



## How to renew your Registered Practitioner award

To renew your Registered Practitioner award, you will need to follow the steps set out below. Please note you can complete your CPD, Case Study and Supervision Record in any order but you **MUST ONLY** submit your renewal application once all 3 of these have been completed.

**STEP 1:** Login to your account: [Login to My Account](#)

Your username is your email, if you've forgotten your password, you can request a new one here: [Request new password](#)

**STEP 2:** On the right hand side of your screen you will see the Registered/Accredited Practitioner menu:

For your renewal, you will need the links highlighted in red.

The forms can be completed in any order

- 1.) Click on one of the links
- 2.) Complete the form
- 3.) Return to ['My Account'](#)
- 4.) Click the next link
- 5.) Complete the form
- 6.) Return to ['My Account'](#)
- 7.) Click the next link
- 8.) Complete the form
- 9.) Return to ['My Account'](#)

### Registered / Accredited Practitioner menu

- [Edit My Practitioner Profile](#)
- [Create a Practitioner Case Study](#)
- [My Case Studies Log](#)
- [Create CPD and reflective practice record](#)
- [My CPD Log](#)
- [Create Supervision Record](#)
- [My Supervision Log](#)
- [Registered Practitioner - Renewal Form](#)

**STEP 3:** Finally, you will need to submit your renewal form.

This form triggers your renewal assessment and invoicing so it's essential that you submit this once you've completed all the forms in STEP 2

After each form submission you will receive confirmation that the form has been submitted successfully.

Once we've received your renewal form, we will email you to let you know it has been received and whether there is further information required.

If you have any problems with any of the forms, please let us know by emailing us at [enquiries@restorativejustice.org.uk](mailto:enquiries@restorativejustice.org.uk)

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