



Deferral

Policy

Status: Board Approved	Version No: 1 st 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 request to defer their revalidation or re-registration due date. This may be due to a number of reasons, including parental leave or other extenuating circumstances, and we aim to take this into account in order to make fair decisions to support registrants to maintain their registration.

UKPHR must be notified as soon as possible when the registrant may be unable to meet a deadline. Under these circumstances, UKPHR may defer the due date for revalidation or re-registration for an agreed period.

2. Application for deferral

Registrants must apply for UKPHR to consider a request for deferral via their registrant portal. This will include:

- Reasons for the deferral request
- Requested new revalidation/re-registration due date
- Any supporting evidence to support a decision.

Once the application has been received by UKPHR, it will be checked for completeness. If UKPHR requires any further clarification before referring the application to the Registrar, the registrant will be contacted to request this.

UKPHR will then refer the application to the Registrar for a decision. The Registrar may refer the application to the Advisory Panel to seek guidance before reaching a decision. If the Registrar requires additional information in order to make a decision, UKPHR will contact the registrant to seek this.

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3. Application outcomes

The Registrar may, if satisfied there are exceptional circumstances agree a deferral of the due date for revalidation or re-registration. The registrant will remain “Active” till this new due date.

If the Registrar is not satisfied there are exceptional circumstances that justify the granting of the request for deferral, the request may be refused and the registrant’s existing due date for revalidation/re-registration will remain. If the revalidation/re-registration application is not submitted by the due date, or within the 15 working day grace period, the registrant’s status will automatically change to “Lapsed”.

If deferral has been granted for the due date for revalidation or re-registration, the initial 5-year cycle will be retained once the registrant has successfully revalidated/re-registered on their deferred due date.

If registrants need to extend the period of deferral, registrants must submit a further application to UKPHR via their portal, providing reasons for any requested extension within one month of the expiry of the agreed period. An extension may be approved or denied, in which case the registrant must submit their application or risk their registration lapsing.

4. Appeals

A registrant may appeal against the Registrar’s refusal to defer their revalidation/re-registration due date. Any appeals must be made according to the grounds outlined in the Appeals policy.

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5. Case study

Registrant A (specialist) has started maternity leave and her revalidation due date falls in this period.

Registrant A submits application to request deferral of her revalidation due date for 1 year, when she returns to work following her maternity leave.

Registrar reviews application and grants deferral of the revalidation due date due to extenuating circumstances.

To note, registrant A will also have applied for an exemption for her responsibilities such as CPD for the duration of her maternity leave. See Exemption Policy.

Registrant A remains “Active” on register and is sent reminders to submit her revalidation application in line with the new deferred date.

The registrant submits revalidation application ahead of deferred revalidation due date and successfully revalidates.

Registrant A’s revalidation due date is extended to maintain the original 5-year revalidation cycle, i.e., next revalidation is due 5 years from original due date not the deferred date.

Registrant B (practitioner) is due to re-register in 1 months’ time and has received reminders from UKPHR 6 months in advance of this deadline.

The registrant has applied for a deferral of 1 month for their re-registration due date as it falls within their annual leave.

The Registrar reviews application and refuses deferral of the re-registration due date due to the absence of evidence of extenuating circumstances.

The original re-registration due date remains, and registrant B must submit their application by midnight on their re-registration due date.

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