

TWELVE ESSENTIALS OF PRACTITIONER REGISTRATION

1. **Knowledge, understanding and application:** For every standard, knowledge, understanding and application must be demonstrated (p7).
2. **Evidence of knowledge:** The level of knowledge required is broadly equivalent to first degree, but need not be acquired through formal study (p7).
3. **Level of practice:** The evidence should demonstrate that the practitioner works autonomously and makes judgements in a managed context (p6); their role must be clear. The evidence need not be complex and the practitioner need not *lead* service delivery.
4. **Commentaries:** The commentary should make clear what and how evidence relates to each standard, describe the practitioner's own role, and demonstrate reflective practice (p8).
5. **Three or more commentaries:** The completed portfolio must include at least 3 discrete pieces of work, each described by a commentary (p8).
6. **Completion of assessment log:** List evidence, with titles and dates, in the assessment log column "applicant evidence" (p8); only evidence entered against standard on the log is assessed.
7. **Currency of evidence:** At least half numerically of the items of evidence submitted should be from within 5 years of the date of application for registration to the UKPHR; the 50% rule (p9).
8. **Amount/relevance of evidence:** The minimum amount of relevant evidence for each standard should be used (p8); signpost clearly.
9. **Clarification:** The assessor believes the practitioner has or could provide evidence to meet the standard, but requires more detail e.g.

course content or role of practitioner; use same work i.e. same commentary (p10).

10. **Resubmission:** The assessor considers the evidence is inadequate to meet the standard and new evidence is required; use different work i.e. different commentary (p10).
11. **Assessor comments:** The reasons for decisions must be clear (p13); avoid coaching, state the problem, not the solution.
12. **Communication:** this should be via the assessment log (p14); a submission timeline should be agreed and delays notified by email or messaging on e-portfolio (p14).

The page numbers refer to the applicant section of the [UKPHR Guidance for Applicants, Assessors and Verifiers](#), which contains information on all aspects of the registration process. Further information is also available in the [Supporting Information](#) document.

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