

SUPPORT TO HELP

YOU REVALIDATE

Who should read this guidance?

This guidance sheet is for nurses, midwives and nursing associates who are planning to renew their registration with the NMC and who may need support to help them through the process. It explains the ways we can support you to meet the revalidation requirements and explains how you can apply for this support.

The support we offer

We understand that there may be circumstances that make it more difficult for you to meet the revalidation requirements. This may be as a result of a disability, an illness, pregnancy, a maternity period or any other life event that impacts on your ability to meet the revalidation requirements.

We can help support you to meet the revalidation requirements by:

- helping you to use NMC Online, or
- providing a short extension to your application date.

Help with NMC Online

We can provide support for nurses, midwives and nursing associates who find using NMC Online difficult. If you require help using NMC Online, please contact us well before your revalidation application is due. The easiest way to do this is by emailing us at **revalidation.escalation@nmc-uk.org**, using the subject 'Help with NMC Online'. Please include the

following information in your email:

- your name
- your NMC Pin
- a contact phone number
- your revalidation application date
- whether you have an NMC Online account
- details of your circumstances
- the assistance or adjustments that would help you to revalidate.

If you're unable to contact us by email you can call our Registration Centre on **020 7333 9333**.

Extensions

What we can offer you

We can extend the time you have to complete your revalidation application in certain circumstances (for example, a sudden serious illness or recent bereavement). In these circumstances, we'll grant an extension of up to a maximum of six weeks from your revalidation application due date.

It's important to note we can't offer extensions of more than six weeks. You should only request an extension if you believe this additional time will help you to meet the revalidation requirements.

How to apply for an extension

If you believe a short extension would help you to meet the revalidation requirements, please contact us well before your revalidation application is due. You must submit your request for an extension as soon as possible once your application opens and before your revalidation application date in order for us to consider it. We can't guarantee we'll be able to consider requests after that date, and you may put your registration at risk if you submit a request after this date.

The easiest way to apply for an extension is by emailing revalidation.escalation@nmc-uk.org, using the subject line 'Extension request'. Please include the following information in your email:

- your name
- your NMC Pin
- a contact phone number
- your revalidation application date
- whether you have an NMC Online account
- details and evidence of your circumstances.

If you're unable to email us, you can write to us with the information above, including your supporting evidence, at: Revalidation team, NMC, 23 Portland Place, London W1B 1PZ. Alternatively, you can call the Registration Centre on **020 7333 9333**.

A request for an extension must come from you. We'll only accept a request for an extension from your employer or your confirmer in exceptional circumstances.

When requesting an extension to your revalidation application date you must explain the reasons you need an extension. You should provide supporting evidence if possible. If you can't provide supporting evidence, you should provide as much information as you are able, explaining your situation.

Supporting evidence might include:

- a Maternity Certificate form (MAT B1) covering the relevant time period
- other evidence of receiving Statutory Maternity Pay (SMP) from your employer covering the relevant time period
- other evidence of receiving Maternity Allowance covering the relevant time period
- a medical certificate covering the relevant time period
- agreement from your employer to a career break covering the relevant time period
- a document from your employer showing that you're unable to access NMC Online during your 60-day application window

- a document from your employer confirming that you haven't been working due to illness during the relevant time period, or
- social security documents covering the relevant time period.

We can only accept documents that have been scanned, not photographed. If you aren't clear whether the evidence you have is sufficient you should contact the Registration Centre on **020 7333 9333**.

How we make our decision

In granting an extension, we'll take into account:

- whether you have contacted the NMC in advance of your revalidation application due date
- the reason why you can't submit your revalidation application by the specified date
- whether you are capable of completing the outstanding revalidation requirements and submitting your application within the additional period of time
- whether there are any concerns about your fitness to practise, and
- whether your annual registration fee has been or will be paid by the required date.

If we grant you an extension to your application due date:

- you must still pay your annual registration fee by your original revalidation application date or have a direct debit in place to collect your fee
- you should inform your employer (if relevant) of the new date by which you are due to submit your revalidation application, so that they are aware that you can continue to practise during the period of your extension as your renewal date will remain the same on the employers' register.

If we decide we can't grant an extension, we'll notify you by email.

Other support

If you need any other adjustments, for example a reasonable adjustment due to a disability, please call the Registration Centre on **020 7333 9333** or email **revalidation.escalation@nmc-uk.org**.

Cancelling your registration

If an extension won't help you then you should consider cancelling your registration with us. If you don't cancel your registration, but you fail to submit your revalidation application before the end of your three year renewal period, your registration will lapse (automatically expire). You'll need to apply for readmission and may need to undertake a return to practice course if you want to come back onto the register.

Please note

If you declare that you require an extension due to an ongoing health condition, we may investigate your health condition in accordance with our **Health and character guidance**. We'll hold your registration effective for up to three months from the date of your complete application while we carry out this investigation. We may require further information from you so the Assistant Registrar can make a decision whether or not to accept your application for renewal.

Any false declarations may put your registration at risk.

If you've contacted us requesting support before you submit your revalidation application, and you find that you don't require the support anymore, you can submit your revalidation application as normal via NMC Online.

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