Requirements for Licensees

RECORD OF CHANGES

Change Nº	Details of Changes	Date of Insertion
V 1.0	Original document	Accepted 270219
V 1.1	Cross- refers to Licensee admission procedure; reviewed by sub-group 11/22	Oct 2021
V2.0	Delete point 3 as duplicated provision. New point 6 specifying notification of changes in circumstances which might affect Licensee's qualification or ability to remain a Licensee. New point 7 – 10 (in respect of representatives join the RPC Board, provision of required details of individuals it has approved for admission to /removal from the Register of Radiation Protection Professionals; supply of information for quinquennial review of the Licensee's status as a Licensee, payment of relevant fees).	May 23; confirmed Oct 23

Requirements for Licensees

Any Body wishing to be a Licensee of the RPC should:

1. Be a professional membership body, some of whose members work in radiation protection or allied fields.
2. Have a code of professional conduct to which its members are bound.
3. Have a written disciplinary procedure.
4. Have a process for monitoring the CPD of its members.
5. Have sufficiently experienced and competent assessors for the relevant Register(s).

To be a Licensee, the Body will need to provide:

1. Details of their assessment procedure.
2. Guidance for applicants.
3. Guidance for assessors.
4. An appeals and complaints procedure.
5. Details of how their assessment meets RPC standards.
6. Details of their CPD assessment scheme.
7. Details of the management and administration of their licensee function.
8. Evidence of appropriate standards for assessors.
9. Their Code of Professional Conduct.
10. Their Disciplinary Procedure.

Other requirements for Licensees:

1. Will be subject to a 5 year review.
2. Must publicise their assessment procedures including standards of evidence required and details of the relevant charges, as set by the RPC.
3. Must provide an annual report to RPC including names of those admitted to the registers during the year and total numbers of registrants.
4. Must be open to audit by the RPC as required.

5. Must notify RPC of any change of circumstances which might affect the Licensee's qualification or ability to remain a Licensee. In particular, the Licensee will notify RPC of any of the following:
    a. Cessation of operation as a professional membership body with members working in the field of radiation protection or allied fields;
    b. Merger with another professional membership body;
    c. Insufficient experienced and competent assessors for registration at each level; and
    d. Significant changes to any of the following documents:
        i. Code of Professional Conduct;
        ii. Disciplinary Procedure;
        iii. Continuing Professional Development Scheme for Maintaining Registration Status;
        iv. Licensee Assessment against RPC Standards;
        v. Licensee Registration Assessor Standards; and
        vi. Licensee Registration Assessor Guidance.
6. Ensure that it nominates the agreed number of Representatives to join the RPC Board, and ensure that they actively engage in RPC activities, including attendance at RPC meetings wherever possible.
7. Provide RPC with the required details of any individuals it has approved for admission to the Register of Radiation Protection Professionals, and details of any Registrants it wishes to be removed or suspended.
8. Supply the information RPC may require for a quinquennial review of the Licensee's status as a Licensee.
9. Pay the Licensee fees and the fees per Registrant as published by RPC.

In addition to the above requirements for licensees, the RPC will:

1. Inform the Licensee of any material changes to the Registration Standards for CRadP, IRadP and TechRadP.
2. Make changes to the Register of Radiation Protection Professionals, as notified by the Licensee, each month.
3. Identify the Licensee as a Licensee on the RPC website and attach a link to the Licensee website.