

## Revalidation quick reference guide

1.	<b>Register with NMC Online</b>	Create an account (you'll need one to submit your application for revalidation). Also, if you don't know when your registration is next due, you can find out here
2.	<b>Create a portfolio</b>	It's a good idea to keep all the information to support of your revalidation application in one, easy-to-find place. But be sure you do not record any information that will identify patients, service users, colleagues or other individuals
3	<b>Ensure you have worked the minimum practice hours</b>	That's 450 if you are a nurse, or 900 if both a nurse and midwife
4	<b>Ensure your CPD is up to date</b>	You need 35 hours, including at least 20 as 'participatory learning'
5	<b>Collect practice-related feedback</b>	Collect at least five pieces of feedback from patients, service users, carers, or colleagues
6	<b>Write five reflective accounts</b>	On your practice-related feedback, and/or the NMC Code, and/or your CPD
7	<b>Have a reflective discussion</b>	Discuss your reflective accounts with another NMC registrant
8	<b>Provide a health and character declaration</b>	This will be part of the revalidation application
9	<b>Declare you have a professional indemnity arrangement in place</b>	This could be through your employer, professional body or through a private insurance arrangement
10	<b>Seek confirmation from an appropriate person that you have met the requirements of revalidation</b>	This could be your line manager and does not have to be an NMC registrant. If you do not have a line manager try to find someone who is a NMC registrant
11	<b>Complete the revalidation form</b>	When contacted by the NMC
12	<b>Pay the fee!</b>	