

PA option for non members

Step 1: Applicants should select a PA with whom they wish to register, taking care to select a PA which is able to verify registration for each of the relevant disciplines. You should then email the PA to ask for a Request to Register Form for non PA Members.

Step 2: On receipt of the Request to Register Form, applicants should complete and return the form together with copies of qualifications, a completed Character Reference Form and a cheque for £15 for verification, made payable to the PA.

Step 3: On receipt of the completed Request to Register Form, the PA will check whether it is able to verify that you meet the CNHC's criteria for registration. If it is able to verify your application, it will then send confirmation to CNHC with your name, email address (if available), gender, date of birth and information on which discipline you can be registered for.

Step 4: You will then receive an email from the CNHC giving you a user name and password, confirming that your application has been verified and inviting you to complete the registration process on the CNHC's website.

If you do not have an email address, CNHC will send you an application form by post for completion and return to CNHC together with payment of the registration fee, plus an additional £10 administration charge to cover the costs of entering information on to the register on your behalf.

If you do not have a permanent email address, you can use a temporary email address and then, when you have completed the registration process, complete and return the attached [form](#). We will then cancel the email address and any further contact from CNHC will be by post or telephone.

Step 5: You should log on to the CNHC website and change your password to one that is memorable to you. You will then be directed to fill in information on your contact details and other information. Some of this information (your name, town, postcode, telephone number and discipline for which you have been registered) will be available to those searching the CNHC website.

If you do not have an email address, CNHC will enter this information on your behalf from your application form.

Step 6: You will be asked to pay a registration fee of £45 (or £30 if you are applying within six months of the register opening to your discipline - in which case you will be eligible for the 'Early Bird' discount). CNHC uses the Protx system for debit and credit card payments which is a secure system for dealing with payments.

If you do not have an email address, you will be asked to return your registration payment with the completed application form.

Step 7: You will be sent an electronic copy of your registration certificate. If you wish to be sent a hard copy of the certificate, please contact info@cnhc.org.uk with your name and registration number.

If you do not have an email address you will be sent a copy of your registration certificate by post.

Registering for additional disciplines:

You will need to go through the same process again if you wish to register for additional disciplines and the register is not open to those disciplines at the time of your original application. This will incur a further £15 verification fee, in addition to any registration fee which is payable. There is an additional charge of £10 registration fee per discipline for adding one, two or three additional disciplines. There is no charge for adding a further discipline.