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## Hints to help you apply for registration

If any part of your application is incorrect or incomplete, we will not be able to register you until all issues have been resolved and documents have arrived.

### Timescale

We will check the documents you send us within 24 hours of their arrival. We will then get back to you to let you know:

- your application is complete and when we can progress to registration; or
- we need some more information/ documentation to complete your application

Once you are registered we will:

- email you to let you know on the day of registration
- send you a letter of confirmation and a registration certificate by post within a week.

## Remember to check...

### Application form

- ✓ It has been fully filled in
- ✓ It has been dated and signed
- ✓ You include any additional information or documents as listed on the application form.

### Character reference

- ✓ The referee has given his or her professional standing
- ✓ The referee has stated that you have been known to him or her for four or more years
- ✓ The reference is signed and dated.

### Medical report

- ✓ It has been signed by your GP, or another registered medical practitioner who has access to your medical notes
- ✓ If it has been signed on behalf of your GP, make sure its clear who has signed it
- ✓ It states that it is written either:
  - a. Based on four or more years of medical records; or if these are not available
  - b. Following an examination
- ✓ It confirms you are physically and mentally fit
- ✓ It has been dated and signed.

### Certified copies of documents

- ✓ Where we accept certified copies of documents, such as for birth certificates and change of name documents, make sure these documents have been certified by either:
  - a. The person writing your character reference: or
  - b. An official at the college where you undertook your chiropractic training.

### Professional indemnity insurance

- ✓ Make sure you arrange your insurance either before or, at the same time as your apply for GCC registration. We will not register you until your insurance begins.

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## Translations

- ✓ If you are sending us a document not in English, make sure you also send us a certified translation
- ✓ Translations must be performed either by a member of the Institution of Translation and Interpreting (<http://www.itl.org.uk/>), a consular official or similar.

## The registration fee

Your fee has to be paid in advance of registration. There is no option of paying in instalments.

- ✓ If you are paying by electronic transfer, take into account the time taken from making the payment to it arriving in our account. Check this with your bank
- ✓ Make sure you use your name as a reference for all electronic payments
- ✓ If you are paying by cheque, make sure:
  - a. It has been fully filled in and signed
  - b. You allow 7 days for it to clear our account. You cannot be registered until it clears

## Also remember...

- ✓ If you scan and email any of your documents, make sure you send the originals by post
- ✓ You allow plenty of time for us to process your application. We normally look at applications on the day they arrive, but if your application isn't complete there may be a delay
- ✓ To check your emails regularly as this is our preferred method of communication.

## When you have been registered...

- Make sure you read the literature we send once you
- Check to make sure you know what your CPD requirement is for this year
- Check you know what's coming up, for example, CPD, retention at the end of the year
- Update your details on our website ([www.gcc-uk.org](http://www.gcc-uk.org))

## Next year's fees

- Remember that your registration will lapse on 14 December if you do not retain on the Register, including paying the full fee, by 30 November
- If you fill in the direct debit instruction on the registration application form, remember that direct debit payments are collected in advance. This means we collect all payments for next year this year. The last collection date is in October, so if you set up a monthly direct debit this September, we will collect the full £800 in October for 2015 and then start collecting monthly from January (£80pcm) for 2016.

### Contact us on:

Tel: 020 7713 5155 x5501

Email: [registrations@gcc-uk.org](mailto:registrations@gcc-uk.org)

General Chiropractic Council

44 Wicklow Street

LONDON

WC1X 9HL