**Renewal Form for registration as a**

**Registered Science Technician | Registered Scientist | Chartered Scientist**

**PLEASE READ GUIDANCE NOTES FOR APPLICANTS AT THE BOTTOM OF THIS FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Family name**  |  | **Title**  |  |
| **Forename(s)** |  | **Date of birth** |  |
|  |
| **My IST membership number is:**  |  |
| **Level of Registration that I am requesting renewal:** |  |
|  |
| **Address for correspondence** | **Telephone** |  |
|  | **Mobile** |  |
| **Email** |  |
|  |
| **REGISTRANT APPLICANT’S UNDERTAKINGS AND AGREEMENT** |
| 1. I wish to renew my registration at the level identified above. I agree to abide by the Code of Professional Conduct issued by the Institute of Science & Technology, and I accept that any breaches of the rules or the Code of Professional Conduct will be dealt with under disciplinary procedures.
2. I declare that I believe I am actively working at the correct level in my current role to meet the competencies for the level identified above and that I undertake CPD activities in line with what is required for at the level of registration identified above.
3. As a registered CSci / RSci / RSciTech your data (including any sensitive personal data) is shared with the Science Council. The type of sensitive personal data that may be shared with and processed by the Science Council includes data about you relating to the commission or alleged commission of any offence, information about any proceedings relating to any offence committed or allegedly committed and the disposal or sentencing of any court in such proceedings. The Science Council will hold this data on a database for the purpose of maintaining an accurate, trustworthy and accessible public register of Science Council registrants and for the administration of registrant licences. The Science Council will hold your registrant data on a database. The following information is searchable by the public, on the Science Council website https://sciencecouncil.org.
* First Name - Licenced Body
* Surname - Register
1. I consent to any information in my documentation including any sensitive personal data being shared with and processed by the Science Council.
2. **I agree / do not agree\* to the science council publishing my name and registered status on their website. *\*delete as appropriate***
 |
| **Signature** |  | **Date** |  |

**GUIDANCE NOTES**

**HOW TO PAY – Your registration renewal and IST membership renewal both fall due on the anniversary of your registration**

*NB: the registration renewal fee is in addition to your IST membership fee and includes a levy paid to the Science Council on your behalf.*

**Payment by credit/debit card:**

Facilities for card and Paypal payments are available online at [istonline.org.uk](http://www.istonline.org.uk)

**Payment by Bank Transfer:**

Payment can be made into:-

Account Name: Institute of Science & Technology
Sort Code: 09-01-50

Account No: 06825257

Bank Name: Santander Bank

**Payment by your employer:**

Please notify registrations@istonline.org.uk of the contact details of the person responsible for payment of your registration fee, and provide any necessary purchase order details.

**RENEWAL CHECKLIST**

So that your application may be quickly processed, please ensure that you have completed all of the following:

* Renewal form - completed and signed
* PPD report attached
* Payment enclosed / completed / details supplied

Please ensure that you read the guidelines associated with the PPD form that you meet the requirements described in the guidelines.

We must receive the renewal form and your completed PPD form by your renewal date, or you will be removed from the register, as per the Science Council regulations. Please contact registrations@istonline.org.uk if you wish to defer or are on an extended career break.

**PLEASE SEND YOUR COMPLETED DOCUMENTS AND ANY COMMENTS / QUERIES ABOUT YOUR RENEWAL TO:**  registrations@istonline.org.uk or +44(0)114 553 1401

**GUIDANCE NOTES ON DEFERRALS**

**Guidance notes for deferral of submission of re-validation evidence (i.e. PPD report) to support annual renewal on the CSci, RSci and RSciTech Registers**

**Payment**

You will still need to pay for renewal via the methods above.

**Deferral form**

You should fill in all parts of the deferral of PPD submission form.

We should receive the completed form by your renewal date, or you risk being removed from the register. You must provide clear information as to why you wish to defer submission of your PPD report, including whether you are taking an extended career break and for what reason.

**Deferral Information**

The IST may use its discretion to allow members up to 3 months, beyond their renewal date, to demonstrate that they comply with the CSci, RSci or RSciTech standards, provided that the member has requested an extension of the submission date. The responsibility for ensuring submission of a delayed Professional and Personal Development (PPD) report, once the extension expires, rests with the registrant.

Members on an extended career break (or in exceptional circumstances e.g. maternity leave, long-term illness etc.) may request a longer period for their deferral and may not be required to revalidate registration for up to a maximum of three years, providing they continue to pay the registration and Licensed Body membership renewal fees annually. In such cases, the requirement for submission of evidence of Professional and Personal Development may be waived.

Deferral requests relate to PPD submissions only, the necessary renewal form and payment must be sent by the annual anniversary of your award.