



Register a care service:

Copy an application

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For any applicant who has submitted an application to register a care service using our online application form, there is the ability to 'copy' the application. This means that if an applicant wishes to submit further applications, they do not have to enter all the required information into the form again.

To begin this process, applicants should log in to the online portal and select 'Register a care service and manage my applications'.

You will be presented with the Registrations page which will detail a list of applications previously submitted or that are in progress. When you have located the application that you would like to copy, select 'View application'.

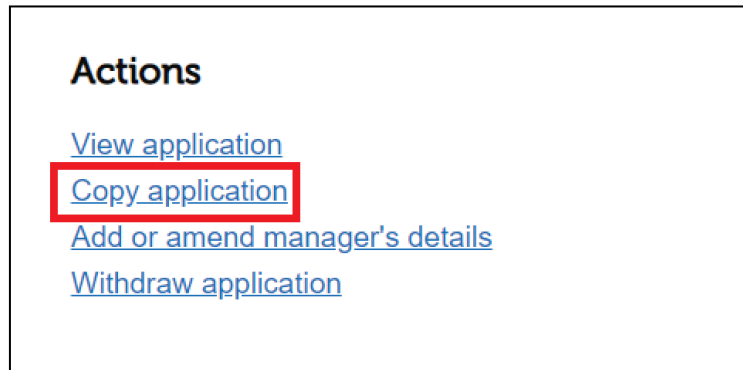
Please be aware the copy application function is only available where an application has been submitted under your account and is not showing as being 'In Progress'.

The screenshot shows the 'CI Digital Registration' portal. At the top left is the 'care inspectorate' logo. The title 'CI Digital Registration' is centered at the top. On the right, there are links for 'Your account' and 'Log off'. Below the title is a purple banner with the text 'BETA This is a new service – please email us your feedback to help us to improve it.' The main heading is 'Registrations'. Below this is a purple button that says 'Apply to register a new service'. Underneath is the section 'Your applications'. It shows 'Showing 3 of 3 record(s)' and a 'Show 25, 50' option. A table lists three applications with columns for 'Application number', 'Date started', 'Service name', 'Type', and 'Application status'. The 'Application status' column contains 'In Progress', 'In Progress', and 'Assessing'. To the right of each row is a 'View application' link, which is highlighted with a red box in the original image.

Application number	Date started	Service name	Type	Application status	
RA001881	10 November 2020	Example name		In Progress	View application
RA001880	09 November 2020	Example name		In Progress	View application
RA001472	28 September 2020	Example name		Assessing	View application

The next screen will include an actions menu.

You should select 'Copy application'



A new application will be created and will open automatically. This form will replicate the submitted information. This also includes any attachments. The new application will have its own case reference number.

You will be required to visit each page of the application. You should confirm the information before submitting the new application. Please note you will need to update the information in the application to ensure the details relate to the new care service being proposed. Failure to ensure the application is competent will require us to return the application to you and may result in delays in the registration process.

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Other languages and formats

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Tha am foillseachadh seo ri fhaighinn ann an cruthannan is cànan eile ma nithear iarrrtas.

অনুরোধসাপেক্ষে এই প্রকাশনাটি অন্য ফরম্যাট এবং অন্যান্য ভাষায় পাওয়া যায়।

یہ اشاعت درخواست کرنے پر دیگر شکلوں اور دیگر زبانوں میں فراہم کی جاسکتی ہے۔

ਬੇਨਤੀ 'ਤੇ ਇਹ ਪ੍ਰਕਾਸ਼ਨ ਹੋਰ ਰੂਪਾਂ ਅਤੇ ਹੋਰਨਾਂ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ।

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