



NATIONAL BACK EXCHANGE

APPLICATION FOR REGISTERED MEMBERSHIP

Name (block capitals please) ¹ _____

NBE membership no. ² _____

Professional registration/PIN number³ _____

In order to apply for registered membership of National Back Exchange, you should:

- Read the notes overleaf carefully **before** completing this form.*
- Mark the relevant boxes below with an **X**. You should mark only **five**.⁴
- If applicable complete the evidence sheet for the APLE route of entry.⁵
- Sign and date the declaration below
- Send this form⁶ with the appropriate fee⁷ to:
National Back Exchange, Linden Barns, Greens Norton Road, Towcester, Northants. NN12 8AW.

Mark X in appropriate column

	Criteria	Direct entry	APLE Route of entry
1	Current membership of National Back Exchange (number above)		
2	Undertaken at least five days (thirty hours) of learning activity relevant to personal practice within the last three years ⁸		
3a	Have a recognised relevant professional qualification and registration to practice ⁸		OR
3b	Have APLE evidence to equate to a registered health care professional.		
4a	Have successfully completed an IPC based postgraduate or equivalent course leading to an accredited award from a professional body or academic institution ¹²	OR	
4b	Have evidence that will equate to an IPC based postgraduate or equivalent course.		
5a	Have delivered training programmes in manual handling for the last two years in a healthcare/social care setting, that encourages client independence, reduction of risk of injury to staff and client, problem-solving skills and teamwork, etc. ⁸	OR	
5b	Have evidence of close involvement for the last two years in structured schemes, designed to reduce work-related musculoskeletal injury ⁸		

Evidence sheet for APLE Route of Entry

(A) APLE Evidence to equate to an IPC based Postgraduate / Equivalent Qualification

Six of the nine criteria must be met. In addition, Criteria 10 is a core criteria required for all applications

Criteria	Evidence Provided Please ensure all evidence is numbered Please provide copies of certificates, as these will not be returned.	5 days (30 hours) of study needed for each module equating to post-grad course in Backcare (√)
1	Behavioural Sciences	
2	Biological Sciences	
3	Biomechanics and Ergonomics	
4	Health Policy and Practice issues	
5	Legal and Professional Responsibilities	
6	Management of change	
7	Principles of Health Promotion and Education	
8	Principles of Research and Evaluation	
9	Risk Management	
10	Core Criteria Practical Manual Handling	

(B) APLE Evidence to Equate to a Registered Health Care Professional

Criteria		Evidence Provided
1	Registered Health Care Professional	

Declaration⁸

I declare the above information to be a true and accurate statement of my current practice and continued professional development (CPD) status. I have read and understand the responsibilities⁹ required of me as a registered member for the next three years. *See notes below*

If successful in my application, I agree for my name to be publicised on the National Back Exchange website.

Signed ¹¹

Date

** Failure to complete this form fully or correctly may delay your application*

NOTES-PLEASE READ CAREFULLY BEFORE COMPLETING FORM OVERLEAF

1. Please enter your **full name, printed clearly**
2. A current National Back Exchange membership number is required.
3. Professional or PIN number as issued by NMC, CSP, etc. if applicable.
4. Please mark **either** 5a **or** 5b, even if you consider that both apply.
5. For guidance, refer to the NBE Document, "Procedure for becoming a Registered Member through the Accreditation of Prior Learning and Experience route of entry", available on the NBE Website.
6. This form must be submitted in original hard copy only. Photocopies or e-copies will not be accepted. *See also point 11.*
7. The present administrative fee for entry and retention on the register has been calculated at **£50 per annum**. This is in addition to a standard annual membership fee, making the total for registered members **£95 per annum**.
8. As with all CPD structure, all forms are subject to audit. This is presently set at 10%. You may therefore be asked to provide evidence in these categories.
9. Members should read all notes before signing this declaration.
10. The responsibilities of registered members are defined as follows:
 - a. Maintain National Back Exchange membership, including an administrative fee for admission and retention on the register
 - b. Adhere to the National Back Exchange constitution

- c. Agree to abide by the Code of Practice and Disciplinary & Grievance and Complaints Procedures of National Back Exchange and any other agreements made pursuant thereto.
 - d. Establish and maintain a continuing professional development (CPD) file relevant to manual handling practice
 - e. Be prepared to participate in the review panel process to investigate alternative qualifications/experience of applicants through the “skills and knowledge framework” entry route to registration
 - f. Be prepared to act as a mentor to other members working towards registration
11. Members should be aware that e-signatures are not acceptable.
 12. For details of these courses, please see the guidance offered in the registration pack or seek further advice.

You will be asked to resubmit this application every three years.

If you have any queries regarding this form, please contact your Regional Officer or the Membership Secretary in the first instance for advice and assistance.

Have you remembered to enclose:

Checklist	Tick
Application Form	
Cheque / Postal Order	
Evidence Sheet	
Documentary Evidence	