Clarification of procedure for 5-year review of National Registration Schemes by EFOMP

Introduction

The National Registration Scheme (NRS) approval is valid for 10 years with a review after 5 years. This document aims to clarify the review procedure for both NMOs and members of the Professional Matters Committee (PMC).

Background

Initially EFOMP had decided that a full re-evaluation was to be made every 5 years but it was realised that given the work load it was not tenable, so the approval time was set to 10 years.

Aim of review

The aim of this process is to be a light review in between the full re-evaluations. Therefore, it is limited to review the NRS scheme with regards to if any changes to the NRS scheme have been made in relation to the criteria set at the approval.

During the review procedure the PMC will also check to see if any of the recommendations to the National Member Organization (NMO), given at the initial NRS approval, have been taken into consideration.

Procedure for review of National Registration Schemes

The procedure for review of a national registration scheme by EFOMP follows the general approval procedure with five steps with some adjustments.

First the relevant NMO is invited to send in a request for review by the PMC chair (with Secretary General (SG), President copied).

1. The procedure starts when a completed request for reviews is sent to the chair of the EFOMP Professional Matters Committee with documents describing any changes made to the NRS Scheme and any actions taken with regards to recommendations made in the initial approval. The application is to be signed by the president of the submitting NMO. The documents describing the NRS do not have to be in English. If not, then each document should be accompanied by a summary in English. It is also recommended that all criteria have an explanation in English. This can be provided in a separated document prepared by the NMO to complement the review application.

2. The PMC Chair & Secretary checks that the documentation is complete, and that the request is signed by the President of the NMO. Accepted documentation is distributed among the PMC members for evaluation and judgement. A review period of 4 weeks is usually allowed for PMC members.

3. PMC members do evaluation based on the criteria and recommendations in the original approval. When all criteria are met the PMC member recommends continued approval of the submitted NRS. When there are situations when some of the criteria are not met, final decision of approval or rescinded approval will be made by the PMC chair based on the majority opinion of the PMC members. The degree of fulfilment of the criteria will be judged by the EFOMP PMC members, taking in consideration the

additional information concerning implementation of these criteria regarding the registration scheme, as provided by the applicant.

PMC members are not to judge the application of their own NMO. In the case of the chair's NMO, his/her duties are taken over by the vice-chair or past chair.

4. PMC members report their findings within 4 weeks and give their final judgement (continued approval or rescinded approval) to the PMC chair. The PMC chair assembles all reports and writes a summary. If the final judgement from the PMC members is to rescind approval, the PMC chair contacts the NMO President to discuss further steps and provide recommendations for improvement.

5. The PMC Chair informs the NMO president about its decision with EFOMP SG and EFOMP President copied. The review has a validation time of 5 years after which the NMO has to apply for full renewal of the approval.

   Since the NRS is already approved by the EFOMP governing committee and we are just doing a review or check to make sure nothing significant has changed the PMC Chair only need to inform the EFOMP governing committee if the PMC feels that the NRS approval should be rescinded from the NMO. The chair of the PMC will update the EFOMP governing committee at meetings of the outcomes of the reviews. Communications between the NMO should be between the PMC chair and the NMO with the SG, President copied.