

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.

An applicant accepts a job offer and adds their professional registration in NHS Jobs.

You'll complete the applicant's professional registration check on the pre-employment checklist in NHS Jobs.

Electronic Staff Record (ESR) users only

The ESR and NHS Jobs requirements are:

- You must be a user of NHS Jobs with your user roles setup.
- You must be a user of ESR with your user roles setup.
- Your NHS Jobs and ESR accounts are linked up.

NHS Jobs transfers the applicant's professional registration to ESR, and the applicant record is updated (in approximately 1 hour).

ESR sends the professional registration to the professional body to check its status.

Checks are completed in 24 hours for:

- General Medical Council (GMC)
- Nursing and Midwifery Council (NMC)
- General Dental Council (GDC)

Checks are completed within 7 days for:

- Health and Care Professions Council (HPCP)

The professional body transfers the applicant's professional registration details to ESR, and the applicant record is updated.

ESR transfers the applicant's professional registration details to NHS Jobs.

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Pre-employment checks

This page gives you instructions for how to access the 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 the pre-employment checks, complete the following step:

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

You're viewing NHS BSA Training

NHS Jobs Signed in as NHSBSA Training Sign Out

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

NHS BSA Training Dashboard

Tasks by stage | Listings by user

Showing tasks for:

Draft	33	<div><div style="width: 33%;"></div></div>
Approvals	5 - on track 0, due 5	<div><div style="width: 5%;"></div></div>
Published	12 - on track 10, overdue 2	<div><div style="width: 12%;"></div></div>
Shortlisting	36 - on track 8, due 18, overdue 10	<div><div style="width: 36%;"></div></div>
Interviews	32 - on track 2, due 26, overdue 4	<div><div style="width: 32%;"></div></div>
Ready to offer	35 - on track 13, due 15, overdue 7	<div><div style="width: 35%;"></div></div>
Conditional offers	17 - on track 3, due 14	<div><div style="width: 17%;"></div></div>
1 Pre-employment checks	5 - on track 0, due 2, overdue 3	<div><div style="width: 5%;"></div></div>
Contracts	27 - on track 4, due 3, overdue 20	<div><div style="width: 27%;"></div></div>

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 \(KPIs\)](#)
- [Supporting documents](#)
- [Contract templates](#)
- [Offer letter templates](#)
- [Approval settings](#)
- [Departments](#)
- [Welsh listings](#)

Help and information

- [The employer hub](#)
- [Contact your super users](#)

Reporting

- [Run a report](#)

View checks or withdraw offer

This page gives you instructions for how to view the applicant's pre-employment checks or withdraw their offer.

Find the applicant and complete the following step:

1. Select the ['View checks or withdraw offer'](#) link.

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHS BSA Training' with a 'Change' link. The NHS logo and 'Jobs' are on the left, and 'Signed in as Liam M1 Sign Out' is on the right. A 'BETA' notice states: 'Your feedback will help us to improve this service.' A yellow banner below reads: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)'

The main content area is titled 'NHS BSA Training Pre-employment checks'. It includes a 'Go back' link and a filter for 'Showing tasks for All users'. Below is a table:

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
Liam MA AR-201222-00001	Training and Support Manager NHS Jobs T2020-20-0462	01 Jun 2021 ON TRACK	Professional registrations	View checks or withdraw offer 1

Tip: You can view the applicant or job title details by selecting the relevant link.

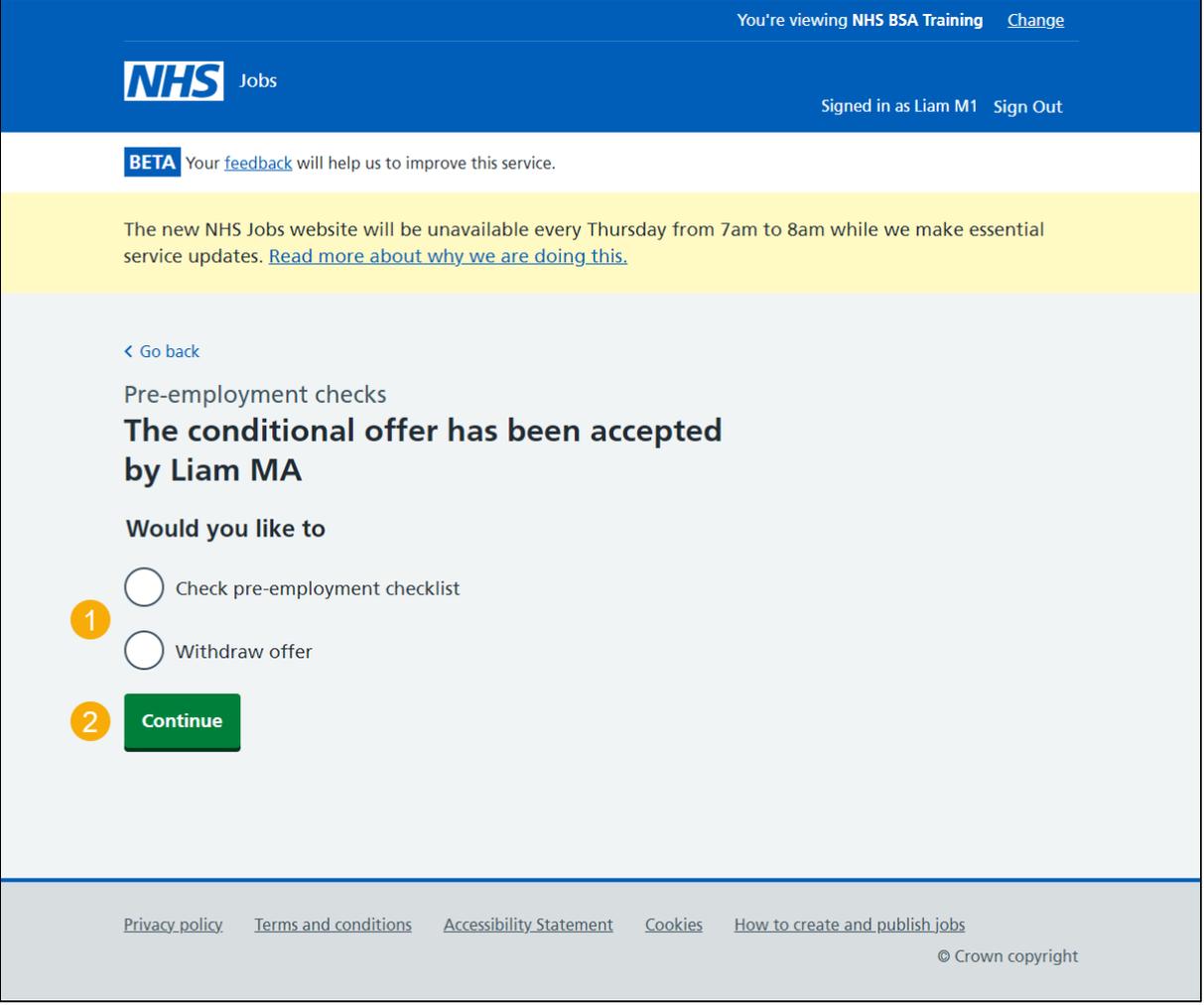
Conditional offer accepted

This page gives you instructions for how to confirm if you want to complete the applicant's pre-employment checks or withdraw their offer.

Important: If you withdraw the applicant's job offer, the recruitment is ended.

To complete the applicant's pre-employment checks or withdraw their offer, complete the following step:

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



The screenshot shows the NHS Jobs website interface. At the top, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left, and "Signed in as Liam M1 Sign Out" is on the right. A blue banner below the header says "BETA Your feedback will help us to improve this service." A yellow banner below that states: "The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)" The main content area has a "Go back" link and the heading "Pre-employment checks". The main message is "The conditional offer has been accepted by Liam MA". Below this, it asks "Would you like to" and provides two radio button options: "Check pre-employment checklist" (marked with a yellow circle containing the number 1) and "Withdraw offer". A green "Continue" button (marked with a yellow circle containing the number 2) is positioned below the radio buttons. The footer contains links for "Privacy policy", "Terms and conditions", "Accessibility Statement", "Cookies", and "How to create and publish jobs", along with the text "© Crown copyright".

You've reached the end of this user guide if you've withdrawn the applicant's conditional offer.

Go to the 'End a recruitment' drop down box on the ['Help and support page for employers'](#).

Professional registrations

This page gives you instructions for how to complete the professional registration check.

Important: If a professional registration is needed for the role, the applicant adds their details when accepting a job offer.

To complete the professional registration check, complete the following step:

1. Select the '[Professional registration](#)' link.

The screenshot shows the NHS Jobs Pre-employment checklist for a candidate. The page is titled 'Pre-employment checklist for [redacted]'. It indicates that the applicant has accepted a conditional job offer and now needs to provide pre-employment information. The checklist is organized into several sections, each with a progress indicator:

- References:** [References](#) (STARTED)
- Identity:**
 - [Home address](#) (COMPLETED)
 - [Identity check](#) (NOT STARTED)
 - [Inter Authority Transfer \(IAT\)](#) (COMPLETED)
- Right to work:**
 - [Right to work in the UK](#) (NOT STARTED)
- Qualifications and registrations:**
 - [Qualifications](#) (NOT STARTED)
 - [Professional registrations](#) (STARTED) - This item is highlighted with a red circle and the number 1, indicating it is the current step.

Check professional registration

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

Important: In this example, the applicant has added a 'Nursing and Midwifery Council (NMC) professional registration.

To check their details, complete the following steps:

1. Select the '[Professional registration](#)' link.

You're viewing NHS BSA Training

NHS Jobs

Signed in as [redacted] Sign Out

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Pre-employment checks

[redacted] professional registrations

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

Add another professional registration?

Yes No

[Continue](#)

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

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View professional registration

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

Read the information on the page and complete the following step:

1. Select the ['Continue'](#) button.

You're viewing NHS BSA Training

NHS Jobs

Signed in as [redacted] Sign Out

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Pre-employment checks

[redacted] professional registration documents

Date received	30 April 2021
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	20 October 2025

1 [Continue](#)

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

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Add another professional registration

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

Important: NHS Jobs doesn't restrict the number of professional registrations that can be added. ESR users only. ESR only allows a maximum of 2. Any more than 2 need to be manually added in ESR.

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

1. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
2. Select the 'Continue' button.

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

NHS Jobs Signed in as [\[User\]](#) [Sign Out](#)

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go Back](#)

Pre-employment checks

Liam MA's professional registrations

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

Add another professional registration?

1 Yes No

2 [Continue](#)

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

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What membership does the applicant have?

This page gives you instructions for how to select the membership type.

Important: This page is only shown if you're editing or adding another professional registration.

To select the membership type, complete the following steps:

1. Select an option.
2. Select the ['Continue'](#) button.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< 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

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

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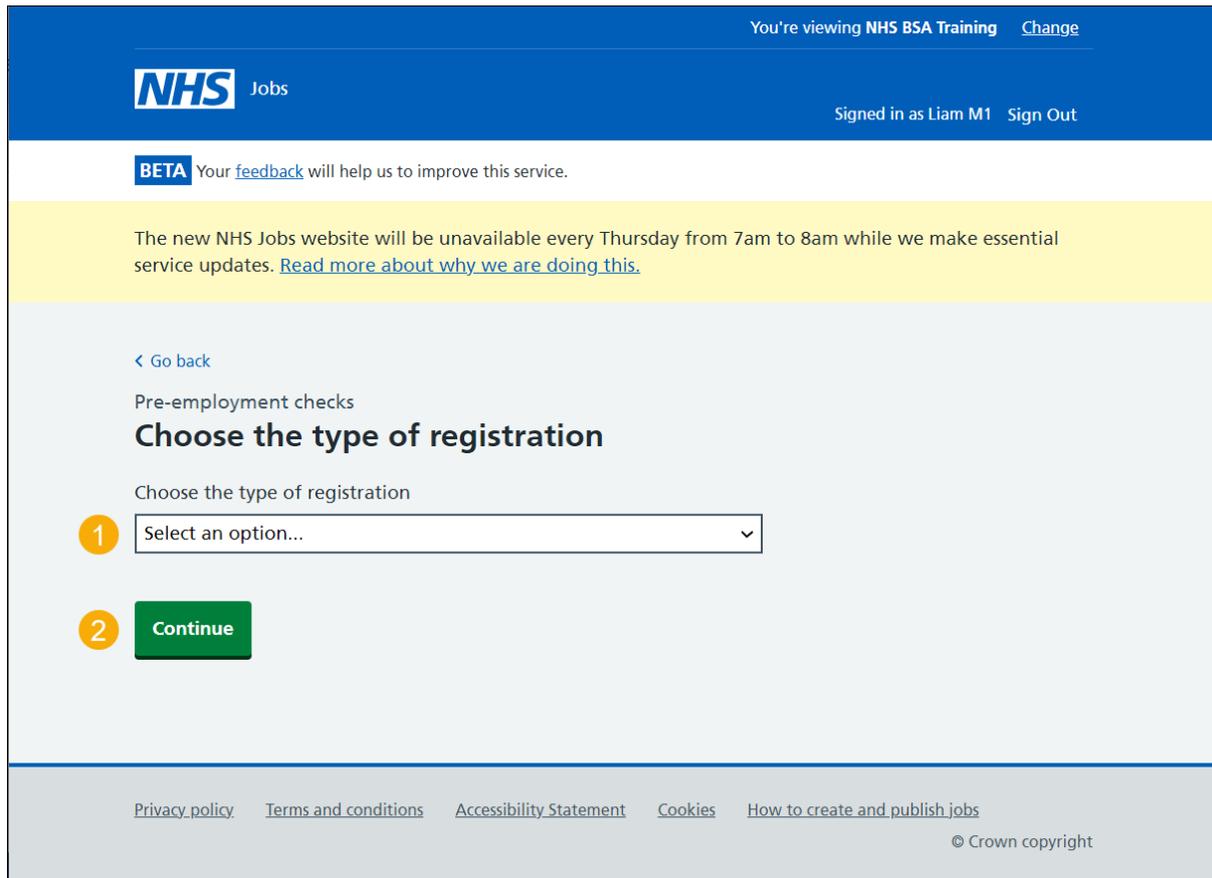
Choose the type of registration

This page gives you instructions for how to choose the type of registration.

Important: This page is only shown if you're editing or adding another professional registration.

To choose the type of registration, 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, 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 white banner with a 'BETA' label and the text 'Your feedback will help us to improve this service.' A yellow banner below that states: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a light blue background. It starts with a '< Go back' link, followed by 'Pre-employment checks' and the main heading 'Choose the type of registration'. Below this is the instruction 'Choose the type of registration' and a dropdown menu with the text 'Select an option...' and a downward arrow. A green 'Continue' button is positioned below the dropdown. At the bottom of the page, there is a grey 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'.

Enter registration number

This page gives you instructions for how to enter the 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 registration number, complete the following steps:

1. In the **blank** box, enter the details.
2. Select the ['Continue'](#) button.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Pre-employment checks

Enter registration number

Registered body	Nursing and Midwifery Council (NMC)
Licence type	Nursing Associate

This should be on the registration certificate or document

1

2 [Continue](#)

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

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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 licence is restricted.

To confirm if this licence is restricted, complete the following steps:

1. Select an answer.
2. Select the '[Continue](#)' button.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Pre-employment checks

Is this licence restricted?

Registered body	Nursing and Midwifery Council (NMC)
Licence type	Nursing Associate

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.

1 Yes No

2 [Continue](#)

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

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Tip: 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.

Enter date registered from

This page gives you instructions for how to enter the document registered from date.

To enter the document registered from date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '[Continue](#)' button.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Pre-employment checks

Enter date registered from

Registered body	Nursing and Midwifery Council (NMC)
Licence type	Nursing Associate

This should be on the registration certificate/document
For example, 15 03 2012

Day Month Year

1

2 [Continue](#)

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

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Tip: The registration number 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 document registered to date.

To enter the document registered to date, complete the following steps:

1. In the **Day**, **Month** and **Year** boxes, enter the details.
2. Select the '[Continue](#)' button.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Pre-employment checks

Enter date registered to

Registered body	Nursing and Midwifery Council (NMC)
Licence type	Nursing Associate

This should be on the registration certificate/document
For example, 15 03 2012

Day Month Year

1

2 [Continue](#)

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

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Tip: The registration number 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 confirm the document received date.

To add the document received date, 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 yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below the banner, there is a light blue box with a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)'

The main content area has a '< Go back' link and the text 'Pre-employment checks'. The title of the section is 'Date this document was received'. Below the title, there is a form with two rows of information:

Registered body	Nursing and Midwifery Council (NMC)
Licence type	Nursing Associate

Below the form, there is a text prompt: 'For example, 15 03 2012'. Underneath, 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, there is a green button with the text 'Continue' and a yellow circle with the number '2' next to it.

At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the right side of the footer, it says '© 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 confirm the document checked date.

To add the document checked date, 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 yellow banner with a 'BETA' label and a message: 'Your feedback will help us to improve this service.' Below the banner, there is a light blue box with a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)'

The main content area has a 'Pre-employment checks' section. It includes a '< Go back' link and the title 'Date this document was checked'. Below the title, there are two rows of information:

Registered body	Nursing and Midwifery Council (NMC)
Licence type	Nursing Associate

Below this, there is a text prompt: 'For example, 15 03 2012'. Underneath, 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, there is a green button with the text 'Continue' and a yellow circle with the number '2' next to it.

At the bottom of the page, there is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the right side of the footer, it says '© 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 this professional registration.

To confirm who checked this 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.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Pre-employment checks

Who checked this professional registration?

First name

1

Last name

2

3

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

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Is the professional registration okay?

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

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

1. Select an answer.
2. Select the [Continue](#) button.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Pre-employment checks

Is the professional registration okay?

Yes

No

1 Pending

or

Needs further investigation

2 [Continue](#)

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

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Add a note about the registrations?

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

To confirm if you want to add a note, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Pre-employment checks

Add a note about the registrations?

1 Yes No

2 [Save and continue](#)

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

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Add a note

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

Important: This page is only shown if you're adding a note.

To add a note, complete the following steps:

1. In the **Subject** box, enter the details.
2. In the **Details** box, enter the details.
3. Select the '[Save and continue](#)' button.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Pre-employment checks

Add a note

Subject

1

Detail

2

3 [Save and continue](#)

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

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Add another note about the registrations?

This page gives you instructions for how to confirm if you want to add another note about the professional registration.

To confirm if you want to add another note, complete the following steps:

1. Select an answer:
 - [‘Yes’](#)
 - [‘No’](#)
2. Select the ‘Save and continue’ button.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Pre-employment checks

Add another note about the registrations?

1 Yes No

2 [Save and continue](#)

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

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Check professional registration details

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

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

To edit, delete or add another professional registration, complete the following steps:

1. Select the 'Edit' link (optional).
2. Select the 'Delete' link (optional).
3. Select an answer:
 - ['Yes'](#)
 - ['No'](#)
4. 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. To the right, it says 'You're viewing NHS BSA Training' with a 'Change' link. Below the header, it says 'Signed in as Liam M1' with a 'Sign Out' link. A yellow banner below the header contains a 'BETA' label and the text 'Your feedback will help us to improve this service.' Below the banner, there is a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)' The main content area has a breadcrumb trail: '< Go back' followed by 'Pre-employment checks' and 'Liam MA's professional registrations'. Below this is a table with three columns: 'Body', 'Type', and 'What you can do'. The table contains one row: 'Nursing and Midwifery Council (NMC)', 'Nursing Associate', and '1 Edit or 2 Delete'. Below the table, there is a section titled 'Add another professional registration?' with two radio buttons: '3 Yes' and 'No'. At the bottom of this section is a green '4 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 text '© Crown copyright'.

Tip: You can select the professional registration name link to view the details.

Do you accept the professional registrations?

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

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

1. Select an answer.
2. Select the [‘Save and continue’](#) button.

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

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

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

The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)

[< Go back](#)

Pre-employment checks

Do you accept the professional registrations?

Yes

1 No

or

In progress

2 [Save and continue](#)

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Check professional registration in NHS Jobs

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

The professional registration status shows as:

- **'NOT STARTED'** if you haven't started the check.
- **'STARTED'** if you've started the check but haven't completed it.
- **'COMPLETED'** if you've completed the check.

The screenshot shows the NHS Jobs interface. At the top, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left, and "Signed in as Liam M1" with a "Sign Out" link is on the right. A blue banner below the header says "BETA Your feedback will help us to improve this service." A yellow banner below that says "The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. Read more about why we are doing this." The main content area has a "Go back" link and a title "Pre-employment checklist for Liam MA". Below the title, it says "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 link to "References" and a status of "IN PROGRESS"; "Identity" with links to "Home address", "Identity check", and "Inter Authority Transfer (IAT)", all with "COMPLETED" status; "Right to work" with a link to "Right to work in the UK" and a "COMPLETED" status; and "Qualifications and registrations" with links to "Qualifications" and "Professional registrations", both with "COMPLETED" status.

References	IN PROGRESS
Identity	
Home address	COMPLETED
Identity check	COMPLETED
Inter Authority Transfer (IAT)	COMPLETED
Right to work	
Right to work in the UK	COMPLETED
Qualifications and registrations	
Qualifications	COMPLETED
Professional registrations	COMPLETED

You've reached the end of this user guide as you've completed the applicant's professional registration check in NHS Jobs.

ESR users only. Go to the ['Check professional registration in ESR'](#) page.

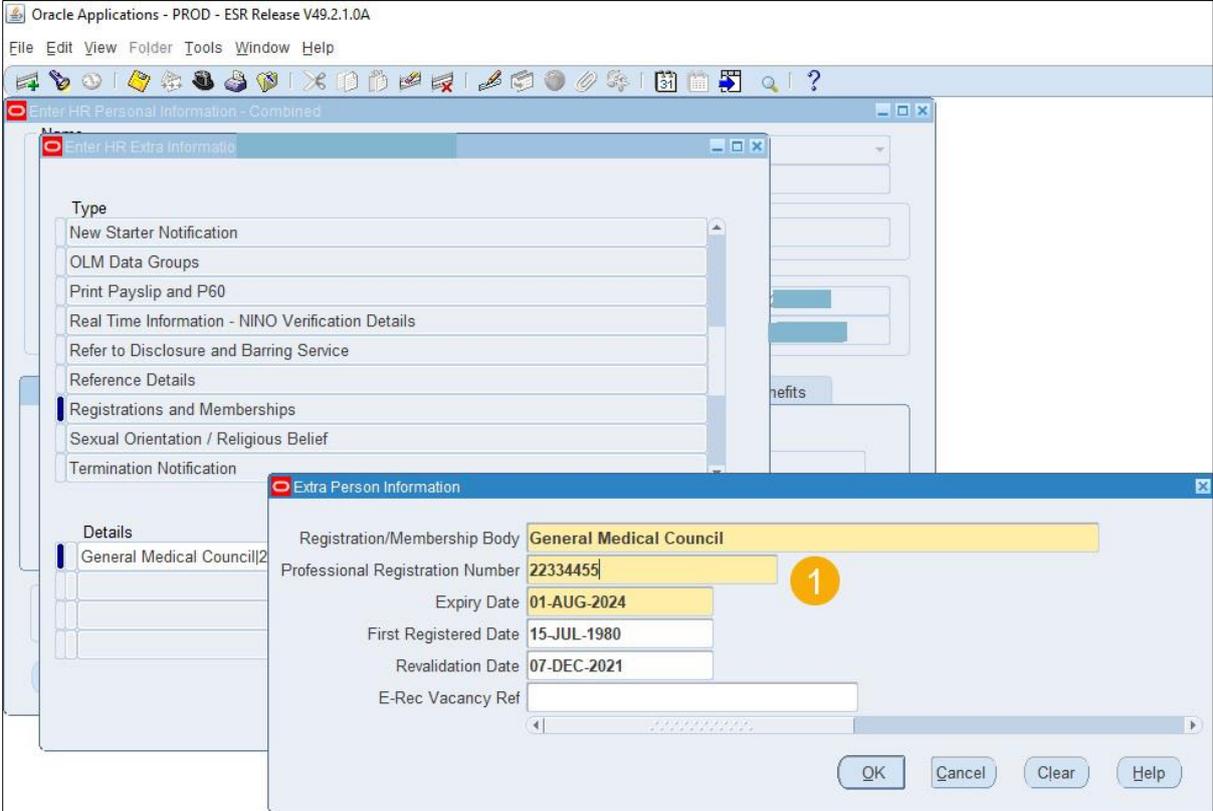
Check professional registration in ESR

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

Important: The applicant's professional registration details are found in the Applicant record within the 'Extra Person Information' section of ESR. This can be checked by your HR team with the required ESR roles and permissions.

The professional registration details transferred from NHS Jobs to ESR are:

- Professional body
- Membership
- Registration number
- Expiry date



Oracle Applications - PROD - ESR Release V49.2.1.0A

File Edit View Folder Tools Window Help

Enter HR Personal Information - Combined

Enter HR Extra Information

Type

- New Starter Notification
- OLM Data Groups
- Print Payslip and P60
- Real Time Information - NINO Verification Details
- Refer to Disclosure and Barring Service
- Reference Details
- Registrations and Memberships
- Sexual Orientation / Religious Belief
- Termination Notification

Details

- General Medical Council|2

Extra Person Information

Registration/Membership Body	General Medical Council
Professional Registration Number	22334455
Expiry Date	01-AUG-2024
First Registered Date	15-JUL-1980
Revalidation Date	07-DEC-2021
E-Rec Vacancy Ref	

OK Cancel Clear Help

You've reached the end of this user guide as you've completed the applicant's professional registration check in ESR.