



GCRB

Genetic Counsellor
Registration Board

Maternity leave guide to maintaining registration

Fees

- Fees are to be paid annually **by** the 1st of May. It is the responsibility of the Registered Genetic Counsellor to pay their fees on time. Please consider setting up a direct debit payment for your annual fees.

Payment of £100 should be made electronically to the GCRB TSB Account:			
Account Number:	76510260	Sort Code:	87-70-27
IBAN:	GB71TSBS87702776510260	BIC:	TSBSGB21123
Please ensure that you enter a REFERENCE for the payment such as " GCRB Annual Fee " and your " Name ".			

- If fees are not paid on time your registration status will change to Lapsed on the public register and your manager will be informed of this change by letter.

CPD

- Renewal of registration requires a minimum of 150 hours CPD, with at least half acquired externally (75 hours). The GCRB appreciate that it might not be possible to get 30 hours CPD during a maternity leave so the hours can be spread out over the 5 years.

Renewals

- Renewal of registration is required every 5 years. It must be submitted by the 1st of May. Renewal paperwork can be submitted early. It is the responsibility of the Registered Genetic Counsellor to submit their renewal paperwork on time, including ensuring that the references have been submitted. It is a good idea to speak to your referees before you go on maternity leave and give them the forms in advance.
- If you aren't sure when you are due to renew check the GCRB register.
- If renewal paperwork is not received on time a financial penalty will be applied for late submission. Your registration status will change to Lapsed on the public register and your manager will be informed of this change by letter. Please refer to Fee Structure in the Maintenance of Registration document for further details.

Sign Off Mentor (SOM) training

- To be a SOM you need to have attended SOM training within 3 years of the submission date for the applicant you are supporting. The GCRB provides SOM training annually. The SOM training dates are on the GCRB website. The date of your last SOM training is on the Register. Please check these dates and plan to attend training before your maternity leave, if needed.

Email

- If you cannot access your work email whilst on maternity leave please contact the GCRB administrator to provide a different email address so you receive all GCRB correspondence while on maternity leave.