**Accredited Registers**

**Notification of Change Form**

Organisations planning changes to an Accredited Register must consider how they will affect compliance with the Standards for Accreditation. This form must be submitted to the Authority along with supporting documentation, such as an amended risk matrix, before changes are implemented. The Accreditation team will consider the proposed changes and follow up any issues identified with the organisation holding the Accredited Register.

Please refer to the [Notification of Change guide](https://www.professionalstandards.org.uk/what-we-do/accredited-registers/resources) on our Resources page for information on the process.

Failure to notify the Authority of any changes that affect the Accredited Register’s compliance with the Standards may result in suspension or removal of accreditation.

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| **Name of Accredited Register / organisation:** |  |
| **Website:** |  |
| **Contact person:** |  |
| **Position** |  |
| **Email** |  |
| **Telephone** |  |

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| Please provide brief details of the proposed change, including timescales |
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| Which Standards may be affected? |  |

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| What changes will this introduce to the operation of your Accredited Register?*(please consider areas such as governance, setting standards for registrants, management of the register, education and training, complaints and concerns handling, information provision and risks.)* |
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| Please describe the goals and intended outcomes of the changes? |
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| Have you identified new risks and mitigating actions resulting from the change? |
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| *These have been addressed in an attached risk matrix form* | Yes / No |

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| Please discuss how the proposed change meets the Standards. Please state proposed timelines for specific changes and follow-up actions. Supporting evidence should be linked or signposted to. |
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| How will this change affect your Impact Assessment? *(please review* [*our Impact Assessment guidance*](https://www.professionalstandards.org.uk/what-we-do/accredited-registers/resources)*, the information provided in your initial application form and impact assessment in the Accreditation Panel’s final outcome letter)* |
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| Please return this form to accreditationteam@professionalstandards.org.uk |
| Completed by: (signature) |  | Position |  |
| Date |  |