

All you need to  
know about...  
**renewing your  
registration**

An RCVS  
Pocket  
Guide

## About this Pocket Guide

This booklet is for veterinary surgeons; it gives an overview of the Royal College of Veterinary Surgeons (RCVS) Register of Members and explains how to maintain your registration.

More information can be found on [www.rcvs.org.uk/registration](http://www.rcvs.org.uk/registration).

## About the Register

### The purpose of the Register

Registration with the RCVS is in effect a licence to practise.

Only those with an approved qualification are eligible to join the Register, and those whose names appear on the Register can call themselves 'veterinary surgeon' and can practise in the UK as veterinary surgeons. This is to protect the public and their animals and is in accordance with the Veterinary Surgeons Act 1966.

### Publication of the Register

The majority of the information held in the Register is in the public domain (name, address, year of first registration, university, date of graduation and registerable qualification).

We also hold some other information about you that will not be published (phone number, date of birth and email address).

Up until 2011, a hard copy of the Register has been sent to all those included within it. In 2012, a hard copy can be purchased, on request. Whether or not hard copies are available after this time will be assessed based on demand.

A summary of the Register information is available on the RCVS website see – 'Check the Registers'.

## Categories of registration

The table below outlines the categories of registration.

Information about switching category, and forms, are available on [www.rcvs.org.uk/registration](http://www.rcvs.org.uk/registration).

Category	Explanation
UK-practising (formerly 'Home-practising')	Veterinary surgeons using their veterinary qualification to carry out their role in the UK. This does not have to be someone in clinical practice.
Practising outside the UK (formerly 'Overseas-practising')	Veterinary surgeons using their veterinary qualification to carry out their role outside the UK.
Non-practising	Veterinary surgeons not currently practising, for example, on maternity leave, travelling, unemployed.
Non-practising aged 70 or over	As above but for those aged 70 or over (no fee applied).

Please note, 'practising' does not just mean working in clinical practice, but working in any role for which a veterinary qualification is required, paid or unpaid, full- or part-time.

This includes members using their professional qualification in any way, for example, employment by government departments or agencies, in academia, at research councils, or in industry and commerce.

## **Removal from the Register**

If a member wishes to remove themselves from the Register they can do so by completing a 'voluntary removal' form which can be found at [\*\*www.rcvs.org.uk/registration\*\*](http://www.rcvs.org.uk/registration).

The RCVS Disciplinary Committee may remove someone from the Register for fraudulent registration, serious professional misconduct or because they have a criminal conviction that calls into question their fitness to practise.

Someone may also be removed for non-payment or failing to complete their Register renewal by the specified dates.

## **RCVS Register of Veterinary Practice Premises**

The RCVS Register of Members ought not to be confused with the RCVS Register of Veterinary Practice Premises. The latter is held by the RCVS on behalf of the Veterinary Medicines Directorate and relates to practice premises rather than individuals. This registration also needs to be renewed annually – by 1 April each year – and a fee paid.

Veterinary surgeons who wish to supply veterinary medicines must only do so from registered veterinary practice premises. For more information, please see 'Register of Veterinary Practice Premises' within [\*\*www.rcvs.org.uk/registration\*\*](http://www.rcvs.org.uk/registration).

## Renewing your registration as a veterinary surgeon

Registration needs to be renewed each year. To renew your registration, you will need to:

- 1) Pay the appropriate fee; and,
- 2) Complete your renewal form, which asks you to confirm: your Register details; that, if practising, you have fulfilled your continuing professional development (CPD) requirement; and, any caution or conviction, including absolute and conditional discharges and spent convictions, or adverse findings which may affect registration, whether in the UK or overseas (except for minor offences excluded from disclosure by the RCVS).

You can pay your fee and/or complete your renewal form online – the log-in number and password will be included in your annual registration renewal notice, which will be posted to you during February.

## How to pay your fees

A fee is due when someone registers with the RCVS, and thereafter on 1 April each year. The current fees are available on [www.rcvs.org.uk/about-us/fees](http://www.rcvs.org.uk/about-us/fees).

You have several payment options:

**Direct debit** – this is the most efficient option and must be set up by January in order to take effect for the fee year. A direct debit form can be found at the end of this booklet to assist you. If you pay by direct debit you will still need to complete your renewal notice each year (see below).

**Cheque** – this must be drawn on a sterling bank account, and made payable to the Royal College of Veterinary Surgeons. Please write your Register number and name on the reverse, and send to the RCVS (see address on back page).

**Bank transfer** – if you choose this method, please use the following information, and include your Register number, name and the fee that you are paying in the details:

Bank name: Lloyds TSB Plc

Bank account name: Royal College of Veterinary Surgeons-Fees a/c

Bank account number: 01066656

Bank sort code: 309897

For international transfers:

IBAN: GB93LOYD30989701066656

BIC: LOYDGB21031

SWIFT number: LOYDGB2L

Please note, all international bank charges are incurred by the person paying the fee, including that levied by Lloyds TSB International, which is approximately £7.00.

**Credit card** – credit card payments can be made online or by fax. Please note that a fee (2.4% at the time of writing) will be levied. This is charged by our bank and cannot be absorbed into the fee because that would mean that those who do not pay by credit card would be unfairly disadvantaged.

Even if someone else pays your fees, it is your responsibility to ensure that the correct fee is paid by the deadline, and that the renewal form is completed.

### **Completing your renewal form**

Regardless of how you pay, you will be sent a hard copy renewal form in the post during February each year. You must complete the form in order to renew your registration – which can be done online or in hard copy. The updating of address details does not need to be completed until 30 September each year, but it makes sense to do it all at the same time.

The form will ask you to:

- 1) Confirm or amend the Register information that we hold about you that is published – NB your Register address ought to be your work address.
- 2) Confirm or amend other information that we hold about you, either as part of the published Register or on a voluntary basis (for example, your email address).
- 3) Confirm that you have met the CPD requirement of 105 hours over a rolling three-year period, for those who are practising.
- 4) Confirm that you have no cautions or convictions etc (minor offences are excluded).

## Timetable for renewal

Registration is renewable annually, and the following timetable is put in place each year.

Time	Activity
End February	You will be sent your registration renewal notice, which includes your renewal form and, where applicable, your fee notice (invoice).
31 March	Registration must be renewed by this date, including paying the appropriate fees.
Early May	Those who have not paid by 30 April will be sent a reminder and charged a penalty of £35, on top of the outstanding fee, to cover this cost.
31 May	If fees are not received by this date, names will be removed from the Register, making it illegal for the individual to practise.
Early June	Names are removed from the Register and published online.
30 September	Deadline by which Register address details must be updated.

Please note, it is important that you keep your Register address up to date, or you may not receive fee notices and reminders.

It is a requirement of the Registration Regulations that you let us know within 28 days of any changes to your Register details.



## Restoration to the Register

If your name has been removed from the Register for non-payment and you still intend to work as a veterinary surgeon in the UK, you will need to restore yourself to the Register immediately.

Forms are available at [www.rcvs.org.uk/registration](http://www.rcvs.org.uk/registration), and a restoration fee is charged. This fee increases if someone is removed for non-payment in more than one year, and can become substantial.

If you are not registered it is illegal to work as a veterinary surgeon in the UK: veterinary surgeons have in the past been suspended from the Register for previously having worked while unregistered.

## Questions?

We are here to help. If you have questions about renewing your registration, please contact the relevant Department, below:

Subject	Department and contact details
Registration	Registration Department on <a href="mailto:membership@rcvs.org.uk">membership@rcvs.org.uk</a> or 020 7202 0707
Finance	Finance Department on <a href="mailto:finance@rcvs.org.uk">finance@rcvs.org.uk</a> , 020 7202 0774 or fax 0207 222 2004
Continuing professional development	Education Department on <a href="mailto:education@rcvs.org.uk">education@rcvs.org.uk</a> or 020 7202 0791
Criminal convictions declaration	Professional Conduct Department on <a href="mailto:profcon@rcvs.org.uk">profcon@rcvs.org.uk</a> or 020 7202 0789
Using the online log-in	<a href="http://webadmin@rcvs.org.uk">webadmin@rcvs.org.uk</a>



Please fill in the whole form using a ballpoint pen and send it to:

The Royal College of Veterinary Surgeons  
Belgravia House  
62-64 Horseferry Road  
London  
SW1P 2AF

Name(s) of Account Holder(s)

Bank/ Building Society account number:

Branch Sort Code:

Name and full postal address of your Bank or Building Society:

To: The Manager

Bank/Building Society

Address

Postcode

Reference:

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account

Instruction to your Bank or Building Society to pay by Direct Debit

Originator's Identification Number:

9

9

3

4

0

8

Please complete the following details:  
(This is not part of the instruction to your Bank or Building Society)

Membership number:

Full name:

Please tick relevant boxes:

Retention/Membership fee	
Specialist fee	
Modular Certificate fee	

Please indicate whether this is a Private or Practice account

Private			
Practice		Practice Ref No	

A mandate should be completed for each member.

Instruction to your Bank or Building Society

Please pay The Royal College of Veterinary Surgeons Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with The Royal College of Veterinary Surgeons and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)

Date

This Guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change The Royal College of Veterinary Surgeons will notify you at least five working days in advance of your account being debited or as otherwise agreed.
- If an error is made by The Royal College of Veterinary Surgeons or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

