



Exemption *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 be exempted from requirements they must maintain in order to maintain their UKPHR registration. 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 their responsibilities. Under these circumstances, UKPHR may exempt a registrant from having to engage in certain activities to maintain their registration such as CPD, annual professional appraisal etc. Therefore, formally accounting for the absence of this evidence in preparation for reviewing a 5-yearly revalidation/re-registration application.

2. Application for exemption

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

- The requirements which are been requested to be exempt
- The reasons why the requirement cannot be met
- 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 to exempt the requirements that have been requested by the registrant. The registrant will continue to remain “Active” and this exemption approval will be accounted for when UKPHR reviews the Registrant’s revalidation/re-registration application.

If the Registrar is not satisfied there are exceptional circumstances that justify the granting of the request for exemption, the request may be refused, and the registrant’s responsibilities will remain. Subsequently, if it is revealed that the registrant is unable to submit a satisfactory revalidation/re-registration application which evidences the Registrant engaging in their requirements, the registrant’s status will automatically change to “Lapsed” after the 15 working day grace period after their due date.

Granted exemptions will only be applicable for the explicit requirement and time it has been exempted for. In the absence of an exemption and after the exempted time period has elapsed, the remaining requirements will be applicable.

If a registrant need to extend the period of exemption or request an exemption of an alternative requirement, 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 being in a position that they are unable to fulfil the requirements to submit a satisfactory revalidation/re-registration application.

4. Appeals

A registrant may appeal against the Registrar’s refusal to grant an exemption. Any appeals must be made according to the grounds outlined in the Appeals policy.

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5. Case study

Registrant A (specialist) is on long-term sick leave and absent from work for 1 year.

Registrant A is unable to maintain the following responsibilities as a registrant for this year that they are absent from work:

- Maintaining CPD
- Engaging in annual professional appraisal
- Engaging in professional development planning

Registrant A submits application to request exemption for the three responsibilities listed above for 1 year to UKPHR and provides supporting evidence.

Registrar reviews application and grants exemption for the specific request due to evidence of extenuating circumstances.

Registrant A remains “Active” on register and is only exempted from the granted responsibilities for the defined period of time. Once this period elapses, the requirements are reinstated.

3 years have passed, and registrant A is due to submit their revalidation application.

As part of their application, they will be unable to provide evidence for the full 5 years of CPD due to this period of sick-leave and UKPHR will be able to account for this due to the granted exemption.

Registrant B submits application to request exemption for CPD for 1 financial year because they say they are unable to meet the CPD requirement because of a busy workload and unable to find CPD opportunities.

Registrar reviews application and refuses exemption request due to the absence of extenuating circumstances.

The registrant will continue to oblige their CPD responsibilities as a UKPHR registrant.

2 years have passed, and registrant B is due to submit their re-registration application. They will be required to [provide evidence of CPD for the year they requested exemption from because it was refused.

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