

<b>CHECK LIST FOR COMPLETING YOUR REGISTRATION FORM</b>
---

**Please ensure you complete all sections of the form as failure to do so will lead to your application being returned to you and delay your registration.**

**I have:**

- Fully completed **all** sections of the form
- Completed the CPD declaration   
(and attached a 1 page A4 action plan if necessary ensuring name and registration number are clearly stated)
- Read, completed & **signed** the Declaration

**I have enclosed the following:**

- Cheque for £695 (please write your name and registration number on the back and attach securely to your form with a paperclip)   
  
**or** notification of reference number (this should be your surname, initials and registration number) and date of BACS transfer payment for £695
- 2 x passport photographs (please attach securely to your form with a staple)

**NOTES:**

ID cards will be sent by recorded delivery and will need to be signed for upon receipt. If you are not at home to sign for your card Royal Mail should leave a collection card through your door. Please collect your ID card within the time limit given on the Royal Mail collection card, otherwise it will be returned to the HAC, causing additional delays and additional administrative overheads.

Please ensure that you pay the correct postage amount for the size of envelope that you choose to use to return your form in, as the HAC will not pay for insufficient postage.

It is the responsibility of the registrant to ensure all documentation and payments are received by 1<sup>st</sup> April 2008 at the HAC.