



Guidance for chiropractors applying for registration with:

- a recognised UK qualification
- an overseas chiropractic qualification
- European Community rights

The General Chiropractic Council (GCC) is the statutory regulatory body for chiropractors in the UK. Before you work as a chiropractor in the UK you must register with us.

What is included in this booklet?

- **The role of the GCC**
- **Some information on registering with us**
- **Your duties and responsibilities once you are registered**

The GCC was created by an act of Parliament (The Chiropractors Act, 1994) and started to register chiropractors for the first time in June 1999.

We are here to:

- **Protect patients and the public – we do this by maintaining a Register of all those people who call themselves chiropractors in the UK.**
- **Set standards in:**
 - **education by accrediting chiropractic courses**
 - **conduct and practice for registered chiropractors by publishing a Code of Practice/ Standard of Proficiency.**

Registration

You need to register with us if you want to work as a chiropractor in the UK.

The application process is different depending on your qualification. If you are not sure check the registration route questionnaire on our website (www.gcc-uk.org).

The questionnaire only takes a minute and will ask you a few questions on:

- Your qualification
- Your nationality

You will then be taken to the relevant page of our website, which includes the application pack.

As part of your application you will be asked to send us some documentation, this is so we can:

- Verify you are who you say you are
- Check your chiropractic qualification
- Confirm your good character
- Confirm you are physically and mentally fit
- Ensure you have professional indemnity arrangements in place

Full details of the documents you need to send can be found in the application form on our website (www.gcc-uk.org).

Important: You must register before you start to practice. If not you will be practising illegally, therefore committing a criminal offence and liable for prosecution.

The following 3 pages give further information on the routes to GCC registration:

1. by holding a recognised (UK) chiropractic qualification
2. by holding an overseas chiropractic qualification not recognised by the GCC
3. by holding EU community rights and being entitled to practise as a chiropractor in an EEA member state

Fees

Before you register with us you will need to pay a registration fee. The full fee needs to be with us before registration is granted; it's not possible to pay your fee by instalments or after you have registered.

The current registration fees are:

£750 – practising registration

£100 – non practising registration

Pro-rata fees

The GCC does not have a mechanism that allows for pro-rata fees. This means that you need to pay the full fee at whatever point in the year you apply to register.

Why fees?

The GCC is a self-funding organisation, and our only source of income is registrant's fees.

We are financially independent of the Department of Health, and we see our independence as an important part of maintaining standards of your profession.

Non EU applicants with overseas qualifications

If you apply for registration as holding an overseas qualification not recognised by the GCC, you will need to pass the Test of Competence before we can register you.

This is because we have not confirmed that your qualification meets our educational standards as we have with recognised qualifications.

We ask that you pass the test before registration to ensure your knowledge and skills meet our standard of proficiency for chiropractors in the UK.

Applicants with recognised UK qualifications

If you are on a course which will give you a chiropractic qualification recognised for registration purposes by the GCC, you can apply for registration on the basis of that qualification.

You should already be aware that you are working towards a qualification that will allow you to register with us, however, if you have an old chiropractic qualification from a UK educational institution and you are not sure please get in touch.

You can read more information about registering with us, and fill in an application form, on our website at www.gcc-uk.org

EU/ EEA nationals practising in an EU/ EEA member state

You may be able to register with us under EU General Directive 2005/36/EC if:

You are a national of a European Economic Area (EEA) member state (other than the UK), or Switzerland; or
An exempt person, for example, you are the spouse of an EEA national

You hold a chiropractic qualification achieved within the EEA and regulated by the state

You are entitled to practise as a chiropractor in an EEA member state that regulates chiropractic

You have practised as a chiropractor for at least 2 out of the last 10 years in an EEA member state that does not regulate chiropractic

You hold a chiropractic qualification from outside the EEA and have been practising as a chiropractor in an EEA member state for at least 3 years.

For further information on applying for registration under the EU General Directive, please contact registrations:

Phone: +(0)20 7713 5155

Email: registrations@gcc-uk.org

Professional indemnity arrangements

If you are applying for practising registration and intend to work within the UK, you must ensure you have adequate professional indemnity cover.

Your professional indemnity cover must be in place **before** you start practising. We must have evidence as proof of your cover before we will register you.

What will we do with your application?

- We aim to check your application within 24 hours of its arrival
- We will look at your documents to make sure they meet our requirements
- If we need any more information we will email you with details
- Once you have been registered we will email you with your registration number and start date
- A letter confirming your registration and certificate will follow by post
- We will provide you with a website user number to sign up to use the GCC website, so you can manage your registration online.

Documents on our website relevant to registration:

- Registration application forms
- Fees schedule
- GCC (professional indemnity insurance) Rules 1999

The standards you are expected to follow

The GCC produces a document called the **Code of Practice/ Standard of Proficiency** which sets out the standards patients can expect from you and a code that you are expected to work by. They are also the benchmarks of conduct and practice you will be measured against if a complaint is made to the GCC.

You can view and read a copy of the current Code of Practice/ Standard of Proficiency on our website (www.gcc-uk.org).

Keeping your details up to date

If your details change, such as you change practices or phone numbers, must let us know. This is because we include practice details on our website and also write to you at your registered practice address (this is the main practice address that we hold for you).

You can also include additional practice addresses where you work, which we will include on your listing on our website. This is where members of the public can go to check you are GCC registered.

There is a chiropractor's login section on the website where you can add and update:

- Your contact phone numbers
- Some of the personal details we hold for you
- Registered practice address
- Additional practice addresses
- Pay your retention fee
- Fill in your retention application
- Complete your CPD summary

We will send you details of how to sign up to use the website once you have been registered.

Continuing professional development

Once you have gained registration you will need to complete 30 hours of learning each year, this is called continuing professional development (CPD) and proves to the GCC that you are keeping your skills and knowledge up to date.

The CPD year starts on **1 September** each year and ends the following **31 August**. There are pro-rata arrangements if you register once a CPD year has started. If so, you will need to complete 2.5 hours of learning activities for each full month of the CPD year you are registered. Full details can be found in our CPD guidance.

Half of your CPD hours must include learning with others. This can include both formal learning, such as seminars and lectures, as well as informal learning, such as case discussions with colleagues and shadowing other professionals.

All CPD you wish to include on your annual CPD record summary must relate to your professional development and your clinical practise.

Random Audit

Every year we audit a selection of registrants and ask them to send us evidence of the CPD they list on their current CPD record summary. The selection is done randomly by our Register database.

To learn more about the GCC CPD requirements please check out the following documents on our website (www.gcc-uk.org):

- **GCC (CPD) rules 2004**
- **CPD guidance for registrants**



Renewing your registration

The GCC registration year is from **1 January to the 31 December**. It is the same for all chiropractors whatever point in the year registration starts.

This means that you will need to retain your name on the Register each year otherwise you will be removed from the Register.

The period during which you are allowed to complete your retention on the Register usually starts in October and ends on **30 November**, which is the date given in the GCC (Registration) Rules 1999. During this period you will need to:

- Fill in a retention application
- Pay the retention fee

All parts of your retention application can be done online, although, if you wish you can fill in paper versions of the retention application.

The current retention fees are:

£800 – practising registration

£100 – non-practising registration

Once you have sent us your retention application and your payment has cleared in our account, we will send you a:

- letter of confirmation
- certificate of registration for the next year; and
- receipt for your fee.

The GCC rules state that if you have not sent us your retention application by **14 December** then the GCC must remove your name from the Register.

Useful links

The General Chiropractic Council

www.gcc-uk.org

Institute of Translation and Interpreting

www.it.org.uk

UK Border Agency

www.ukba.homeoffice.gov.uk

Professional Standards Authority

www.professionalstandards.org.uk

The General Chiropractic Council

44 Wicklow Street

London

WC1X 9HL

Phone: +(0)20 7713 5155

Registration email: registrations@gcc-uk.org

www.gcc-uk.org