

Guidance Notes

STUDENT RESTORATION Application Form

To restore to the General Optical Council student register you need to do the following things:

1. Submit the electronic form:
https://www.optical.org/en/Registration/Restoring_to_the_registers/students.cfm
2. Submit by email or post to us the Student Restoration Identification Form found on the webpage above.
3. Pay the invoice we issue for your restoration fee.

If you have any questions

Email	registration@optical.org
Write to	10 Old Bailey, London EC4M 7NG
Telephone	+44(0)20 7580 3898, option 1 Mon to Thurs 09.00-17.00, Fri 09.00-16.45
Website	www.optical.org

Section 1 – Contact details

Your full name, home town and practice address (if provided) will appear on the public register and may be available to third parties.

We need you to provide an email address as this is how you will receive confirmation of your registration and other important communications from us. This is also how you will log into the MyGOC area of the website.

On occasion we must send out communication by post. You must select whether your home or practice address will be our registered address for correspondence with you. It should be a reliable address so that important communications can reach you without delay.

You must notify us of any changes to your address by using the MyGOC area on our website or in writing to registration@optical.org. You should also notify us of any change of name as soon as possible. You can do this by enclosing a certified photocopy of the change of name deed or marriage certificate.

If you are entering a vocational period of training (the pre-registration placement) you must tell us when you start the placement or if your circumstances change. You must provide details of all practice addresses where you will be obtaining supervised practical experience. If you need more space, please email registration@optical.org with the details.

The name you provide should be the name you are intending to use with your education provider. If it is different from the identification document you provide we may ask for further documentation.

Section 2 – Educational establishment where you are undertaking optical training

Please select the relevant education establishment and enter the month and year of when you re-joined your optical training.

If your educational establishment is not listed please complete the 'other' option.

Please also complete information about when you stopped training. If you have not stopped training enter the current month and year.

Section 3 – Removal from the register

You should provide a full account of the circumstances which led to your removal from the register and an explanation of why you now wish to restore to the register. You must tick one of the boxes; if you have ticked yes, you must complete a separate form available where you should provide a summary of the activities you have been undertaking whilst unregistered:

https://www.optical.org/en/Registration/Restoring_to_the_registers/unregistered-activities-form.cfm

Provide details of any (i) assessments and examinations that you have sat and identify any relevant dates and training establishments where these were taken and (ii) any training or regulated work you have undertaken whilst unregistered.

Please also provide the name and GOC number of any person who supervised your training during this time. You should indicate whether or not you have stated or implied to a third party that you were registered with the GOC whilst you were unregistered.

Section 4 – Fitness to train

In this section you must declare any criminal matters, disciplinary matters and/or physical and mental health conditions.

Please ensure that you tick either the YES or NO box to indicate whether you wish to make any declarations about criminal and disciplinary matters and/or physical and mental health. If you tick YES you must provide details in the boxes provided. Our website provides further guidance in the section headed 'Making declarations'.

www.optical.org/en/Registration/Making_declarations/index.cfm

Relevant UK bodies for the purposes of the section 'Disciplinary matters' are:

- General Optical Council
- General Chiropractic Council
- General Dental Council
- General Medical Council
- General Osteopathic Council

- Health and Care Professions Council
- Pharmaceutical Society of Northern Ireland
- Nursing and Midwifery Council
- General Pharmaceutical Council
- primary care organisations or health boards

How will the information in this section be used?

Data provided in this section will not be published on the register, will be kept securely and for no longer than necessary.

The registration team may contact you to request further details on your declaration. Failure to respond to an information request will delay your registration application.

This information may be passed to our Fitness to Practise team for investigation. False declarations or failure to make relevant declarations may also be passed to our Fitness to Practise team.

Section 5 – Declaration of information

Please read and tick the declarations and sign and date the form in the space provided.

Data Protection Statement

The information you provide to us, the GOC (as data controller), will be processed and used in line with our statutory purpose under the Opticians Act in order to maintain our Register and ensure our registrants are fit to practise. For more information regarding how we process your data please see our [privacy statement](#).

Why do we need this information?

The information we collect on this form is required in order for us to make relevant checks and enter your name on the Register.

What do we do with the information you provide?

Once received, the information is stored securely by our Registration team and your restoration application is processed. The information will be transferred to our electronic systems and kept for no longer than necessary for our purposes.

What information is published?

We have a duty to publish our Register in an accessible format. On request, we may provide our public register to other bodies.

The following information is published on our Register:

For Individuals:

Full name, GOC Number, Registration status, Gender, Registered as, Date of most recent registration, Registered specialties, Town (this is the town of the Contact Address, provided in Section 1), Qualifications, Fitness to practise decisions, Practice Addresses.

No other personal information will be published in a format where individuals may be identified. All information will be handled in line with the Data Protection Act 1998.