How to complete your Notification of Practice Form (NoP)

Failure to complete all the requested sections of the NoP will result in your form being rejected and another one sent to you for completion. This will delay your renewal application and your registration may lapse during this time, which means you will be unable to work until your registration has been updated. Please do not not try to inform us of something additional by writing on the NoP form as this form is read by a scanner and only picks up the required markings, your signature and date. If you need to inform us of something or want to make any additional comments then please do this by writing to us separately.

To lapse your registration due to ill health, retirement, taking a career break, no longer working in the UK or you no longer require registration with the NMC then please go direct to Step 4 on the reverse of the NoP Form, read the declaration and sign and date the form in the spaces provided. Please do not make any other marking anywhere else on this form.

To renew your registration you must complete Steps 1, 2 and 3 by placing an X in the relevant boxes as set out below.

Practice standard: You must have worked in some capacity by virtue of your nursing or midwifery qualification during the previous three years for a minimum of 450 hours. Or you must have successfully completed a return to practice programme within the last five years and never previously used this programme to gain entry to the register. Or you must have registered an additional nursing or midwifery qualification within the last three years. The NMC defines ‘practising’ as you working in some capacity by virtue of your registration as a nurse, midwife or specialist community public health nurse. Practice can include administrative, supervisory, teaching, research and managerial roles as well as providing direct patient care.

Step 1: Renewing registration.

Indemnity Arrangement:

From 17 July 2014, all registered nurses and midwives must hold appropriate cover under an indemnity arrangement in order to practise and provide care. In order to register with the NMC you are required to make a self-declaration that you hold, or will hold you’re your begin practising, appropriate cover under an indemnity arrangement. You can still register your qualification with the NMC if you are not currently practising in the UK by declaring that you will hold when you begin practising in the UK appropriate cover under an indemnity arrangement in relation to your practice, and you must be able to provide evidence to support this if subsequently requested by the NMC.

The Code: Standards of conduct, performance and ethics for nurses and midwives has been updated to reflect this change and that having appropriate cover under an indemnity arrangement is now mandatory. This can be found on our website at http://www.nmcuk.org/Publications/Standards/The-code/Introduction/

Once registered with the NMC if your indemnity arrangement is no longer appropriate for your scope of practice, and you no longer meet our registration requirements, you must inform us immediately by contacting our registration department on 0207 333 9333.

Further information regarding the indemnity requirements is available on our website http://www.nmc-uk.org/Registration/Professional-indemnity-arrangements/

Continued Professional Development (CPD): You must read the declaration and place an X in this box declaring that you have undertaken and recorded at least 35 hours of learning activity relevant to your practice during the three years prior to the renewal of your registration and that you will be able to provide evidence to support this claim if required by NMC.

Prep Practice for Nursing and/or Nursing & Specialist community public health nursing: You must read the declaration and place an X in the relevant box declaring that you have undertaken the required practise hours for the appropriate registered part.

Prep Practice for Midwifery: You must read the declaration and place an X in the relevant box declaring that you have undertaken the required practise hours. If the midwifery practised was undertaken in the UK then you must have filed an Intention to Practise form (ItP) with your LSMO to support this declaration.

Prep Practice for Midwifery & Specialist community public health nurse: You must read the declaration and place an X in the relevant box declaring that you have undertaken the required 900 practise hours. If this practised was undertaken in the UK then you must have filed an Intention to Practise form (ItP) with your LSMO to support this declaration. Examples of practice in the field of Specialist Community Public Health Nursing that may be used for Midwifery PREP practice purposes can be found on our website www.nmc-uk.org.

Step 2: Police Charges, cautions or convictions.

You must read the declaration and place an X in the relevant box declaring that you have or have not received a police charge, caution or conviction since 1 August 2004. If you do have something to declare further instructions are available overleaf in Step 5.
Step 3: Declaration.
You must read the declaration and sign and date it. By doing this you are making a statutory declaration that the information you have provided on the form is a true and accurate statement and that you are aware that the information given by you is subject to audit by the NMC and should any of the details given on the NoP form prove false you may be subject to prosecution and removal from the register.

Step 4: Lapsing your Registration.
You must read the declaration sign and date it and return to the NMC. Your registration will then lapse and you will not be able to work as a nurse or midwife in any capacity that requires you to be a registered practitioner. If you wish to return to the register at a later date you will first have to meet any registration requirements in place at that time.

Step 5: Police Charges, cautions or convictions.
In order to be registered you must satisfy the Registrar that you are of sufficient good health and good character to be capable of safe and effective practice. For this reason the NMC needs to be informed of any relevant police charge, caution or conviction that you have received since 1 August 2004, unless the offence has already been dealt with by the NMC or UKCC. You do not need to notify the NMC of any motoring offences where you received a fixed penalty, unless it led to your disqualification from driving on points for a period of time. To declare a police charge, caution or conviction you must declare it in step 2 and also complete step 5 on the reverse of the NoP form.

If you have been convicted in court, accepted a police caution, or you have been charged with an offence, you must provide enough detail for the Registrar to decide whether the matter is relevant to your good character or good health. The NMC will also undertake its own check of police records. Please send all the information back in the envelope provided.

If your NoP Form and fee is not received and processed by us before your expiry date and you have declared a police charge, caution or conviction your registration will lapse. This will mean that you will not be able to practise as a registered nurse or midwife until your case has formally been considered by the Registrar. If they are received and processed before your expiry date your registration will remain registered under NMC legislation for up to three months while the matter is under investigation, during which time you may continue to practise.

What will happen next: A registration officer will write to you and may request further information. We will also perform our own police check, which can take a number of weeks. Once all the necessary documents are in order, your case will be formally considered by the Registrar. If your application is refused, you will be informed in writing giving the reasons for the refusal and comprehensive advice on the appeal process. Any payment made will be refunded back to you. If your application is accepted, you will receive confirmation by post that your registration has been renewed.

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 does not apply to an application for registration to the NMC Register.

This means that you must declare to us any convictions or police cautions that you have received, even if they are ‘spent’ under that Act, other than a protected caution or protected conviction. Failure to do so may result in a referral to Fitness to Practise which could lead to you being removed from the Register.

A protected caution is protected from disclosure six years after it was accepted. If the offender was under 18 when the caution was accepted then that period is reduced to two years.

A protected conviction is protected from disclosure after 11 years. If the offender was under 18 when convicted then that period is reduced to five and a half years. In either case a conviction will only be protected if the offender received a non-custodial sentence and has no other convictions.

A caution or conviction will NOT be protected if it is for a ‘listed offence’ under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Listed offences include serious violent and sexual offences and offences which are of specific relevance to the safeguarding of children and vulnerable adults. A caution or conviction for a listed offence must always be disclosed to the NMC.

Further guidance on listed Offences can be found at www.gov.uk/government/organisations/disclosure-and-barring-service.