**Introduction**

##### **Who is this form for?**

This application form (A1) is for registers that want to apply to be accredited through the Accredited Registers programme. It asks for the information we will use to assess your register against Standard One of our [*Standards for Accredited Registers*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/standards-for-accredited-registers.pdf?sfvrsn=cc2c7f20_9).

There is a separate application form for Standard One because registers can apply for assessment against this Standard initially, for a lower price than the full application. If you are submitting this form as part of a full application, then you should also complete Form A2 for Standards Two to Nine.

Standard One checks whether a register is eligible to be considered for accreditation, on the basis of the types of roles it registers. It also includes a ‘public interest test’, which considers whether the benefits of the roles registered to the health and wellbeing of patients and service users outweigh any risks.

Before completing this form, you should read the following documents:

* [*Guidance on applying for accreditation*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/guidance-documents/180711-application-process---v1-0.pdf?sfvrsn=b5c7220_10)
* [*Supplementary guidance – Standard One*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/accredited-registers-supplementary-guidance-for-standard-one.pdf?sfvrsn=3e5f4920_6)*.*
* [*Evidence Framework*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/accredited-registers-evidence-framework-for-standards.pdf?sfvrsn=55f4920_6)

#### How to complete this form

Your responses should be clear, and accurate. The information you provide in this form will be used in our assessment. It will be used by the Accreditation team, and by the Accreditation Panel which makes a final decision about whether to grant accreditation. When completing the form, please remember that the Accreditation team and the Accreditation Panel are not experts in your field, therefore any technical terminology and abbreviations should be explained. If you are including policies that are still under development as part of your answers, you should include information on the timelines for key milestones in their development.

If you refer to specific published documents your register has produced, such as a policy or procedure, include a link to where we can find them. If not published, send the documents as additional information, with your application form, clearly labelling which minimum requirement it relates to. If you need to reference a document owned by another organisation, provide a link. If not published, you should reference the source document and the relevant sections as follows: (author(s), date of publication, title, [available at: (for web publications)].

Your responses should be typed directly onto this application form in the boxes provided under the relevant questions, using bold, black font in size 12.

If you have any questions about completing the form, contact the Accreditation team.

#### How to submit your application

Before submitting your completed application, you should work through the checklist at the end of this form to make sure you have completed all of the information we need. This checklist must be signed by a senior responsible officer from your register, such as the Chief Executive Officer or the Chair.

At a minimum, you should submit, this application form, the *Benefits Template* and your *Risk Matrix*, along with any supporting documents referenced within your application and Form A3, by email to accreditationteam@professionalstandards.org.uk. The application form should be sent as a Word document, but additional documents can be provided as PDFs. The subject line of the email should say ‘Application for accreditation from [insert your Register’s name]. If you are submitting as part of a full application, you should also attach application form A2.

***What happens next?***

We will acknowledge receipt of your application within three working days. We will then send you an invoice for the application fee. You can find information about the application fees in our [*Fees and payments guidance*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/guidance-documents/fees-and-payments-guidance-2023-24.pdf?sfvrsn=6f874a20_3)*.*

We will begin the *a*ssessment once we have received confirmation from our finance department that the fee has been paid. At this point your application will be assigned to an Accreditation Officer who will be your designated contact for the assessment. They will be in touch to arrange an introductory meeting where we will discuss the assessment plan.

Each assessment will include a minimum of a documentary review of your evidence, an invitation for stakeholders to share their experience of your organisation, and a check of your register and registrant websites (where available).

##### **Confidentiality**

We will manage the information you provide in this application form in accordance with our information security policies which can be found on our website ([www.professionalstandards.org.uk](http://www.professionalstandards.org.uk)).

Any information we receive, including personal information, may be published or disclosed in accordance with the access to information regimes (primarily the Freedom of Information Act 2000 (FOIA) the Data Protection Act 2018 (DPA) and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this, it would be helpful if you could explain to us why you regard the information you have provided as confidential.

If we receive a request for disclosure of the information, we will take full account of your explanation, but we cannot give an assurance that confidentiality will be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the PSA.

We will process your personal data in accordance with the DPA and in most circumstances this will mean that your personal data will not be disclosed to third parties.

If you have any questions or concerns about how your information is being processed, please contact our Data Protection Office at suzanne.dodds@professionalstandards.org.uk

**MEETING THE STANDARD**

We have set minimum requirements for each of [*Standards for Accredited Registers*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/standards-for-accredited-registers.pdf?sfvrsn=cc2c7f20_9)which are set out in the [*Evidence Framework*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/accredited-registers-evidence-framework-for-standards.pdf?sfvrsn=55f4920_9). You should familiarise yourselves with this before completing the application form.

The *Evidence Framework* contains examples of the types of evidence you can use to demonstrate how you have met each Standard. These examples are a guide to the types of evidence we will consider when assessing a register. It is not an exhaustive list, and you may be able to demonstrate that you meet the Standards in a different way. If you do not meet some of the minimum requirements, this does not mean you will automatically be refused accreditation. We will consider all the information you have provided before making a decision.

Provide details of the register and the contact details of the person completing this form.

|  |  |
| --- | --- |
| **Name of register** |  |
| **Website address for the register** |  |
| **Name and role of the person completing the form** |  |
| **Email of person completing the form** |  |
| **Telephone number of person completing the form** |  |

### Are you completing this form as part of a full application or for an provisional assessment against Standard One?

## ☐ Provisional assessment of Standard One

## ☐ Full application (please also submit form A2)

### Part 1: About your organisation

## Does your organisation hold a voluntary register of one or more health roles in the UK (and/or social care roles, in England) that are not required to be registered by law with one of the ten statutory regulators? (You can find out more about the statutory regulators on our [website](https://www.professionalstandards.org.uk/what-we-do/our-work-with-regulators/about-regulators). If you have answered ‘no’ to this question, please contact the Accreditation Team before completing the rest of the application form.

## When was your organisation formed? You should include a brief description of any changes to name, status or key functions made within the last two years.

## Does your organisation have any additional key functions as well as holding a voluntary Register? For example, operating as a professional body and/or training provider.

## What is the legal status of your organisation? For example, it might be a charity, limited company or social enterprise. You should provide details of any registrations that your organisation is required to have by law depending on its status, such as Companies House, the Charity Commission or the Office of the Scottish Charities Regulator.

## Provide the name, contact details and a brief biography of the Registrar, Chief Executive and Chair of your organisation. If your organisation does not have any of these roles, you should provide details for the closest equivalents, including their job title and key responsibilities.

|  |  |
| --- | --- |
| **Chair:** |  |
| **Chief Executive** |  |
| **Registrar:** |  |

## How is your organisation staffed? You should provide an overview of how the teams delivering key functions are structured. Your response should also include:

* The total number of staff currently (as Full Time Equivalents)
* The number of employed staff, and number of those who are self-employed
* The number of paid, and unpaid roles

## Does the organisation stated for above hold the register, or is it administered by another body? If it is by another body, you should provide its full name.

### Part 2: Standard One - Eligibility and public interest

Standard One is set out below:

#### ‘The organisation holds a register of people in health and/or social care roles that are not subject to statutory regulation. The activities carried out by the registrants are beneficial to the health and/or wellbeing of the public and any harm is justifiable and mitigated.’

#### 1a) Eligibility of the register under our legislation

We will decide whether the register falls under the scope of our powers of accreditation as set out in the Act, making reference to the definition of a ‘voluntary register’ at Section 25D. This includes that the role(s) registered must not be required to be registered by law in order to use a title or practise as a member of a profession or engage in work that involves the provision of health care, or of social care (within England)[[1]](#footnote-2).

## Please completed the following: (If the register is not yet live, you should tell us when you expect it to be published, and how many registrants you would expect to join within its first year.)

|  |  |
| --- | --- |
|  | **Number of Registrants (if applicable)** |
| **Total number of registrants**  |  |
| **Number of registrants in England** |  |
| **Number of registrants in Wales** |  |
| **Number of registrants in Scotland** |  |
| **Number of registrants in Northern Ireland** |  |
| **Number of registrants in Overseas** |  |

## What role(s) are included on the register? You should provide the names of all roles as they appear on the Register.

## What modalities and approaches are practised by the role(s) above?

## Do any of your registrants hold dual membership with another register or regulator, and if so which ones?

## Is there any other information you would like us to consider about your register’s eligibility under Standard 1a?

#### 1b) Public interest considerations

We will decide whether it is likely to be in the best interests of patients, service users and the public to accredit a register, with consideration of the types of activities practised by its registrants. This will include, but not be limited to, consideration of the following:

* Evidence that the activities carried out by registrants are likely to be beneficial
* Evidence that any harms or risks likely to arise from the activities are justifiable and appropriately mitigated by the register’s requirements for registration
* Commitment to ensuring that the treatments and services are offered in a way that does not make unproven claims or in any other way mislead the public.

You can read more about how we will assess the information you provide for Standard 1b in our [*Supplementary Guidance for Standard One*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/accredited-registers-supplementary-guidance-for-standard-one.pdf?sfvrsn=3e5f4920_6)*.*

If your register includes more than one role, we will need to carry out the public interest test for each of the roles.

##### Benefits of the role(s) registered

Complete the [*Benefits Template*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/guidance-documents/standard-one---benefits-template.docx?sfvrsn=7df04820_2) to provide evidence about the benefits described above. You should enclose supporting evidence with your application if needed. We will need this information for each of the roles registered. If you need to, you can submit separate templates for each role. We ask that you submit a maximum of 10 pieces of evidence for each role to demonstrate the benefits. Any clinical trial studies should where possible be based on UK populations and publicly available. Please submit the *Benefits Template* with your application.

## Tell us about how the role(s) registered benefit the health and wellbeing of patients and service users, and the contribution they make to employers and the wider health and care system. You can find more information about benefits in our [*Supplementary guidance for Standard One*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/accredited-registers-supplementary-guidance-for-standard-one.pdf?sfvrsn=3e5f4920_6)*.*

## Are the role(s) registered commissioned or employed by public services such as schools, the National Health Service or Local Authorities? You should provide examples if available, such as job advertisements or job descriptions from public bodies for the role(s) registered, or commissioning contracts.

##### Risks of the role(s) registered

Complete our [*Risk Matrix*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/guidance-documents/risk-matrix.xlsx?sfvrsn=965f4b20_3) to tell us about the potential impact of risks relating to the activities of registrants, and how these risks are mitigated. We will need this information for each of the roles registered. If you need to, you can submit separate templates for each role. The mitigations may include those put in place by the register, and those by others such as employers. We will test the effectiveness of the mitigations when we assess Standards Two to Nine. Please submit the risk register with this form. For questions 14 to 19, please identify which of the risks within your matrix is relevant.

## Tell us about any known conditions or circumstances in which the services provided by registrants could be harmful (also known as “contraindications”).

## What are the main risks arising from the use of equipment or treatments used in practice? Are any regulated by another body (such as by the Medicines Healthcare Regulatory Agency)?

## How do you make clear that registrants must not financially exploit service users?

## Are there any other ways that patients or service users could be harmed from treatment by registrants not already described in this section? You can include examples within your answer. Our [*Supplementary guidance for Standard One*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/accredited-registers-supplementary-guidance-for-standard-one.pdf?sfvrsn=3e5f4920_6)gives more information about what we mean by ‘harms’.

*Commitment to providing accurate information about treatments and services*

## How do you make clear that registrants must not offer treatments as alternatives to conventional medicine (rather than as complementary) for serious conditions?

## How do you make clear that registrants must not make unproven claims about treatments or services offered?

**Appli****cation Checklist**

Yes/No

|  |  |
| --- | --- |
| Have you read our [*Guidance on applying for accreditation*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/guidance-documents/180711-application-process---v1-0.pdf?sfvrsn=b5c7220_10)*,* [*Guidance on the Standards for Accredited Registers*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/guidance-on-the-standards-for-accredited-registers.pdf?sfvrsn=165f4920_6)*,* and [*Supplementary guidance for Standard One*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/accredited-registers-supplementary-guidance-for-standard-one.pdf?sfvrsn=3e5f4920_6)?  |  |
| Have you provided evidence to support your answers, for example, signposting to sections of relevant documents and providing examples of how your organisation complies with the Standard in practice? |  |
| Have you completed and submitted the *Risk Matrix*? |  |
| Have you completed and submitted the *Benefits Template* for each of the roles on the register? |  |
| Have you completed and submitted Form A3 for the Impact Assessment |  |
| Are you and your Governing Board/Committee satisfied that it can demonstrate it meets the requirements for Standard One?  |  |
| Do you agree to pay the non-refundable fee for assessment of Standard One and any additional fee determined by the Authority according to the variables explained in the [*Fees and Payment*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/guidance-documents/fees-and-payment-2020.pdf?sfvrsn=905d7220_16)guidance at the time you submit this application? |  |

### How did you hear about the Accredited Registers programme?

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| --- |
|  |

I confirm that the above is true and that I fully understand the process to apply for the Accredited Registers programme of the Professional Standards Authority.

Signature:

Print Name:

Job title/Position:

Organisation:

Date:

1. [Health and Social Care Act 2012 (legislation.gov.uk)](https://www.legislation.gov.uk/ukpga/2012/7/contents) [↑](#footnote-ref-2)