

## 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.

A professional registration (if applicable to the role) is needed to complete the applicant's pre-employment information before they can start their new job.

An applicant can add or change their professional registration details.

You can add or change the professional registration details on the applicant's behalf.

For users of NHS Jobs and Electronic Staff Record (ESR) integration, go to the '[Process flow diagram](#)' page.

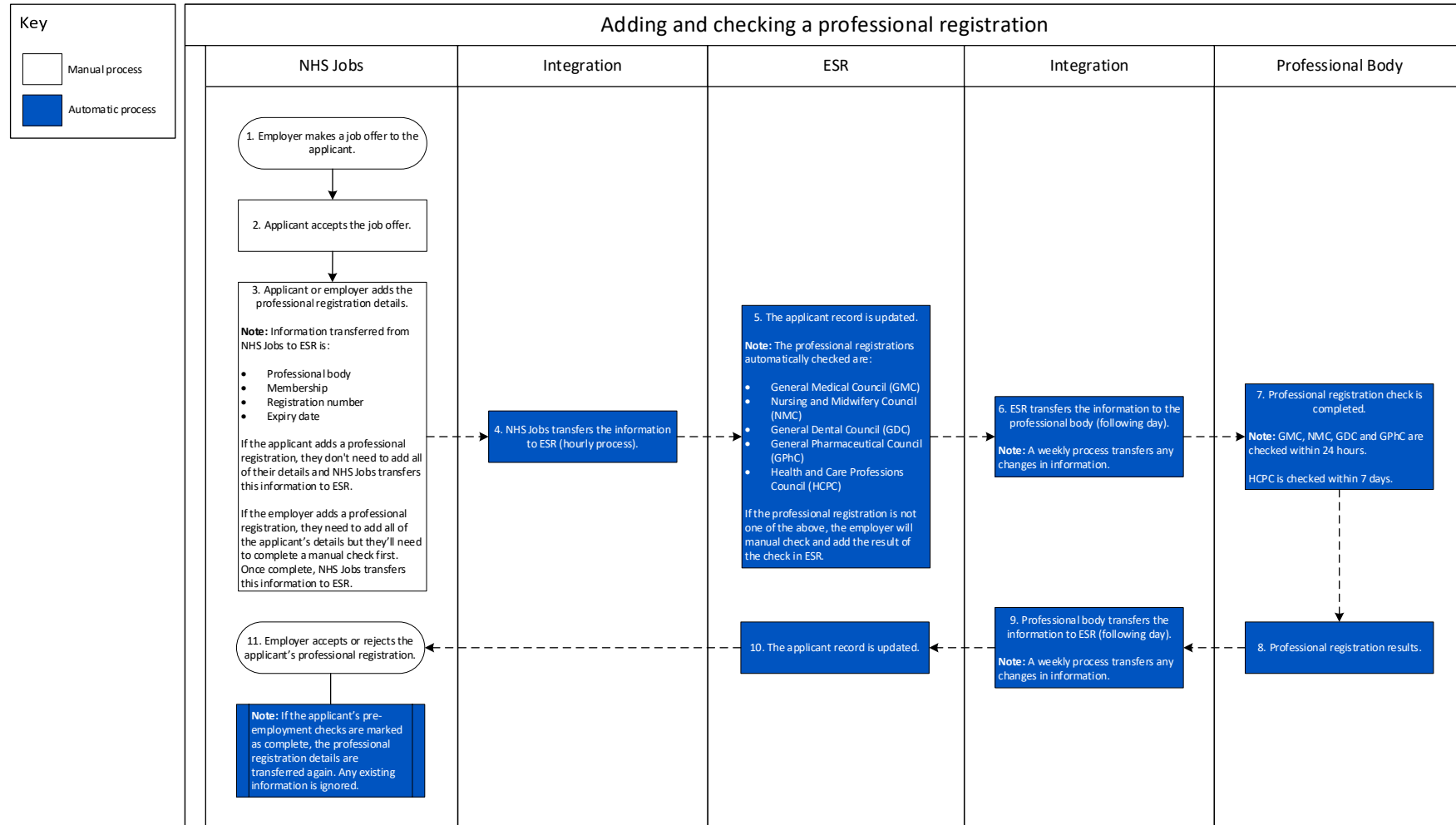
To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the [employer dashboard](#).

# Contents

<a href="#">How to complete a professional registration check in NHS Jobs user guide</a>	<a href="#">1</a>
<a href="#">Process flow diagram</a>	<a href="#">3</a>
<a href="#">Pre-employment checks</a>	<a href="#">4</a>
<a href="#">Applicant's pre-employment checks</a>	<a href="#">5</a>
<a href="#">Check pre-employment checklist or withdraw offer</a>	<a href="#">6</a>
<a href="#">Professional registrations</a>	<a href="#">7</a>
<a href="#">Check professional registration</a>	<a href="#">8</a>
<a href="#">View professional registration</a>	<a href="#">9</a>
<a href="#">Add another professional registration</a>	<a href="#">10</a>
<a href="#">What membership does the applicant have?</a>	<a href="#">11</a>
<a href="#">Choose the type of registration</a>	<a href="#">12</a>
<a href="#">Enter registration number</a>	<a href="#">13</a>
<a href="#">Is this licence restricted?</a>	<a href="#">14</a>
<a href="#">Enter date registered from</a>	<a href="#">15</a>
<a href="#">Enter date registered to</a>	<a href="#">16</a>
<a href="#">Date this document was received</a>	<a href="#">17</a>
<a href="#">Date this document was checked</a>	<a href="#">18</a>
<a href="#">Who checked this professional registration?</a>	<a href="#">19</a>
<a href="#">Is the professional registration okay?</a>	<a href="#">20</a>
<a href="#">Add a note about the registrations?</a>	<a href="#">21</a>
<a href="#">Add a note</a>	<a href="#">22</a>
<a href="#">Add another note about the registrations?</a>	<a href="#">23</a>
<a href="#">Check professional registration</a>	<a href="#">24</a>
<a href="#">Do you accept the professional registrations?</a>	<a href="#">25</a>
<a href="#">Check the professional registration status in NHS Jobs</a>	<a href="#">26</a>
<a href="#">Check the professional registration details in ESR</a>	<a href="#">27</a>

## Process flow diagram

This diagram shows the integration between NHS Jobs and ESR for adding and checking a professional registration.



Go to the ['Pre-employment checks'](#) page.

## Pre-employment checks

This page gives you instructions for how to access pre-employment checks.

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

To access pre-employment checks, complete the following step:

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

The screenshot shows the NHSBSA Lee UAT Dashboard. The top navigation bar includes the NHS logo, 'Jobs', and user information: 'You're viewing NHSBSA Lee UAT', 'Signed in as Lee Mapes', and 'Sign Out'. A toggle switch for 'Show tasks for all accounts' is visible. A 'BETA' notice states 'Your feedback will help us to improve this service.'

The main content area is titled 'NHSBSA Lee UAT Dashboard' and features two tabs: 'Tasks by stage' (selected) and 'Listings by user'. A dropdown menu shows 'Showing tasks for All users'. The dashboard displays a list of recruitment stages with counts and progress bars:

Stage	Count	Progress
Draft	11	Green bar
Published	2	Green bar
Shortlisting	5 - on track 0, overdue 5	Red bar
Interviews	8	Green bar
Ready to offer	8 - on track 7, overdue 1	Green bar
Conditional offers	13 - on track 3, overdue 10	Red bar
<b>1</b> Pre-employment checks	0	Grey bar
Contracts	3	Green bar
End recruitment	0	Grey bar

On the right side, there are three sections of quick actions and links:

- 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
  - Welsh listings
- 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
- 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.

## Applicant's pre-employment checks

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

**Important:** In this example, the **Outstanding checks** section shows the 'Professional registrations' check is outstanding.

Find the applicant and complete the following step:

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.

The screenshot shows the NHS BSA Training 'Pre-employment checks' page. 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 'Show tasks for all accounts' toggle switch. A 'BETA' banner indicates that feedback will help improve the service. A 'Go back' link is present. The main heading is 'NHS BSA Training Pre-employment checks'. Below this, there is a dropdown menu for 'Showing tasks for' set to 'All users'. The main content is a table of pre-employment checks. The table has columns for 'Applicant', 'Job title', 'Deadline', 'Outstanding checks', and 'What needs doing next'. The first row shows an applicant named 'Liam MA' with ID 'AR-2110128-00006' and a job title of 'Learning Consultant' with ID 'T2020-21-4641'. The deadline is '01 Apr 2022' and the status is 'ON TRACK'. The 'Outstanding checks' list includes 'References', 'Home address', 'Identity check', 'Right to work in the UK', 'Qualifications', 'Professional registrations' (highlighted in red), 'DBS', 'HPANs', and 'Health assessment'. The 'What needs doing next' column contains a link to 'View checks or withdraw offer'. Three yellow circles with numbers 1, 2, and 3 are overlaid on the page: 1 is next to the applicant name, 2 is next to the job title, and 3 is next to the 'View checks or withdraw offer' link. 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'.

Applicant	Job title	Deadline	Outstanding checks	What needs doing next
<a href="#">Liam MA</a> AR-2110128-00006	<a href="#">Learning Consultant</a> T2020-21-4641	01 Apr 2022 <b>ON TRACK</b>	<ul style="list-style-type: none"> <li>References</li> <li>Home address</li> <li>Identity check</li> <li>Right to work in the UK</li> <li>Qualifications</li> <li><b>Professional registrations</b></li> <li>DBS</li> <li>HPANs</li> <li>Health assessment</li> </ul>	<a href="#">View checks or withdraw offer</a>

## Check pre-employment checklist or withdraw offer

This page gives you instructions for how to confirm if you want to check the pre-employment checklist or withdraw the job offer.

To confirm if you want to check the pre-employment checklist or withdraw the job offer, complete the following steps:

1. Select an answer:
  - [‘Check pre-employment checklist’](#)
  - ‘Withdraw offer’
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 navigation link '< Go back' is visible. The main content area displays 'Pre-employment checks' and a large heading: '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 '2 Withdraw offer'. A green 'Continue' button is positioned below the second option. 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'.

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

## Professional registrations

This page gives you instructions for how to start a professional registration check.

**Important:** In this example, the status is **STARTED** as the applicant's added their professional registration details, but you haven't started the check.

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

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

**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 checklist for Liam MA

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>	COMPLETED
----------------------------	-----------

#### Identity

<a href="#">Home address</a>	COMPLETED
<a href="#">Identity check</a>	COMPLETED
<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>	COMPLETED
<b>1</b> <a href="#">Professional registrations</a>	STARTED

## 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. 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 professional registration details, complete the following steps:

1. Select the '[Nursing and Midwifery Council \(NMC\)](#)' link.

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'. A yellow circle with the number '1' highlights the first row, which contains the link 'Nursing and Midwifery Council (NMC)', 'Nursing Associate', and 'Edit or Delete' links. Below the table, there is a question 'Add another professional registration?' with two radio buttons: 'Yes' and 'No'. A green 'Continue' button is located 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'.

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](#)

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

© Crown copyright



## View professional registration

This page gives you instructions for how to view the 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.

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

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

The screenshot shows the NHS Jobs interface for viewing professional registration documents. The page title is "Liam MA's professional registration documents". The status is "Needs further investigation". The professional body is "Nursing and Midwifery Council (NMC)". The licence type is "Unknown", the licence is restricted, and the start date is "Unknown". The registration number is "12345678" and the expiry date is "28 February 2021". A "Continue" button is highlighted with a "1" in a yellow circle.

Date received	26 February 2021
Status	Needs further investigation
Professional body	Nursing and Midwifery Council (NMC)
Licence type	Unknown
Registration number	12345678
Licence restricted?	Unknown
Start date	Unknown
Expiry date	28 February 2021

**1** [Continue](#)

## 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'. Under 'Professional registrations', there is a table with columns 'Body', 'Type', and 'What you can do'. The table contains one row: 'Nursing and Midwifery Council (NMC)', 'Nursing Associate', and 'Edit or Delete'. Below the table, the question 'Add another professional registration?' is displayed with two radio buttons: 'Yes' and 'No'. A '1' in a yellow circle is next to the 'Yes' radio button. Below this, a '2' in a yellow circle is 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'. 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>

Add another professional registration?

1  Yes  No

2

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

© 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 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 'What membership does Liam MA have?'. A list of 15 radio button options is provided, 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. 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'.

## Choose the type of registration

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

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

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 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 present. The main content area is titled 'Pre-employment checks' and 'Choose the type of registration'. It prompts the user to 'Choose the type of registration' and shows a dropdown menu with 'Select an option...' and 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 a copyright notice '© 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 **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, 'Jobs', and user information: 'You're viewing NHS BSA Training Change' and 'Signed in as Liam M1 Sign Out'. Below the header, a 'BETA' notice states 'Your feedback will help us to improve this service.' A 'Go back' link is present. The main heading is 'Pre-employment checks Enter registration number'. A table shows 'Registered body' as 'Nursing and Midwifery Council (NMC)' and 'Licence type' as 'Nursing Associate'. Below this, a note says 'This should be on the registration certificate or document'. A numbered step '1' points to an empty text input field. A numbered step '2' points to 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'.

**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.

**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 this licence is restricted, complete the following steps:

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

The screenshot shows a web form titled 'Is this licence restricted?' within the NHS Jobs system. The page header includes the NHS logo, 'Jobs', and user information: 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. A 'BETA' notice states 'Your feedback will help us to improve this service.' Below this is a 'Go back' link and the text 'Pre-employment checks'. The main heading is 'Is this licence restricted?'. A table displays the user's details: 'Registered body' is 'Nursing and Midwifery Council (NMC)' and 'Licence type' is 'Nursing Associate'. Below the table, explanatory text reads: '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.' The form contains two radio buttons labeled '1' with options 'Yes' and 'No'. A green 'Continue' button is labeled '2'. 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'.

**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

### 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](#)

© Crown copyright

## Enter date registered from

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

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

1. In the **Day**, **Month** and **Year** boxes, enter the details.
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

### 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](#)

© 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 date registered to.

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

1. In the **Day**, **Month** and **Year** boxes, enter the details.
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

### 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](#)

© Crown copyright

**Tip:** The date registered to 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 date this document was received.

To enter the 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 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 'Date this document was received'. 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 date entry section follows, with the example 'For example, 15 03 2012'. It has three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the date 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:** 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 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 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, there is a date input section. It says 'For example, 15 03 2012' and has three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the date input, there 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'. A copyright notice '© Crown copyright' is also present.

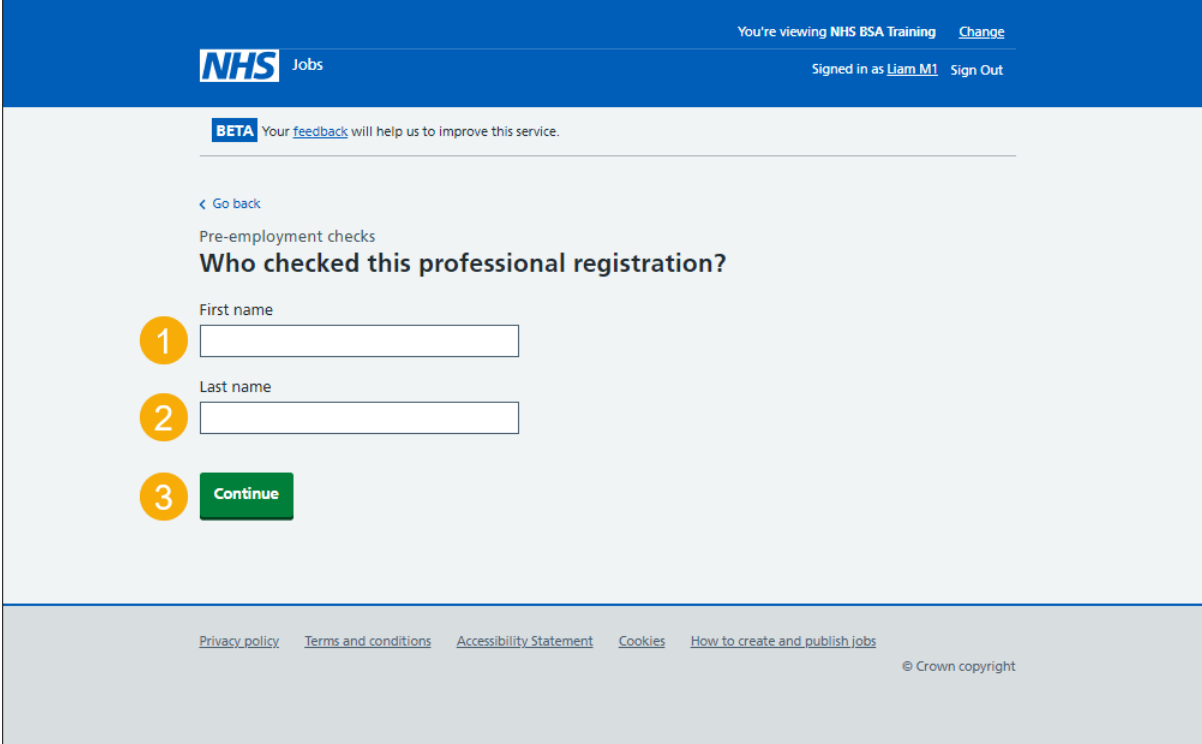
**Tip:** You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

## 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.



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 contains 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 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 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.

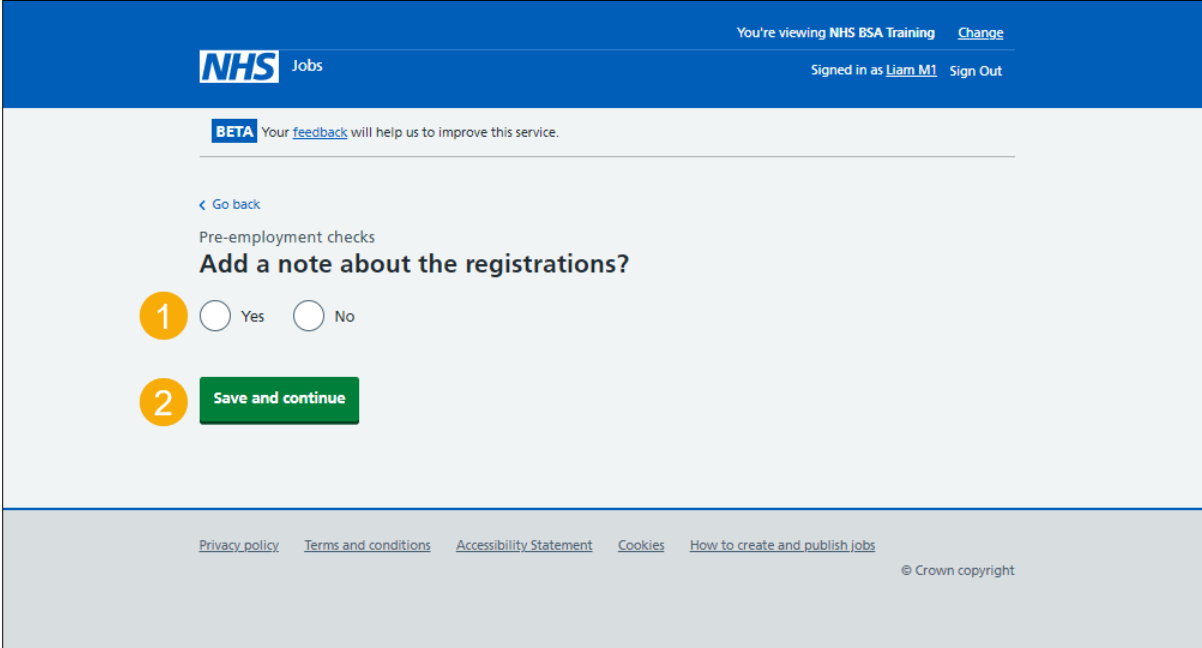
The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A navigation link '< Go back' 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 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'. A copyright notice '© Crown copyright' is also present.

## 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 about the professional registration, complete the following steps:

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



The screenshot shows a web form titled "Add a note about the registrations?". 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 "Add a note about the registrations?". There are two radio button options: "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". The footer text is "© Crown copyright".

## Add a note

This page gives you instructions for how to add a note.

**Important:** You'll only see this page if you're adding a note about the professional registration.

To add a note, 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' notice: 'Your feedback will help us to improve this service.' The main content area has a 'Go back' link and the text 'Pre-employment checks'. The title 'Add a note' is prominently displayed. Below the title, there are two input fields: 'Subject' (a text box) and 'Detail' (a larger text area). A green 'Save and continue' button is located below the 'Detail' field. The 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'.

## 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 registrations.

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

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

The screenshot shows a web interface 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 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'. The footer text reads '© Crown copyright'.

## Check professional registration

This page gives you instructions for how to check the 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, edit, delete, and add another 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, it says 'You're viewing NHS BSA Training' and 'Signed in as Liam M1'. The main content area is titled 'Liam MA's professional registrations'. Below this is a table with the following structure:

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>

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.

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 also includes '© Crown copyright'.



## 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.

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 left, and user information 'You're viewing NHS BSA Training' and 'Change' on the right. Below the header, there is a 'Signed in as Liam M1' and 'Sign Out' link. A 'BETA' badge with the text 'Your feedback will help us to improve this service.' is visible. The main content area has a 'Go back' link and the heading 'Pre-employment checks'. The question 'Do you accept the professional registrations?' is displayed. Below the question 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 options 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', along with a copyright notice '© Crown copyright'.

## Check the professional registration status in NHS Jobs

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

**Important:** In this example, the status is **COMPLETED** as you've completed the applicant's professional registration check. You need to complete all sections of the pre-employment checklist before you can issue a contract.

To go to another pre-employment check, complete the following steps:

1. Select a pre-employment link.

The screenshot shows the NHS Jobs interface for a pre-employment checklist for Liam MA. The page is titled 'Pre-employment checklist for Liam MA' and includes a 'Go back' link. The checklist is divided into several sections, each with a 'COMPLETED' status:

- References:** [References](#) (COMPLETED)
- 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)

The 'Professional registrations' section is highlighted with a red box, and a yellow circle with the number 1 is placed next to it.

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

For users of NHS Jobs and ESR integration, go to the '[Check professional registration in ESR](#)' page.

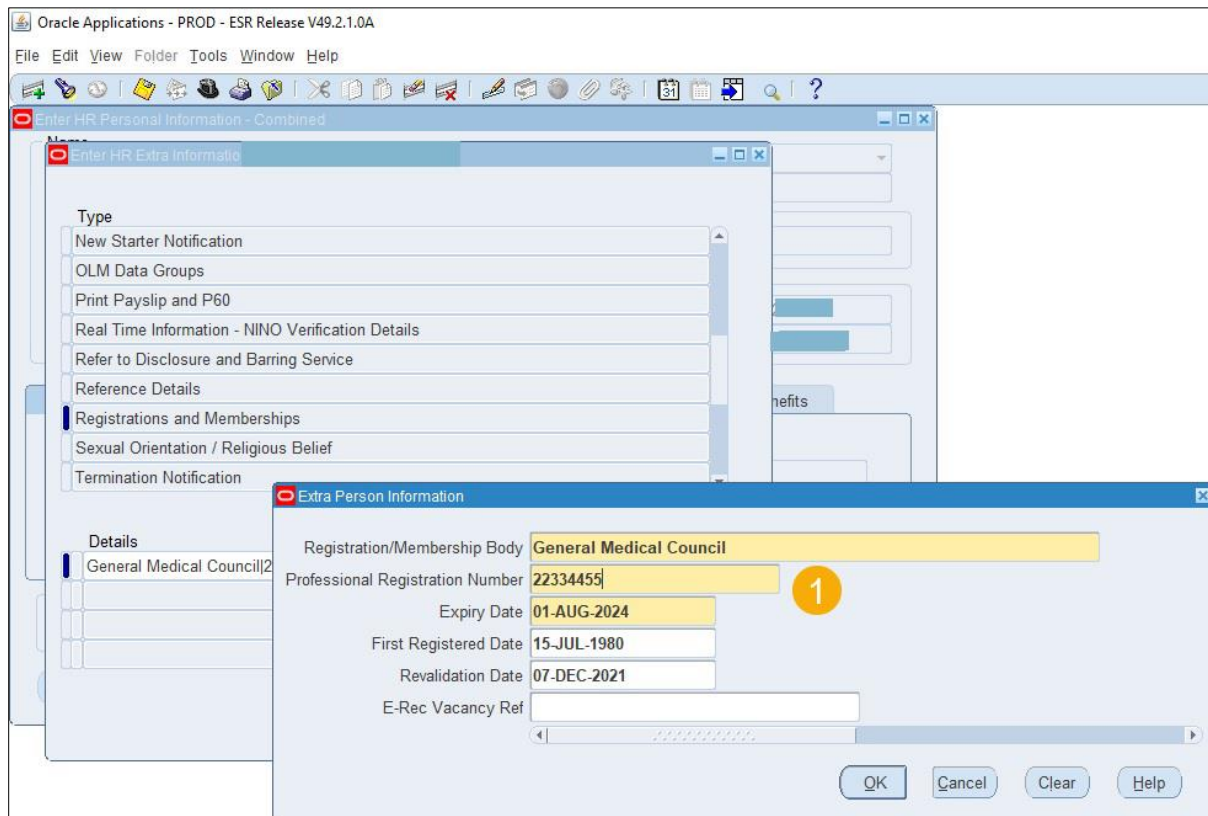
You've completed the home address check in NHS Jobs and reached the end of this user guide.

## Check the professional registration details in ESR

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

**Important:** This information is found in the applicant record within the 'Extra Person Information' section of ESR and can be checked with the correct ESR roles and permissions.

1. The applicant's professional registration details are shown.



**Tip:** For more information about ESR, go to the '[ESR User Manual](#)'.

You've checked the professional registration details in ESR and reached the end of this user guide.