

### Applications

**1. What documents have a three month shelf life?**

The application form, character reference & medical report must be dated no more than 3 months at the point of registration. If they are, you will be asked to resubmit them. Also, other documentation may be re-requested should they be deemed out of date.

**2. Which documents need to be originals?**

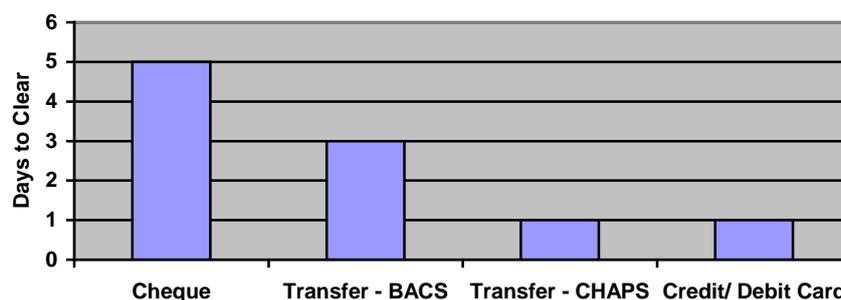
All documentation, except the evidence of your identity, must be original. Copies certified or otherwise, cannot be accepted. Please refer to the application form to confirm which original documents you need to send to us.

**3. I am keen to gain registration as soon as possible. How can I speed up my application?**

We usually look to registration applications within 24 hours of the application arriving at the GCC. However, you can speed up the time taken to process your application by making sure:

- that you include all of the required documentation
- each document meets the requirements as stated on the application form
- you re-read the application form and sign/ date it

The time taken for your payment to clear the GCC bank account can vary, so take care when deciding which method you want to use. Below is a list of payment methods and the time we allow for the clearance into our bank account.



**4. My documents are not in English. Will this need to be translated?**

Yes, applicants are responsible for providing all documentation needed for their application and this includes translations where documents are not in English. If the document is to be translated in the UK then we suggest you use a member of the Institute of Translation and Interpreting, their website is [www.iti.org.uk](http://www.iti.org.uk), telephone is 01908 325250.

### Fee

**5. Can I pay the registration fee by credit/ debit card?**

Yes, you can pay on-line with a credit or debit card. However, we can only accept cards once your application is accepted. This means it's the last thing that you do before registration is granted. If you would like to pay by credit or debit card tick the credit/ debit card option on the front of your registration form. We will then email you once your application has been accepted to let you know how to pay.

**6. Can I pay the registration fee by Standing Order/ Direct Debit?**

All registration fees must be paid in advance of registration being granted. Therefore it's not possible to pay your registration fee in instalments. You may, if you wish, pay the fee for subsequent years by standing order. Again the fee must be paid in advance and before the end of the retention process on 30 November in any given year.

### Qualification letter

**7. Do I need to send in my original qualification certificate?**

We do not need to see any original qualification certificate if you have a letter from the college signed by either the Principal or Academic Registrar.

### Character reference

**8. Who can write my character reference?**

Character references must be written, dated and signed by someone of professional standing who has known you for four or more years and is not a patient, relative or employee. A chiropractor can write the reference as long as he/ she meets the other criteria.

### Medical report

**9. I'm not registered with a GP. Can a chiropractor write my medical report?**

The GCC only accepts medical reports which have been written, dated and signed by your GP who will have written the report based on at least 4 years of medical records. Failing this we will accept a report written by a registered medical practitioner who can confirm that you are physically and mentally fit having performed an examination.

**Ensure your report hasn't been signed on behalf of your GP. This will delay your application as we can only accept reports signed by registered medical practitioners**

### Criminal Record Check

**10. I have a drink/ drive conviction. Will this affect my chances of becoming registered?**

All applicants who declare a conviction for drink/ drive or drug related offences will be asked to submit to a health assessment to ensure that there are no underlying health problems. We would also normally look for evidence from the court concerned for confirmation of the sentence. Each application is considered by the Registrar on an individual basis.

### General

**11. Where can I obtain Professional Indemnity Insurance?**

The GCC is not able to provide you with details of insurance companies. However, many chiropractors either obtain insurance as a benefit of being a member of one of the UK professional association or direct from the insurance company.

**12. Can you help me with Work Permits?**

You will need to contact the UK Border Agency at:  
[www.ukba.homeoffice.gov.uk/visas-immigration/working/](http://www.ukba.homeoffice.gov.uk/visas-immigration/working/)

**13. Where can I find details of any chiropractic positions available?**

The GCC does not keep details of situations vacant. You may like to contact one of the UK professional associations for assistance.

**14. Do I have to register straight away after qualifying?**

No, as the law currently stands you may register at any point as you have a qualification recognised for registration by the GCC. There is no time limit on when you may apply. However, we have no way of knowing whether this may change at some point in the future.

**15. I need my registration to start urgently so I can begin practising. If I bring my application to the GCC offices can I be registered instantly?**

No. We are not able to offer instant registration as the documentation you submit needs to be checked. In the majority of cases – where the application is complete and where the applicant is paying by either bankers draft, credit/ debit card or electronic transfer – we would expect registration to commence within a few of days. We cannot guarantee this and it depends on each individual application.

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