This guidance sheet is for nurses and midwives who are planning to renew their registration with the NMC but who need alternative arrangements to support them through the process. Reasons why you might need this support include:

- You cannot meet one or more of the revalidation requirement(s) due to exceptional circumstances.
- You need a reasonable adjustment to the online application process due to a disability.
- You need a short extension to your application date.

Below we set out the circumstances in which we will consider offering alternative arrangements, the support we can offer and how to apply for this support.

**Exceptional circumstances**

**What are exceptional circumstances?**

We recognise there might be some circumstances when nurses and midwives cannot meet the revalidation requirements. There are two types of exceptional circumstances:

1. You have not been in practice for sufficient time between October 2015, when the revalidation guidance was published, and your revalidation application date, to meet the additional requirements.

For example, you are a nurse whose revalidation application date is 1 September 2016, but you went on maternity leave in November 2015. Other reasons why you might not be in practice for sufficient time might include sick leave or a career break.

2. You cannot meet one or more of the requirements at any time because a protected characteristic under the Equality Act 2010 may apply.

The nine protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

**What support will we offer those in exceptional circumstances?**

Revalidation builds on the previous renewal process (known as post-registration education and practice, or ‘Prep’). If you are able to establish that exceptional circumstances apply in your case, we will allow you to renew your registration by meeting the Prep requirements.

The Prep requirements are:

- Practice hours: you must have worked in some capacity in nursing or midwifery during the previous three years for a minimum of 450 hours (900 hours for dual registration), or have successfully undertaken an approved return to practice course within the last three years.
<table>
<thead>
<tr>
<th>Registration</th>
<th>Minimum total practice hours required</th>
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<tbody>
<tr>
<td>Nurse</td>
<td>450</td>
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<tr>
<td>Midwife</td>
<td>450</td>
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<tr>
<td>Nurse and SCPHN</td>
<td>450</td>
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<tr>
<td>Midwife and SCPHN</td>
<td>450</td>
</tr>
<tr>
<td>Nurse and midwife</td>
<td>900 (to include 450 hours for nursing and 450 hours for midwifery)</td>
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- Continuing professional development (CPD): you must have undertaken and recorded at least 35 hours of learning activity relevant to your practice during the three years prior to your renewal of registration.
- Professional indemnity arrangement: you must declare that you hold, or will hold, appropriate cover under an indemnity arrangement.
- Health and character: you must declare that you meet the requirements for health and character.

You must also pay your annual registration fee.

**Revalidation requirements**

Even if you intend to request alternative support arrangements due to exceptional circumstances, we recommend you try to meet as many of the revalidation requirements as possible before your renewal application is due. This has two benefits:

1. It will allow you to become familiar with the process, which you may need to go through when you renew your registration in the future.
2. Should your circumstances change and you are able to meet all of the requirements by the time your application is due, you will be able to revalidate rather than apply for an exemption.

It is worth remembering that the revalidation requirements build on the previous Prep requirements. Once you have achieved the practice hours and the CPD requirements, most of the additional revalidation requirements can be based on practice you have already undertaken.

For example, you may be able to think of instances when you received feedback in the three years since you last renewed your registration, such as appraisals with your manager, or receiving verbal feedback from a patient – you can make a note of this and keep it in your portfolio. For your reflective accounts you may be able to think of experiences, CPD or feedback you received since you last renewed that you can write a reflection on. Once you have completed the feedback and reflective account requirements, you can have your reflective discussion and confirmation discussion.

If you find you are able to meet the revalidation requirements, you can then apply for revalidation via [NMC Online](#) once your application opens.

More information on all of the requirements, plus supporting forms and templates, can be found on our [revalidation microsite](#).

**How to apply to renew your registration under exceptional circumstances**

Your application to renew your registration will open on NMC Online 60 days before your revalidation application date, which is the first day of the month in which your registration
expires. Once your application opens you can apply for exceptional circumstances via NMC Online. In this application you will need to declare that you can meet the Prep requirements and provide us with some details of your practice.

As part of this application you will need to upload evidence in support of your application. This might include:

- a Maternity Certificate form (MAT B1) covering the relevant time period
- other evidence of receiving Statutory Maternity Pay (SMP) from your employer
- other evidence of receiving Maternity Allowance
- a medical certificate covering the relevant time period
- agreement from your employer to a career break covering the relevant time period
- a document from your employer confirming that you have not been working due to illness
- relevant social security documents

Please note we can only accept documents that have been scanned, not photographed. If you are not clear whether the evidence you have is sufficient you should telephone Registration enquiries on 020 7333 9333.

We strongly recommend you apply to renew your registration under exceptional circumstances as soon as possible once your application opens. This will give us time to consider your application and request any further information we might need. Please respond to any requests for further information within seven days.

It is important you make your application in good time. If we do not accept your application, you will need to meet the revalidation requirements in order to renew your registration.

You must submit your application before your revalidation application date. We cannot guarantee we will be able to consider applications after that date, and you may put your registration at risk.

Please note:

- If we decide that exceptional circumstances do not apply, we will notify you by email. You will then need to complete a revalidation application.
- Any false declarations will be viewed as potentially fraudulent and may put your registration at risk.

If you have any queries about whether exceptional circumstances apply you can contact us before your NMC Online application opens by emailing revalidation@nmc-uk.org, using the subject Exceptional circumstances advance query. Please include the following information in your email:

- your name
- your NMC Pin
- a contact phone number
- your revalidation application date
- details of your circumstances

Reasonable adjustments

We will make reasonable adjustments for nurses and midwives who have a disability that means you may find using NMC Online difficult. If you require a reasonable adjustment please contact us well before your revalidation application opens. The easiest way to do this is by emailing us at revalidation@nmc-uk.org, using the subject Reasonable adjustments request. Please include the following information in your email:
• your name
• your NMC PIN
• a contact phone number
• your revalidation application date
• whether you have an NMC Online account
• details of your circumstances
• the assistance or adjustments that would help you to revalidate

If you are unable to contact us by email you can telephone Registration enquiries on 020 7333 9333.

Extensions

Where there is a good reason, we can grant an extension of up to a maximum of six weeks to the date when you are due to submit your revalidation application. Please note that if we grant you an extension to your application submission date, you must still pay your annual registration fee by your original revalidation application date.

How to apply for an extension

If you believe that an extension of up to six weeks would help you to meet the revalidation requirements you can request an extension once your revalidation application opens, which is 60 days before your revalidation application date. To make this request you should email revalidation@nmc-uk.org, using the subject Formal extension request.

You will need to send us evidence or provide a reason for your request. We recommend that you collect and keep evidence of your circumstances to use as part of your application. This might include:
• a medical certificate covering the relevant time period
• a document from your employer confirming that you have not been in work due to illness
• a document from your employer showing that you are unable to access NMC Online during your 60-day application window

Please note we can only accept documents that have been scanned, not photographed. We strongly recommend that you request an extension as soon as possible once your application opens. This will give us time to consider your request and ask for any further information we might need. Please respond to any requests for further information within seven days.

It is important to note we cannot offer extensions of more than six weeks. You should only apply for an extension if you believe this additional time will help you to meet the revalidation requirements. If an extension will not help you then you may want to consider:
• whether you meet the criteria to apply for exceptional circumstances (see above)
• whether you need to undertake a Return to practice course in order to renew your registration.

Please remember: if you have contacted us about exceptional circumstances, reasonable adjustments or an extension before you submit your revalidation application, and you find that you do not require the support we have put in place, you can then apply for revalidation as normal via NMC Online.

Last updated June 2016