

Lapsed, Restoration & Withdrawal *Policy*

Status: Board Approved	Version No: 4 th edition	Issue date: Sept 2022	Next revision: Sept 2025
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1. Purpose of this document

This document sets out the policy and procedure UKPHR intends to operate in respect of registrants who become lapsed or withdraw their registration, and how they might apply to be restored to the register. Lapse may occur due to failure to complete on time renewal, revalidation, or re-registration. A registrant may wish to withdraw their registration at any point in time. A registrant may be unable to complete our requirements due to a number of reasons, including maternity leave or other extenuating circumstances, and we aim to take this into account in order to make fair decisions in terms of movement off of and back onto the register.

2. Minor delays and grace period

Registration must be renewed annually, and revalidation or re-registration according to a set schedule, usually every 5-years.

Occasionally registrants fail to:

- Renew their registration on time
- Complete their revalidation or re-registration on time

Registrants will receive a number of alerts from UKPHR prior to their renewal date or revalidation/re-registration date respectively (for convenience the term “due date” in this policy refers to the date when application for renewal, revalidation or re-registration was due to have been submitted).

In cases where renewal or revalidation/re-registration is not completed before the due date, UKPHR will provide registrant’s a grace period, which is 15 working days of the due date, to satisfactorily complete renewal, revalidation or re-registration. The registrant’s status will remain “Active” during this grace period.

No administrative fees will be charged by UKPHR for registrant’s who complete their outstanding requirements within the grace period.

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3. Lapsed registration

If a registrant has not proceeded with renewal, revalidation, or re-registration within the grace period (15 working days of the due date) their UKPHR registration will automatically lapse. While lapsed, the registrant will not be viewable on UKPHR's public register.

If a registrant has exceptional circumstances that mean they are not able to meet our deadline for revalidation or re-registration, they must submit an application for deferral. We will then consider whether you meet our requirements for exceptional circumstances. If we determine that you have, we will grant a deferral of your due date. We advise registrants to apply for a deferral in advance of their due date.

A Registrant may have lapsed registration for a period of up to three years after the original due date after which UKPHR will archive their registration.

4. Withdrawal of registration

Any registrant may apply to voluntarily withdraw their themselves from the register at any time. A registrant will be able to submit this application when they are "Active" or "Lapsed". While withdrawn, the registrant will not be viewable on UKPHR's public register.

A registrant may also withdraw their registration if a fitness to practise panel has decided that removal is appropriate (see fitness to practise policy).

5. Archived registration

In cases where a registrant has been "Lapsed" for more than three years, UKPHR will automatically archive their registration. While archived, the registrant will not be viewable on UKPHR's public register.

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6. Restoration to the Register

- Restoration if lapsed

A request for restoration to the register must be made online via the registrant portal. The evidence required may vary depending on the period lapsed, which is outlined in the form. UKPHR may need to contact third parties such as employers for confirmation of evidence.

A restoration administrative fee (according to UKPHR's published schedule) may be payable if registration is "Lapsed". Renewal fee arrears may also be paid for the period of lapse in order to be restored to the register.

If a registrant has asked their restoration application to be considered under our extenuating circumstances policy and we accept this, backdated fees could be waived.

- Restoration if withdrawn by request

Former registrants who have withdrawn their registration voluntarily may apply to be restored to the register. An application must be made online via the registrant portal. A restoration administrative fee (according to UKPHR's published schedule) may be payable if registration is "Withdrawn by Request".

A previous registrant can apply for UKPHR to consider an application for restoration at any given time, however, the evidence required (as noted in the restoration application) will be more extensive, the longer the period of withdrawal. Any applications must demonstrate that they meet all standards required.

- Restoration if archived

Former registrants who have been lapsed for over 3 years and have been archived by UKPHR may apply to be restored to the register. An application must be made online via the registrant portal. A restoration administrative fee (according to UKPHR's published schedule) may be payable if registration is "Archived".

A previous registrant can apply for UKPHR to consider an application for restoration at any given time, however, the evidence required (as noted in the restoration application) will be more extensive, the longer the period of withdrawal. Any applications must demonstrate that they meet all standards required.

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7. Decisions to restore

The Registrar makes all restoration decisions and may seek advice from an Advisory Panel. The Registrar will normally accept restoration if the registrant is able to provide evidence that they have engaged in appropriate CPD and demonstrate contemporaneous public health practice during the period of lapse, withdrawal or archive, and are able to meet the ongoing requirements for maintaining registration if restored.

The Registrar may ask for further information before making a final decision if the detail in the application is not complete.

The Registrar may refuse a request for restoration if any of the requirements of restoration are not met.

In the event of granting the request and permitting restoration to the register, the Registrar's decision to request a one-off restoration administration fee and potential renewal fees in arrears will be considered under the extenuating circumstances policy. In the absence of extenuating circumstances, both a one-off restoration administration and renewal fees in arrears will be applicable before registration status is reverted to "Active".

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