

# REVALIDATION

**NMC** Nursing &  
Midwifery  
Council



**How to revalidate with the NMC**  
Requirements for renewing your registration

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# WHAT DOES THIS

# DOCUMENT DO?

**This document is for nurses, midwives and nursing associates who are registered with the NMC. It sets out how to renew your registration with the NMC through revalidation every three years.**

The requirements for revalidation are either prescribed in the Nursing and Midwifery Order 2001 (the Order)<sup>1</sup> and the Education, Registration and Registration Appeals Rules (the Rules)<sup>2</sup>, or are standards set by the NMC for revalidation and readmission.<sup>3</sup>

## About the NMC

We're the independent regulator for nurses and midwives in the UK and nursing associates in England.

Better and safer care for people is at the heart of what we do, supporting the healthcare professionals on our register to deliver the highest standards of care.



## How to use this document

This document gives an overview of the revalidation requirements which you will have to meet every three years in order to renew your registration. It also sets out how you should collect the required information and approach the process, including suggested templates which you can use as well as mandatory forms which you must complete as part of your revalidation application.

This document includes a checklist of the revalidation requirements and the supporting evidence for each requirement.

Each requirement is presented on pages 18-37 followed by information about:

- the purpose of the requirement
- how to meet the requirement
- the recommended or mandatory approach to collecting and recording the required information, and
- how to demonstrate to us that you have met the requirement in your online application.

You should read this document in conjunction with the Code<sup>4</sup> and other guidance on our website. We have published a range of resources that you might find helpful in preparing for revalidation, including completed templates and case studies. We have also provided information for confirmers, which you should ensure that your confirmer has read, as well as information for employers, which we recommend you encourage your employer (if applicable) to read.

Please note that you must still pay your annual registration fee every year to retain your registration with the NMC.

## How the NMC will use your information

As part of the revalidation process you are required to submit information about yourself to the NMC. We will only process your personal data, as permitted by the Data Protection Act 2018 ('DPA').



Details of our data protection policy are included in our privacy notice at: [www.nmc.org.uk/privacy](http://www.nmc.org.uk/privacy)

We will use your personal data for the purposes of administering and assessing your revalidation application and any subsequent verification of that application. We may also use information obtained through the revalidation process for research, and for the purpose of maintaining and improving our internal systems and processes.

## Your responsibility

You are responsible for your revalidation application. You need to sufficiently plan to ensure, to the best of your ability, that you will meet the requirements within your three year renewal period. If you require support from us to help you revalidate, please [see our support to help you revalidate guidance sheet](#).

We expect you to complete your revalidation application on NMC online. This should not be delegated to someone else unless we have granted you an adjustment. You must provide accurate information in your online application.

You must adhere to the conditions we set out in this guidance and in the guidance we provide for confirmers and employers (if appropriate). Examples of these conditions include (but are not limited to) avoiding conflicts of interest and having your reflective discussion with a person on the NMC register.

If there are grounds for believing that you have not met these conditions, and/or that you have made a false declaration as part of your revalidation application, we will investigate and your registration could be at risk. Information supplied by you may be used to investigate any alleged breach of the Code and for the purpose of any subsequent fitness to practise proceedings.

## Equality, diversity and inclusion

We value the diversity of the people on our register, and the wider community we serve. We are dedicated to ensuring revalidation is supportive and fair.

The Equality Act 2010 ('the Act') is legislation that applies in England, Wales and Scotland.<sup>5</sup> This Act protects people from discrimination, harassment or victimisation by specifying a number of 'protected characteristics':

- age
- gender reassignment
- being married or being in a civil partnership
- being pregnant or in the maternity period
- disability<sup>6</sup>
- race, including colour, nationality, ethnic or national origin
- religion, belief, or lack of religion or belief
- sex
- sexual orientation.

We expect all employers of nurses, midwives and nursing associates to meet their legal duty in the Equality Act 2010. We expect them to support you based on your individual needs and remove any unnecessary barriers to help you meet the revalidation requirements.

We cannot change the revalidation requirements as they are competence standards that demonstrate that you can practise safely and effectively. However, we can support you to renew your registration by providing adjustments that help you revalidate. For example, we can provide you with a short extension to your application date so you have more time to meet the revalidation requirements or give you a paper application form.

You can find further information on the support we offer [on our website](#).

## How to contact the NMC

For more information please see the revalidation section of the NMC website at:

**[www.nmc.org.uk](http://www.nmc.org.uk)**. If you are unable to find the information you need and you still require further help you can email us at: **[revalidation.escalation@nmc-uk.org](mailto:revalidation.escalation@nmc-uk.org)**.

If you wish to make a complaint or provide feedback about the standard of our service, please visit the 'Contact us' pages of our website at **[www.nmc.org.uk/contact-us/complaints-about-us](http://www.nmc.org.uk/contact-us/complaints-about-us)**.

# WHAT IS REVALIDATION?

## Revalidation

- is the process that allows you to maintain your registration with the NMC
- demonstrates your continued ability to practise safely and effectively, and
- is a continuous process that you will engage with throughout your career.

**Revalidation is your responsibility. You are the owner of your own revalidation application. We recommend that you work towards meeting the revalidation requirements throughout the three year revalidation period so you are prepared when your application is due.**

## Revalidation is not

- an assessment of your fitness to practise
- a new way to raise fitness to practise concerns (any concerns about a nurse, midwife or nursing associate's practice should be raised through the existing fitness to practise process), nor
- an assessment against the requirements of your current/former employment.

## Purpose of revalidation

- to raise awareness of the Code and professional standards expected of you
- to provide you with the opportunity to reflect on the role of the Code in your practice as a nurse, midwife or nursing associate and demonstrate that you are 'living' these standards
- to encourage you to stay up to date in your professional practice by developing new skills and understanding the changing needs of the public and fellow healthcare professionals
- to encourage a culture of sharing, reflection and improvement
- to encourage you to engage in professional networks and discussions about your practice, and
- to strengthen public confidence in the nursing and midwifery professions.

## Revalidation and the Code

One of the main strengths of revalidation is that it reinforces the Code by asking you to use it as the reference point for all the requirements, including your written reflective accounts and reflective discussion.

This should highlight the Code's central role in the nursing and midwifery professions and encourage you to consider how it applies in your everyday practice.

The Code (paragraph 22) requires you to fulfil all registration requirements. To achieve this you must:

- meet any reasonable requests so we can oversee the registration process (22.1)
- keep to our prescribed hours of practice and carry out continuing professional development (CPD) activities (22.2), and
- keep your knowledge and skills up to date, taking part in appropriate and regular learning and professional development activities that aim to maintain and develop your competence and improve your performance (22.3).

## Revalidation and the standards of proficiency

One purpose of revalidation is to help you to maintain safe and effective practice. Revalidation does this by encouraging you to update your knowledge and develop new skills. The NMC publishes and regularly updates standards of proficiency for everyone on our register. These set out what we expect students to know, understand and be able to do to apply to join our register and to practise safely and effectively. It is important for you to become familiar with the most recent standards, identify which ones relate to your scope of practice and identify your training needs. This will help you to advance your practice and also means that you will be equipped to supervise and assess students if this is part of your role.

It is important that you speak to your employers about the types of continuous professional development that will help you achieve this.

# Overall, revalidation should lead to improved practice and therefore public protection benefits.





# CHECKLIST OF REQUIREMENTS

## AND SUPPORTING EVIDENCE

These are all of the requirements that you must meet in order to complete your revalidation and renew your registration every three years with the NMC.

Requirements	Supporting evidence
<b>450 practice hours for each registration.</b> <b>Dual registration (e.g. nurse and midwife) requires 900 practice hours<sup>7</sup></b>	Maintain a record of practice hours you have completed, including: <ul style="list-style-type: none"><li>• dates of practice</li><li>• the number of hours you undertook</li><li>• name, address and postcode of the organisation</li><li>• scope of practice (see tip box on page 22)</li><li>• work setting (see tip box on page 22)</li><li>• a description of the work you undertook, and</li><li>• evidence of those practice hours should be recorded.</li></ul> See our practice hours requirements guidance sheet and suggested template at guidance and information.
<b>35 hours of continuing professional development (of which 20 must be participatory)</b>	Maintain accurate and verifiable records of your CPD activities, including: <ul style="list-style-type: none"><li>• the CPD method (examples of 'CPD method' are self-learning, online learning, course)</li><li>• a brief description of the topic and how it relates to your scope of practice</li><li>• dates the CPD activity was undertaken</li><li>• the number of hours and participatory hours</li><li>• identification of the part of the Code most relevant to the CPD, and</li><li>• you should record evidence of the CPD activity. See our guidance sheet and suggested template at guidance and information</li></ul>
<b>Five pieces of practice-related feedback</b>	Notes on the content of the feedback and how you used it to improve your practice. This will be helpful for you to use when you are preparing your reflective accounts.  Make sure your notes do not include any personal data (see the section on non-identifiable information on pages 15-17).

Requirements	Supporting evidence
Five written reflective accounts	Five written reflective accounts that explain what you learnt from your CPD activity and/or feedback and/or an event or experience in your practice, how you changed or improved your work as a result, and how this is relevant to the Code. You must use the NMC form on <a href="#">page 47</a> and make sure your accounts do not include any personal data (see the section on non-identifiable information).
Reflective discussion	A reflective discussion form which includes the name and NMC Pin of the NMC-registered nurse, midwife or nursing associate that you had the discussion with as well as the date you had the discussion.  You must use the NMC form on <a href="#">page 48</a> and make sure the discussion summary section does not contain any personal data (see the section on non-identifiable information).
Health and character	You must make a declaration as to your health and character as part of your online revalidation application. You can find more information in <a href="#">our guidance on health and character</a> .
Professional indemnity arrangement	Evidence to demonstrate that you have an appropriate indemnity arrangement in place.  You must tell us whether your indemnity arrangement is through your employer, membership of a professional body or through a private insurance arrangement.  If your indemnity arrangement is provided through membership of a professional body or a private insurance arrangement, you will need to record the name of the professional body or provider.
Confirmation	A confirmation form signed by your confirmer. You must use the NMC form on <a href="#">pages 49-51</a> .

# THE REVALIDATION PROCESS

## During the three years since your last renewal/you joined the register

You need to meet a range of revalidation requirements to show that you are keeping your skills and knowledge up to date and maintaining safe and effective practice

▶ See pages 18–37: for details of the requirements

## In the 12 months before your renewal date

Once you have met the requirements, you will need to discuss your revalidation with a confirmer. As part of this confirmation discussion, you will demonstrate that you have complied with all of the revalidation requirements, except having a professional indemnity arrangement and meeting the requirements of health and character.

▶ See pages 35–37: 'Confirmation'

## At least 60 days before your revalidation application date

Every three years you will be asked to apply for revalidation using NMC Online. We will notify you at least 60 days before your application is due, either by email if you have set up an NMC Online account, or by letter sent to your registered address.

▶ See pages 38–40: 'The application process'

## In the 60 days before your revalidation application date

Once you receive your notification you will need to go online and complete the application form. As part of that application, you need to declare to the NMC that you have complied with the revalidation requirements.

▶ See pages 38–40: 'The application process'

## Following submission of your revalidation application

Each year we will select a sample of revalidation applications and ask those professionals to provide us with further information so we can verify the declarations they made as part of their revalidation application. If you are selected your registration will be held effective until the verification process is complete and you can continue to practise as normal during this time. Your registration will only renew if the verification is completed successfully.

▶ See pages 41–42: 'Verification of your application'

# HOW TO APPROACH

## REVALIDATION

### Understand key terms

1. The registration process: Every three years from when you join (or re-join) the register you will need to renew your registration by revalidating. Every year you will also need to retain your registration by paying an annual registration fee. If you don't complete these processes on time your registration will expire.
2. Fee expiry date: The deadline for paying your annual registration fee in order to retain your registration.
3. Revalidation application date: The deadline for submitting your revalidation application. It is the first day of the month in which your registration expires, so if your renewal date is 30 April, your revalidation application date will be 1 April.
4. Renewal date: The date on which your registration will be renewed if you have successfully completed your revalidation application. It is the last day of the month in which your registration expires.

### Keep a portfolio

5. We strongly recommend that you keep evidence that you have met the revalidation requirements in a portfolio. This does not necessarily need to be an e-portfolio; please see our guidance sheet on e-portfolios at [revalidation.nmc.org.uk/download-resources/guidance-and-information](https://www.nmc.org.uk/download-resources/guidance-and-information) for further information. We have provided forms you must use and templates you may like to use to record your evidence for each requirement; these are available at the end of this document and on our website at [revalidation.nmc.org.uk/download-resources/forms-and-templates](https://www.nmc.org.uk/download-resources/forms-and-templates), where you will also find examples of completed forms and templates for you to refer to.
6. We expect any evidence to be kept in English, and nurses, midwives and nursing associates must submit their revalidation application, and any subsequent requested verification information in English.
7. The portfolio will be helpful for the discussion you have with your confirmer (see pages 35-37). You will also need to have this information available in case we request to see it to verify the declarations you made as part of your application (see pages 41-42).
8. You may already keep a professional portfolio. If so, you do not need to maintain a separate portfolio but you might like to add to it.



The NMC recognises the culture and linguistic needs of the Welsh speaking public (for further information please see [www.nmc.org.uk/about-us/our-equality-and-diversity-commitments/welsh-language-scheme](https://www.nmc.org.uk/about-us/our-equality-and-diversity-commitments/welsh-language-scheme)). We have published Welsh language versions of our guidance for nurses and midwives, confirmers and employers, as well as our templates and forms, on our website at [revalidation.nmc.org.uk/download-resources/guidance-and-information](https://www.nmc.org.uk/download-resources/guidance-and-information).

9. You can use the checklist on page 9 to make sure that all of the information is in your portfolio before you have your confirmation discussion with your confirmer or submit your revalidation application.
10. We recommend that you keep your portfolio until after you complete your next revalidation. For example, if you revalidated in 2016, we suggest that you should keep your portfolio until after you have revalidated again in 2019.
11. Your portfolio must not record any information that might identify an individual, whether that individual is alive or deceased. This means that all information must be recorded in a way that no patient, service user, colleague or other individual can be identified from the information. The section on non-identifiable information on pages 15-17 provides guidance on how to make sure that your portfolio does not contain any information that might identify an individual.
12. During your revalidation application we will not request that you upload your evidence or submit your portfolio to the NMC. However, each year we will select a sample of revalidation applications and request further information from you to verify your revalidation application via NMC online. In some cases, we may request further evidence, so it is important that you keep all of your revalidation evidence safe.

## Conflicts of interest and perceptions of bias

13. A conflict of interest is a situation that has the potential to undermine the impartiality and objectivity of decision making within the revalidation process. Conflicts of interest can arise when an individual's judgement is influenced subjectively through association with colleagues out of loyalty to the relationship they have, rather than through an objective process.
14. Conflicts of interest can occur because of personal or commercial relationships.
15. You need to be mindful about any personal or commercial relationship between you, your confirmer and your reflective discussion partner. You may not choose a family member or person with whom you have a close personal relationship, such as a close friend to undertake either of these roles
16. You, your confirmer and reflective discussion partner will need to take responsibility for deciding whether there is any conflict of interest or perception of bias to ensure that the confirmation process and reflective discussion retains credibility and remains objective. If you think that there is a risk there might be a conflict of interest you should use a different person as your confirmer and reflective discussion partner.

## Appraisals

17. Many nurses, midwives and nursing associates have an employer. It is important for their employers to be aware of the Code and the standards expected of people on our register in their professional practice. See our Employers guide to revalidation at [revalidation.nmc.org.uk/download-resources/guidance-and-information](https://www.revalidation.nmc.org.uk/download-resources/guidance-and-information).
18. Appraisals are a way for employers to assess the performance of their employees against the requirements of their role and identify areas for improvement and development.
19. The revalidation process is designed so that it can be undertaken as part of a regular appraisal. If you are an employee who does not have a regular appraisal you could consider asking your employer to arrange an appraisal for you in advance of your revalidation application date.

20. The confirmation discussion has a different purpose from an appraisal, as it is about demonstrating to an appropriate confirmer that you have met the revalidation requirements, not the requirements of your employment (please see the section on Confirmation on pages 35-37 for more details). However, it can be incorporated into an appraisal, and we recommend that, where possible, your confirmation discussion forms part of an annual appraisal, if you have one.
21. If your line manager is also registered with the NMC, you might like to have both your reflective discussion and your confirmation discussion as part of an annual appraisal, if you have one. You might find it helpful to have a discussion with your confirmer every year as part of an annual appraisal, so that you can keep them updated on your revalidation.
22. If you are not an employee, or if you are an employee who has been unable to arrange an appraisal in advance of your revalidation application date, you will still be able to renew your registration by meeting the revalidation requirements. You are not required to arrange for another person or organisation to conduct an appraisal for the purposes of revalidation, but you will still need to arrange a reflective discussion and confirmation discussion.



# NON-IDENTIFIABLE

# INFORMATION

23. You are likely to process personal data as part of your day to day role. If you are employed, you are likely to be covered by your employer's registration under data protection legislation. If you are practising as an independent or self-employed nurse, midwife or nursing associate you are already likely to be registered under data protection legislation in your capacity.
24. This section sets out your obligations in relation to confidentiality and data protection in relation to meeting the revalidation requirements. It does not cover your existing obligations in relation to data protection legislation.



Personal data means data which identifies an individual.  
Section 1(1) of the Data Protection Act 1998.

## Your obligations in relation to confidentiality under the Code

25. The Code sets out the professional standards that you must uphold in order to be registered to practise in the UK. Standard 5 of the Code states:

### Respect people's right to privacy and confidentiality

- As a nurse, midwife or nursing associate you owe a duty of confidentiality to all those who are receiving care. This includes making sure that they are informed about their care and that information about them is shared appropriately.

To achieve this, you must:

- respect a person's right to privacy in all aspects of their care (5.1)
- make sure that people are informed about how and why information is used and shared by those who will be providing care (5.2)
- respect that a person's right to privacy and confidentiality continues after they have died (5.3)
- share necessary information with other health and care professionals and agencies only when the interests of patient safety and public protection override the need for confidentiality, and (5.4)
- share with people, their families and their carers, as far as the law allows, the information they want or need to know about their health, care and ongoing treatment sensitively and in a way they can understand. (5.5)

## Making sure that your evidence does not include any personal information

26. In meeting the revalidation requirements and keeping your evidence, you must not record any information that might identify an individual, whether that individual is alive or deceased. This means that all information recorded must be recorded in a way that no patient, service user, colleague or other individual can be identified from the information.
27. For example, any notes or reflections must not include:
  - the name of any individual
  - the date of any incident or event referred to
  - the particular ward or place where the event occurred, or
  - descriptions of unique circumstances where an individual could be identified from the circumstances.
28. Any information extracted from employer data (such as complaints logs) must be extracted in a way that no information identifying an individual is obtained, used or recorded. For example, you must not forward work emails to your personal account, or download and take copies of employer records. You must seek consent to access or use your employer's information.

## Example scenarios

29. You will already be aware of the importance of keeping personal information confidential, and not processing personal information outside of your employment or work settings. However, we have provided some simple examples below to demonstrate how an instance of feedback could be recorded in a way that no individual can be identified.

### Scenario 1

In January 2015 Mrs Jones was in ward 8 with a broken hip. She made a complaint about lack of hydration. You want to use this feedback in one of your reflections as an example of where you put in place a new process to make sure all patients were offered water on a regular basis.

In your reflective account you could say: 'A patient with a serious injury made a complaint about lack of hydration.'

No dates, names or wards have been included in the record, and the type of injury has also been omitted, so Mrs Jones cannot be identified from this information. You can then explain what you did, what improvement you made and how this is related to the Code.



## Scenario 2

In reviewing the complaints log held by the maternity unit where you work, you noticed a complaint made by Mrs Smith in relation to a lack of continuity of care and handover between midwives at the end of a shift on 12 January 2015. You were one of the midwives involved, along with your colleague Sarah. You discussed this with your colleagues and have made improvements in the way you handover at the end of shifts. You want to use this feedback in one of your reflections.

Before writing your reflective account, you need to check with your employer that you can use information from the complaints log. In your reflective account you could say: 'A complaint was received about the lack of continuity of care and handover between myself and a colleague at the end of a shift'.

No information identifying any individual, including both Mrs Smith and your colleague, has been included in this record. You can then explain what you did, what improvement you made and how this is related to the Code.

## Storing your reflective accounts form, reflective discussion form and confirmation form

30. You are not required to submit your reflective accounts form, reflective discussion form and confirmation form to the NMC at any point in the revalidation application. There is no requirement to store them electronically or upload them into NMC Online as part of your application, or provide them if you are selected so we can verify your evidence.
31. Your 'reflective discussion form' and 'confirmation form' contain personal data about another person. This means that there are data protection implications for nurses, midwives and nursing associates completing these forms, when they are processing electronic records. There is not an exemption under Data Protection legislation which applies to personal data processed by our registrants, as part of the reflection and discussion elements of revalidation. However, the Information Commissioner's Office (ICO) have recognised that it would be highly disproportionate to expect our registrants to have to register with them as data controllers when processing electronic records, or to pay a fee. The ICO has confirmed that it does not plan to take any action against any of our registrants for failing to register with them.
32. You may choose to store your completed reflective discussion and confirmation forms in either paper or electronic format. You should still respect the fact that these forms contain personal data about your reflective discussion partner and confirmer. Please see our guidance sheet on e-portfolios for further information at [guidance and information](#).



The Information Commissioner's Office has published a guide to data protection legislation at [ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/)

# PRACTICE HOURS

## The requirements

33. You must have practised as a registered nurse, midwife or nursing associate for a minimum number of hours over the three year period since your registration was last renewed or you joined the register.<sup>9</sup>

Registration	Minimum total practice hours required
Nurse	450 practice hours required
Midwife	450 practice hours required
Nursing associate	450 practice hours required
Nurse and SCPHN	450 practice hours required
Midwife and SCPHN	450 practice hours required
Nurse and midwife (including Nurse/SCPHN and Midwife/SCPHN) <sup>9</sup>	900 practice hours required (to include 450 hours for nursing, 450 hours for midwifery, 450 hours for nursing associate)
Or	
Nursing associate and nurse	



A specialist community public health nurse (SCPHN) means a registered nurse, midwife or nursing associate who is also registered in the Specialist Community Public Health Nurses' part of the register.

34. If you have practised for fewer than the required number of hours in the three year period since your registration was last renewed or you joined the register, then you must successfully complete an appropriate return to practice programme approved by the NMC before the date of your application for renewal of registration.<sup>10</sup>

35. Registered nurses, midwives or nursing associates who are admitted to another part of the register since their registration was last renewed or they joined the register only need to meet the practice hours requirement for their initial registration. They will need to meet the practice hours requirements for registration in both parts in subsequent three year renewal periods.<sup>11</sup>

## The purpose of these requirements

36. The practice hours requirements are designed to help you to maintain safe and effective practice, and keep your skills up to date.

## How to meet the requirements

37. You can only count practice hours that you undertook while you were registered with the NMC. You cannot count unregistered practice or hours completed when working in an entirely different regulated profession such as a paramedic or medical doctor.
38. Practice hours should reflect your current scope of practice. You must comply with The Code: professional standards of practice and behaviour for nurses, midwives and nursing associates at all times. This includes the duty to recognise and work within the limits of your competence.
39. You must meet your practice hours in a role where you rely on your skills, knowledge and experience of being a registered nurse, midwife or nursing associate.

This includes:

- practice as a nurse, midwife, SCPHN and nursing associate, in roles that are likely to require registration
  - practice in roles where your employment contract does not expressly require you to be registered with us but you rely on your skills, knowledge and experience of being a registered nurse, midwife or nursing associate. For example, this could include roles in public health or nursing, midwifery, management, commissioning, policy and education
40. The following activities cannot be counted towards the practice hours requirement: hours undertaken in a healthcare, nursing or midwifery assistant or support worker role cannot be counted towards practice hours as a registered nurse, midwife or nursing associate.
- Hours completed when working in a separate regulated profession for example when working as a paramedic or medical doctor.
  - Nurses undertaking an 18-month midwifery programme cannot use their midwifery training hours in order to maintain their registration as a nurse. They will be able to use any practice hours undertaken as a nurse, either before or after their midwifery course, during the three-year period.
  - Hours undertaken in any healthcare, nursing or midwifery assistant or support worker roles cannot be counted towards practice hours.
41. If you are working overseas (or have worked overseas for part of your three year renewal period) as a nurse, midwife or nursing associate you can count these hours towards the practice hours requirements for revalidation. Where possible, you should always register with the appropriate regulator in the country in which you are practising.
42. If you have had a career break, you will still be able to meet the practice hours requirement if you have completed the required hours of registered practice during your three year renewal period.
43. We have produced a guidance sheet for people with multiple registrations and additional qualifications. Please see our [guidance and information](#) on our website.



Further information on working outside the UK and returning to practice can be found on our website [www.nmc.org.uk/registrations](http://www.nmc.org.uk/registrations)

44. If you have not undertaken any type of work where you relied on your skills, knowledge or experience as a registered nurse, midwife or nursing associate, or if you are unable to meet the practice hours requirement, you have two options:
- you can successfully complete an appropriate NMC-approved return to practice programme before the date of your revalidation application. These programmes are designed to allow you to renew your registration and return to practice after a break in practice. Further information about return to practice programmes is available on our website or
  - you can cancel your registration. You will continue to hold a nursing and/or midwifery qualification, but will not be registered with the NMC. You can apply for readmission to the register in future if you wish to practise as a registered nurse, midwife or nursing associate. Information on cancelling registration and seeking readmission to the register is available on our website.
45. If you do not renew your registration, you will lapse from the register. You will not be able to practise in the capacity of a registered nurse, midwife or nursing associate. You cannot rely on any hours of work you undertake when you were not registered with the NMC as part of any application for readmission to the register.

## How to record practice hours

46. We strongly recommend that you maintain a record of practice hours you have completed.
47. This will form part of the discussion you have with your confirmer, and you will also need to have this information available in case we request to see it for verification of your application. We have provided a guidance sheet on practice hours and have a suggested template to help you record your practice hours. Your records should include:
- dates of practice
  - the number of hours you undertook
  - name, address and postcode of the organisations
  - scope of practice
  - work setting
  - a description of the work you undertook, and
  - evidence of those practice hours, such as timesheets, job specifications and role profiles.
48. You do not necessarily need to record individual practice hours. You can describe your practice hours in terms of standard working days or weeks.

# What you need to tell us in your online application

49. When you apply for revalidation, you need to declare that you have met the practice hours requirement during the three year period since your last registration renewal or initial registration. You only need to tell us about the most recent hours you have undertaken to meet the minimum requirement for your registration(s). If you are currently practising in more than one setting, provide details of your main setting first.
50. You will also be asked to enter the following details:
- whether you are currently practising
  - if you are currently in practice, where you undertake that practice, including details of your scope of practice and work setting, and
  - if you are not currently in practice, where you undertook your most recent practice, including details of your scope of practice and work setting.
51. To help you prepare for your online application we have listed the scope of practice and work setting options in the tip box below. These were designed to capture the wide breadth of types of practice that people on our register can undertake, and as such they will not apply to all roles.
52. If you have completed a return to practice course or been admitted to another part of the register since you last renewed your registration or joined the register, your practice hours declaration will be as follows:
- If you have recently completed an approved return to practice course since you last renewed your registration or joined the register, you will be able to meet the practice hours requirement for that registration.
  - If you have been admitted to another part of the register since you last renewed your registration or joined the register (for example you are a nurse who has undertaken training as a midwife and gained a second registration as a midwife), you only need to meet the practice hours requirement for your initial registration. Please note that next time you apply for revalidation, if you wish to renew your registration on both parts of the register and continue practising as both a nurse and a midwife, you will need to meet the practice hours requirements for both registrations.
  - For further information about multiple registrations and additional qualifications please see our guidance sheet at [guidance and information](#).



## Scope of practice

Direct clinical care or management: adult and general care nursing; children's and neo-natal nursing; mental health nursing; learning disabilities nursing; midwifery; health visiting; occupational health; school nursing; public health; other. Commissioning, Education, Policy, Quality assurance or inspection, Research, other.

## Work setting

Ambulance service, Care home sector, Community setting (including district nursing and community psychiatric nursing), Consultancy, Cosmetic or aesthetic sector, Governing body or other leadership, GP practice or other primary care, Hospital or other secondary care, Inspectorate or regulator, Insurance or legal, Maternity unit or birth centre, Military, Occupational health, Police, Policy organisation, Prison, Private domestic setting, Public health organisation, School, Specialist or other tertiary care including hospice, Telephone or e-health advice, Trade union or professional body, University or other research facility, Voluntary or charity sector, other.



# CONTINUING PROFESSIONAL

# DEVELOPMENT

## The requirements

53. You must have undertaken 35 hours of continuing professional development (CPD) relevant to your scope of practice as a nurse, midwife or nursing associate, in the three year period since your registration was last renewed or you joined the register.<sup>12</sup>
54. Of those 35 hours of CPD, at least 20 must have included participatory learning.<sup>13</sup>
55. You must maintain accurate records of the CPD you have undertaken. These records must contain:
  - the CPD method
  - a description of the topic and how it related to your practice
  - the dates on which the activity was undertaken
  - the number of hours (including the number of participatory hours)
  - the identification of the part of the Code most relevant to the activity, and
  - evidence that you undertook the CPD activity.<sup>14</sup>

## The purpose of these requirements

56. As a professional, you have a duty to keep your professional knowledge and skills up to date through a continuous process of learning and reflection.
57. The CPD requirements are designed to help you to maintain safe and effective practice, to improve practice or develop new skills where a gap has been identified and to respond to changes and advances in nursing and midwifery.
58. The participatory requirement also helps to challenge professional isolation by requiring learning through engagement and communication with others.

## How to meet the requirements

59. CPD is a learning activity that you undertake separately from your normal practice. This is different from the everyday learning that all healthcare professionals will engage in as part of their ongoing practice.
60. Any learning activity you participate in should be relevant to your scope of practice as a nurse, a midwife or a nursing associate. When you plan, undertake and record your CPD you should focus on what you are learning, how it is linked to your scope of practice and how you can apply it to your practice.

61. We do not prescribe any particular type of CPD. We think that you are better placed to decide what learning activities are the most suitable and beneficial to your individual scope of practice. We have produced a guidance sheet that suggests some individual and participatory CPD activities that you can undertake, which includes many activities other than training courses (see [guidance and information](#)). It is not an exhaustive list and we have only provided it as an example.
62. We know that many organisations require their staff to undertake mandatory training. You should not include mandatory training that is not directly related to your practice (for example, fire training or health and safety training) as part of your 35 hours of CPD. However, if you undertake any mandatory training that is necessary to your scope of practice and professional development, for example, mandatory training on equality legislation if you are in a policy role, you could include that.
63. Participatory learning includes any learning activity in which you personally interact with other professionals, including professionals working outside healthcare. It can be an activity undertaken with one or more professionals or in a larger group setting. The group does not always need to be in a common physical environment, such as a study group or conference. It could be a group in a virtual environment (such as an online discussion group).
64. The NMC publishes and regularly updates standards of proficiency for everyone on our register. These set out what we expect students to know, understand and be able to apply to join our register and practise safely and effectively. When you are considering what CPD to undertake we recommend that you review the latest standards of proficiency for your part of the register and reflect on how your scope of practice relates to the standards and consider CPD activities that would help you to develop your skills. This is particularly important if you supervise and/or assess students as part of your role.

## How to record CPD

65. You must maintain accurate records of your CPD activities, and we have provided a template to help you with this. This will form part of the discussion you have with your confirmer. You will need to have this information available in case we request to see it for verification of your application. Your records should include:
  - the CPD method
  - a brief description of the topic and how it relates to your practice
  - dates the CPD activity was undertaken
  - the number of hours and participatory hours
  - identification of the part of the Code most relevant to the CPD, and
  - evidence of the CPD activity.

## What you need to tell us in your online application

66. You need to declare that you have met the CPD requirement.



# PRACTICE-RELATED

# FEEDBACK

## The requirement

67. You must have obtained five pieces of practice-related feedback in the three year period since your registration was last renewed or you joined the register.<sup>15</sup>

## The purpose of this requirement

68. The practice-related feedback requirement is intended to encourage you to be more responsive to the needs of patients and service users and those who care for them. You need to seek feedback from people you work with and care for and importantly you need to use the feedback that you receive to assess and make improvements to you practice.

## How to meet the requirement

69. We recommend that you try to obtain feedback from a variety of sources, for example:

- feedback from patients, service users, carers or students as part of your day to day practice
- feedback from colleagues such as nurses, midwives, nursing associates and other healthcare professionals
- feedback from colleagues in management, on reception, in assistant positions, as well as fellow teachers, researchers, academics or policy colleagues
- complaints
- team performance reports
- serious event reviews, and
- feedback received through your annual appraisal.

70. Types of feedback:

- feedback can be about your individual practice or about your team, ward, unit or organisation's practice (you should be clear about the impact the feedback had on your practice)
- formal or informal
- written or verbal, and
- positive or constructive.

71. It's likely that you will already receive a range of feedback. In many organisations, feedback is already collected in a variety of ways. You must seek consent to access or use your employer's information. Any information must be extracted in a way that no information identifying an individual is obtained, used or recorded. For example, you must not forward work emails to your personal accounts, or download and take copies of employer records. See the section on non-identifiable information on pages 15-17 for more information.
72. Should you choose to solicit feedback directly from colleagues, patients or service users, you must make clear in your request that no information identifying individuals should be included in any feedback provided. You should also inform them how you intend to use their feedback, and reassure patients and service users that any feedback they give will not affect the care they receive.

## How to record feedback

73. We recommend that you keep a note of the content of any feedback you obtain, including how you used it to improve your practice. This will be helpful for you to use when you are preparing your reflective accounts. We have provided a template to help you record your feedback.
74. You may choose to collect more feedback but to meet the revalidation requirement you only need to note the details of five pieces of feedback.
75. In any note you keep, you must not record any information that might identify an individual, whether that individual is alive or deceased. The section on non-identifiable information on pages 15-17 provides guidance on how to make sure that your notes do not contain any information that might identify an individual.

## What you need to tell us in your online application

76. You need to declare that you have met the feedback requirement.



# WRITTEN REFLECTIVE

# ACCOUNTS

## The requirement

77. You must have prepared five written reflective accounts in the three year period since your registration was last renewed or you joined the register. Each reflective account must be recorded on the approved form and must refer to:

- an instance of your CPD and/or
- a piece of practice-related feedback you have received and/or
- an event or experience in your own professional practice and how this relates to the Code.

## The purpose of this requirement

78. We want you to engage in reflective practice so that you identify any changes or improvements you can make to your practice based on what you have learnt.

79. This requirement should also raise awareness of the Code and encourage you to consider the role of the Code in your practice and professional development.

## How to meet the requirement

80. Each reflective account can be about an instance of your CPD, feedback, an event or experience in your practice as a nurse, midwife or nursing associate, or a combination of these. Both positive and negative experiences should be reflected on. Any experience, including a conversation with a colleague, a significant clinical or professional event, or a period of time can generate meaningful reflections, insights and learning. For example, you could create a reflective account on a particular topic which may have arisen through some feedback your team received following an event, such as consent and confidentiality and identify how that relates to the Code.



## How to record your reflective accounts

81. We have provided a form that you must use to record your reflective accounts. You must explain what you learnt from the CPD activity, feedback, event or experience, how you changed or improved your practice as a result, and how this is relevant to the Code.
82. This form can be hand written, typed or, if necessary, dictated.
83. Your reflective accounts must not include any information that might identify an individual whether that individual is alive or deceased. The section on non-identifiable information on pages 15-17 provides guidance on how to make sure that your reflective accounts do not contain any information that might identify an individual.
84. You do not need to submit a copy of the reflective accounts to the NMC for the purpose of revalidation. However, you should retain these as a record to inform your reflective discussion and to show your confirmer.

## What you need to tell us in your online application

85. You need to declare that you have met the requirement for written reflective accounts.

# REFLECTIVE DISCUSSION

## The requirement

86. You must have had a reflective discussion with another NMC registrant, covering your five written reflective accounts on your CPD and/or practice-related feedback and/or an event or experience in your practice and how this relates to the Code.<sup>16</sup>
87. You must ensure that the NMC registrant with whom you had your reflective discussion signs the approved form recording their name, NMC Pin, email, professional address and postcode, as well as the date you had the discussion.<sup>17</sup>

## The purpose of this requirement

88. This requirement will encourage a culture of sharing, reflection and improvement. It does this by requiring you to discuss your professional development and improvement, and by ensuring that you do not practise in professional isolation.

## How to meet the requirement

89. You must discuss your five written reflective accounts with another person on our register as part of a reflective discussion. In the discussion you and your reflective discussion partner will be linking your reflective accounts to the Code, so it is important that both of you are familiar with, and working to, the professional standards presented in the Code.
90. The reflective discussion partner:
  - must be a nurse, midwife or nursing associate with an effective registration with the NMC, by which we mean they cannot be subject to any kind of suspension, removal or striking-off order at the time of having the discussion
  - could be someone you frequently work with or someone from a professional network or learning group
  - does not need to be someone you work with on a daily basis
  - does not need to undertake the same type of practice as you, and
  - does not need to be on the same part of the register as you (so a nurse can have a reflective discussion with a midwife and vice versa).
91. If you practise in a setting with few or no nurses, midwives or nursing associates, you can reach out to peers, who are registered with the NMC, from your wider professional or speciality network in order to have your reflective discussion.
92. It is for you to decide the most appropriate person for you to have this conversation with, including whether they are senior or junior to you.

93. If your confirmer is on our register, your reflective discussion can form part of the confirmation discussion. If your confirmer is not on our register, you will need to have your reflective discussion with an NMC-registered nurse, midwife or nursing associate before your confirmation discussion with your confirmer.
94. We expect the discussion to be a face-to-face conversation in an appropriate environment. If for some reason you cannot have a face-to-face discussion, then you could arrange a video conference.
95. During your discussion you should not discuss patients, service users or colleagues in a way that could identify them unless they expressly agree. For further information on reflective discussions please [guidance and information](#).

## How to record your reflective discussion

96. We have provided an NMC form that you must use to record your discussion. You must make sure that the nurse, midwife or nursing associate with whom you had your reflective discussion signs the form and records their name, NMC Pin, email, professional address including postcode, contact number and the date you had the discussion and a summary of the discussion.<sup>19</sup> You should keep the completed and signed form.
97. The discussion summary section of the form must not include any information that might identify an individual, whether that individual is alive or deceased. The section on non-identifiable information on pages 15-17 provides guidance on how to make sure that your notes do not contain any information that might identify an individual.

## What you need to tell us in your online application

98. You need to declare that you have had a reflective discussion with another NMC-registered nurse, midwife or nursing associate.
99. You will also need to enter the name, NMC Pin, email, professional address including postcode and contact number of your reflective discussion partner, as well as the date you had the reflective discussion.

# HEALTH AND CHARACTER

## The requirements

100. You must provide a health and character declaration.<sup>19</sup>
101. You must declare if you have been convicted of any police charge, police caution, conviction or conditional discharge.<sup>20</sup>
102. You will be asked to declare if you have been subject to any adverse determination that your fitness to practise is impaired by a professional or regulatory body (including those responsible for regulating or licensing a health and social care profession).<sup>21</sup>

## The purpose of these requirements

103. These requirements will help to satisfy the Registrar that you are capable of safe and effective practice.

## How to meet the requirements

104. You will need to complete these declarations as part of your revalidation application.
105. When making these declarations please refer to our [guidance on health and character](#) for nurses, midwives and nursing associates.
106. Your character is important and is central to the Code because nurses, midwives and nursing associates must be honest and trustworthy. Your character is based on your conduct, behaviour and attitude. When declaring that you are of good character you should consider whether you have been involved in conduct which would breach the requirements of the Code. You can read the Code on our website: [www.nmc.org.uk/standards/code](http://www.nmc.org.uk/standards/code). See our [guidance on health and character](#) for further information.
107. You will also be asked to declare if you have been subject to any determination by a professional or regulatory body (including those responsible for regulating or licensing a health or social care profession) to the effect your fitness to practise is impaired.<sup>22</sup>
108. In accordance with the Code, we expect you to declare any police charges, cautions, convictions and conditional discharges to the NMC immediately, not wait until revalidation.<sup>23</sup> A caution or conviction includes a caution or conviction you have received in the UK for a criminal offence, as well as a conviction received elsewhere for an offence which, if committed in England and Wales, would constitute a criminal offence.<sup>24</sup> Please do not notify the NMC of motoring offences unless it led to a disqualification of driving or offences that have previously been considered by the NMC. [See our guidance on health and character](#) for further information.
109. We need to know that people applying to renew their registration meet our requirements for health to ensure they can practise safely and effectively.
110. It's important to remember that when we talk about 'good health' we mean that you are capable of safe and effective practice as a nurse, midwife or nursing associate either with or without reasonable adjustments and adjustments which your employer has made.

111. Our focus is whether you have a health condition and/or disability which may affect your practice. This is because we need to be able to assess whether it may place at risk the safety of people in your care
112. It doesn't mean the absence of a health condition and/or disability. Many people with disabilities and health conditions are able to practise with or without adjustments put in place by their employer to support them.
113. It is up to you to decide whether your health allows you to be capable of safe and effective practice. If you are satisfied with your decision then you do not need to provide us with any further information apart from your declaration (see section below).

## How to record health and character declarations

114. If your health and character enable you to practise safely and effectively in accordance with the Code, and you do not have any charges, cautions, convictions, conditional discharges or determinations to declare, you do not need to keep any information as part of this requirement. Your confirmer does not need to check that you have met this requirement.
115. If you do need to declare any charges, cautions, convictions, conditional discharges or determinations you will need to keep evidence of these to provide us with further information.



Paragraph 23.2 of the Code states that you must inform us and any employers you work for as soon as you can of any caution or charge against you, or if you have received a conditional discharge in relation to, or have been found guilty of, a criminal offence (other than a protected caution or conviction).

## What you need to tell us in your online application

116. You need to declare that your health and character enable you to practise safely and effectively in accordance with the Code. [See our guidance on health and character.](#)
117. You will be asked to declare if you have a charge, caution, conviction or conditional discharge other than those which are protected. You do not have to tell us about protected cautions and convictions. These are minor offences that will not be disclosed on a Disclosure and Barring Service (DBS) check. Listed offences are never protected and must always be declared to us. See the [full list from the DBS](#) for England, Wales and Northern Ireland. In Scotland, the checking and barring service is operated by [Disclosure Scotland](#).



# PROFESSIONAL INDEMNITY

## ARRANGEMENT

### The requirement

118. You must declare that you have, or will have when practising, appropriate cover under an indemnity arrangement.<sup>25</sup>

### The purpose of this requirement

119. By law, you must have in place an appropriate indemnity arrangement in order to practise and provide care. While the arrangement does not need to be individually held by you, it is your responsibility to ensure that appropriate cover is in place.

### How to meet the requirement

120. You will need to complete this declaration as part of your revalidation application.

121. Most employers provide appropriate indemnity cover for their employees. If you are employed you should check this with your employer(s). Further information is available from the [NHS Employer's website](#).

122. Please refer to our information on [professional indemnity arrangements](#) when making this declaration. This document defines 'appropriate cover' and sets out information for those who are employed, self-employed or undertake work in both employed and self-employed roles. It also sets out information for those who work in education, undertake voluntary work, or are having a break in their practice.

123. If it is discovered that you are practising as a nurse, midwife or nursing associate without an appropriate indemnity arrangement in place, you will be removed from the NMC register and unable to practise as a nurse, midwife or nursing associate.

## How to record your professional indemnity arrangement

124. Your declaration will be made as part of your revalidation application.
125. We strongly recommend that you retain evidence that you have an appropriate arrangement in place.
126. If your arrangement is provided through membership of a professional body or a private insurance arrangement, your declaration should be based on having an indemnity arrangement in place which provides 'appropriate cover' in relation to your individual scope of practice, as explained on [our website](#) and in the [professional indemnity arrangement guidance](#). Please note that you will need to justify decisions on cover you put in place or rely on, if we request you to do so. Your confirmer does not need to check that you have met this requirement.
127. Your confirmer does not need to check that you have met this requirement.

## What you need to tell us in your online application

128. You need to inform the NMC whether your indemnity arrangement is through your employer, membership of a professional body, or a private insurance arrangement. Alternatively, you will be able to inform us that you are not practising at this time but that you intend to have appropriate cover in place before you practise.
129. You are required to have appropriate cover in place for all of your current practice settings. If you are currently practising in more than one setting, please tell us first about your arrangement in relation to your main practice setting. Please then add other arrangements to cover all your current practice settings.
130. If your indemnity arrangement is provided through membership of a professional body or a private insurance arrangement, you will be asked to provide the name of the professional body or provider.<sup>26</sup>



# CONFIRMATION

## The process

131. We will ask you for information for the purpose of verifying the declarations you have made in your application.<sup>27</sup>
132. This will be a declaration that you have demonstrated to an appropriate confirmer that you have complied with the revalidation requirements. We have provided a form for you to use to obtain this confirmation.
133. We will ask you to provide the name, NMC Pin or other professional identification number (where relevant), email, professional address and postcode of the confirmer.

## The purpose of confirmation

134. Confirmation encompasses several benefits for you. It will provide assurance, increase support and engagement between you and your confirmer, and make you more accountable for your own practice and improvement. It should support you by increasing access to appraisals.
135. The interactive nature of the confirmation process should reduce professional isolation and encourage a culture of sharing, reflection and improvement.
136. Ultimately, the confirmation process is designed to increase professionalism by making nurses, midwives and nursing associates more accountable for their practice and improvement. This requirement also gives us an additional layer of assurance that nurses, midwives and nursing associates are complying with the revalidation requirements.
137. Confirmation is not a new way for employers to raise fitness to practise concerns. Confirmation is not about employers judging whether a nurse, midwife or nursing associate is fit to practise or an assessment against the requirements of their current or former employment. Raising a concern about a nurse, midwife or nursing associate's fitness to practise should be raised promptly through our [fitness to practise procedures](#). Information on our website about our fitness to practise processes.

## How to obtain confirmation

138. The confirmation process involves having a discussion about your revalidation with an appropriate confirmer. We recommend that you obtain confirmation through a face-to-face discussion or video conference.
139. As part of that discussion, you will demonstrate to that confirmer that you have complied with all of the revalidation requirements, except those related to a professional indemnity arrangement and health and character, as set out in this guidance.
140. We recommend that you obtain your confirmation during the final 12 months of the three year renewal period to ensure that it is recent. If you obtain confirmation earlier, we may ask you to explain why.

141. If your confirmer is a NMC-registered nurse, midwife or nursing associate, your reflective discussion can form part of the confirmation discussion. If your confirmer is not on the NMC register, you will need to have your reflective discussion with an NMC-registered nurse, midwife or nursing associate before you have your confirmation discussion with your confirmer.
142. We have provided further information about the role of confirmers in our guidance document [Information for confirmers](#), which you should ensure your confirmer has read.

## An appropriate confirmer

143. Your line manager is an appropriate confirmer, and we strongly recommend that you obtain confirmation from your line manager wherever possible. A line manager does not have to be an NMC-registered nurse, midwife or nursing associate. For example they could be a GP practice manager or care home manager at your place of work.
144. If you do not have a line manager, you will need to decide who is best placed to provide your confirmation. Wherever possible we recommend that your confirmer is an NMC-registered nurse, midwife or nursing associate. It is helpful if they have worked with you or have a similar scope of practice, but this is not essential.
145. If that is not possible, you can seek confirmation from another healthcare professional that you work with and who is regulated in the UK. For example, you could ask a doctor, dentist or a pharmacist. You will need to record their profession and professional Pin or registration number.
146. If you do not have a line manager, or access to someone on the NMC register or another healthcare professional, please check our online confirmation tool for further guidance as to who can act as a confirmer in this situation at [revalidation.nmc.org.uk/what-you-need-to-do/confirmation](https://revalidation.nmc.org.uk/what-you-need-to-do/confirmation).
147. If your confirmer is an NMC-registered nurse, nursing associate, midwife, they must have an effective registration with the NMC. We will not be able to verify your application if your confirmation was provided by a person who was subject to any kind of suspension, removal or striking-off order at the time of making the confirmation.

## Obtaining confirmation if you work wholly overseas

148. If you work wholly overseas, you can seek confirmation from your line manager where you undertake your work.
149. If you do not have a line manager, you will need to decide who is best placed to provide your confirmation. Wherever possible we recommend that your confirmer is a nurse, midwife or nursing associate regulated where you practise, or another regulated healthcare professional. Our [online confirmation](#) tool provides further guidance as to who can act as a confirmer in this situation.

## Obtaining confirmation if you have more than one line manager

150. If you have more than one employer or undertake more than one role, you only need to obtain one confirmation. You will need to decide which line manager is most appropriate to provide confirmation that you have met the revalidation requirements.
151. We recommend that you have your revalidation discussion and obtain confirmation through the line manager where you undertake the majority of your work. You may choose to have a revalidation discussion with each of your line managers, and bring the outputs of those discussions to the line manager you think is most appropriate to be your confirmer.

## Confirmation and appraisals

152. The revalidation process is designed so that it can form part of an appraisal process, and where possible we recommend that you use your annual appraisal to have your revalidation discussion and obtain confirmation.
153. If your line manager is an NMC-registered nurse or midwife, you might like to have your reflective discussion at the same time as your confirmation discussion as part of your annual appraisal.
154. However, it is not a requirement of revalidation that you obtain your confirmation as part of an appraisal.

## How to record confirmation

155. You must use the NMC form to record your confirmation. Your confirmer will need to complete and sign this form.
156. You should keep the completed and signed form.

## What you need to tell us in your online application

157. You will be asked to enter the name, NMC Pin or other professional identification number (where relevant), email, professional address including postcode and contact number of your confirmer. If your confirmer is not your line manager or an individual on the NMC register, you will also need to provide details of their profession and regulation.
158. We will also ask you whether you have a regular appraisal and whether you have a line manager who is an NMC-registered nurse, midwife or nursing associate so that we understand what level of support was available to you in completing your revalidation application.

# THE APPLICATION

## PROCESS

### Before you apply

**159. Set up an NMC Online account.**

You will need to submit your application through NMC Online. You can also check your renewal date and revalidation application date on NMC Online. We have published a step-by-step guide to registering for NMC Online at [www.nmc.org.uk/registration/nmc-online](http://www.nmc.org.uk/registration/nmc-online).



Once you have set up your online account, you will receive all subsequent notifications by email. Please add the NMC as a safe sender and check your email (including any junk email folder) regularly during the revalidation process.

**160. Keep your contact details up to date so that we can notify you when your revalidation application is due.**

The most common reason for someone failing to revalidate is a failure to keep the NMC updated on your contact details.

**161. Make sure you know when your revalidation application is due.**

You must submit your application by the date we specify. You may affect our ability to process your revalidation application if you do not submit your application by this date, and the renewal of your registration may be at risk as a result.

**162. Make sure that you have all your supporting evidence to hand when you start your online application.**

Please contact the NMC well in advance of your revalidation application date if you require an adjustment for using NMC Online (see Support to help you revalidate section below).

### The online application

163. Your online application opens 60 days before your revalidation application date.

164. During this 60 day period you will need to log into your application via NMC Online and address each of the requirements.

165. Do not submit your application until you have met all the revalidation requirements.

#### Contacting your employer or any other relevant third party

166. As part of your application process we may need to contact your employer or any other relevant third party who can verify the information that you have provided in your application.<sup>28</sup>

167. In your online application you will be asked to provide consent for this purpose.

## Equality and diversity information

168. As part of the online application process you will be asked to supply some equality and diversity information. We use this data to monitor our services so that we can support you and make sure we are treating everyone in a fair and equal way. The questions have been designed to gather data about our service users in relation to the characteristics protected by the law under the Equality Act 2010.
169. We will keep the information from this questionnaire confidential and store it in line with the Data Protection Act 2018 and the NMC's Data Protection Policy. By submitting this sensitive personal information to us, you explicitly consent to the collection and processing of your sensitive personal information in accordance with the NMC's Data Protection Policy.
170. Providing this information is optional and will not affect your revalidation application or registration renewal. If you would prefer not to disclose this information you can select the 'prefer not to say' option for any or all of the questions.



Details of our Data Protection Policy are included in our privacy notice at [www.nmc.org.uk/privacy](http://www.nmc.org.uk/privacy).

## Paying your fee

171. Alongside your revalidation application you need to pay your annual registration fee every year to maintain your registration with the NMC. Your registration will not be renewed until we have received your payment.
172. Please refer to our guidance on paying your fees at [www.nmc.org.uk/registration/staying-on-the-register/paying-your-fee](http://www.nmc.org.uk/registration/staying-on-the-register/paying-your-fee). This sets out the different ways that you can pay, including by direct debit and by debit or credit card, as well as how to pay your fee in four quarterly instalments.
173. As a registered UK tax payer you can claim tax relief on the NMC registration fees. HM Revenue and Customs (HMRC) allows individuals to claim tax relief on professional subscriptions or fees which have to be paid in order to carry out a job. The registration fee you pay to us is included in this category. Please refer to our guidance on how to claim tax relief on your fee at [www.nmc.org.uk/registration/staying-on-the-register/tax-relief](http://www.nmc.org.uk/registration/staying-on-the-register/tax-relief).

## After you have completed your application

174. After you have completed your online application you will be offered the option of printing a paper copy of your application for your records.
175. Once your application has been successfully processed and your payment has been received we will send you an email confirming that your registration has been renewed.
176. We advise you to [search the register](#) on our website at to double check your status.

## Support to help you revalidate

177. 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.
178. We can support you to meet the revalidation requirements in several ways, for example by:
- helping you to use NMC Online, or
  - providing a short extension to your application date.<sup>29</sup>

For further information on the support we can offer and how to apply for this support please see our support to help you [revalidate guidance sheet](#).



# VERIFICATION OF YOUR APPLICATION

179. Each year we will select a sample of revalidation applications and request further information so we can verify the information provided.<sup>30</sup> Such a request does not necessarily mean that there are any concerns about your application and you can continue to practise while we review the information that you provide.
180. We will contact you by email within 24 hours of you submitting your revalidation application if you have been selected to provide further information and where possible we will notify you immediately after you have submitted your application through NMC online. Please make sure to check your email during this time, including junk email folders.
181. If you are selected to provide further information, you will need to complete an online form where you will be asked to provide further information. We may also request further evidence. We will ask you to provide this information within 21 days of receiving your notice that you have been selected for verification.
182. Your registration will not lapse during the verification process, even if the process extends past your renewal date. We will hold your registration effective until the verification process is complete, and you can continue to practise as normal during this time.
183. The table below sets out the information that you will need to provide if you are selected to provide further information. You should already have this information so you should not need to seek any additional information.
184. We will contact your confirmer to request further information using the email address you provided in your application. Please contact us if your confirmer requires adjustments in the way we contact them. Please ensure that your confirmer is aware that if they do not respond to our request for verification they may put your registration at risk. We may also contact your employer and reflective discussion partner.
185. If we identify that you have not met the revalidation requirements, or you have submitted fraudulent information, your registration might be at risk. Please note that if you do not engage fully with the verification process your registration could lapse and you would have to apply for readmission.
186. The verification process will be completed within three months of your renewal date.

# Verification information

## Practice hours

You will need to provide the following information, starting with your most recent practice until you demonstrate the minimum number of practice hours during the three year revalidation period:

- dates of practice
- the number of hours you undertook
- name, address and postcode of the organisations
- scope of practice and work setting (see tip box on page 22)
- a description of the work you undertook, and
- if practising overseas, whether you are registered with the appropriate regulating body.

We may contact your employer for further information, and you may also be asked to provide further evidence of practice hours and how this relied on your knowledge, skills and experience as a nurse, midwife or nursing associate.

If you are using a completed return to practice course for your practice hours requirement, or you have been admitted to another part of the register since you last renewed your registration or joined the register, please see our guidance sheet on return to practice and new registration at [revalidation.nmc.org.uk/download-resources/guidance-and-information](https://www.revalidation.nmc.org.uk/download-resources/guidance-and-information) for further information.

## Continuing professional development

You will need to provide the following information:

- the CPD method
- a brief description of the topic and how it relates to your practice
- the dates the CPD activity was undertaken
- the number of hours and participatory hours, and
- identification of the part of the Code most relevant to the CPD.

You may also be asked to provide evidence of the CPD activity.

## Reflective discussion

We will not ask you to upload a copy of the signed reflective discussion form; however, we may contact your reflective discussion partner about your discussion.

## Professional indemnity arrangement

You are required to have appropriate cover in place for all of your current practice settings. If your arrangement is provided through membership of a professional body or a private insurance arrangement you will be asked to confirm a) that you have read and understood our information on professional indemnity arrangements; b) that you have in place an indemnity arrangement which provides “appropriate cover” in relation to your individual scope of practice, as explained in our guidance, [Professional indemnity arrangements](#); and c) that you understand that you will need to justify decisions on cover you put in place or rely on, if we request you to do so. If you are currently practising in more than one setting, please tell us first about your arrangement in relation to your main practice setting, followed by any other arrangements to cover all your current practice settings.

## Confirmation

We will not ask you to upload a copy of the signed confirmation form; however, we will contact your confirmer using the contact details you provided to us in your initial application so please ensure these are accurate. Please ensure that your confirmer is aware that if they do not respond to our request for verification they may put your registration at risk.

# REVALIDATION AND NMC FITNESS

## TO PRACTISE PROCESSES



187. If an employer, a nurse, midwife or nursing associate, or any other individual becomes aware of a serious concern about the fitness to practise of a nurse, midwife or nursing associate they should raise it promptly through our fitness to practise procedures. All nurses, midwives and nursing associates have a professional duty to raise a concern about the practice of a person on our register either through their employer or directly with us.
188. Revalidation does not create a new way of raising a fitness to practise concern about a nurse, midwife or nursing associate. You should not wait until a nurse, midwife or nursing associate's renewal is due before raising a concern.



**For more information on how to raise a fitness to practice concern see [www.nmc.org.uk/concerns-nurses-midwives/concerns-complaints-and-referrals/](http://www.nmc.org.uk/concerns-nurses-midwives/concerns-complaints-and-referrals/)**

189. The confirmation stage of revalidation is not for the confirmer to make a judgment as to whether a nurse, midwife or nursing associate is fit to practise but rather to confirm that they have met the revalidation requirements.
190. If you are subject to an NMC investigation, condition(s) of practice order or a caution, you are still required to apply to renew your registration as long as you fulfil all the requirements for renewal. However, You will remain subject to NMC fitness to practise processes and the outcome of those processes.
191. If you have been struck off the register, you are not able to revalidate because you are no longer on the register. You will need to apply for restoration to the register.



For more information on restoration please see [www.nmc.org.uk/concerns-nurses-midwives/information-under-investigation/restoration](http://www.nmc.org.uk/concerns-nurses-midwives/information-under-investigation/restoration)

192. If you are suspended from the register, you are not able to revalidate during your suspension. At the end of your suspension, if your registration is effective, you will need to comply with the revalidation requirements at the time that your registration is due to be renewed. If your registration is not effective following the end of your period of suspension, you will need to follow the readmission process.

# CANCELLING YOUR REGISTRATION

193. You may not want to retain one or all your registrations with us.

- For example you may wish to cancel all of your registrations with us if you have moved abroad, have retired from practice, changed career or wish to take a break from practice due to your current health.
- Alternatively you may wish to cancel one of your registrations if you wish to continue practising in one but not the other. For example if you are registered as both a nurse and a midwife but only wish to continue practising as a midwife you may want to cancel your nursing registration.



Please note that if you are receiving pay as a nurse, midwife or nursing associate whilst on maternity leave, sick leave or annual leave you may need to maintain your registration with us throughout this period in order to receive it. Please speak to your employer about this.

194. If you want to cancel your registration at the time of your revalidation application, you can do this online through the online revalidation application.

195. If you want to cancel your registration when you are not due to revalidate, you must submit an 'application to lapse your registration' form.

196. You will need to provide your NMC Pin, full name, contact address, the reason for cancelling and a declaration stating that you are not aware of any matter which could give rise or has given rise to a fitness to practise allegation being made against you.



Information on cancelling your NMC registration is available on our website at [www.nmc.org.uk/registration/leaving-the-register/cancelling-registration/](http://www.nmc.org.uk/registration/leaving-the-register/cancelling-registration/)

197. You will not be able to practise or present yourself as a registered nurse or midwife in the UK or nursing associate in England if you are no longer registered with the NMC. It is a criminal offence if with intent to deceive (whether expressly or by implication), you falsely represent yourself as being on the register, or on part of it, possess qualifications in nursing or midwifery or to use a title to which you are not entitled.<sup>31</sup>

198. If you choose to cancel your registration, and later wish to resume practising as a nurse or midwife in the UK, please refer to our guidance on readmission to the register at [www.nmc.org.uk/registration/returning-to-the-register](http://www.nmc.org.uk/registration/returning-to-the-register).

199. If you apply for readmission within six months of lapsing your registration when your revalidation was due, you will have to meet some of the revalidation requirements in addition to the usual readmission requirements, unless you are able to demonstrate that exceptional circumstances apply. These additional revalidation requirements are:
- 20 of your 35 CPD hours must be participatory
  - Five pieces of practice related-feedback
  - Five written reflective accounts
  - Reflective discussion
200. For further details of the revalidation readmission requirements and process please see [www.nmc.org.uk/registration/returning-to-the-register/readmission-register/details-of-the-requirements](http://www.nmc.org.uk/registration/returning-to-the-register/readmission-register/details-of-the-requirements).

## Failure to revalidate and appeals

201. If you cannot meet the revalidation requirements, you can cancel your registration with us. By cancelling your revalidation and providing us with a reason for doing so, you are showing insight and it demonstrates to us that you are managing your situation in a responsible way. You will continue to hold a nursing, midwifery or nursing associate qualification, but will not be a registered nurse, midwife or nursing associate. When you are ready to practise again, you can apply for readmission. Information on cancelling registration and seeking readmission to the register is available on our website at [www.nmc.org.uk/registration](http://www.nmc.org.uk/registration).
202. If you do not 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 will need to apply for readmission if you want to come back on to the register.
203. If your application for revalidation is refused because a decision is made that you have not met the revalidation requirements, you may appeal this decision within 28 days of the date on your decision letter.<sup>32</sup>
204. A notice of appeal should be sent to [raggsupport@nmc-uk.org](mailto:raggsupport@nmc-uk.org) made in writing and include:
- your name, address and NMC Pin
  - the date, nature and other relevant details of the decision against which the appeal is brought
  - a concise statement of the grounds of the appeal
  - the name and address of your representative (if any) and a statement as to whether the NMC should correspond with that representative concerning the appeal instead of you
  - a statement that the notice is a notice of appeal
  - a signature by or on behalf of you, and
  - a copy of any documents that you propose to rely on for the purposes of your appeal.<sup>33</sup>

Please contact us if you require support or assistance in completing this notice.

205. You do not have the right of appeal if you fail to pay the registration fee or submit a revalidation application form within the required timescale and your application to renew your registration is refused as a result.<sup>34</sup>
206. If your registration is not renewed because you cancelled your registration, did not complete your revalidation application, did not submit your application in time or your application for revalidation is refused, you will not be able to practise as a registered nurse, midwife or nursing associate. It is a criminal offence if you knowingly falsely represent yourself as being on the register, or on part of it or you use a title to which you are not entitled.

# REFLECTIVE ACCOUNTS FORM

You **must** and/or an event or experience in your practice and how this relates to the Code. Please fill in a page for each of your reflective accounts, making sure you do not include any information that might identify a specific patient, service user, colleague or other individuals. Please refer to our guidance on preserving anonymity in the section on non-identifiable information in *How to revalidate with the NMC*.

## Reflective account:

What was the nature of the CPD activity and/or practice-related feedback and/or event or experience in your practice?

What did you learn from the CPD activity and/or feedback and/or event or experience in your practice?

How did you change or improve your practice as a result?

How is this relevant to the Code?

Select one or more themes: Prioritise people – Practise effectively – Preserve safety – Promote professionalism and trust

# REFLECTIVE DISCUSSION FORM

You **must** use this form to record your reflective discussion with another NMC-registered nurse, midwife or nursing associate about your five written reflective accounts. During your discussion you should not discuss patients, service users, colleagues in a way that could identify them unless they expressly agree, and in the discussion summary section below make sure you do not include any information that might identify an individual. Please refer to the section on non-identifiable information in *How to revalidate with the NMC* for further information. For more information about reflective discussion, please refer to our guidance sheet on reflective practice for revalidation.

**To be completed by the nurse, midwife or nursing associate:**

Name:	
NMC Pin:	

**To be completed by the nurse, midwife or nursing associate with whom you had the discussion:**

Name:	
NMC Pin:	
Email address:	
Professional address including postcode:	
Contact number:	
Date of discussion:	
Short summary of discussion:	
<p>I have discussed five written reflective accounts with the named nurse, midwife or nursing associate as part of a reflective discussion.</p> <p>I agree to be contacted by the NMC to provide further information if necessary for verification purposes.</p>	Signature:
	Date:



# CONFIRMATION FORM

You **must** use this form to record your confirmation.

**To be completed by the nurse, midwife or nursing associate:**

Name:	
NMC Pin:	
Date of last renewal of registration or joined the register:	

**I have received confirmation from (select applicable):**

- A line manager who is also an NMC-registered nurse, midwife or nursing associate
- A line manager who is not an NMC-registered nurse, midwife nursing associate
- Another NMC-registered nurse, midwife or nursing associate
- A regulated healthcare professional
- An overseas regulated healthcare professional
- Other professional in accordance with the NMC's online confirmation tool

**To be completed by the confirmer:**

Name:	
Title:	
Email address:	
Professional address including postcode:	
Contact number:	
Date of confirmation discussion:	

If you are an NMC-registered nurse, midwife or nursing associate please provide:

NMC Pin:

If you are a regulated healthcare professional please provide:

Profession:

Registration number for regulatory body:

If you are an overseas regulated healthcare professional please provide:

Country of practice:

Profession:

Registration number for regulatory body:

If you are another professional please provide:

Name of regulating body:

Registration number for regulatory body:

## Confirmation checklist of revalidation requirements

### Practice hours

- You have seen written evidence that satisfies you that the nurse, midwife or nursing associate has practised the minimum number of hours required for their registration

### Continuing professional development

- You have seen written evidence that satisfies you that the nurse, midwife or nursing associate has undertaken 35 hours of CPD relevant to their practice as a nurse, midwife or nursing associate
- You have seen evidence that at least 20 of the 35 hours include participatory learning relevant to their practice as a nurse, midwife or nursing associate.
- You have seen accurate records of the CPD undertaken.

## Practice-related feedback

- You are satisfied that the nurse, midwife or nursing associate has obtained five pieces of practice-related feedback.

## Written reflective accounts

- You have seen five written reflective accounts on the nurse, midwife or nursing associate's CPD and/or practice-related feedback and/or an event or experience in their practice and how this relates to the Code, recorded on the NMC form.

## Reflective discussion

- You have seen a completed and signed form showing that the nurse, midwife or nursing associate has discussed their reflective accounts with another NMC-registered individual (or you are an NMC-registered individual who has discussed these with the nurse, midwife or nursing associate yourself).

I confirm that I have read *Information for confirmers*, and that the above named NMC-registered nurse, midwife or nursing associate has demonstrated to me that they have met all of the NMC revalidation requirements listed above during the three years since their registration was last renewed or they joined the register as set out in *Information for confirmers*.

I agree to be contacted by the NMC to provide further information if necessary for verification purposes. I am aware that if I do not respond to a request for verification information I may put the nurse, midwife or nursing associate's registration application at risk.

Signature:

Date:

# PRACTICE HOURS LOG TEMPLATE

## Guide to completing practice hours log

To record your hours of practice as a registered nurse, midwife and nursing associate, please fill in a page for each of your periods of practice. Please enter your most recent practice first and then any other practice until you reach 450 hours. You can only count practice hours during the three year period since your last registration renewal or initial registration. You do not necessarily need to record individual practice hours. You can describe your practice hours in terms of standard working days or weeks. For example if you work full time, please just make one entry of hours. If you have worked in a range of settings please set these out individually. You may need to print additional pages to add more periods of practice. If you are both a nurse and a midwife or a nursing associate and nurse you will need to provide information to cover 450 hours of practice for each of these registrations.<sup>33</sup>

### Work setting

- Ambulance service
- Care home sector
- Community setting (including district nursing and community psychiatric nursing)
- Consultancy
- Cosmetic or aesthetic sector
- Governing body or other leadership
- GP practice or other primary care
- Hospital or other secondary care
- Inspectorate or regulator
- Insurance or legal
- Maternity unit or birth centre
- Military
- Occupational health

### Police

- Police organisation
- Prison
- Private domestic setting
- Public health organisation
- School
- Specialist or other tertiary care including hospice
- Telephone or e-health advice
- Trade union or professional body
- University or other research facility
- Voluntary or charity sector
- Other

### Scope of practice

- Direct clinical care or management
  - Commissioning
  - Education
  - Policy
  - Quality assurance or inspection
  - Research
  - Other
- Registration**
- Nurse
  - Midwife
  - Nurse/SCPHN
  - Midwife/SCPHN
  - Nurse and Midwife (including Nurse/SCPHN and Midwife/SCPHN) Nurse and nursing associate (including Nurse/SCPHN)

Dates	Name and address of organisation	Your work setting (choose from list above)	Your scope of practice (choose from list above)	Number of hours	Your registration (choose from list above)	Brief description of your work



# FEEDBACK LOG TEMPLATE

## Guide to completing a feedback log

### Examples of sources of feedback

- Patients or service users
- Colleagues – nurses, midwives, nursing associates other healthcare professionals
- Students
- Annual appraisal
- Team performance reports
- Serious event reviews

### Examples of types of feedback

- Verbal
- Letter or card
- Survey
- Report

Please provide the following information for each of your five pieces of feedback. You should not record any information that might identify an individual, whether that individual is alive or deceased. The section on non-identifiable information in How to revalidate with the NMC provides guidance on how to make sure that your notes do not contain any information that might identify an individual.

You might want to think about how your feedback relates to the Code, and how it could be used in your reflective accounts.

<b>Date</b>	<b>Source of feedback</b> Where did this feedback come from?	<b>Type of feedback</b> How was the feedback received?	<b>Content of feedback</b> What was the feedback about and how has it influenced your practice?



## ENDNOTES

- <sup>1</sup> SI 2002/253 as amended.
- <sup>2</sup> SI 2004/1767 as amended.
- <sup>3</sup> The standards for revalidation are made under Article 19(1) of the NMC Order 2001.
- <sup>4</sup> The Code: Professional standards of practice and behaviour for nurses, midwives and nursing associates, NMC, 2018.
- <sup>5</sup> The Equality Act 2010 does not apply to Northern Ireland. Where the legislation is spread across several pieces of legislation, with some differences. For example Section 75 of the Northern Ireland Act 1998 also includes consideration of 'political opinion' as a protected characteristic.
- <sup>6</sup> 'Disability' is defined in the Act as a physical or mental impairment that has a substantial or long-term negative effect on a person's ability to do normal daily activities.
- <sup>7</sup> Triple registration for nurse, midwife and nursing associate is also possible; this would require 1,350 practice hours.
- <sup>8</sup> Article 10(2)(c) of the Order, Rule 13(1)(b)(ii) of the Rules.
- <sup>9</sup> Triple registration for nurse, midwife and nursing associate is also possible; this would require 1,350 practice hours.
- <sup>10</sup> Standards set under Article 19(3) of the Order.
- <sup>11</sup> Standards set under Article 19(3) of the Order.
- <sup>12</sup> Standards set under Article 19(1) of the Order.
- <sup>13</sup> Standards set under Article 19(1) of the Order.
- <sup>14</sup> Standards set under Article 19(1) of the Order and under rule 13(1)(b)(i) of the Rules.
- <sup>15</sup> Standards set under Article 19(1) of the Order.
- <sup>16</sup> Standards set under Article 19(1) of the Order.
- <sup>17</sup> Standards set under Article 19(1) of the Order.
- <sup>18</sup> Rule 13(1)(b)(i).
- <sup>19</sup> Rule 13(1)(a) of the Rules.
- <sup>20</sup> Rule 13(1)(a) and paragraph 2 of Schedule 4 of the Rules.
- <sup>21</sup> Rule 13(1)(a) and Rules 6(6)(d) and 6(6)(e).
- <sup>22</sup> Rule 6(6)(c).
- <sup>23</sup> Rule 6(6)(c).
- <sup>24</sup> Rule 6(6)(c) of the Rules.
- <sup>25</sup> Article 10(2)(aa) of the Order and Rule 13(1)(aa) of the Rules.
- <sup>26</sup> Paragraph 1(h)(ii) of Schedule 4 of the Rules.
- <sup>27</sup> Rule 13(1)(d) of the Rules.
- <sup>28</sup> We cannot extend any application beyond three months. Rule 14(5) of the Rules.
- <sup>29</sup> Rule 13(1)(d).
- <sup>30</sup> Article 44 of the Nursing and Midwifery Order 2001.
- <sup>31</sup> Article 37(1)(a) of the Order.
- <sup>32</sup> Article 37(1)(a) of the NMC Order 2001 and the Rules 19, 20 and 21 of the Registration Rules.
- <sup>33</sup> Article 37(2) of the Order.
- <sup>34</sup> Article 44 of the Nursing and Midwifery Order 2001.







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The nursing and midwifery regulator for England, Wales, Scotland and Northern Ireland  
Registered charity in England and Wales (1091434) and in Scotland (SC038362)

**NMC** Nursing &  
Midwifery  
Council