**\*\*Email sent to all trainers due to re-approve by 31.1.21\*\***

Dear Trainer,

Your re-approval as a trainer is due to expire on 31.1.21. This email is to advise you of impending changes to the GP re-approval system and what you need to do to maintain your re-approval, depending on your individual circumstances.

There have been significant changes over the past few months as a result of the Covid pandemic - this meant that we postponed re-approval for some of you and we had to cancel trainers seminars that some of you were booked to attend. As you will be aware from an earlier email, the trainers' seminars are currently paused whilst the course is being redeveloped to be delivered in a remote format. In addition to these changes, we are in the process of changing the platform that we use for managing approval and re-approval applications from the current web app to a system called PARE. The new process will separate the approval and re-approval of practices from trainers to avoid repetition of submission of information. The PARE system is still under development and we will be looking to introduce this later in the year for re-approvals due on 31st July 2021 and beyond.

There needs to be a transition point where we stop using the web app and start using PARE. To manage this, we need to review those re-approvals already on the web app that can be completed and any that cannot be completed by a certain time will need to be submitted onto PARE.

Please can you consider which of the following options applies to you and respond accordingly.

1. If you have started your re-approval application on the web app and can collate all the information to complete it by mid-October then please can you do this and submit your application for re-approval by **Monday 12th October 2020**. As we are separating out the practice approval, then we do not need you to complete everything on pages 2 and 3 of the web app - you will just need to confirm the 'yes/no' boxes and in each of the upload slots we will ask you to upload a completed and signed copy of the attached guidance notes defining the expectations for training. You will need to complete page 4 except for the PDP which is no longer required.
2. If you have not yet started your re-approval application on the web app **or**you have started the application but will not be able to collate all the information needed to submit before mid-October (for example if you have not yet attended a Trainers Seminar in this re-approval period) then we will extend your re-approval date to 31st July 2021 and ask you to register for your re-approval on PARE when the new system in live. **Please could you advise GP approvals if this is the case so that we can make the necessary arrangements regarding your re-approval date and remove your application from the web app**. If there is any information you wish to keep that you have uploaded onto the web app, then you will need to access the web app and download this prior to **Monday 12th October**.

Thank you for your co-operation with this and for your engagement with the re-approval process. We hope that the new system will make it more straightforward and relevant, as well as less time consuming for you as I know how busy being a trainer is. Thank you for your help in making the transition as smooth as possible.

Kind regards

Sarah

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