC Licensee.

This agreement allows the PA the opportunity to offer a route to registration for its members via the agreement with an RPC Licensee. The RPC Licensee shall ensure that the Registrants within the PA comply with the Licensing requirements.

The agreement between the RPC Licensee and the PA shall be signed by both parties and shall set out the control measures that shall ensure that the Registrants meet the required standards.

The content of such an agreement shall include, as a minimum, the following: -

1. The details of the compliance standards that the RPC Licensee expects the PA to meet, these shall be consistent with the RPC standard licensee requirements;
2. Guidance on, and assistance with, relevant training, and monitoring thereof, to ensure the highest standard of Continued Professional Development;
3. A process which the PA will follow to ensure that the administration and recording of suitably qualified and trained Registrants is available for the RPC Licensee to audit.
4. A process to be followed to enable the assessment of Registrant applications.

Any agreement reached between the RPC Licensee and the PA must be approved by the RPC.

RPC audits of Licensee bodies shall include any arrangements in place with PAs.