

Guidelines for MySociety application of the register

1. Applications are made through MySociety. Check all sections are complete and correct and submit the application. Ensure payment is made in **MyOrders** if paying individually
2. Submitting the application, on submission:
 - A) An automatic confirmation email is sent to say the application is received
 - B) An automated Referee request is send to two referees (if 2 are included on form).
3. Application deadline is 1st Jan, Apr, July, October - all applications should be submitted by then
4. Applications are sent to assessors the following week (to allow 1 week grace for any references to be returned).
5. Primary assessors receive application by auto email. Primary assessor has 4 weeks to complete application review using shared review template.
6. Primary assessor sends application to secondary assessor with their review form, they have 2 weeks to review
7. Secondary assessor send completed review with primary and secondary assessor comments to RSB.
8. Teleconference organised by RSB. At the meeting all primary and secondary assessors are expected to discuss and confirm their verdicts.
9. Chair Panel Note provided on all outcomes agreed.
10. Successful applicants are put on register
11. Non successful applicants have feedback given individually on what they need to do to get on the register based on assessor comments
 - A) Resubmission of evidence – Applicant is advised to resubmit they return this to RSB who will send to previous assessors to action
12. Successful registrants receive automatic welcome confirmation email of being put on register, they are auto enrolled in CPD

Check list for applying:

Common Pitfalls

1. Applying without submitting the application – RSB cannot process until application is clicked through to submitted. You will receive confirmation email if successfully submitting
2. Check junk mail. Ensure all information given is correct in MyDetails and check your junk mail as system emails occasionally go in here
3. Payment – applications can't be registered without payment – ensure that payment is made (see 1). If organisation is being invoiced, payment can be ignored.
4. Referees - RSB requires at least one reference to process an application this can cause delay if not received by the referee. Ask referees to check inbox for requests.