

1. RJC membership

- a. To apply for Registered Practitioner status and, if awarded registered status, to be included on our Practice Registers, you must hold a current [**RJC Individual membership**](#).
- b. To be a constitutional member (also known as 'formal membership') of the RJC the individual must agree:
 - To our vision of a society where high-quality restorative practice is available to all
 - That in the event that the RJC is dissolved with outstanding debts/liabilities, including the expenses of winding up the organisation, to contribute up to £5 towards those debts/liabilities
- c. Only RJC constitutional members may vote at the RJC Annual General Meeting. For more information on the constitutional rights of RJC members please see the RJC's 'Articles of Association' at <http://www.rjc.org.uk/constitution>
- d. Practitioners may waive their constitutional membership and voting rights and still receive RJC membership services. Practitioners who have waived constitutional membership are included in the term 'RJC members' for the purposes of these terms and conditions.
- e. The RJC reserves the right to withdraw membership services once the renewal date has passed.
- f. A member will cease to be an RJC member:
 - When 6 months have passed since the renewal date and no payment of due membership fees has been received
 - When the member resigns its membership of the RJC (excluding the right to waive formal membership)
 - By resolution of the RJC Board of Trustees in accordance with the RJC's [**Articles of Association**](#)
- g. The RJC reserves the right to temporarily suspend membership for any breach of our:

- [Individual membership terms and conditions](#)
- [Practitioner Code of Practice](#)

h. Membership can also be suspended if the individual acts in a way which brings the reputation of the RJC or wider restorative sector into disrepute.

2. Applicant Responsibilities

By applying for the Practitioner Registration, you agree to:

- a. Pay the initial assessment fee within 30 days of receiving the RJC invoice.
- b. Ensure that the documentary evidence and signed code of practice are submitted no later than three months after submitting your application.
- c. Ensure that the professional discussion meetings take place no later than two months after the submission of the documentary evidence.
- d. Provide access to relevant documentation for the purpose of assessment.
- e. Comply with the RJC written guidance, documents, or rules relating to the achievement and maintenance of Registered Practitioner Status.
- f. Maintain your individual membership of the RJC for the duration of your registration period.
- g. Notify the RJC immediately in writing of any changes which affects your eligibility for or maintenance of your Registered status.
- h. Provide access to all relevant data requested by the RJC.
- i. Allow the RJC to store your application data.

3. Payment and Refund of Registration Fees

- a. By applying for Registered Practitioner Status, you agree that the Initial assessment fee (plus VAT) will be paid on receipt of the RJC invoice, and not later than 30 days after the invoice date.
- b. You agree that on expiry of 3 months from the date of receipt of the RJC invoice, if payment has not been received, your registration application will expire, and a new application will need to be submitted.
- c. If the Registered Practitioner application is unsuccessful the initial assessment fee will still be retained by the RJC.

d. If you wish to withdraw from the Registered Practitioner assessment process, you may be entitled to a refund of part of the application fee. The percentage that may be refunded will depend on when the refund request is received. The maximum amount that may be refunded is set out in Table 1 below:

Table 1

Refund request received	% of fee refunded
Within seven days of initial application	80%
Prior to the submission of your portfolio or 3 months (whichever is sooner)	50%
After submission of your portfolio	0%

e. The figures provided in Table 1 above indicate the maximum amount that will be refunded. Where costs have been incurred by the RJC which cannot be recovered – for example where non-refundable travel and accommodation has been booked or to cover work which has commenced on your application – then the RJC retains the right to refund a smaller percentage if the indicated % of fee refunded would not cover these costs.

4. Registered Practitioner Logo

- a. The Registered Practitioner logo is the property of the RJC. It can only be used by individuals holding Registered Status.
- b. In applying for Registered Status, you agree that in respect of the associated logo it will not be adapted in any way other than to resize it proportionally and will ensure that it is always legible.
- c. If Registered status is withdrawn, you agree to:
 - Stop using the relevant Registered status logo with immediate effect
 - Remove the Registered Practitioner logo from any organisational materials, websites and/or email signatures

Full terms and conditions for the use of our logos will be provided upon successful completion of the registration process.

5. Withdrawal of Registered Status

- a. The RJC reserves the right to withdraw Registered Status if, in the reasonable opinion of the RJC, during the period of holding this status you:
 - Fail to meet RJC standards
 - Stop practicing
 - Fail to renew your Registered status within one month of the expiry date.
 - Fail to renew your RJC individual membership within one month of the expiry date
 - Does (or omits to do) any act that could result in the weakening or damaging of the reputation of, or goodwill associated with, the Registration Frameworks or the RJC
 - Acts in a way which brings the reputation of the RJC or wider restorative sector into disrepute

6. Renewal

- a. Registered Practitioner status expires 12 months after it is awarded. You will be notified of the requirement to renew your Registered Status 6 weeks before it expires.
- b. Should you wish to renew your Registered Status, you or your organisation agree to pay the annual Practitioner renewal fee of £130 plus VAT within 30 days of receipt of the RJC renewal invoice.
- c. If you do not renew and then wish to achieve Registered status at a later date you will need to re-apply, paying the full application fee again.
- d. Submission of the registration renewal form confirms your acceptance with these Terms and Conditions for the renewed registration period.

7. Quality Assurance

You agree to:

- a. comply with the RJC quality assurance processes. Registered Practitioners are required to agree to provide the RJC with an annual CPD record, annual supervision record, an

updated case study and any other information required to demonstrate they continue to meet the Registered Practitioner Framework requirements.

- b. advise the RJC of any changes that may impact on your ability to meet the requirements of the Registered Practitioner framework.

Continued failure to comply with RJC quality assurance processes may result in your Registered Status being withdrawn.

8. Variation

- a. At its discretion, the RJC may at any time alter, amend, change, modify or withdraw any of these terms and conditions.
- b. You will be notified of any variation in writing. Continuation of the assessment process, or failure to notify the RJC that you do not agree to the variation of terms within one month of notification, shall be deemed as acceptance of the variation.

9. Privacy Policy

- a. The RJC and registration assessors will process (non-sensitive) personal data for example, the names of organisational contacts, their job title, employer, direct phone line, email address. All such personal data will be processed in accordance with the General Data Protection Regulation 2018.
- b. As part of the assessment process, it will be necessary for our assessors to have access to sensitive personal data. For the purposes of the General Data Protection Regulation 2018, the RJC and assessors will not process any such sensitive personal data.
- c. As part of the assessment process, assessors will be required to look at confidential information about your practice. The RJC and assessors will treat your application in the strictest confidence.
- d. The RJC will not supply data to any third party for any purpose without your prior consent.

10. Governing law

- a. These terms and conditions shall be interpreted in accordance with English law and all disputes shall be subject to the exclusive jurisdiction of the courts of England and Wales.