How to complete a professional registration check in NHS Jobs user guide

This guide gives you instructions for how to complete a professional registration check in the NHS Jobs service.

You'll need to confirm if the applicant requires a professional registration check for their role.

A professional registration check is part of their pre-employment checks, subject to the role.

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the employer dashboard.

Delivered by the NHS Business Services Authority

Contents

Pre-employment checks

This page gives you instructions for how to access an applicant's pre-employment checks.

<mark>Important:</mark> You must have an applicant who has accepted a conditional job offer and completed their pre-employment checks.

To access an applicant's pre-employment checks, complete the following step:

1. Select the '[Pre-employment checks](#)' link.

Find the applicant

This page gives you instructions for how to find the applicant to start their pre-employment checks.

To find the applicant to start their pre-employment checks, complete the following steps:

1. Select the 'Applicant' link to view the applicant's details (optional).
2. Select the 'Job title' link to view the job details (optional).
3. Select the 'View checks or withdraw offer' link.
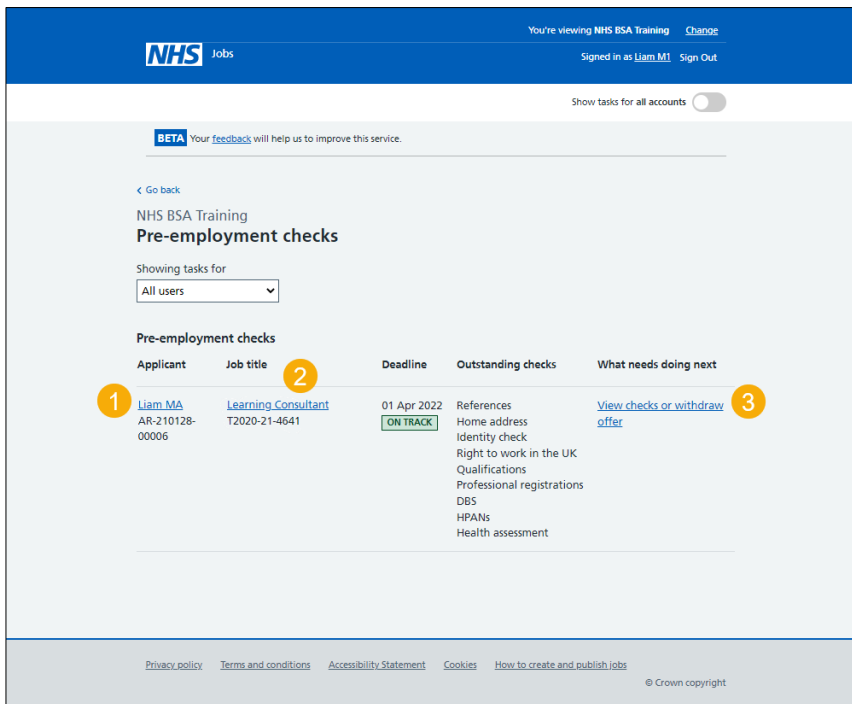
Start pre-employment checks

This page gives you instructions for how to start the applicant's pre-employment checks.

To start the applicant's pre-employment checks, complete the following steps:

1. Select an answer:
    - '[Check pre-employment checklist](#)'
      or
    - 'Withdraw offer'
2. Select the 'Continue' button.

If you withdraw the applicant's job offer, you have reached the end of this user guide.

Professional registrations

This page gives you instructions for how to start the applicant's professional registration check.

To start the applicant's professional registration check, complete the following step:

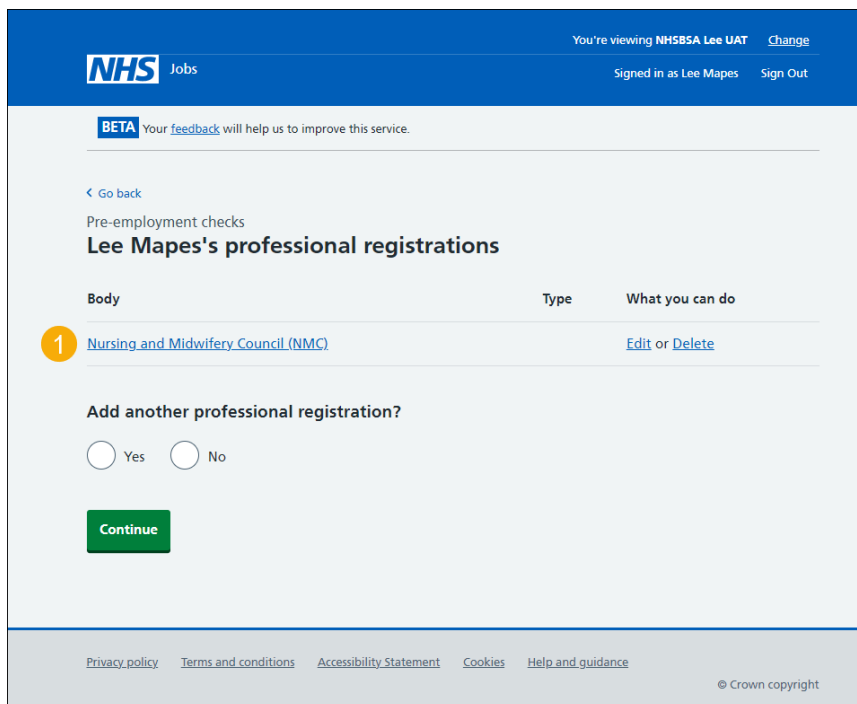1. Select the '<u>Professional registrations</u>' link.

Check professional registration

This page gives you instructions for how to check the applicant's professional registration details.

Important: In this example, the applicant has added a 'Nursing and Midwifery Council (NMC) professional registration. If the applicant hasn't added a professional registration and it's needed for the role, go to the 'Add another professional registration' page.

To check the applicant's professional registration details, complete the following steps:

1. Select the 'Nursing and Midwifery Council (NMC)' link.

View professional registration

This page gives you instructions for how to view the applicant's professional registration details.

<mark>**Important:**</mark> In this example, the status is 'Needs further investigation' and the licence type, licence restricted and start date are 'Unknown' as the check is incomplete. Once the check is complete, the status changes and the results are added.

To view the applicant's professional registration details, complete the following step:

1. Select the 'Continue' button.

Add another professional registration

This page gives you instructions for how to confirm if you want to add another professional registration on behalf of the applicant.

Important: Make sure you don't add the same professional registration to avoid the employee record having a duplicate registration.

To confirm if you want to add another professional registration on behalf of the applicant, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Continue' button.

What membership does the applicant have?

This page gives you instructions for how to confirm the applicant's membership type.

<mark>Important:</mark> You'll only see this page if you're adding or editing a professional registration.

To confirm the applicant's membership type, complete the following steps:

1. Select an option.
2. Select the 'Continue' button.

Choose the type of registration

This page gives you instructions for how to choose the applicant's registration type.

<mark>Important:</mark> In this example you've selected the Nursing and Midwifery Council (NMC) membership type.

To choose the applicant's registration type, complete the following steps:

1. Select an option from the drop-down menu.
2. Select the 'Continue' button.

Enter registration number

This page gives you instructions for how to enter the applicant's registration number.

Important: In this example, the 'Nursing and Midwifery Council (NMC)' registered body and the 'Nursing Associate' licence type is added.

To enter the applicant's registration number, complete the following steps:

1. In the **Registration number** box, enter the details.
2. Select the 'Continue' button.

Tip: The registration number should be on the registration certificate or document.

Is this licence restricted?

This page gives you instructions for how to confirm if the applicant's licence is restricted.

Important: For example, a doctor with restrictions or conditions on their practice. Your team would check their compliance to General Medical Council conditions and undertakings and manage a safe return to work.

To confirm if the applicant's licence is restricted, complete the following steps:

1. Select an answer.
2. Select the 'Continue' button.

Enter date registered from

This page gives you instructions for how to enter the applicant's date registered from.

To enter the applicant's date registered from, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '<u>Continue</u>' button.

Tip: The date registered from should be on the registration certificate or document. You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Enter date registered to

This page gives you instructions for how to enter the applicant's date registered to.

To enter the applicant's date registered to, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '<u>Continue</u>' button.

Tip: The date registered should be on the registration certificate or document. You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Date this document was received

This page gives you instructions for how to enter the applicant's date this document was received.

To enter the applicant's date this document was received, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '<u>Continue</u>' button.

Tip: You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Date this document was checked

This page gives you instructions for how to enter the date this document was checked.

To enter the date this document was checked, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '<u>Continue</u>' button.

Tip: You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Who checked this professional registration?

This page gives you instructions for how to confirm who checked the applicant's professional registration.

To confirm who checked the applicant's professional registration, complete the following steps:

1. In the **First name** box, enter the details.
2. In the **Last name** box, enter the details.
3. Select the '<u>Continue</u>' button.

Is the professional registration okay?

This page gives you instructions for how to confirm if the applicant's professional registration is okay.

To confirm if the applicant's professional registration is okay, complete the following steps:

1. Select an answer.
2. Select the 'Continue' button.

Add a note about the registrations?

This page gives you instructions for how to confirm if you want to add a note about the applicant's professional registration.

To confirm if you want to add a note about the applicant's professional registration, complete the following steps:

1. Select an answer:
   - 'Yes'
   - 'No'
2. Select the 'Save and continue' button.

Add a note

This page gives you instructions for how to add a note about the applicant's professional registration.

<mark>Important:</mark> You'll only see this page if you're adding a note about the applicant's professional registration.

To add a note about the applicant's professional registration, complete the following steps:

1. In the **Subject** box, enter the details.
2. In the **Detail** box, enter the details.
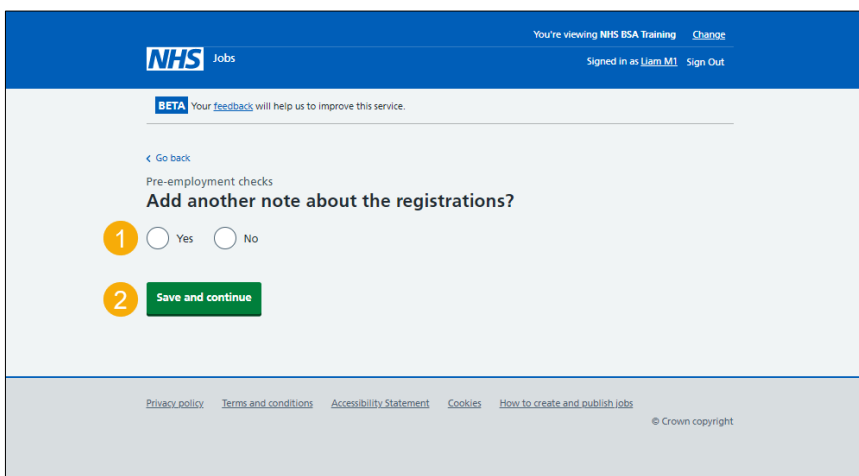3. Select the '<u>Save and continue</u>' button.

Add another note

This page gives you instructions for how to confirm if you want to add another note about the applicant's professional registrations.

To confirm if you want to add another note about the applicant's professional registrations, complete the following steps:

1. Select an answer:
    -   'Yes'
    -   'No'
2. Select the 'Save and continue' button.

Check professional registration

This page gives you instructions for how to check the applicant's professional registration.

Important: If you delete a professional registration, you won't be warned, and you won't be able to recover the details.

To check the applicant's professional registration, complete the following steps:

1. Select the 'Nursing and Midwifery Council (NMC)' link (optional).
2. Select the 'Edit' link (optional).
3. Select the 'Delete' link (optional).
4. Select an answer:
   - 'Yes'
   - 'No'
5. Select the 'Continue' button.

Do you accept the professional registrations?

This page gives you instructions for how to confirm if you accept the applicant's professional registration.

To confirm if you accept the applicant's professional registration, complete the following steps:

1. Select an answer.
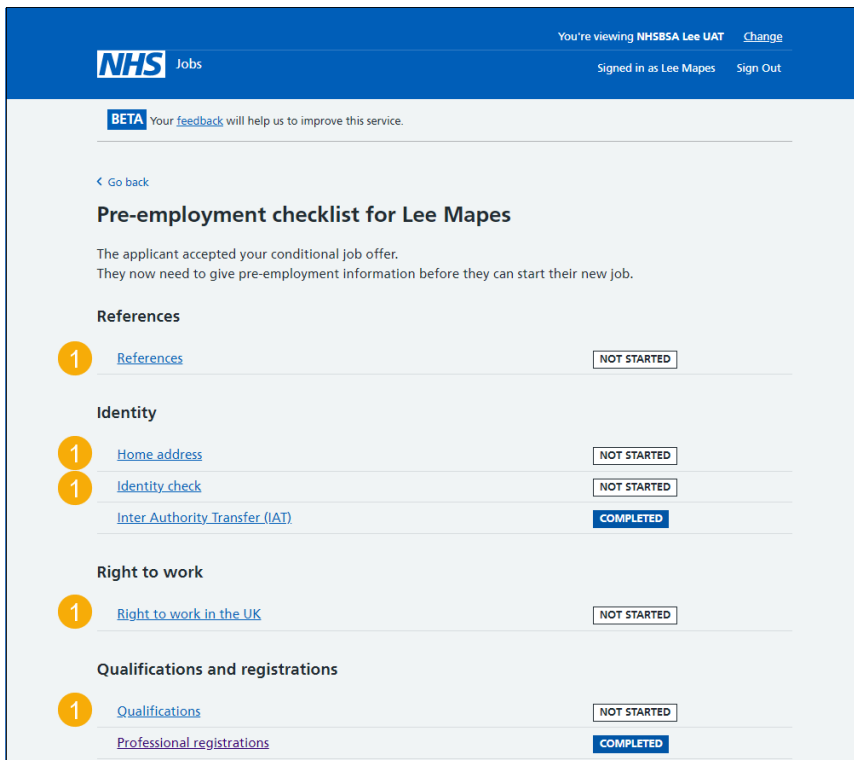2. Select the '<u>Save and continue</u>' button.

Professional registration check competed

This page shows confirmation you have completed the applicant's professional registration check.

To start another pre-employment check, complete the following step:

1. Select a pre-employment check link.

Tip: To find out how to complete a pre-employment check. Go to the '**Complete pre-employment checks'** section of the '[Help and support for employers'](#) webpage.

You've completed the applicant's professional registration check and reached the end of this user guide.