

## 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

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

## 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 content area is titled 'NHS BSA Training Dashboard' and has two tabs: 'Tasks by stage' and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The main list of tasks includes: 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, highlighted with a yellow circle and '1'), Contracts (12 - on track 8, overdue 4), and End recruitment (7 - on track 5, overdue 2). Each task has a progress bar with green and red segments. The right sidebar contains 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.

**BETA** Your [feedback](#) will help us to improve this service.

< Go back

NHS BSA Training  
**Pre-employment checks**

Showing tasks for  
All users

**Pre-employment checks**

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
1 <a href="#">Liam MA</a> AR-210128-00006	2 <a href="#">Learning Consultant</a> T2020-21-4641	01 Apr 2022 <b>ON TRACK</b>	References Home address Identity check Right to work in the UK Qualifications Professional registrations DBS HPANs Health assessment	3 <a href="#">View checks or withdraw offer</a>

Privacy policy   Terms and conditions   Accessibility Statement   Cookies   How to create and publish jobs

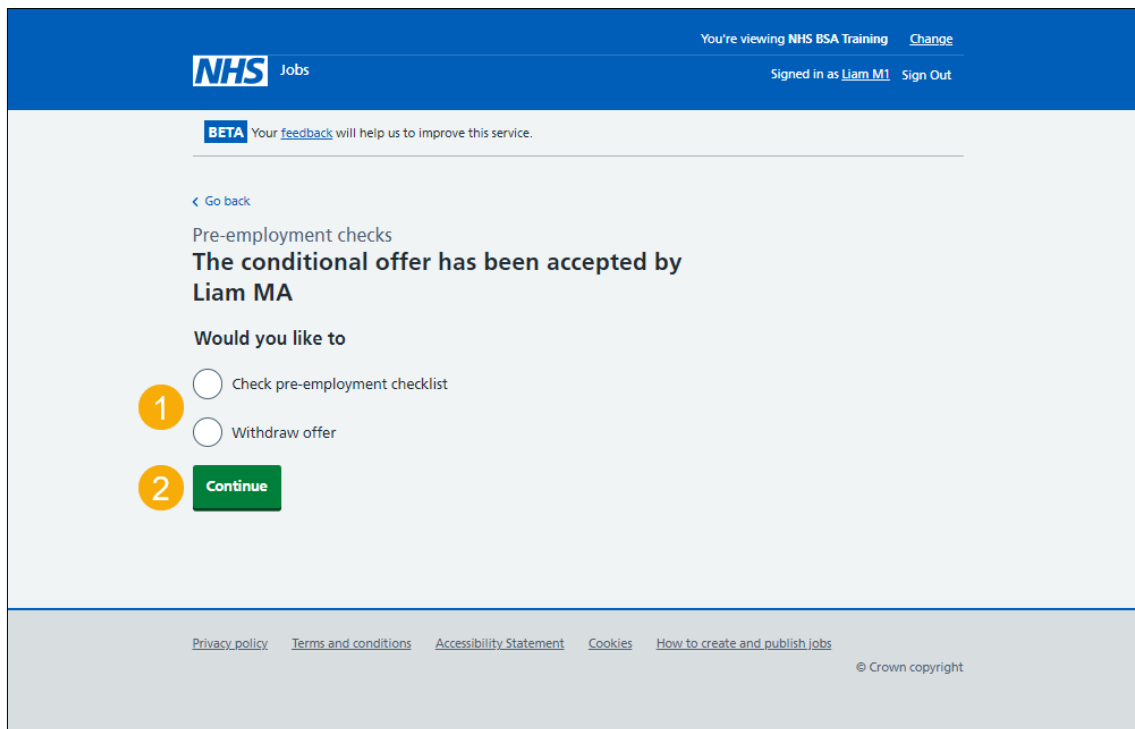
© Crown copyright

## 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 '[Professional registrations](#)' link.

You're viewing **NHSBSA Lee UAT** [Change](#)
Signed in as Lee Mapes [Sign Out](#)

**BETA** Your [feedback](#) will help us to improve this service.

[< Go back](#)

### Pre-employment checklist for Lee Mapes

The applicant accepted your conditional job offer.  
They now need to give pre-employment information before they can start their new job.

#### References

<a href="#">References</a>	NOT STARTED
----------------------------	-------------

#### Identity

<a href="#">Home address</a>	COMPLETED
<a href="#">Identity check</a>	NOT STARTED
<a href="#">Inter Authority Transfer (IAT)</a>	COMPLETED

#### Right to work

<a href="#">Right to work in the UK</a>	NOT STARTED
---	-------------

#### Qualifications and registrations

<a href="#">Qualifications</a>	NOT STARTED
<b>1</b> <a href="#">Professional registrations</a>	STARTED

## 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.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHSBSA Lee UAT' and 'Signed in as Lee Mapes'. Below that, there's a 'BETA' notice and a 'Go back' link. The main heading is 'Lee Mapes's professional registrations'. Below this is a table with the following structure:

Body	Type	What you can do
<b>1</b> <a href="#">Nursing and Midwifery Council (NMC)</a>		<a href="#">Edit</a> or <a href="#">Delete</a>

Below the table, there's a question: 'Add another professional registration?' with two radio buttons: 'Yes' and 'No'. A green 'Continue' button is at the bottom of the form.

At the bottom of the page, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. The footer also includes '© Crown copyright'.


## 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.


Jobs

You're viewing NHSBSA Lee UAT [Change](#)  
Signed in as Lee Mapes [Sign Out](#)

BETA

 Your [feedback](#) will help us to improve this service.

[< Go back](#)

Pre-employment checks

### Lee Mapes's professional registration documents

<b>Date received</b>	10 January 2023
<b>Status</b>	Needs further investigation

<b>Professional body</b>	Nursing and Midwifery Council (NMC)
<b>Licence type</b>	Unknown
<b>Registration number</b>	123456789
<b>Licence restricted?</b>	Unknown
<b>Start date</b>	Unknown
<b>Expiry date</b>	01 January 2025

1

Continue

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[Help and guidance](#)

© Crown copyright



## 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 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 'Liam MA's professional registrations'. Underneath, there is a section for 'Professional registrations' with a table. The table has three columns: 'Body', 'Type', and 'What you can do'. One row is visible with 'Nursing and Midwifery Council (NMC)' in the 'Body' column, 'Nursing Associate' in the 'Type' column, and 'Edit or Delete' in the 'What you can do' column. Below the table, there is a question: 'Add another professional registration?'. There are two radio buttons: 'Yes' and 'No'. The 'Yes' radio button is selected. Below the radio buttons, there 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'. The footer text is '© Crown copyright'.

Body	Type	What you can do
<a href="#">Nursing and Midwifery Council (NMC)</a>	Nursing Associate	<a href="#">Edit</a> or <a href="#">Delete</a>

1  Yes  No

2 [Continue](#)

## 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 page for NHS Jobs. 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 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 'What membership does Liam MA have?'. A list of 15 professional bodies is shown, each with a radio button. A yellow circle with the number '1' is next to the 'General Medical Council (GMC)' option. Below the list is a green 'Continue' button with a yellow circle and the number '2' next to it. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. The footer contains the text '© Crown copyright'.

**NHS** Jobs You're viewing NHS BSA Training [Change](#)  
Signed in as [Liam M1](#) [Sign Out](#)

**BETA** Your [feedback](#) will help us to improve this service.

[Go back](#)

Pre-employment checks

### What membership does Liam MA have?

- Association of Chartered Certified Accountants (ACCA)
- British Psychological Society (BPS)
- Chartered Institute of Management Accountants (CIMA)
- Chartered Institute of Personnel and Development (CIPD)
- General Chiropractic Council (GCC)
- General Dental Council (GDC)
- 1**  General Medical Council (GMC)
- General Optical Council (GOC)
- General Osteopathic Council
- General Pharmaceutical Council (GPhC)
- Health and Care Professionals Council (HCPC)
- Nursing and Midwifery Council (NMC)
- Other
- Social Care Wales (SCW)
- Social Work England (SWE)

**2** [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

© 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.

**NHS** Jobs

You're viewing [NHS BSA Training](#) [Change](#)

Signed in as [Liam.M1](#) [Sign Out](#)

**BETA** Your feedback will help us to improve this service.

[Go back](#)

Pre-employment checks

### Choose the type of registration

Choose the type of registration

1 Select an option...

2 [Continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#)

© Crown copyright

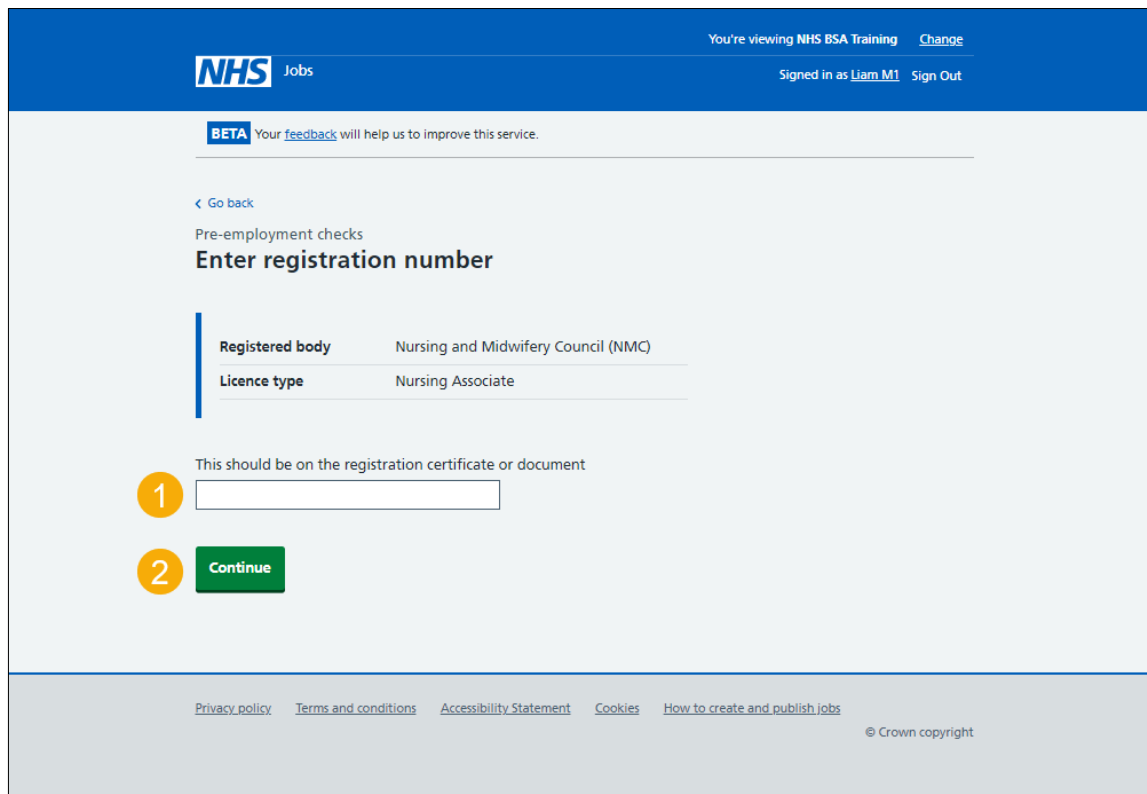
## Enter registration number

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 interface for entering a registration number. 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.' A 'Go back' link is visible. The main heading is 'Pre-employment checks' followed by 'Enter registration number'. 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 or document'. A numbered step '1' points to an empty text input box. A numbered step '2' points 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'.

**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 a web page for 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 'Is this licence restricted?'. Below this, there is a table with two rows: 'Registered body' with the value 'Nursing and Midwifery Council (NMC)' and 'Licence type' with the value 'Nursing Associate'. A paragraph of text explains that for example, a doctor with restrictions or conditions on their practise, the team would check their compliance to General Medical Council conditions and undertakings, and manage a safe return to work. Below the text, there are two radio buttons: 'Yes' and 'No', with a '1' in a yellow circle next to the 'Yes' button. Below the radio buttons, there is a '2' in a yellow circle 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 '© 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' 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 'Enter date registered from'. Below this, there are two rows of information: '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 yellow circle with the number '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', 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' 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 'Enter date registered to'. It shows a table with 'Registered body' as 'Nursing and Midwifery Council (NMC)' and 'Licence type' as 'Nursing Associate'. Below this, there is a note: 'This should be on the registration certificate/document. For example, 15 03 2012'. There 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'. 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'.

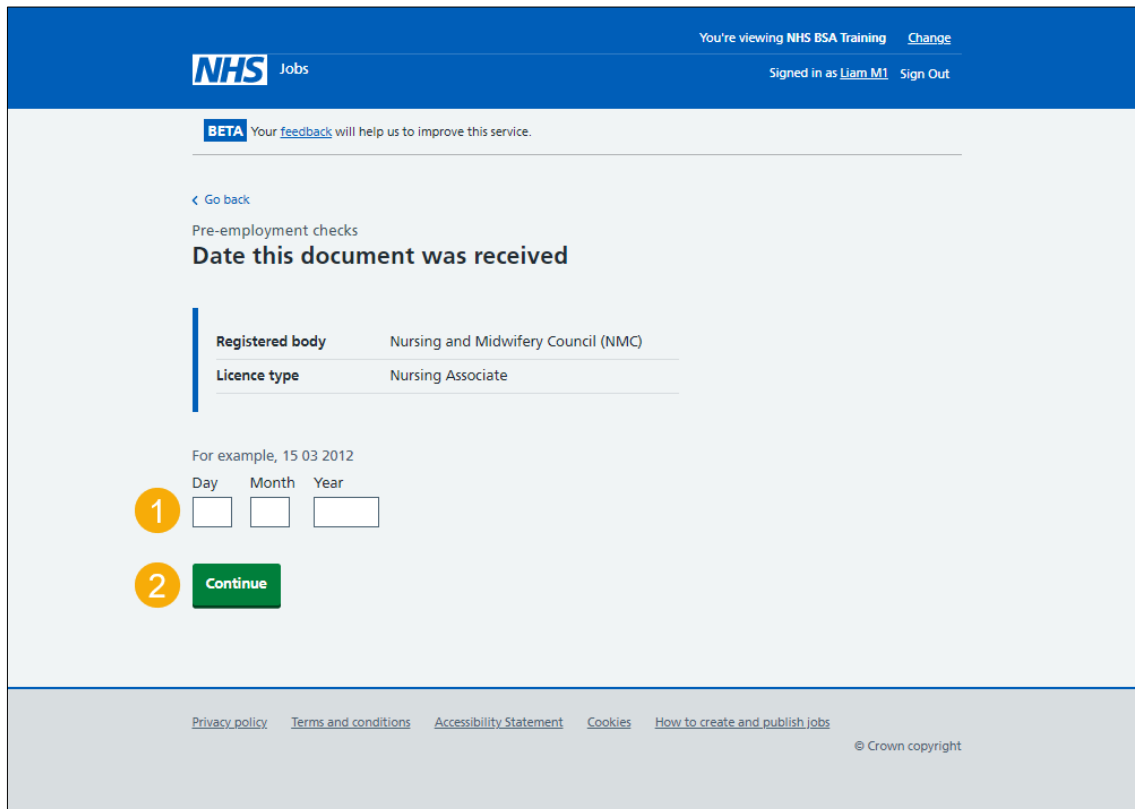
**Tip:** The date registered should be on the registration certificate or document. You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

## 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 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' 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 'Date this document was received'. Below this, there is a table with two rows: 'Registered body' with the value 'Nursing and Midwifery Council (NMC)' and 'Licence type' with the value 'Nursing Associate'. Below the table, there is a text prompt 'For example, 15 03 2012' and 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', followed by 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' 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 'Date this document was checked'. It shows a table with 'Registered body' as 'Nursing and Midwifery Council (NMC)' and 'Licence type' as 'Nursing Associate'. Below this, there is an example date '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 yellow circle with the number '2' pointing 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', 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.

## 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 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' 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 'Who checked this professional registration?'. It features three numbered steps: 1. 'First name' with an input field, 2. 'Last name' with an input field, and 3. A green 'Continue' button. 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 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.

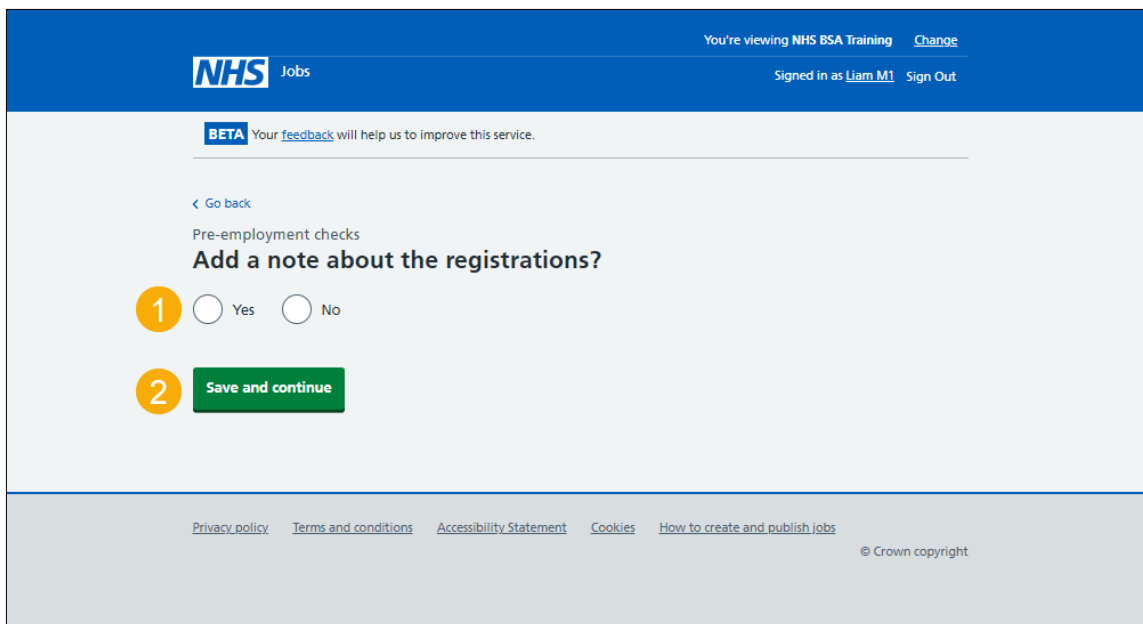
The screenshot shows a web page from NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, it says 'Signed in as Liam.M1' and 'Sign Out'. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main heading is 'Pre-employment checks' followed by '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 is the word 'or' and 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', 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 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' 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 a note about the registrations?'. There are two radio buttons: 'Yes' and 'No'. A green button labeled 'Save and continue' 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'.

## 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.

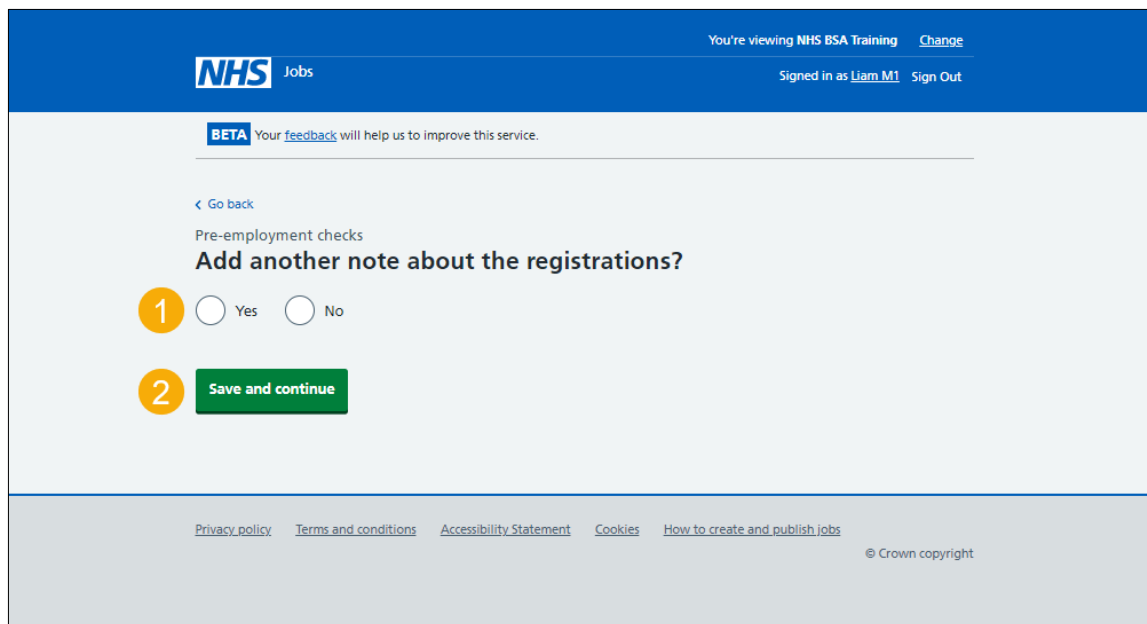
The screenshot shows the NHS Jobs interface for adding a note. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there 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 a note'. It contains a 'Subject' label followed by a text input field, which is marked with a yellow circle containing the number '1'. Below that is a 'Detail' label followed by a large text area, marked with a yellow circle containing the number '2'. At the bottom of the form is a green button labeled 'Save and continue', marked with a yellow circle containing the number '3'. 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 text '© Crown copyright'.

## 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 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 'Add another note about the registrations?'. There are two radio buttons: 'Yes' and 'No'. A green button labeled 'Save and continue' 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 '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 'Liam MA's professional registrations'. Under 'Professional registrations', there is a table with three columns: 'Body', 'Type', and 'What you can do'. The table contains one row: 'Nursing and Midwifery Council (NMC)' under 'Body', 'Nursing Associate' under 'Type', and 'Edit or Delete' under 'What you can do'. Below the table, there is a section 'Add another professional registration?' with two radio buttons: 'Yes' and 'No'. At the bottom of this section is a green 'Continue' button. The footer 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'.

Body	Type	What you can do
<a href="#">Nursing and Midwifery Council (NMC)</a>	Nursing Associate	<a href="#">Edit</a> or <a href="#">Delete</a>

Add another professional registration?

Yes  No

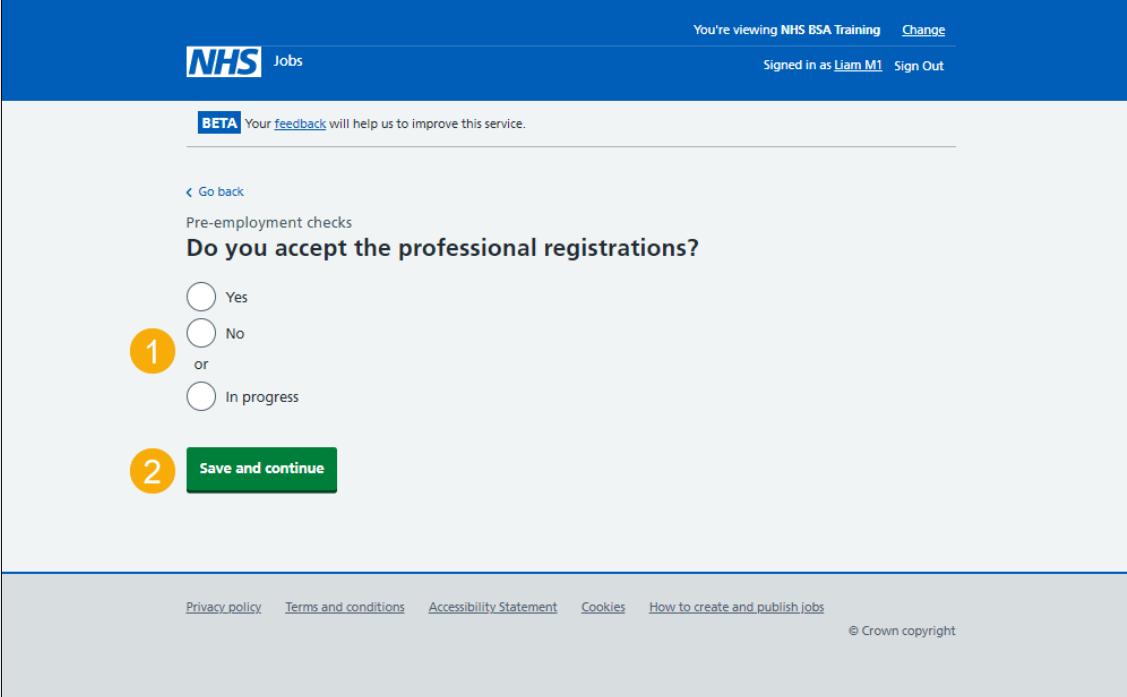
[Continue](#)

## 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' on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, it says 'Signed in as Liam M1' and 'Sign Out'. A blue banner below the header contains the text 'BETA Your feedback will help us to improve this service.' The main content area is light grey and contains a 'Go back' link, the text 'Pre-employment checks', and the question '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 next to the 'No' option. Below the options is a green button with a white circle containing the number '2' and the text 'Save and continue'. 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', followed by '© Crown copyright'.



## 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.

**NHS** Jobs

You're viewing NHSBSA Lee UAT [Change](#)

Signed in as Lee Mapes [Sign Out](#)

**BETA** Your [feedback](#) will help us to improve this service.

[Go back](#)

### Pre-employment checklist for Lee Mapes

The applicant accepted your conditional job offer.  
They now need to give pre-employment information before they can start their new job.

#### References

1	<a href="#">References</a>	NOT STARTED
---	----------------------------	-------------

#### Identity

1	<a href="#">Home address</a>	NOT STARTED
1	<a href="#">Identity check</a>	NOT STARTED
	<a href="#">Inter Authority Transfer (IAT)</a>	COMPLETED

#### Right to work

1	<a href="#">Right to work in the UK</a>	NOT STARTED
---	---	-------------

#### Qualifications and registrations

1	<a href="#">Qualifications</a>	NOT STARTED
	<a href="#">Professional registrations</a>	COMPLETED

**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.