



ARTP

Association for
Respiratory Technology
& Physiology

A Step by Step Guide to Recertification

All individuals on the Spirometry Register have previously been required to successfully submit a portfolio of evidence every three years to continue with their spirometry registration. As the National Register is being hosted by the Academy for Healthcare Science, ARTP has changed how individuals will keep their registration valid. In line with other healthcare registers, individuals on the Spirometry Register will be required to do the following to remain registered:

1. Complete an annual declaration of maintaining competency in their Spirometry certification level
2. Pay a £40 annual recertification fee
3. If chosen as part of the audit process*, submit a portfolio of evidence demonstrating quality assured spirometry in their certification level

**ARTP will annually randomly select 5% of the Spirometry register.*

This guide will show you how to complete your recertification and renew your spirometry certification.

Access to the recertification platform

1. You will receive an **email invitation** from spirometry-register@artp.org.uk inviting you renew your certificate.
Please ensure this email address is added to your safe senders list.
The **email will be entitled** – ‘artpspirometry Customer Portal – Invitation’
2. **Click on the link within your email invitation which says:**
‘Please click here to create your password and login to your portal’
3. **You will be redirected to a page asking you to create your password**
Enter a password of your choice, confirm the password again and click Create

Create Password

Password

Confirm Password

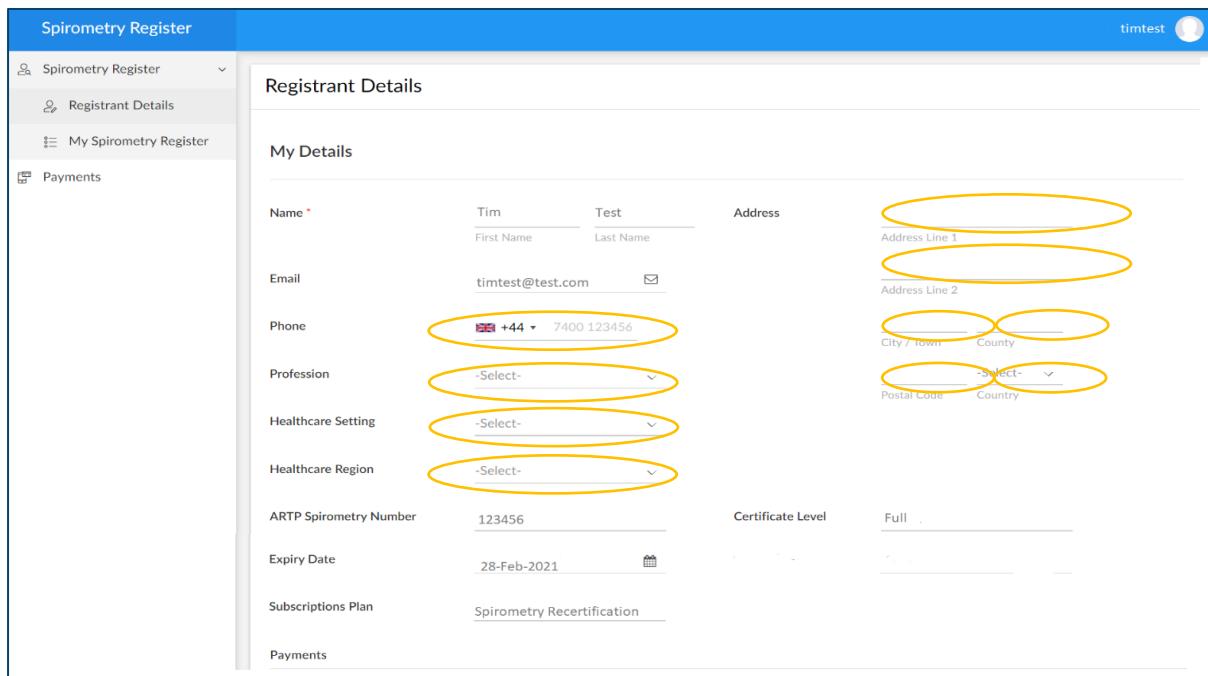
Create

Updating your details

- Once you are able to login, you will be redirected to the **Registrant Details page** where you will be required to **update your personal details**. Please take the time to ensure the information on the system is correct.
- Press on **Update** at the bottom of the screen

Items you can amend: Phone, Address, Profession, Healthcare Setting, Healthcare Region

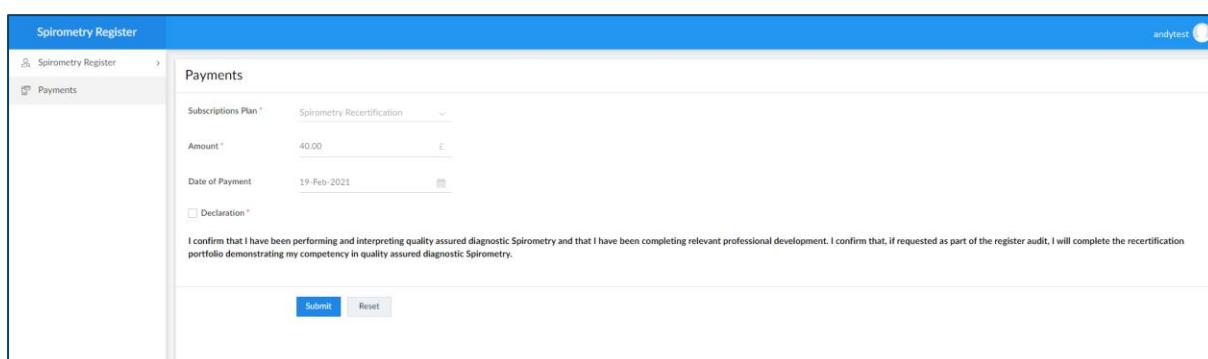
Items you cannot amend: Name, Email, Expiry Date, ARTP Spirometry Number, Certificate Level, Subscription Plan – please contact spirometry-register@artp.org.uk if these items need to be changed.



The screenshot shows the 'Registrant Details' page. The left sidebar has 'Spirometry Register' and 'Payments' selected. The main area is titled 'Registrant Details' and 'My Details'. It includes fields for Name (Name, First Name, Last Name), Email (timtest@test.com), Phone (+44 7400 123456), Profession (dropdown), Healthcare Setting (dropdown), Healthcare Region (dropdown), ARTP Spirometry Number (123456), Expiry Date (28-Feb-2021), Certificate Level (Full), and Subscriptions Plan (Spirometry Recertification). The 'Address' section (Address Line 1, Address Line 2, City/Town, County, Postal Code, Country) is circled in yellow.

Paying for your recertification

- Once you have clicked on Update, you will automatically be redirected to the **Payment and Declaration page**. If it is time for you to make a payment you will see the information for the payment and the amount to pay. Please read this information.
- Please read the Declaration and tick the box to accept.
- Click **Submit**



The screenshot shows the 'Payments' page. The left sidebar has 'Spirometry Register' and 'Payments' selected. The main area is titled 'Payments' and shows a Subscriptions Plan (Spirometry Recertification), an Amount (40.00), and a Date of Payment (19-Feb-2021). There is a declaration checkbox (I confirm that I have been performing and interpreting quality assured diagnostic Spirometry and that I have been completing relevant professional development. I confirm that, if requested as part of the register audit, I will complete the recertification portfolio demonstrating my competency in quality assured diagnostic Spirometry.) which is circled in yellow. Below the declaration is a 'Submit' button and a 'Reset' button.

4. After you click **Submit** will be redirected to the **Payment page**

Enter your credit/debit card details as directed, ensuring all the mandatory fields are complete and click Submit. We currently do not accept invoice as a payment method.

spirometry-register_Payments Successful

National Spirometry Register

£40.00

Account Information

First Name Last Name
Email* Company

Billing Address

United Kingdom
County* City/Town*
Street* Postcode*

Payment Information

Card Number
MM / YY CVV
Name on Card*

Card Address

Same As Billing Address

Submit

Powered by 3dcart Checkout

Once your payment has been made, your new certificate will be emailed to you and will be attached as a PDF file. The email will be from **spirometry-register@artp.org.uk** so please ensure you add this address to your safe senders list.

Congratulations your name will be added to the National Spirometry Register and you certificate will be renewed for another 12 months. The names are collated and added at the end of each calendar month.

**If you have any questions or need to update your information,
please email Spirometry Administration at Spirometry-register@artp.org.uk**