

# GUIDANCE SHEET – RETURN TO

# PRACTICE AND NEW REGISTRATION

## The practice hours requirement of revalidation

One of the requirements of revalidation is that all nurses and midwives must have practised for a minimum of 450 hours (900 hours for those registered as both a nurse and a midwife) over the three years since their registration was last renewed or they joined the register.

The practice hours requirement is designed to help nurses and midwives to maintain safe and effective practice and keep their skills up to date.

We expect that the majority of nurses and midwives will meet this requirement by undertaking practice hours in a role where they rely on their skills, knowledge and experience of being a registered nurse or midwife. However, there are two alternative ways in which nurses and midwives can satisfy this requirement:

- by completing a return to practice (Rtp) programme, or
- by gaining a new registration.

In this guidance sheet we provide information for nurses and midwives who are meeting the practice hours requirement via an Rtp programme or new registration. Further details of the practice hours requirement, and other revalidation requirements and how to meet them, can be found in *How to revalidate with the NMC*.

## Return to practice courses

If you have practised for fewer than the required number of hours in the three years since your registration was last renewed or you joined the register, then you must successfully complete an appropriate Rtp programme. This programme must be approved by the NMC before your renewal date.

These programmes are designed to allow you to renew your registration and return to practice after a break in practice. Further information about Rtp programmes is available online on our website at [www.nmc.org.uk/registration/returning-to-the-register/return-course](http://www.nmc.org.uk/registration/returning-to-the-register/return-course). You can also search for universities that provide approved Rtp programmes in the UK at [www.nmc.org.uk/approved-programmes](http://www.nmc.org.uk/approved-programmes).

## New registration

If you are a registered nurse or midwife who has been admitted to another part of the register since your registration was last renewed or you joined the register, you only need to meet the practice hours requirement for your initial registration. For example, you could be a nurse who undertakes training as a midwife and gains a second registration as a midwife (or vice versa).

## Please note:

- Next time you apply for revalidation, if you wish to renew your registration on both parts of the register and continue practising as both a nurse and a midwife, you will need to meet the practice hours requirement for both parts.
- You should keep sufficient evidence of your Rtp course or new registration training and education to satisfy your confirmer that you have met this requirement. You might also need to provide us with details of this course/training in your revalidation application or subsequent verification information.
- The practice hours requirement applies separately to each registration. If you are on both parts of the register, the advice in this guidance sheet might only apply for your registration on one part of the register – in this case you will meet the practice hours requirement for your other registration in the standard way.

## Revalidation application

Your online application for revalidation will open 60 days before your revalidation application date (the first day of the month in which your registration is due to expire). If you met the practice hours requirement via an Rtp course or new registration you will need to complete the practice hours section of the online form in a slightly different way, to reflect the fact that you did not undertake the minimum number of practice hours.

As part of this application you will be asked to declare whether you have met the practice hours requirement. Completing an Rtp course, or gaining a new registration, are ways in which you can meet this requirement. You should therefore tick the box that says 'Met' even if you have not undertaken 450 hours practice in that profession since completing the Rtp course or gaining your new registration.

You will then be asked to provide further details of your practice. What you need to tell us depends on whether or not you are currently practising.

## Currently practising

If you are currently practising please complete the sections on the geographical location of your current practice, employment setting, dates of practice, organisation name and address, scope of practice and work setting.

You then need to provide us with details of the Rtp course you completed, or the training and education you undertook for your new registration (see 'How to tell us about your Rtp course or new registration training' below). Once you have told us about your current practice in your online application please select 'add another employer' to provide us with these details in the current or most recent practice sections of the online form.

## Not currently practising

If you are not currently practising, you will be asked to provide a reason why. If you are not working because of your Rtp course or new registration training, please choose 'Other' and type 'Rtp' or 'new registration' in the text box as appropriate.

You then need to provide us with details of the Rtp course you completed, or the training and education you undertook for your new registration. You should use the online form sections on current or most recent practice to provide us with these details.

## How to tell us about your Rtp course or new registration training

Whether you are currently practising or not, you should use the online form sections on current or most recent practice to tell us about your Rtp course or new registration training as follows:

- Choose 'Employed directly (not via an agency)' for employment setting.
- Current practice: choose 'No' because this does not apply.
- Dates of most recent practice: add the dates for your course or training.
- Postcode, address, country: add the details for your course or training provider.
- Organisation name: add the name of your course or training provider.
- Scope of practice: choose 'Education'.
- Work setting: choose 'Other' because this does not apply, and type 'Rtp' or 'new registration' in the text box as appropriate.

The rest of your application will not differ from that of nurses and midwives who met the practice hours requirement by undertaking the minimum number of practice hours.

## Verification information

Every year we will select a sample of nurses and midwives to provide us with further information to verify the declarations they made as part of their revalidation application. This does not mean that there are any concerns about your application; you can continue to practise while we review the information you provide.

One of the requirements for which we will request further information is practice hours. Most nurses and midwives will provide verification details of their 450/900 practice hours. However, if you met the practice hours requirement via an Rtp course or new registration, the information you provide for verification is different and you will need to tell us about the Rtp course you undertook, or the training and education you undertook for your new registration.

Please complete the online form sections on practice hours as follows:

- Choose 'Employed directly (not via an agency)' for employment setting.
- Current practice: choose 'No' because this does not apply.
- Dates of most recent practice: add the dates for your course or training.
- Postcode, address, country: add the details for your course or training provider.
- Organisation name: add the name of your course or training provider.
- Contact person and contact number: please provide these details for your course or training provider so we can get in touch with them if necessary for verification purposes.
- Overseas: choose 'No' because this does not apply.
- Scope of practice: choose 'Education'.
- Work setting: choose 'Other' because this does not apply, and type 'Rtp' or 'new registration' in the text box as appropriate.
- Hours: in order to reflect that you have met the hours requirement please type '450' even if you have not undertaken 450 hours practice in that profession since completing the Rtp course or gaining your new registration.
- Registration: please select the relevant registration.
- Brief description of your practice: please add details of the topics covered in your course or training.

The rest of your verification information will not differ from that of nurses and midwives who met the practice hours requirement by undertaking the minimum number of practice hours.