

ANNUAL RE-REGISTRATION

COSRT MEMBER POLICY

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OVERVIEW

As part of quality assurance processes, COSRT undertakes a yearly re-registration process. This is a mechanism by which members on the public registers are required to give binding assurances that they still met the requirements for their membership category.

The process is completed online and 10% of respondents are later chosen at random for an audit.

Members can be subject to the Conduct Procedure if they provide false information in the annual renewal. If a member declares they have not met or do not meet requirements, they may be given the opportunity to complete an agreed plan, for example, of completing set CPD within a timescale as a condition of continuing registration.

PROCESS

The process is managed and supported by COSRT Operations Management staff.

An email is sent to all registrants at the end of December and includes a link to an online form. Frequently asked questions and answers are covered, and contact details for assistance provided.

Members are given two weeks to complete the process, ending in mid-January. The coming year's registration certificate is issued upon successful completion of the process and receipt of fees.

INFORMATION REQUIRED

Members are required to declare that they can evidence membership requirements around:

- Continuance of professional practice.
- CPD carried out in the previous year.
- Supervision carried out in the previous year and arrangements for the coming year.

- Absence of current or undeclared proceedings against them.
- Holding appropriate insurance.

EVIDENCE

Members make a legally binding declaration as part of the annual re-registration process. Although the process does not require submission of all evidence underpinning the statement, it is imperative that members have full documentary evidence of:

- All CPD carried out in the previous year.
- All clinical work carried out in the previous year.
- All supervision carried out in the previous year.
- Past and current insurance.
- Ongoing supervision.

All of this information can be demanded as part of a random audit. If a member has declared they meet conditions but cannot subsequently evidence it, they will be subject to disciplinary actions.



PO Box 6945,
London W1A 6US

020 8106 9635
info@cosrt.org.uk
www.cosrt.org.uk

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Registered Charity 1101961.