

Maintaining your Registration

Once you are registered it is your responsibility to ensure that the details we hold about you remain correct. It is especially important to keep your contact details and personal information up to date (for example if you move house, change your name, change job, or have a new email address or phone number). All of this information can be amended by using your NISCC online account.

NISCC will be contacting you via your email address or mobile text messages – please ensure you provide the correct email and mobile number and that you check it regularly.

We will send you reminders for annual fees and other communication by this method.

As a NISCC registrant you have a responsibility to:

- pay your annual fee by the due date via NISCC Online
- renew your registration at the end of each registration period – three or five years, depending on your job role

Renewing your Registration

Social workers and social care managers are normally registered for a three year period.

Social care workers are normally registered for a five year period. All registrants (except students) are required to renew their registration at the end of each registration period.

When you come to renew your registration you must confirm that you have completed the required amount of PRTL (90 hours of training and learning). NISCC may ask you to provide evidence that you have completed it.



Registering with NISCC

What you need to know

Registering with NISCC means that the public can be assured that a worker is safe and competent to practise. It is already compulsory for workers in some job roles to be registered with NISCC. We are now registering the remainder of the workforce which includes Domiciliary Care workers, Day Care workers and those working in Supported Living.

Preparing for Registration

Before you apply to register online you must:

- 1** Be working in social care or have been offered a job in social care
- 2** Create an online account at <https://niscconline.hscni.net>
- 3** Have your identification documents verified (signed by your line manager), scanned and ready to upload to the NISCC online registration system
- 4** Ask your employer to tell you who will endorse your application so that it will be accepted by NISCC
- 5** If for any reason you are unable to use the online facility, please contact NISCC Customer Services Team
- 6** Have a method of payment for your application fee

Customer Services

Telephone: **028 9536 2600**

E-mail: info@nisc.hscni.net

Website: www.nisc.hscni.net

Address: **7th Floor Millennium House, 19-25 Great Victoria Street
Belfast, BT2 7AQ**

Steps to Getting Registered

To be approved for NISCC registration, you must provide us with information to demonstrate your suitability to work safely in social care. We will assess your application according to the guidelines set out in the NISCC Registration Rules.

'Guides to Registration' are available on the portal home page.

Once you have created your NISCC online account, you may complete your application to register, pay your fee and upload the required identification documents.

1. Complete Your Application

Complete the online application form at <https://niscconline.hscni.net/>. This includes providing your contact details, details of current and past employment and information on induction and qualifications. It also requires you to disclose information about disciplinary matters, health matters and any offending history. (Disclosing information about your health or disciplinary matters does not mean that registration will be refused but you must provide the requested information.)

2. Provide Validated Copies of Identification Documents

Submit photocopies of your birth certificate and a form of photographic ID such as a passport or driving licence which have been signed and dated by a NISCC approved person (usually your line manager).

Once your line manager has verified your documents, it is your responsibility to submit them with your application to NISCC. You may do this by uploading the documents via the online portal at <https://niscconline.hscni.net/>.

If you are unable to scan and upload your documents you can send them by email or by posting them to us.

(remember if sending by post to include your current personal details/home address).

Steps to Getting Registered (continued)

3. Get Your Application Endorsed

You must get your application form endorsed online by an authorised individual to confirm your good character, good conduct, competence, physical and mental fitness to practise.

The online system will show you a list of people within your organisation who are approved to endorse applications, but you must check with your line manager who your endorser should be before you start your application.

4. Complete the Personal Declaration

Read and confirm that you agree to the outlined terms for registration which includes meeting the standards set out in the NISCC Code of Practice for Social Care Workers, committing to completing training and learning (what we call Post Registration and Learning or PRTL) and ensuring NISCC is informed of any change in your personal or employment information.

5. Pay Your Application Fee

It is important to pay the appropriate fee. Information about fees is available here:

<http://www.niscc.info/index.php/registrants/registration-fees>