

## UKPHR Public Health Practitioner Registration via Apprenticeship route

### FAQs

#### 1. How to register after completing the apprenticeship?

When you have satisfactorily completed the public health apprenticeship you can apply to UKPHR for registration as a public health practitioner by the apprenticeship route. You must apply for registration within 6 months of your issue date of Education & Skills Funding Agency (ESFA) apprenticeship certificate.

Applications are made online via UKPHR's portal.

The information and documentation you must provide includes:

- your personal, current employment and current contact details
- your answers to UKPHR's health and character questions
- Evidence of completion of a relevant degree, namely BSc (Hons) Public Health, or BSc (Hons) Public Health and Health Promotion, or BSc (Hons) Health and Wellbeing Appraisal
- A certificate of achievement of the apprenticeship from the ESFA – normally awarded within 8 weeks of the apprentice EPA marks going through a university exam board
- A reference using UKPHR's prescribed template – Annex 2 of the UKPHR apprenticeship route guidance
- A testimonial using UKPHR's prescribed template – Annex3 of the UKPHR apprenticeship route guidance document

#### 2. Will apprentices be able to utilise their EPA and supporting documentation to submit as part of their UKPHR registration?

Yes. In completing the public health apprenticeship, the practitioner will be confirmed as meeting or exceeding the occupational standard for the public health apprenticeship. This occupational standard was mapped against UKPHR's public health practitioner standards as part of the process for obtaining the Institute's approval of the public health apprenticeship. Therefore, UKPHR considers that in completing the public health apprenticeship a practitioner will have achieved a competence in public health practice equivalent to the competence of a public health practitioner having achieved registration by the portfolio assessment route.

Consequently, UKPHR does not require apprentices to submit any other work or documentation apart from those outlined above.

### **3. How can employers support apprentices to ensure they are able to gain UKPHR registration?**

Employers can support apprentices through ensuring apprentices have a breadth of work experience to enable them to compile a portfolio of evidence required to pass through the gateway to the EPA.

Employers can support apprentices to complete both their reference and testimonial required for UKPHR application.

### **4. What process will apprentices need to go through to get on the public Register?**

An apprentice must first satisfactorily complete the public health apprenticeship by:

- Achievement 360 credits of the integrated BSc (Hons) Public Health, or BSc(Hons) Public Health and Health Promotion, or BSc (Hons) Health and Wellbeing
- Pass through the gateway to the End Point Assessment by meeting all of the gateway requirements, including the submission of a portfolio of evidence
- Passing the End Point Assessment

After receiving a certificate of achievement of the apprenticeship from the ESFA – normally awarded within 8 weeks of the apprentice EPA marks going through a university exam board, apprentices can continue to submit an application to UKPHR for registration. See question 1.

### **5. I am currently a public health apprentice; will this apprenticeship standard allow me to register with UKPHR?**

Yes. In completing the public health apprenticeship, the practitioner will be confirmed as meeting or exceeding the occupational standard for the public health apprenticeship. This occupational standard was mapped against UKPHR's public health practitioner standards as part of the process for obtaining the Institute's approval of the public health apprenticeship. Therefore, UKPHR considers that in completing the public health apprenticeship a practitioner will have achieved a competence in public health practice equivalent to the competence of a public health practitioner having achieved registration by the portfolio assessment route.

## **6. How often does a practitioner re-register?**

UKPHR registered public health practitioners have to undergo a 5-yearly re-registration process. Registrants are invited to re-register 6 months prior to their due date. For this they must complete:

- Completed application form (online)
- Provide evidence of a recent appraisal countersigned by someone registered at specialist level with the UKPHR, GMC or GDC and completed within the last 12 months.
- Provide evidence of a recent personal development plan countersigned by someone registered at specialist level with the UKPHR, GMC or GDC and completed within the last 12 months
- Provide confirmation that CPD is up to date

UKPHR registrants must also complete an annual renewal. There are two requirements for successfully renewing your registration:

- Payment of annual registration fees
- Submitting a completed and satisfactory declaration form.

If a registrant does not complete annual renewal or re-registration before their due date, they are provided a 15 working day grace period to complete the requirements. If the requirements are not completed within this grace period, a registrant's status is reverted to "lapsed" and you will no longer be visible on the public Register. To restore your "active" status you will be required to apply for restoration to the Register, which may incur a fee and a requirement to submit the re-registration application that was due.

## **7. Does the UKPHR act as a union like the Royal College of Nurses for example?**

No. UK Public Health Register (UKPHR) is an independent, dedicated regulator for public health professionals in the United Kingdom, providing professional regulation to public health specialists, public health specialty registrars and public health practitioners from a variety of backgrounds.

## **8. What is the procedure for registering for people with a Level 7 MPH?**

There is no specific registration category for those who have a Level 7 qualification. Those who have a Level 7 qualification can register as a UKPHR public health practitioner through the retrospective portfolio route via local schemes.

## **9. What should graduate public health officers within local government who are not on the apprenticeship programs, but would like to registration in the future do whilst on the job?**

The most appropriate route to UKPHR public health practitioner registration for a graduate working in public health will be via the retrospective portfolio route. Practitioners wishing to gain registration are required to produce a portfolio of evidence demonstrating their competence against the UKPHR Practitioner Standards. Assessment and verification of the portfolio against these standards is a prerequisite for registration. This is all carried out via a local scheme and practitioners who are wishing to gain registration with UKPHR must apply to join a local assessment scheme. Practitioners must have been working in an autonomous level 6 public health role for at least 2 years. As registration is based on your own work, most practitioners need this amount of experience to be able to demonstrate competence. More information on this route can be found on our [website](#).

## **10. What are the costs of registration?**

Applicants are required to make an initial registration fee calculated prorate to 1<sup>st</sup> July (annual renewal date) alongside their application. After successful registration, registrants are required to renew their registration on an annual basis. Our current fees and charges are available on our [website](#).

## **11. What can a registrant do if they do not have access to a registered specialist to countersign their appraisal and PDP for the purposes of re-registration?**

Quite often as practitioners are working in so many different organisations, they may not have access to a registered public health specialist. In this case, we can accept a line manager signature, please contact UKPHR ahead of submitting your application so that Registrar approval can be obtained.

## **12. How long does the process usually take for the checks to be done to get on the UKPHR Register?**

This can vary but we expect these to be fairly straightforward. This is dependent on how well the application is completed. If clarification is requested by UKPHR from the applicant, this can delay the application. Our Registration Approvals Committee which considers application for application meet on a regular monthly basis.

**13. What proportion of apprentices successfully gain UKPHR registration?**

We don't yet have data on this as the route is new and the first cohort finishes in December 2023.

**14. I am on a fixed term contract due to end once the apprenticeship is completed, and there is no guarantee that I will have a role at the end. What would happen if I were unemployed after the apprenticeship - would I still be eligible to apply whilst looking for a new role?**

Yes, you would still be eligible to apply to UKPHR even if you are not in employment after the completion of your apprenticeship. You would need to update your details on the UKPHR system as soon as your circumstances change. Your testimonial/reference required for your application to UKPHR will be completed in your contracted role, and that's what's required for registration.

**15. If you go through the apprenticeship programme, but you are not yet working at the level of a band 6 or equivalent, are you still able to register with UKPHR as a public health practitioner at the end of your apprenticeship?**

The apprenticeship is at level 6 of the public health career framework, it has been mapped to the UKPHR public health practitioner standards, therefore enabling practitioners who have successfully completed the apprenticeship, to directly apply to UKPHR.

**16. Do the apprenticeship students need to go through a specific route for submission, so they are denoted as an apprenticeship applicant rather than standard applicant?**

The apprenticeship route to public health practitioner registration is separate to those going through the local practitioner schemes and via a retrospective portfolio route. Apprentices must select the application type: Public Health Practitioner – Apprenticeship. The public Register entry will refer to Public Health Practitioner as the category of registration and apprenticeship as the route to distinguish between those who have gained registration via the portfolio route.

**17. Is there a timeframe regarding gateway / EPA and being able to register? For example if an apprentice fails the end point assessment at the end of the degree and needs to resit?**

If you need to resit or retake the end-point assessment that will not affect the UKPHR registration timelines as it is dependent on your issue date of your apprenticeship completion certificate, following successful completion of the EPA. You need to apply to UKPHR within 6 months of that issue date.