

Dear RTP Returner

Thank you for choosing the Test of Competence route to return to practice.

I would like to inform you that Health Education England (HEE) will be happy to reimburse you the costs of the Test of Competence route if you are self-funding. The funding includes the costs of the CBT as well. If you are supported by an employer to undertake this route HEE will reimburse the employer organisation as well.

However, if you have previously accessed a return to practice course, please could you kindly notify the national team prior to submitting your claim:

[returntopractice.wm@hee.nhs.uk](mailto:returntopractice.wm@hee.nhs.uk)

If you have received funding for a Return to Practice course through a Higher Education Institute (HEI) then HEE will be unable to fund a Test of Competence as well.

For HEE to provide reimbursement you must meet the following criteria. Please note only in exceptional circumstances would HEE consider funding a second attempt:

- Successful Test of Competence pass
- Reside in England
- Provide receipts from Pearson Vue/OSCE Test Centres for CBT and OSCE
- NMC re-registration details
- Provide a current DBS
- Evidence of a contract of employment (stating the contracted hours).

For HEE to provide reimbursement we require your personal details namely, full name, address, email address, contact number, NMC number and bank details. HEE processes your personal data for the purpose of reimbursement of your expense claim. HEE relies on the legal basis of public task to process your personal data electronically. Your personal data may be accessed by the third-party supplier of the expense system, Selenity, however, it will be accessed as per terms of the contract, i.e., for the purposes of hosting, back up, implementation and support. For further information on how to make a claim please see separate guidance notes: Self Registration and Making a Claim. If you need any help with this process, please contact the Expenses Admin Team: [HEENON@hee.nhs.uk](mailto:HEENON@hee.nhs.uk)

Please upload the above evidence to: <https://heenon.sel-expenses.com>

Please find below a link to the HEE Privacy Notice which explains how HEE will use and protect any information that you provide to us, as your details will be shared with the Return to Practice lead for your region.

<https://www.hee.nhs.uk/about/privacy-notice>

I wish you well in your continuing nursing and midwifery careers and hope you find your return to practice endeavours well worth the effort.

Kind regards

Jane

**Jane Smith: National Programme Delivery Manager for Return to Practice, Health Education England**

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