

## CET dispute application form

Please use this form to make an application where you believe that our CET records are not accurate. Refer to your MyCET account for what requirements you did not meet in the 2019-21 CET cycle.

<b>Name (as shown on GOC register)</b>	
<b>GOC registration number</b>	
<b>Contact telephone number</b>	
<b>Contact email address</b>	
<b>Date of application</b>	

Please complete a separate entry for each outstanding CET requirement. Where appropriate, please provide the C-reference.

<b>Outstanding CET requirement as indicated on your MyCET record</b>	<b>Have you completed CET that meets this requirement within the 2019-21 cycle? Please answer yes or no and explain reasons</b> e.g. the provider did not upload your points in time	<b>How should your existing record be amended to meet this requirement?</b> e.g. you wish to change acceptance of general points to specialist points or you wish to add further CET	<b>What evidence are you providing to support any changes to your record?</b> (Please enclose with this form.)

If there are more areas that you believe require amending, please add additional rows to the form.

**Declaration**

I confirm that the circumstances described and the supporting documentary evidence are genuine. I understand that if I am found to have given a false statement or misleading information, I will be in breach of the GOC's standards.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\*If you are returning this form by email, you can either paste in an electronic signature if you wish or write in 'returned via email'. You must send it from an email address that you have previously provided to our Registration department as your contact address.

Please send this application by email to [cet@optical.org](mailto:cet@optical.org), or by post to 10 Old Bailey, London EC4M 7NG. If you require assistance in completing this form, reasonable adjustments in making your application, or information in relation to your CET requirements, please contact our CET team on 020 7307 9488 or [cet@optical.org](mailto:cet@optical.org) or access your CET record on MyCET.

All responses will be sent by email to the address at the top of this form.

The GOC is a data controller registered with the Information Commissioner's Office. We make use of personal data to support our work as the regulator for the optical professions in the UK. We may process your personal data for purposes including updating the register, administering and maintaining registration, processing complaints and compiling statistics, in line with the Data Protection Act 2018.

The legal requirements are contained in the Opticians Act 1989 (as amended by the Opticians Act 1989 Amendment Order 2005) and the GOC (Continuing Education and Training) Rules 2005 (as amended by the Continuing Education and Training Rules Amendment Order 2012 and related legislation) hereinafter known as "the Act" and "the CET Rules" respectively. The Act can be found on our website at [www.optical.org/about\\_us/legislation/opticians\\_act.cfm](http://www.optical.org/about_us/legislation/opticians_act.cfm) and the CET Rules can be found at [www.optical.org/about\\_us/legislation/rules\\_and\\_regulations.cfm](http://www.optical.org/about_us/legislation/rules_and_regulations.cfm) Under Rule 24 of the CET Rules, the Registrar may remove or refuse to retain (a) the name of a registrant or (b) particulars of a registered specialty, if the registrant has failed to meet the CET requirements under the Rules.