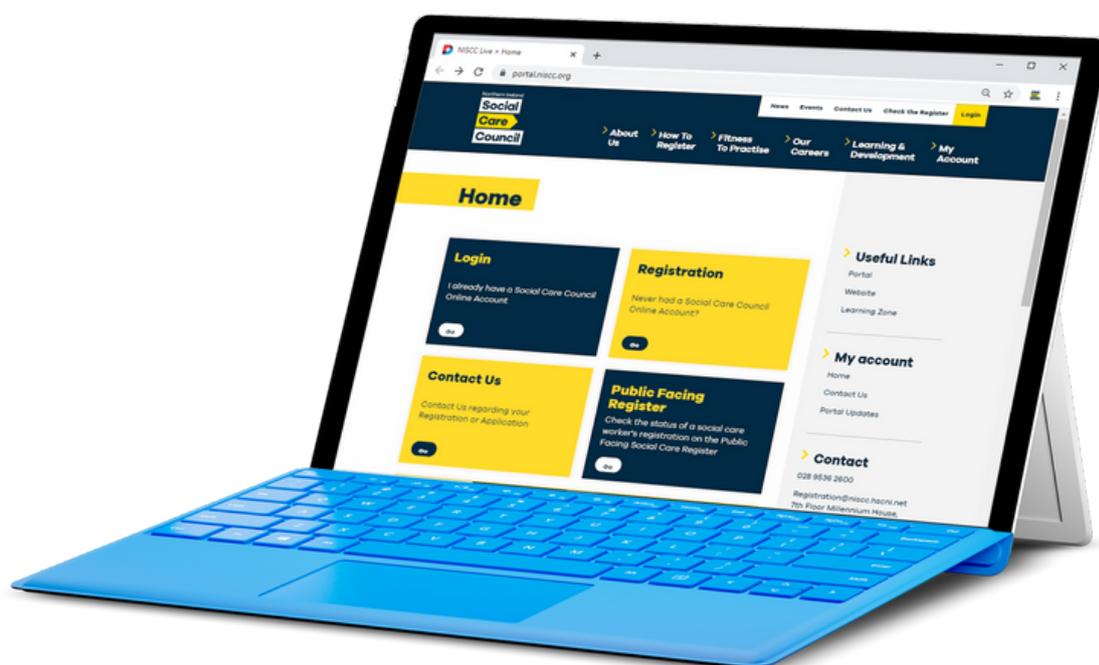


# How to Renew Your Registration



# How to Renew Your Registration

## Step 1: Login

Northern Ireland **Social Care Council**

News Events Contact Us Check the Register **Login**

> About Us > How To Register > Fitness To Practice > Our Careers > Learning & Development > My Account

**Home**

**Login**  
I already have a Social Care Council Online Account  
**Go**

**Registration**  
Never had a Social Care Council Online Account?  
**Go**

**Useful Links**  
Portal  
Website  
Learning Zone

Northern Ireland **Social Care Council**

News Events Contact Us Check the Register **Login**

> About Us > How To Register > Fitness To Practice > Our Careers > Learning & Development > My Account

Login

**Login**

Username:

Password:

**Login**  Remember Login

[Register](#) > [Forgotten password?](#) >

**Useful Links**  
Portal  
Website  
Learning Zone

**My account**  
Home  
Contact Us

If you cannot remember your login detail click "Forgotten Password".

## Step 2 : Registration

### Apply Now

Apply for Registration with the Social Care Council.

[Go](#)

### Registration

Manage your Applications or current Registration.

[Go](#)

Click "Registration"

## Step 3 : I am Registered

### I am Not Registered

Complete a new application to join register (for the first time registrant).

[Go](#)

### I am Registered

Pay fees, Renew Registration, Update Employment Details, Request Voluntary Removal, Update Registration.

[Go](#)

Click "I am Registered"

## Step 4 : Renew Registration

### Pay Fees

Pay outstanding annual fee securely by credit/debit card.

[Go](#)

### Renew Registration

Complete online renewal form.

[Go](#)

Click "Renew Registration"

## Step 5 : Renew Registration

### My Registration

Part	Sub-Part	Registered Status	Next Annual Fee Payment Date	Next Renewal Form and Payment Date	
Part 1	Qualified Social Worker	Registered	08/06/2021	08/06/2020	<a href="#">Get Certificate</a> <a href="#">Remove</a> <a href="#">Renew</a>

Click "Renew"

## Step 6 : Renewal Application

# Renewal Application



### Guidance

The Department of Health has made a decision to defer the receipt of payment for all registration fees due throughout this Covid19 period. It is hoped that this will help to alleviate pressures on our social care workforce who are so critical in providing care to the community at this time.

Payment of fees will now be due on **1st October 2020** and you will receive an email reminder regarding this in September.

To maintain your registration please complete this short online renewal form ensuring that your personal information and employment details are up to date.

Next Page »

Click "Renew"



### Contact Details

In this application you will be asked basic questions on your name, contact and employment/qualification details, and also to give details of your disciplinary, criminal offences and health background.

This online application will only ask you questions that are relevant to the part of the register you are applying to. In some cases, you will be asked to nominate an authorised Social Care Council endorser from your employing organisation who will endorse your application.

If you wish to save your application and come back later, you can click "Save & Exit" at any time at the bottom of the page.

Title\*

Forename(s)\*

Surname\*

Your Date of Birth\*

Your Sex\*

Your National Insurance Number\*

Home Telephone Number\*

Mobile Telephone Number\*

Work Telephone Number

Personal Email Address\*

« Prev Page

Next Page »

Save & Exit

Cancel >



Ensure that you have filled in all your contact details before clicking "Next Page".

### Employment

#### Add New Employments.

Please enter your main employer below. To enter your employment details, in the first box please begin by searching for your organisation's name. In the second box please search for your workplace address.

Search Tips: Remember to type in the name of the Organisation for which you work. For example, if you work for Oakridge Care Home, search for 'Four Seasons Health Care'. If you work through an employment agency, search for the agency's name below. If you are self-employed, enter 'Self Employed'.

Search Organisation\*



Search Workplace

If your organisation is not listed above, please contact [Registration@nisc.hscni.net](mailto:Registration@nisc.hscni.net) with contact details for your new employer. We will verify the employer and will be in touch once this has been added to the system

Job Role / Title\*

Date You Started This Post\*

Work Focus\*

Work Setting\*

Work Type\*

Clear

Next Page 

In this section ensure that you have entered your full employment details for your current organisation. Or the details of the organisation you have been offered a position with pending registration.

### Renewal Qualifications

Do you hold a qualification in Health and Social Care?

Yes     No



Please indicate if you have qualifications by selecting "Yes" or "No". Once selected click "Next Page".

Next Page »



### Renewal Regulatory Bodies

Please could you answer the following questions with respect to any NEW registrations you have not already declared to NISCC?

Are you currently, or have you ever been, registered with any UK regulatory bodies? (Not including a previous Social Care Council registration)\*

Yes  No



Have you ever been refused registration with another regulatory body?\*

Yes  No



Are you currently, or have you ever been, registered or licensed by a regulatory, licensing or competent body outside the UK?\*

Yes  No



Has a regulatory or licensing body, in any country, ever applied a sanction, or removed you from a register, or taken away your license to practice for conduct reasons?\*

Yes  No



« Prev Page

Next Page »



Please answer "Yes" or "No" to all of the "Regulatory Bodies" questions, once complete click "Next Page".

### Renewal Disciplinary Records

The Health & Personal Social Services Act (NI) 2001 requires NI Social Care Council to ensure that everyone who is registered is of good character, conduct and competence. You must provide information of your disciplinary record (if any). The NI Social Care Council can refuse to register you if you give false information or have withheld relevant details on your application.

Have you ever been dismissed from any employment or resigned during an investigation or disciplinary proceedings, either within or outside the UK?\*

Yes  No



Are you currently the subject of an investigation by an employer or other organisation, either within the UK or outside the UK?\*

Yes  No



Are there any current or pending disciplinary findings against you, by an employer or other organisation, either within or outside the UK?\*

Yes  No



Are you currently, or have you ever been, subject to fitness to practice/disciplinary proceedings by any other regulatory body/licensing association/competent body?\*

Yes  No



« Prev Page

Next Page »



Please answer "Yes" or "No" to all of the "Disciplinary" questions, once complete click "Next Page".

### Renewal Criminal Offences

The Health & Personal Social Services Act (NI) 2001 requires NI Social Care Council to ensure that everyone who is registered is of good character. You must disclose to NI Social Care Council all details of any conviction, caution, binding over, fixed penalty or pending charges. The NI Social Care Council can refuse to register you if you give false information or have withheld relevant details on your application. (You do not need to disclose fixed penalty notices for minor motoring offences).

The Rehabilitation of Offenders (Northern Ireland) Order 1978 allows some criminal convictions to become spent after a fixed period. However, for occupations in social care, the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979 requires you to declare convictions even if they are spent.

Have you ever been found guilty of a criminal offence in the UK, or any other country?\*

Yes     No



Have you ever received a formal caution, fixed penalty\* or been bound over in the UK, or any other country? (\*You do not need to disclose fixed penalty notices for minor motoring offences.)\*

Yes     No



« Prev Page

Next Page »

Please answer "Yes" or "No" to all of the "Criminal Offences" questions, once complete click "Next Page".



### Renewal Health

The Health & Personal Social Services Act (NI) 2001 requires NI Social Care Council to ensure that everyone who is registered is physically and mentally fit to be on the Social Care Register. A health condition will not necessarily prevent registration, but we need to be satisfied that you can work safely in social care.

You must answer all of the following questions (and those in the additional health questionnaire if requested to do so) otherwise your application cannot be accepted. The NI Social Care Council can refuse to register you if you give false information or have withheld details on your application.

Do you have one or more of the following physical or mental health conditions?

Please could you answer the following questions with respect to any NEW health conditions you have not already declared to NISCC?

Conditions that may cause seizures or sudden loss of consciousness or sudden physical incapacity\*

Yes  No



A history of substance or alcohol dependence, including dependence for which you are currently receiving or seeking treatment\*

Yes  No



Ongoing mental health issues for which you are currently receiving treatment from a GP or specialist\*

Yes  No



[« Prev Page](#)

[Submit](#)



Please answer "Yes" or "No" to all of the "Health" questions, once complete click "Submit".

### Renewal Declaration

By clicking "Submit" I declare that:

I have read the guidance notes enclosed with this application form.

All of the information I have provided on this form is correct to the best of my knowledge.

I understand that the Northern Ireland Social Care Council can refuse to register me if I have given false information or have withheld relevant details.

I understand that the Northern Ireland Social Care Council may contact me or the people who have verified/endorsed my application about information provided.

I understand that there will be restricted access to relevant data by my Employer, relevant NI Social Care Council Department, DOH and HSCB.

I understand that the Northern Ireland Social Care Council will investigate any allegation of misconduct against me that could call into question my suitability to be registered.

I undertake to tell the Northern Ireland Social Care Council as soon as reasonably practical about:

- any changes to my health that may affect my suitability to work in social care, including in management positions, in social care education and training, and in contact with service users
- any events that call into question my good character such as criminal convictions, criminal proceedings or formal cautions that I receive
- any disciplinary action taken against me
- any changes to my personal details
- any changes to my employment details

I understand that if I fail to tell the Northern Ireland Social Care Council about any changes to the information in my application, the Council may consider this to be misconduct.

I understand that if I fail to provide the Northern Ireland Social Care Council with any further information requested by the Northern Ireland Social Care Council while processing this application, my application will be closed down and the fee will not be returned.

I have read, understand and agree to comply with the NI Social Care Council Standards of Conduct and Practice.

I understand that, in being registered, I will be responsible for upholding and promoting high standards.

I understand that at the end of my registration period I must submit a renewal application.

I agree to complete the NI Social Care Council Post Registration Training and Learning requirements and to show that I have done so when requested to do so.

Declaration:\* 

I have read and agree to the above declaration

[« Prev Page](#)

[Submit](#) 

**Ensure that you read the "Personal Declaration" and tick the "Declaration" box before clicking "Submit".**

Step 15 : **Renewal Fee Payment****Unpaid Fees**[Pay All](#)

Product	Unit Price	Quantity	Vat	Total	Amount Paid	Balance	Amount To Pay
Adult Residential Care Worker (App Fee)	£30.00	1	£0.00	£30.00	£0.00	£30.00	£ 30.00
				£30.00	£0.00	£30.00	£ 30.00

Amount to pay: £ 30.00

Once you have submitted your application your invoice will appear.

Please click "Pay Now" where you'll be asked to enter your card details.



Please Note: There is a 20 character limit within the card name field. Please enter your name as printed on your card.