

(Version 1 approved by Council Sept 10)

PHECC Practitioner Re-Registration

A practitioner licence is issued on an annual basis during this 3-year period. Approval is sought to formally ratify the fee schedule as outlined below. An administrative registration period of 3 years duration will apply.

Re-Registration Process

1. **8 weeks** prior to licence expiry, notification is sent out to each registrant due for 3-yearly renewal. The administrative deadline for processing applications is 2 weeks prior to licence expiry date. A list of registrants due for renewal is also sent to relevant employers. A €30 registration fee is due.
2. **2 weeks** prior to licence expiry (deadline set in 1 above), a letter is sent to those who have not re-registered informing them that they have until the last day of their licence expiry to complete the re-registration process.. Re-registration at this point will incur a late registration fee of €20 in addition to the €30 registration fee which is due. Relevant employers are also informed of the outstanding registrants.
3. On the **final day** of the registrant's current licence those who have failed to re-register will be informed in writing that their membership of the PHECC Register has lapsed and that they are NO longer authorised to implement PHECC CPGs and are also NOT authorised to administer medications as per SI 510 of 2005 or SI 512 of 2008. In order to reinstate their status on the PHECC register they must either:
 - a) **Restoration Period** - successfully re-register within the Restoration Period (3 months from licence expiry date – fee €150). During the restoration period practitioners are NOT registered and their practice is limited until they successfully re-register.
 - b) **Post Restoration Period** - After 3 months - An application by letter to the Registrar is required outlining reasons for late re-registration including a CV indicating experience and training undertaken since registration lapsed. This incurs a fee of €300.
 - c) **Late Register options for 2007 Standard graduates (holders of NQEMT EMT,P or AP) who are registering for the first time**
 - o An application by letter to the Registrar is required outlining reasons for late registration and CV indicating experience and training undertaken since graduation. This incurs a fee of €300.