How to submit your revalidation application

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Conflict of interest
None declared

Review
All articles are subject to external double-blind peer review and checked for plagiarism using automated software

Contributing to the ‘How to’ series
To write a ‘How to’ article, please email how.to@rcni.com with a synopsis of your idea

Rationale and key points
This is the final in a series of eight articles providing information about the Nursing and Midwifery Council revalidation process. This article focuses on submitting a revalidation application to the NMC.

» Nurses and midwives must demonstrate that they have: completed 450 hours of practice, or 900 hours if revalidating as both a nurse and midwife; undertaken 35 hours of continuing professional development, 20 hours of which must be participatory; recorded five examples of feedback on their practice; written five reflective accounts; had a reflective discussion with an NMC registrant; and sought confirmation that they have met these requirements.

» Nurses and midwives who fail to submit their revalidation application by the stated date will put the renewal of their registration at risk.

Reflective activity
‘How to’ revalidate articles can help to update your practice and provide information about the revalidation process, including how you can submit your revalidation application. Reflect on and write a short account of:
1. The professional accountability associated with declaring that you have met the revalidation requirements.
2. How you could use this article to educate your colleagues.
Subscribers can upload their reflective accounts at: rcni.com/portfolio.

Keywords
NMC, Nursing and Midwifery Council, portfolio, professional development, registration, revalidation, revalidation application, verification

Preparation
» Download and print a copy of the Nursing and Midwifery Council (NMC) (2015a) booklet on how to revalidate (www.nmc.org.uk/globalassets/sites/documents/revalidation/how-to-revalidate-booklet.pdf).
» Ensure you have a copy of The Code: Professional Standards of Practice and Behaviour for Nurses and Midwives (NMC 2015b).
» Go to revalidation.nmc.org.uk/ready-to-submit-online (NMC 2016a) to watch the revalidation application process video.

Procedure
1. If you have not done so already, set up an online NMC account, as described in a previous article in this series (Middleton and Llewellyn 2016). All NMC notifications will be sent via email, so it is important to check your email regularly during the revalidation process.
2. Sixty days before the first day of the month in which your revalidation application is due, the NMC will inform you via email that your submission portal is open. The ‘Go to application’ link will appear on the front page of your online account.
3. You must submit your revalidation application by the first day of the month in which your registration is due for renewal. You can submit your application at any time during the 60 days preceding this date. Failure to submit your application on time will put the renewal of your registration at risk.

4. Before beginning the online submission process, check that you have met the revalidation requirements. Have your revalidation portfolio to hand so that you can use it for referencing purposes. You do not need to submit your portfolio online.

5. Log in to your NMC online account and click on the ‘Go to application’ link. The information you enter will automatically be saved and you can return to your submission at any time.

6. Confirm you have read the NMC (2015a) booklet on how to revalidate.

7. Enter the name and address of your current or most recent employer. If you have more than one employer, enter all relevant details. Enter the date you commenced your current employment. If you are not currently working as a registered nurse or midwife, enter the dates that you started and ended your most recent employment.

8. Confirm you have met the revalidation requirements.

9. Confirm that you wish to revalidate to renew your nursing and/or midwifery registration(s).

10. Declare that you have undertaken 450 hours of practice, or 900 hours if revalidating as both a nurse and midwife.

11. Declare that you have met the requirements for continuing professional development (CPD), feedback on practice and reflection.

12. Enter the name, contact details and NMC pin of the registrant who participated in a reflective discussion with you.

13. Make health and character self-declarations to demonstrate that you are capable of safe and effective practice. You will need to declare any police cautions, convictions and/or other regulatory body determinations that affect your fitness to practise. Further information about health and character declarations is available from the NMC (2016b).

14. Declare that your indemnity arrangements are in place; your employer usually provides this. If you have private arrangements then provide the relevant details. Further information about indemnity arrangements is available from the NMC (2016c).

15. Declare that your revalidation portfolio has been confirmed, entering the confirmer’s name and contact details.

16. Answer the equality and diversity questions, or select the ‘prefer not to say’ option.

17. Review your revalidation application and declare that the information you have provided is accurate.

18. Print a copy of your revalidation application submission and retain it in your portfolio.

**Evidence base**

Revalidation is a statutory regulatory process that requires nurses and midwives to demonstrate that they have: completed 450 hours of practice, or 900 hours if revalidating as both a nurse and midwife; undertaken 35 hours of CPD, 20 hours of which must be participatory; recorded five examples of feedback on practice; written five reflective accounts; had a reflective discussion with an NMC registrant; and sought confirmation that these requirements have been met before submitting a revalidation application.

Once the application process has been completed successfully, the nurse or midwife is required to pay the annual registration fee. This can be done via direct debit, online or telephone. Guidance on paying the annual fee is available from the NMC (2016d). Once the revalidation application has been submitted and the payment received, the nurse or midwife will receive an email confirming that their registration has been renewed.
registration has been renewed; this can take up to 5 days (Figure 1).

Nurses and midwives can check their online account or the NMC register (www.nmc.org.uk/search-the-register) to confirm their registration has been renewed. Each year, the NMC will select a sample of nurses and midwives who are required to provide further information to verify their revalidation application. In such cases, the nurse or midwife will be notified via email within 24 hours of their application being submitted and their annual fee payment received.

The nurse or midwife will be required to complete an online form providing further information or evidence. Registration will not be renewed until the verification process is complete, which can take up to 3 months. The nurse or midwife can continue to practise during the verification process and the NMC register will show a ‘live’ registration icon.

The confirmer for this individual will be contacted by the NMC and asked to follow a link to provide further information about the nurse or midwife’s revalidation portfolio. The nurse or midwife’s employer and reflective discussion partner may also be contacted for further information.

If the nurse or midwife has provided any fraudulent information, or declared but failed to meet the revalidation requirements, this will put the renewal of their registration at risk.

The NMC have special arrangements in place for nurses and midwives who are unable to meet the revalidation requirements as a result of exceptional circumstances. These arrangements apply to individuals who have not been practising for sufficient time between October 2015, when the revalidation guidance was published, and the date they are due to revalidate, and those who have characteristics protected under the Equality Act 2010.

Further information on exceptional circumstances is available from the NMC (2016e).

If exceptional circumstances are confirmed by the NMC, the nurse or midwife will still need to meet the post-registration education and practice requirements (NMC 2011) for renewal.

The NMC (2015a) states that it will not usually consider requests for an extension to a revalidation application submission deadline. However, if a nurse or midwife has a reason why they cannot submit their application by the specified date, they must contact the NMC directly and as early as possible in the process. Extensions will only be granted before the date the nurse or midwife’s registration is due to lapse. Extensions of up to 6 weeks can be granted (NMC 2016e).

It is the responsibility of the nurse or midwife to renew their registration and ensure that they submit their revalidation application by the date required. Revalidation provides an invaluable opportunity for nurses and midwives to demonstrate their professionalism and commitment to lifelong learning and safe and effective practice, thus enhancing patient and public protection.

Revalidation is not an arduous process and can be completed successfully if the nurse or midwife is organised, uses the relevant resources and ensures they are up to date with any changes to information produced by the NMC.

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**USEFUL RESOURCES**

- Nursing and Midwifery Council (2016) Revalidation: Resources. revalidation.nmc.org.uk/download-resources
- Royal College of Nursing (2016) Revalidation. www.rcn.org.uk/professional-development/revalidation

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**Figure 1. Confirmation of renewal of registration**

1 Revalidation application date: 01/04/2016
2 Renewal date: 30/04/2016

Dear NAME OF REGISTRANT

Registration renewed

Thank you for submitting your application for revalidation. Your application has been accepted and your registration has now been renewed. You can use your NMC Online account to see your confirmed registration status.

We advise you to keep your revalidation evidence and the contact details of the people you had your reflective and confirmation discussions with safely filed, as you may need to refer to them again. This can be in either electronic or paper form.

Yours sincerely

Director of Registration
References


Nursing and Midwifery Council (2016a) Revalidation: Ready to Submit Online? revalidation.nmc.org.uk/ready-to-submit-online (Last accessed: 11 July 2016.)


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