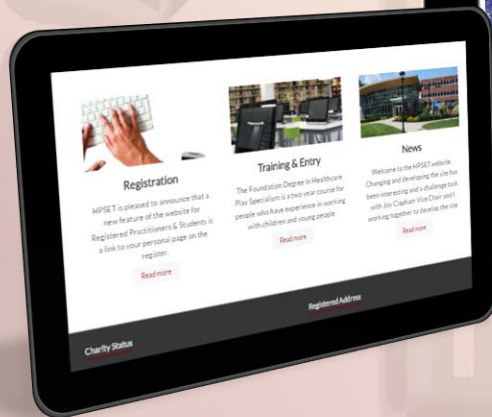
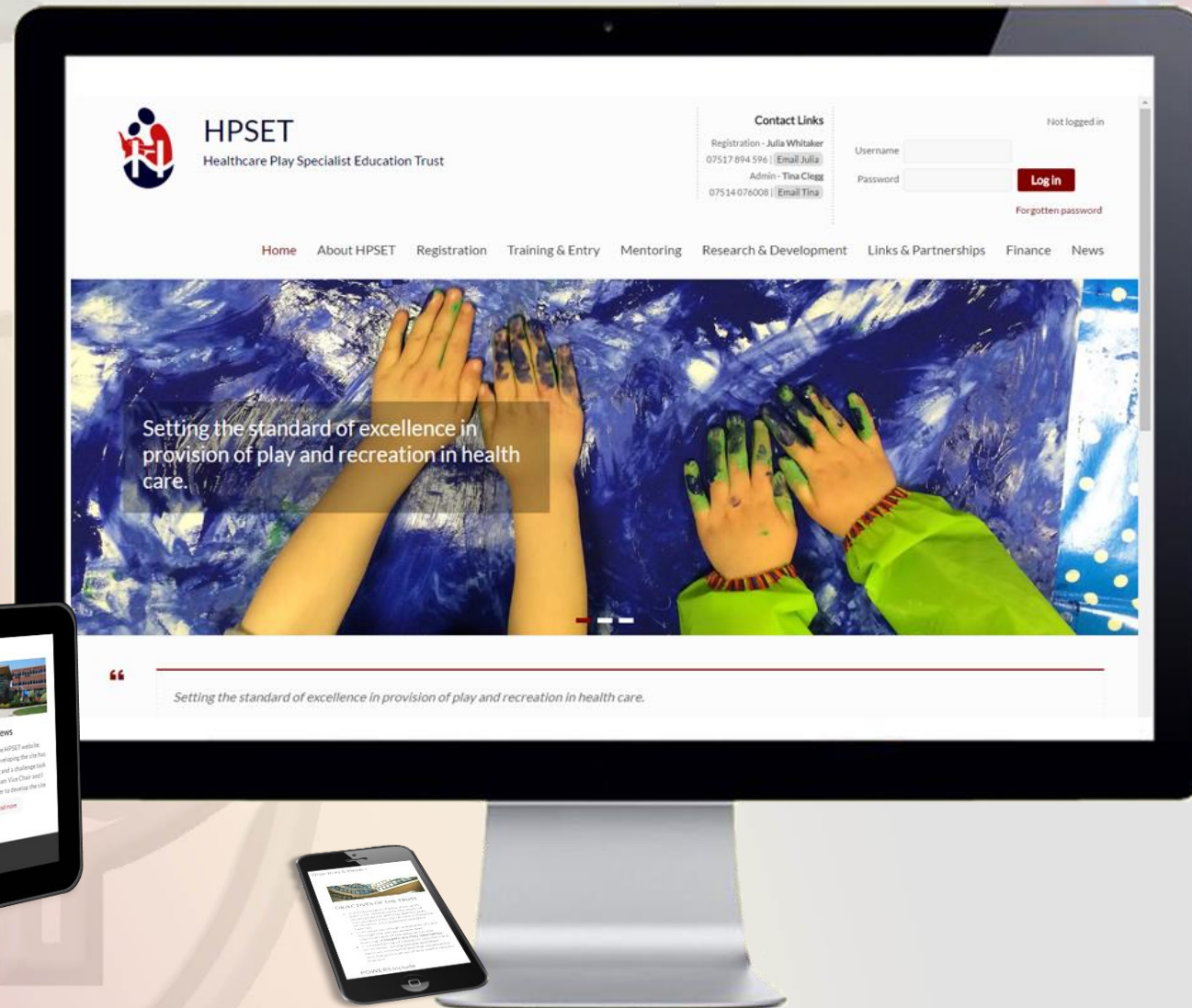


HPSET

Guide to: Annual Re-registration



Important information



- Everyone needs to re-register every year regardless of whether they are called to submit a profile for audit.
- The re-registration window is open from 5th Jan until midnight on 31st March each year.
- Registration status information is available from your User Area ('Personal page').

Your renewal payment should be made prior to submitting an Annual Re-registration Form.

Payment details are available at:

www.hpset.org.uk/re-registration-fees

The screenshot shows the HPSET website header with the logo and name "HPSET Healthcare Play Specialist Education Trust". A navigation menu includes "Home", "About HPSET", "Public Register", "Registration", "Registration & Entry", "Mentoring", "Research & Development", and "Links & P...". On the right, there are "Contact Links" for "Registration - Julia Whitaker" and "Email Julia". Below the navigation, the "User Area" link is highlighted with a blue circle and a blue arrow pointing to it. To the right of "User Area" is the "Audit Profile" link. At the bottom of the screenshot, a reminder from the HPSET Board states: "The HPSET Board reminds you that you are solely responsible to maintain the mandatory fields (*) and continuous registration. Not doing so may compromise your professional status, employment opportunities and your access to training, advice and guidance. Please check your Audit Profile page to see if you are due to submit your CPD Profile for audit."

Logging in



Navigate to www.hpset.org.uk

Log in using the panel located in the top right corner of the home page:

- Enter Username & Password
- Click 'Log in'

Contact Links

Julia Whitaker
Email Julia

Not logged in

Username

Password

Login

[Forgotten password](#)

Research & Development Links & Partnerships Finance News

← 'Forgotten password' link opens a new form if needed:

Reset Forgotten Password

Username

Email

Forgot username? [Click here](#)

Reset Password

Forgotten username link opens the following if needed:

Retrieve username

Email Address

Retrieve username

Note: You need to use the email address which HPSET has on record for you. Please check your Spam/Junk folder if the reset link does to appear in your Inbox.

Re-registration period



The re-registration window is open from 5th Jan until midnight on 31st March each year.

The Registration Status bar → will be updated as follows:

- Renewal due notice & the number of days remaining.

The Annual Re-registration form → may be submitted when complete.

- 'Processing...' will be displayed, followed by a thank you message. Please allow this to complete before logging out or exiting.

User Area

Please Note: You need to renew your HPSET registration in the next 54 days if you wish to maintain a continuous period of professional registration.

Our records indicate that your annual re-registration is now due. Please check the information below and click "Submit Annual Re-Registration Form" when complete.

Annual Re-registration Form

Fields marked with an * are required

- I confirm that I have read the Code of Professional Conduct and Standards and agree to uphold these in my HPS practice. *
- I have maintained a record of my continuing professional development (CPD) which reflects the standards set out by HPSET. *
- I can confirm that my current health and character are sufficient to enable me to practise safely and effectively. *
- I have a current, valid DBS certificate/Enhanced Disclosure and can confirm that this mentions no issues which might be a cause for concern. *
- I have updated my personal and employment details on the HPSET website. *
- I confirm that I have paid the appropriate annual re-registration fee. *

[Submit Annual Re-Registration Form](#)

The HPSET Board reminds you that you are solely responsible to maintain the mandatory fields (*) and continuous registration. Not doing so may compromise your professional status, employment opportunities and your access to training, advice and guidance.

Update Information

Personal Details	Employment
------------------	------------

Re-registration confirmation



The User page will be updated by the Registration Coordinator when both the **re-registration form** and **payment** have been received. This may take up to 14 days.

Thank you. Your Annual Re-registration Form has been submitted and is awaiting approval.

You will be advised to contact the Registration Coordinator if your page has not been updated within 28 days. You do not need to contact the Coordinator before 28 days have expired.

Thank you. Your Annual Re-registration Form has been submitted and is awaiting approval.

More than 28 days have passed since submission. Please contact the Registration Co-ordinator - registration@hpset.org.uk

You will receive a confirmation email after the re-registration window closes at the end of March. You may use this as proof of re-registration if required. Alternatively, you may take a screenshot of your User Page.

Registration approval & Public register



When your registration has been approved, the User page will be updated.

User Area

Registration ACTIVE

The HPSET Board reminds you that you are solely responsible to maintain the mandatory fields (*) and continuous registration. Not doing so may compromise your professional status, employment opportunities and your access to training, advice and guidance.

Update Information

Personal Details First Name* <input type="text" value="Names"/>	Employment Please enter "Not Applicable" for these fields if not currently in employment.
---	---

If you re-register by 31 March each year, your name will appear on the public register available at:

www.hpset.org.uk/public-register

HPSET
Healthcare Play Specialist Education Trust

Home COVID-19 Updates About HPSET **Public Register** Registration Training & Entry

Public Register

Search Members

Search for:

Search by:

<-- Choose from list -->

Registrant
Registration Number: 0000

Registrant
Registration Number: 0000

Regist

Lapsed Registration



Re-registrations not submitted by 31st March will automatically lapse from 1st April.

For registration to be re-instated, the Late Re-registration process must be followed.

More details are available at:

www.hpset.org.uk/late-re-registration

User Area

Re-registration renewal date has passed. Please contact Registration Coordinator if you wish to renew your registration and have not yet returned a re-registration application.

The HPSET Board reminds you that you are solely responsible to maintain the mandatory fields (*) and continuous registration. Not doing so may compromise your professional status, employment opportunities and your access to training, advice and guidance.

Update Information

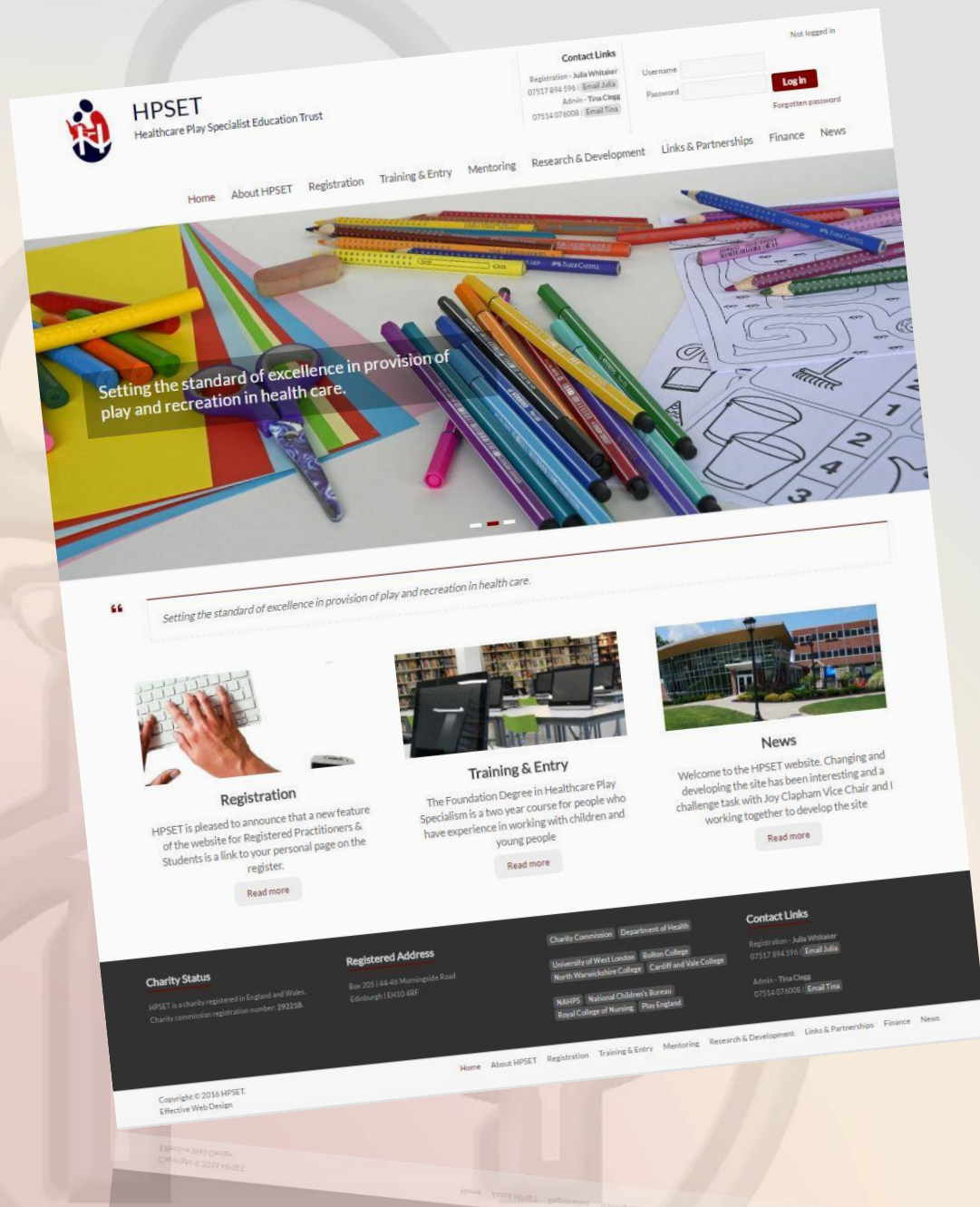
Personal Details

First Name *

Name

Employment

Please enter "Not Applicable" for these fields if not currently in employment



HPSET

‘Setting the standard of excellence in provision of play and recreation in health care.’