

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](#).

Contents

How to complete a professional registration check in NHS Jobs user guide	1
Pre-employment checks	3
Find the applicant	4
Start pre-employment checks	5
Professional registrations	6
Check professional registration	7
View professional registration	8
Add another professional registration	9
What membership does the applicant have?	10
Choose the type of registration	11
Enter registration number	12
Is this licence restricted?	13
Enter date registered from	14
Enter date registered to	15
Date this document was received	16
Date this document was checked	17
Who checked this professional registration?	18
Is the professional registration okay?	19
Add a note about the registrations?	20
Add a note	21
Add another note	22
Check professional registration	23
Do you accept the professional registrations?	24
Professional registration check completed	25

Pre-employment checks

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

Important: 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.

The screenshot shows the NHS BSA Training Dashboard. At the top, it says 'You're viewing NHS BSA Training' and 'Signed in as NHSBSA Training'. Below this is a 'Show tasks for all accounts' toggle switch. A 'BETA' banner indicates that feedback will help improve the service. The main heading is 'NHS BSA Training Dashboard'. There are two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for: All users'. The dashboard lists several task stages with counts and progress bars:

Task Stage	Count	Track	Overdue
Draft	99	on track 25	overdue 74
Approvals	1		
Published	10	on track 9	overdue 1
Shortlisting	68	on track 42	overdue 26
Interviews	21	on track 3	overdue 18
Ready to offer	11	on track 7	overdue 4
Conditional offers	5	on track 3	overdue 2
Pre-employment checks	1		
Contracts	12	on track 8	overdue 4
End recruitment	7	on track 5	overdue 2

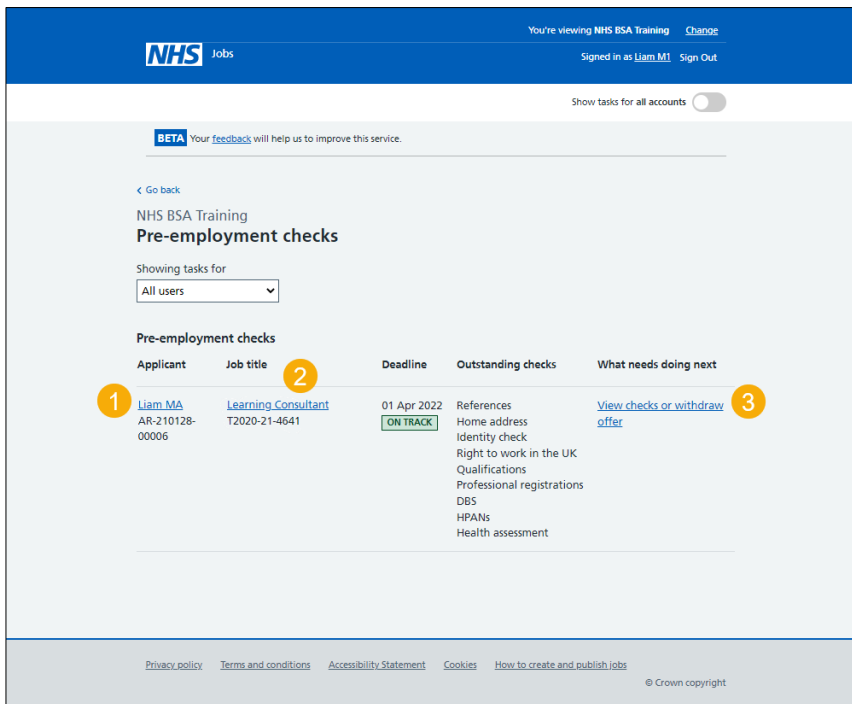
The 'Pre-employment checks' link is highlighted with a yellow circle and the number 1. To the right, there are sections for 'What you can do' (Create a job listing, Search for a listing, Search for an applicant), 'Manage the account' (Manage users, At risk applicants, Accredited logos, Key performance indicators (KPIs), Approval settings, Departments, Criminal convictions and cautions, Welsh listings, Moving applicants to other accounts), 'Documents and templates' (Overview of your organisation, Supporting information library, Contract templates, Offer letter templates), 'Help and information' (The employer hub, Roles and permissions, Contact your super users), and 'Reporting' (Run a report). The footer contains links for Privacy policy, Terms and conditions, Accessibility Statement, Cookies, and Help and guidance, along with a copyright notice: © Crown copyright.

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.

The screenshot shows the NHS Jobs interface. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there's a 'BETA' notice: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main content area says 'Pre-employment checks' and 'The conditional offer has been accepted by Liam MA'. Below this, it asks 'Would you like to' and provides two radio button options: '1 Check pre-employment checklist' and 'Withdraw offer'. A green 'Continue' button is highlighted with a yellow circle and the number '2'. At the bottom, there's a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

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 ['Professional registrations'](#) link.

The screenshot shows the 'Pre-employment checklist for Lee Mapes' page. At the top, it says 'You're viewing NHSBSA Lee UAT' and 'Signed in as Lee Mapes'. Below the NHS logo, there's a 'BETA' notice. The main heading is 'Pre-employment checklist for Lee Mapes'. Below this, it states 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The checklist is organized into sections: 'References' with a 'References' link and 'NOT STARTED' status; 'Identity' with 'Home address' (COMPLETED), 'Identity check' (NOT STARTED), and 'Inter Authority Transfer (IAT)' (COMPLETED); 'Right to work' with 'Right to work in the UK' (NOT STARTED); and 'Qualifications and registrations' with 'Qualifications' (NOT STARTED) and 'Professional registrations' (STARTED). A red circle with the number '1' is placed next to the 'Professional registrations' link.

Commented [LM1]: Screenshot updated (red box)

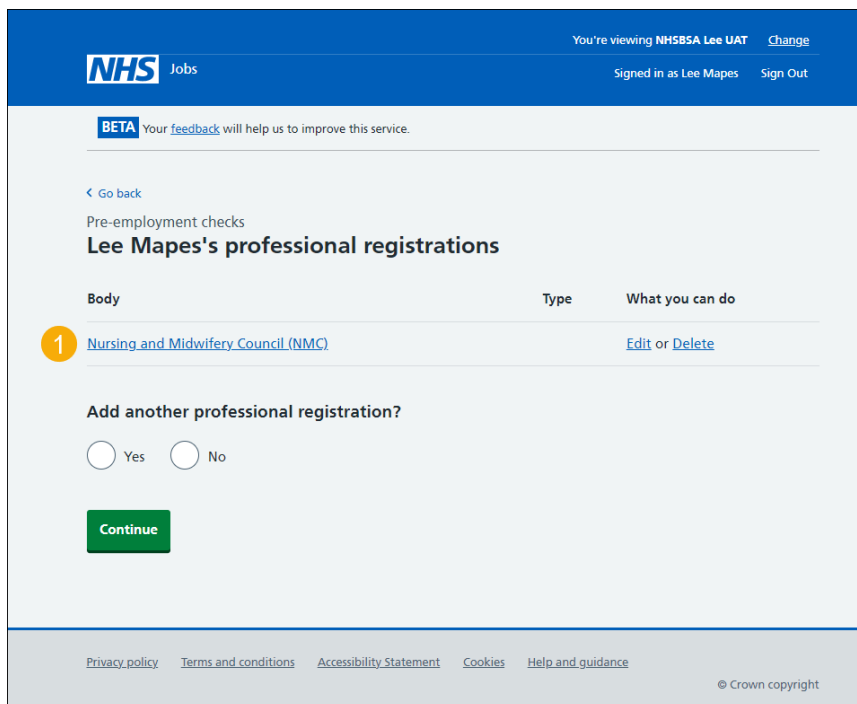
Check professional registration

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.

Important: 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.

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. To the right, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link. Below this, it indicates 'Signed in as Lee Mapes' and 'Sign Out'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below the header, there is a 'Go back' link and the text 'Pre-employment checks'. The main heading is 'Lee Mapes's professional registration documents'. A table displays the following information:

Date received	10 January 2023
Status	Needs further investigation
Professional body	Nursing and Midwifery Council (NMC)
Licence type	Unknown
Registration number	123456789
Licence restricted?	Unknown
Start date	Unknown
Expiry date	01 January 2025

At the bottom of the table, there is a green 'Continue' button with a yellow circle containing the number '1' next to it. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the text '© Crown copyright'.

Commented [LM2]: Screenshot updated (red box)

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.

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a feedback message: 'Your feedback will help us to improve this service.' The main content area is titled 'Pre-employment checks' and 'Liam MA's professional registrations'. It contains a table of professional registrations with columns for 'Body', 'Type', and 'What you can do'. The table has one row: 'Nursing and Midwifery Council (NMC)' for the body, 'Nursing Associate' for the type, and 'Edit or Delete' for the actions. Below the table, there is a section titled 'Add another professional registration?' with two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below the radio buttons is a green 'Continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

What membership does the applicant have?

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

Important: 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.

The screenshot shows a web form titled "What membership does Liam MA have?". The form is part of a "Pre-employment checks" section. It features a list of 16 radio button options for professional memberships, with a yellow circle containing the number "1" next to the "General Medical Council (GMC)" option. Below the list is a green "Continue" button with a yellow circle containing the number "2" next to it. The page header includes the NHS logo, "Jobs", and user information: "You're viewing NHS BSA Training" and "Signed in as Liam M1". A footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with a copyright notice: "© Crown copyright".

Choose the type of registration

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

Important: 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.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area is titled 'Pre-employment checks' and 'Choose the type of registration'. It features a step indicator '1' next to a drop-down menu with the text 'Choose the type of registration' and 'Select an option...'. Below this, there is a step indicator '2' next to a green 'Continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the copyright notice '© Crown copyright'.

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.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area is titled 'Pre-employment checks' and 'Enter registration number'. It features a form with two fields: 'Registered body' with the value 'Nursing and Midwifery Council (NMC)' and 'Licence type' with the value 'Nursing Associate'. Below these fields is a text prompt: 'This should be on the registration certificate or document'. There is a text input field with a '1' in a yellow circle next to it. Below the input field is a green 'Continue' button with a '2' in a yellow circle next to it. At the bottom of the page, there is a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

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.

The screenshot shows the NHS Jobs application interface. At the top, it says 'You're viewing NHS BSA Training' with a 'Change' link. The user is signed in as 'Liam M1' and can 'Sign Out'. A 'BETA' notice indicates that feedback will help improve the service. The page is titled 'Pre-employment checks' and 'Is this licence restricted?'. The applicant's details are: Registered body: Nursing and Midwifery Council (NMC), Licence type: Nursing Associate. Below this, there is explanatory text: 'For example, a doctor with restrictions or conditions on their practise. Your team would check their compliance to General Medical Council conditions and undertakings, and manage a safe return to work.' There are two radio buttons for 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' button. Below the radio buttons is a '2' in a yellow circle next to a green 'Continue' button. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

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 **'Continue'** button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'Enter date registered from'. Below this, there are two fields: 'Registered body' with the value 'Nursing and Midwifery Council (NMC)' and 'Licence type' with the value 'Nursing Associate'. A note states: 'This should be on the registration certificate/document. For example, 15 03 2012'. Below the note are three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' points to the 'Day' box. Below the input boxes is a green 'Continue' button with a yellow circle containing the number '2' pointing to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

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 **'Continue'** button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'Enter date registered to'. Below this, there are two fields: 'Registered body' with the value 'Nursing and Midwifery Council (NMC)' and 'Licence type' with the value 'Nursing Associate'. A note states: 'This should be on the registration certificate/document. For example, 15 03 2012'. Below the note are three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the input boxes is a green 'Continue' button with a yellow circle containing the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

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 **'Continue'** button.

The screenshot shows the NHS Jobs application interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'Date this document was received'. Below this, there are two dropdown menus: 'Registered body' set to 'Nursing and Midwifery Council (NMC)' and 'Licence type' set to 'Nursing Associate'. Underneath, there is an example date 'For example, 15 03 2012' and three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' points to the 'Day' box. Below the input boxes is a green 'Continue' button with a yellow circle and the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

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 **'Continue'** button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Date this document was checked'. It contains two fields: 'Registered body' with the value 'Nursing and Midwifery Council (NMC)' and 'Licence type' with the value 'Nursing Associate'. Below these is a date input section with the example 'For example, 15 03 2012'. There are three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' points to the 'Day' box. Below the date boxes is a green 'Continue' button with a yellow circle and the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the text '© Crown copyright'.

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 **'Continue'** button.

The screenshot shows a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'Who checked this professional registration?'. There are three numbered steps: 1. 'First name' with an input field; 2. 'Last name' with an input field; 3. A green 'Continue' button. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

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.

The screenshot shows a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Is the professional registration okay?'. There are four radio button options: 'Yes', 'No', 'Pending', and 'Needs further investigation'. A yellow circle with the number '1' is next to the 'Pending' option. Below the options, there is a 'Continue' button with a yellow circle and the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by '© Crown copyright'.

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.

The screenshot shows a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' A '< Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Add a note about the registrations?'. Below this title, there are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected and has a yellow circle with the number '1' next to it. Below the radio buttons is a green button with the text 'Save and continue' and a yellow circle with the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer text reads '© Crown copyright'.

Add a note

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

Important: 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 **'Save and continue'** button.

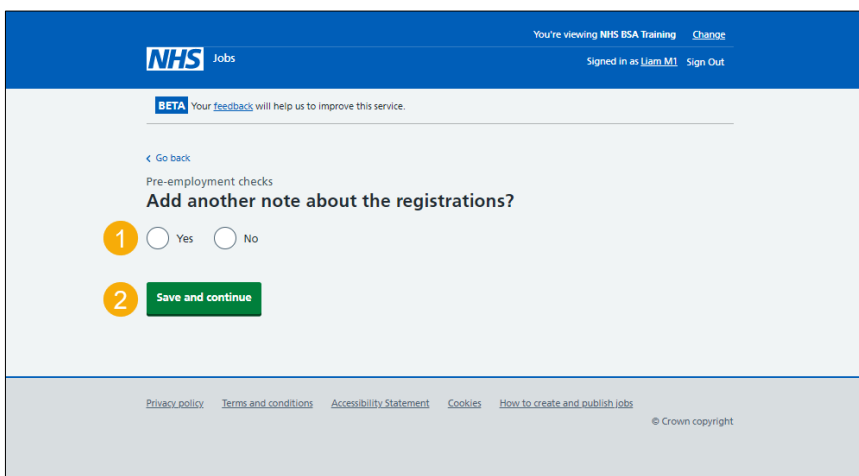
The screenshot shows the 'Add a note' form in the NHS Jobs system. The form is titled 'Add a note' and is part of the 'Pre-employment checks' section. It contains a 'Subject' text input field and a 'Detail' text area. A green 'Save and continue' button is located at the bottom of the form. The page includes a blue header with the NHS logo, user information, and a footer with various links and copyright information.

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.



The screenshot shows the NHS Jobs interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area is titled 'Pre-employment checks' and 'Add another note about the registrations?'. There are two radio buttons: 'Yes' and 'No'. A green 'Save and continue' button is positioned below the radio buttons. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice: '© Crown copyright'.

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.

The screenshot shows the NHS Jobs portal interface. At the top, there is a blue header with the NHS logo and the text 'Jobs'. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' notice: 'Your feedback will help us to improve this service.' The main content area is titled 'Pre-employment checks' and 'Liam MA's professional registrations'. Underneath, there is a section 'Professional registrations' with a table:

Body	Type	What you can do
Nursing and Midwifery Council (NMC)	Nursing Associate	Edit or Delete

Below the table, there is a question 'Add another professional registration?' with two radio buttons: 'Yes' and 'No'. At the bottom of the form, there is a green 'Continue' button. The footer of the page contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with the copyright notice '© Crown copyright'.

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 'Save and continue' button.

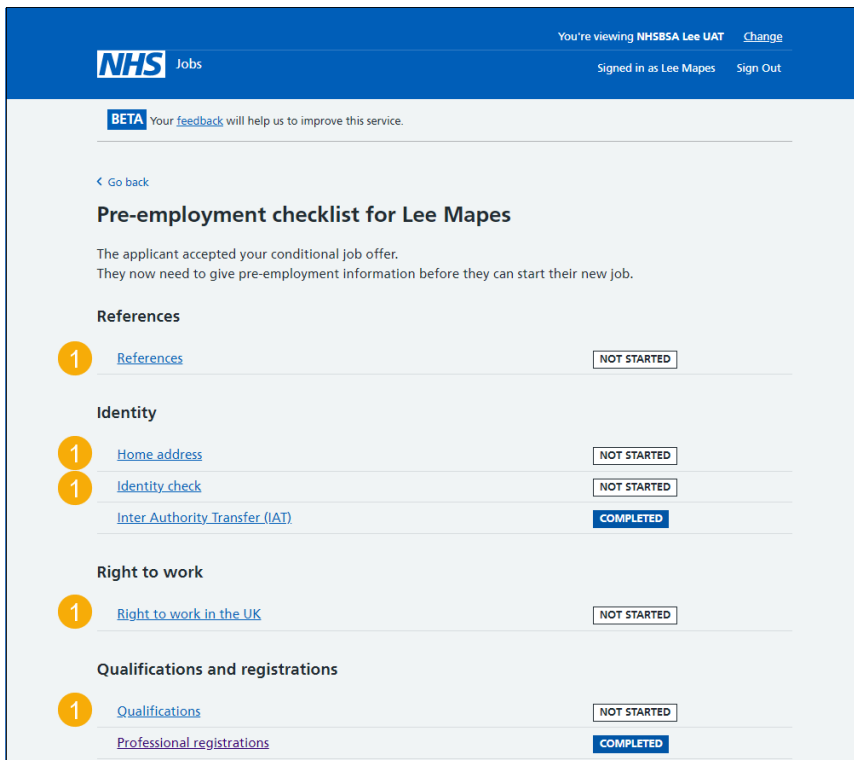
The screenshot shows a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A navigation link '< Go back' is visible. The main content area is titled 'Pre-employment checks' and 'Do you accept the professional registrations?'. There are three radio button options: 'Yes', 'No', and 'In progress'. A yellow circle with the number '1' is placed next to the 'No' option. Below the radio buttons is a green button labeled 'Save and continue' with a yellow circle containing the number '2' next to it. At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', followed by the text '© Crown copyright'.

Professional registration check completed

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.



Commented [LM3]: Screenshot updated.

Commented [AM4R3]: [Lee] can you update this screen shot so there aren't numbers beside the completed checks as users wouldn't need to go into these.

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.