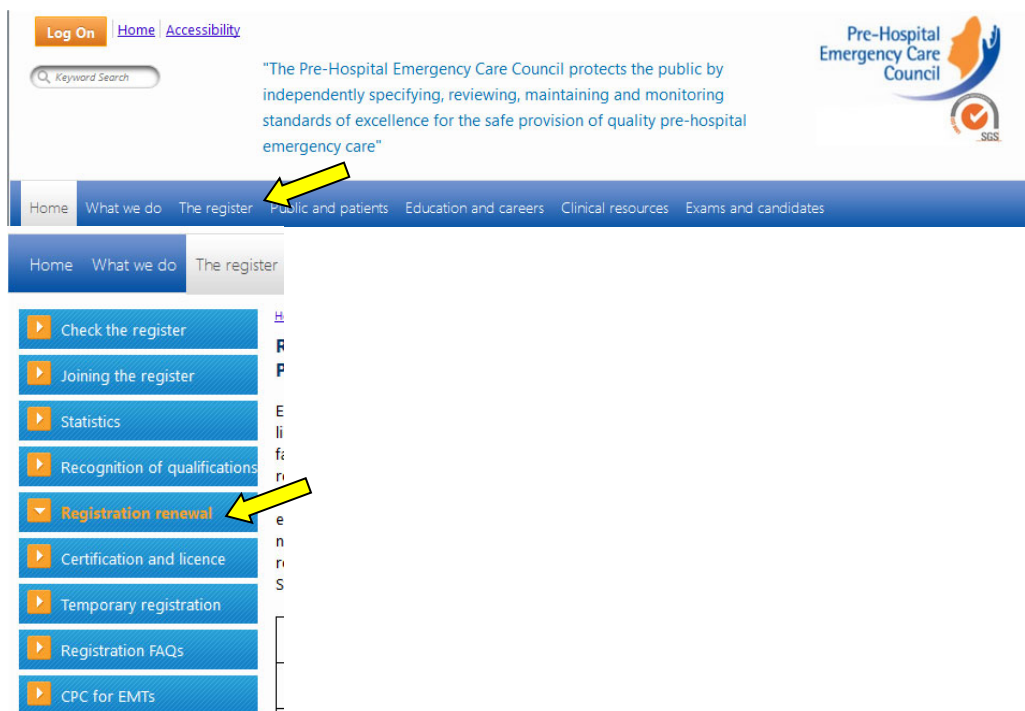


On-Line Re-registration Process 2019

1. Before you begin the process, please have your electronic payment details to hand (credit/debit card or PayPal details) as you will be required to make payment to complete the re-registration process.
2. If you have followed the link to the PHECC website in your notification email you will be brought to the Registration Renewal page (or you can navigate to the page by clicking on 'The register' option and then 'Registration Renewal' option on the left of the screen). Please read the rules and policy details regarding the re-registration process before continuing.



3. To begin the re-registration process, click the *Renew Now* button on the top righthand side of the next screen.



On-Line Re-registration Process 2019

4. Some important notes regarding the re-registration process will now be displayed. When you have read through these and wish to continue, click the 'Renew Now' button which now appears at the bottom right of the screen.

Home What we do The register Public and patients Education and careers Clinical resources Exams and candidates

Home - The register - Registration renewal

Pre-Hospital
Emergency Care
Council

Application for Re-Registration

Guide to completing the application form

Here are our guidance notes on completing the application for Re-Registration. Please read these notes carefully before completing the application form.

1. Read through all items of data and amend where necessary.
2. Your profile photo will be displayed on your licence card, please ensure you update this via your profile if required (click on your name on the top left of the screen to access your profile)
3. The Re-Registration online process allows you to enter data, "Save" partially filled forms, "Logout" and resume filling in by logging in again.
4. Prior to submission please review the completed data to ensure all changes are made correctly.
5. Once you submit the application, no further changes to the application can be made by the applicant.
6. Applicants who have selected online payment option should follow the instructions given.

Please Note - all fees on the PHECC website are in Euro, although some web browsers may display in the local currency as per your browser settings, all transactions will be carried out in Euro.

[Renew Now](#)

5. You will be prompted to log on at this point. Use your PHECC credentials to log on if you have not already done so (**NOT** eLearning Academy details – different system).

Home What we do The register Public and patients Education and careers Clinical resources Exams and candidates

Home - The register - Registration renewal

Sign In

Username

Password

Remember me

[Sign In](#)

Forgot [my password](#) or [my username](#)

Logon Details

Your PHECC credentials are (unless you have changed them):

- Username: [PIN Number]
- Password: [DOB+PIN Number] (numbers only, no spaces or other characters)
e.g. User with DOB 31/01/1900 and PIN 0001 Username: 0001
Password: 310119000001

Your PHECC credentials are (unless you have changed them, which is recommended):

Username: [PIN Number]

Password: [DOB+PIN Number] (numbers only, no spaces or other characters)

e.g. User with DOB 31/01/1900 and PIN 0001

Username: 0001

Password: 310119000001

[we advise that you change both your username and password via your Profile once logged in – click your name when it appears on the top left of screen to access your Profile – please make a note of your new credentials – see Managing Your PHECC Profile instructions]

On-Line Re-registration Process 2019

6. If you have previously opted for a Paper Re-registration process, you will receive the following message (if not skip to *Step 7*):

The screenshot shows the PHECC website navigation bar with links: Home, What we do, The register, Public and patients, Education and careers, Clinical resources, Exams and candidates. Below the navigation bar, the breadcrumb trail reads: Home > The register > Registration renewal. The main heading is 'Re-Registration Application Error'. The content area contains the following text:

Re-registration Application

You appear to have opted for paper renewal forms. If you would prefer to complete renewal electronically please go to your profile and remove the paper renewal check.

Hint: Click your name above and go to the Edit tab.

Please contact PHECC directly if you need assistance +353 (0)45 882042 or email registration@phecc.ie.

You can check the progress of an application by checking your PHECC Profile (click your name at the top left of the webpage and click the Status/Receipts tab).

Please skip to the *Opt Out of Paper Forms* section at the end of this document to change this option and then proceed with your electronic re-registration application.

7. You should now be presented with your personal details, please review and correct if necessary (these are the details we will use to contact you).

The screenshot shows the 'Personal Details' form on the PHECC website. The form is titled 'Section 1 - Personal Details' and contains the following fields:

| | |
|-------------------------------------|--|
| PHECC PIN | 1X2X |
| You are paid up until | 3/31/2019 |
| Status | Open |
| Initial Registration Date | 12/10/2018 |
| Personal Details | |
| Section 1 - Personal Details | |
| Prefix | Ms. |
| Surname | McTester |
| Forename | Testy |
| Middle Name/Initials | |
| Maiden Name | |
| Date of Birth | 1/1/2000 |
| Gender | Female |
| Nationality | None |
| *Address Field 1 | <input type="text" value="Here"/> |
| Address Field 2 | <input type="text" value="There"/> |
| Address Field 3 | <input type="text"/> |
| *Town/City | <input type="text" value="Everywhere"/> |
| County | <input type="text" value="Co Kildare"/> |
| *Eircode | <input type="text"/> |
| *Country | <input type="text" value="Ireland"/> |
| *Email | <input type="text" value="claire@phecc.ie"/> |
| *Contact Number | <input type="text" value="123456789"/> |

At the bottom of the form, there are navigation buttons: 'Previous Page', 'Next Page', a dropdown menu showing '1-Personal Details', and a 'Go' button. Below these buttons is a 'Save' button. A note at the bottom reads: 'Click save button to save your answers, and you can continue next time'.

8. At any point in the process, you may save your progress in order to return to it at any time. You can do this by clicking the *Save* button at the bottom right hand side of the screen. Please note, however, until you click the *Submit* button, your application has not been

On-Line Re-registration Process 2019

completed. To complete the process at a later date, repeat the steps above and you will be returned to your saved form.

Previous Page Next Page 1-Personal Details Go

Click save button to save your answers, and you can continue next time Save

9. Click *Next Page* (bottom right hand side of screen) to continue to *Section 2 – Professional Information*.

Contact Info

| | |
|---------------------------|-----------------------|
| Submission No | 0022652/2018 |
| ID | 7243 |
| Licence Expiry Date | 3/31/2019 12:00:00 AM |
| PHECC PIN | 1X2X |
| You are paid up until | 3/31/2019 |
| Status | Open |
| Initial Registration Date | 12/10/2018 |

Professional Information

Section 2 - Professional Information

PHECC PIN 1X2X

Registered Level Practitioner

Registered Division Emergency Medical Technician

Please select the organisation(s) you practice with from the following list of CPG Licenced Organisations who have Privileged you to practice (if the organisation does not appear on this list, practice with that organisation would be contrary to the Code of Conduct & Ethics and may result in a complaint against you, the Registered Individual).

* Currently Practicing with (Primary practice) (None)

* Also practices with (None)

Original Registration Date 12/10/2018

Licence Expiry 3/31/2019

NQEMT Qualifications

| PHECC No. | Certificate Date | Certificate No. | Level |
|-----------|------------------|-----------------|-------|
| 18/1111/1 | 12/10/2018 | E1234567 | EMT |

Previous Page Next Page 2-Professional Information Go

Click save button to save your answers, and you can continue next time Save

10. The facility to enable you to select two CPG Licenced organisations to practice with is now available. These are mandatory (required) fields, the option of *None* or *Outside the State* are available. Please ensure you make an entry for both *Currently Practicing with (Primary practice)* and *Also practises with* to enable you to progress to the next screen.
11. Click *Next Page* to continue to the *Declaration and Commitment* section (bottom right hand side of screen).

On-Line Re-registration Process 2019

12. Section 3— you will have the Declaration & Commitment displayed on screen. By ticking the confirmation box you are confirming that you are electronically signing this document and agree to its contents. This is legally binding and must be considered the equivalent of an actual signature.

from

- I. the PHECC CPG Familiarisation Module online or
- II. a certificate from a PHECC licenced CPG service provider or a PHECC recognised institution confirming the applicant's familiarisation with the current PHECC CPGs relevant to their registration status.

- c. I will only practice in accordance with the CPG privilege issued to me by the licenced CPG service provider on whose behalf I am practicing.
- d. I am competent in spoken and written English.
- e. I will comply with the Continuing Professional Competency (CPC) requirements associated with my status on the PHECC Register.
- f. I will comply with the current PHECC Code of Professional Conduct and Ethics for pre-hospital emergency care practitioners.
- g. I will record all appropriate information in Patient Care Reports.
- h. I will co-operate with enquiries by the Fitness to Practice Committee, Health Committee or their sub-committees.
- i. I will support interns and colleagues.
- j. I am responsible for maintaining the currency of my contact details with PHECC.

4. I affirm that I have no:

- a. criminal conviction or criminal proceedings pending against me other than those disclosed in my application for registration
- b. known health condition or addiction that could affect my fitness to practice as a pre-hospital emergency care practitioner other than conditions or addictions disclosed in my application for registration.

5. I am aware and agree that:

- a. eligibility for registration is dependent on compliance with the rules governing the PHECC Register
- b. once granted, my registration must be renewed annually
- c. re-registration notifications will be sent by email
- d. registration applications will not be processed without payment of the appropriate registration fee in advance
- e. a fraudulent or inaccurate registration application may preclude me from joining the PHECC Register.

6. I know of no reason why the PHECC should not grant me registration.

7. All information submitted with this application is true and accurate to the best of my knowledge and belief.

The Declaration and Commitment above has been updated - Dec 2017.

Please note that by ticking this box, you confirm that you have read and understood the **Declaration & Commitment** and that you agree to its contents.

*Please tick to confirm

Previous Page Next Page 3-Declaration and Commitment Go

Click save button to save your answers, and you can continue next time Save

13. Click *Next Page* to continue to the *Data Protection* section (bottom right hand side of screen).

On-Line Re-registration Process 2019

14. PHECC are committed to protecting your data and will only correspond/contact you in relation to your Registration via the details you have provided, however, you may opt in to various other notifications should you wish to do so. We would actively encourage all registrants to opt in to any that interest you, paying particular attention to the *Clinical Research* option.

| | |
|---------------------------|------------|
| PHECC PIN | 1X2X |
| You are paid up until | 3/31/2019 |
| Status | Open |
| Initial Registration Date | 12/10/2018 |

Data Protection

By submitting this form you consent to PHECC holding and processing your personal data for the purpose of Professional Registration. In compliance with the Data Protection Acts 1988 & 2018, when PHECC is provided with personal data, we will hold the data, together with other information, securely and confidentially and process it for the purpose of maintaining a Professional Register and research.

PHECC makes the following information available to the public on our website: Surname, Forename, PIN, registration status and expiry date.

PHECC may disclose the following information to PHECC licenced CPG service providers: Surname, Forename, Date of Birth, PIN, and registration status, original registration date, licence expiry date and outcomes of Fitness to Practice proceedings, when relevant.

PHECC shall use the contact details you provide for Registration to communicate with you in relation to the following:

- Registration (notifications, licence issue, etc.)
- Clinical Information relating to your practice (Safety Notices, changes to CPGs, product recalls, etc.)

We would also like to take this opportunity to invite you to opt in to receive emails from PHECC in relation to the following (tick the box to opt in for each):

- Feedback\Client Satisfaction Surveys
- Clinical Research
- PHECC Voice Newsletter
- Opportunities to work with\contract to PHECC for specific projects
- PHECC Employment Opportunities
- PHECC Events\Conferences
- Opportunities to apply for PHECC committees or working groups

PHECC make every effort to ensure your data is correct, however, if any of your data is incorrect or inaccurate please inform PHECC in writing (email acceptable). A copy of your data currently held by PHECC may be obtained upon written request to The Registration Officer, Pre-Hospital Emergency Care Council, 2nd Floor, Beech House, Millennium Park, Naas, Co Kildare, W91 TK7N, Ireland.

[Previous Page](#) [Next Page](#) 4-Data Protection

Click save button to save your answers, and you can continue next time

15. Click *Next Page* to continue to the *Payment* section (bottom right hand side of screen).

On-Line Re-registration Process 2019

16. There are two options in relation to the payment of the annual registration fee:

Contact Info

| | |
|---------------------------|-----------------------|
| Submission No | 0022652/2018 |
| ID | 7243 |
| Licence Expiry Date | 3/31/2019 12:00:00 AM |
| PHECC PIN | 1X2X |
| You are paid up until | 3/31/2019 |
| Status | Open |
| Initial Registration Date | 12/10/2018 |

| Item name | Unit Price | Qty | Total Amt |
|----------------------|------------|-----|-----------|
| Standard Renewal Fee | 10.00 | 1 | 10.00 |
| Total: | | | 10.00 |

Amount 10.00

* Payment type Pay by Credit/Debit Card PayPal CheckOut

Previous Page Next Page 5-Payment Go

Click submit to submit your application **Submit**

Click save button to save your answers, and you can continue next time **Save**

- Pay by Credit/Debit Card – enter your card details as directed to make payment – all fields are required.

Date

| Item name | Unit Price | Qty | Total Amt |
|----------------------|------------|-----|-----------|
| Standard Renewal Fee | 10.00 | 1 | 10.00 |
| Total: | | | 10.00 |

Amount 10.00

* Payment type Pay by Credit/Debit Card PayPal CheckOut

* Card Type (None)

* Card Number

* Cardholder's Name

* Expiry Date 12 2018

* CV2 number

Previous Page Next Page 5-Payment Go

Click submit to submit your application **Submit**

Click save button to save your answers, and you can continue next time **Save**

- PayPal CheckOut – click the big yellow button.

| Item name | Unit Price | Qty | Total Amt |
|----------------------|------------|-----|-----------|
| Standard Renewal Fee | 10.00 | 1 | 10.00 |
| Total: | | | 10.00 |

Amount 10.00

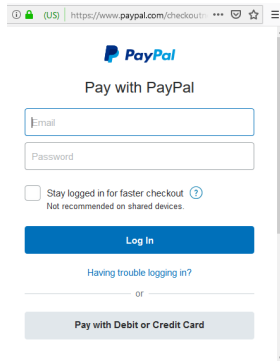
* Payment type Pay by Credit/Debit Card PayPal CheckOut

Pay with PayPal

The safer, easier way to pay

On-Line Re-registration Process 2019

You can then opt to either *Log In* to your PayPal account and make the payment OR *Pay with Debit or Credit Card* via PayPal (i.e. a one off payment, no PayPal account required, but PayPal handle/process the payment)



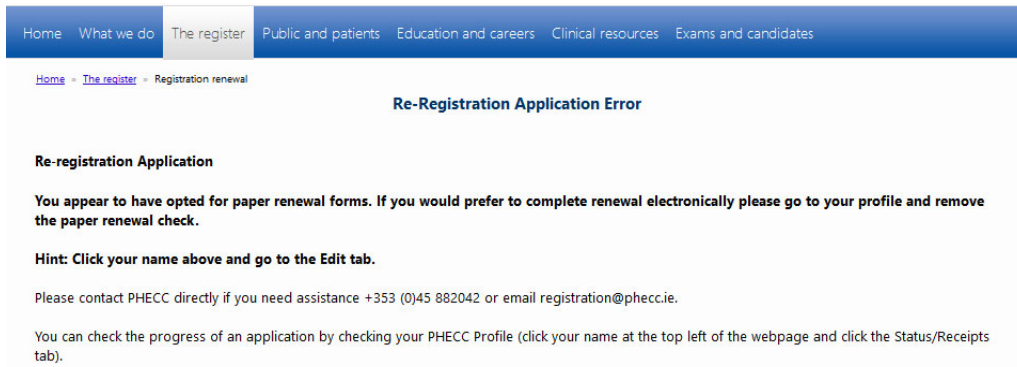
17. To finish the online process, please click *Submit* (now appearing at the bottom right of the page) to save and apply any changes to your record. PHECC will now be informed that you have completed this process.
18. An email will be sent to your registered email address with a copy of the Declaration & Commitment and Code of Conduct & Ethics attached **for your records**.
19. You can check your application status at any time by logging on to the website. To access your profile, click your name when it appears on the top left hand side. This gives you access to your profile. Click on the *Status/Receipts* tab to print a receipt (click the payment displayed).

At each stage of the process an email will be sent to your registered email address informing you of your progress when payments have been processed and when your application has been completed (within 24hours).

On-Line Re-registration Process 2019

Opt Out of Paper Forms

- i. If you have previously opted for a Paper Re-registration process, you will receive the following message which requires that you change your preferred method of re-registration in your Profile to allow you to proceed electronically:



The screenshot shows a navigation bar with links: Home, What we do, The register, Public and patients, Education and careers, Clinical resources, Exams and candidates. Below the bar, the breadcrumb trail is 'Home > The register > Registration renewal'. The main heading is 'Re-Registration Application Error'. The content includes:

Re-registration Application

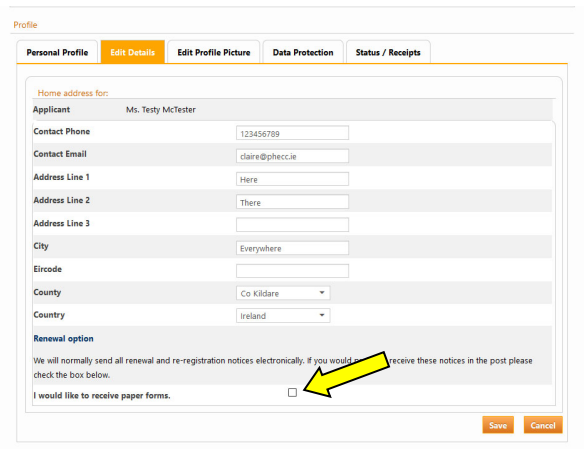
You appear to have opted for paper renewal forms. If you would prefer to complete renewal electronically please go to your profile and remove the paper renewal check.

Hint: Click your name above and go to the Edit tab.

Please contact PHECC directly if you need assistance +353 (0)45 882042 or email registration@phecc.ie.

You can check the progress of an application by checking your PHECC Profile (click your name at the top left of the webpage and click the Status/Receipts tab).

- ii. To update your Profile, click your name on the top left of the screen, click the *Edit Details* tab and you will see the option “*I would like to receive paper forms*” at the bottom of this screen, to proceed electronically, untick this box and *Save* your profile. Full details/instructions are available on *The register* or *Registration Renewal* pages of the website (*Managing your PHECC Profile*).



The screenshot shows the 'Profile' page with tabs: Personal Profile, Edit Details, Edit Profile Picture, Data Protection, Status / Receipts. The 'Edit Details' tab is active. The form contains the following fields:

Home address for:
Applicant: Ms. Testy McTester
Contact Phone: 123456789
Contact Email: claire@phecc.ie
Address Line 1: Here
Address Line 2: There
Address Line 3:
City: Everywhere
Eircode:
County: Co Kildare
Country: Ireland

Renewal option
We will normally send all renewal and re-registration notices electronically. If you would like to receive these notices in the post please check the box below.
I would like to receive paper forms.

At the bottom right are 'Save' and 'Cancel' buttons. A yellow arrow points to the checkbox.

- iii. Return to the *Registration Renewal* page (click *The register* on the blue menu and click *Registration Renewal* on the left hand options to return you to *Step 4* above).