

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](#).

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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'. The main content area is titled 'NHS BSA Training Dashboard' and features a 'Tasks by stage' section. A dropdown menu is set to 'All users'. The tasks are listed as follows:

Task Stage	Count	On Track	Overdue
Draft	99	25	74
Approvals	1	1	0
Published	10	9	1
Shortlisting	68	42	26
Interviews	21	3	18
Ready to offer	11	7	4
Conditional offers	5	3	2
1 Pre-employment checks	1	1	0
Contracts	12	8	4
End recruitment	7	5	2

The sidebar on the right contains several sections:

- 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
- Reporting:**
 - Run a report

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'.

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.

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

Showing tasks for

Pre-employment checks

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

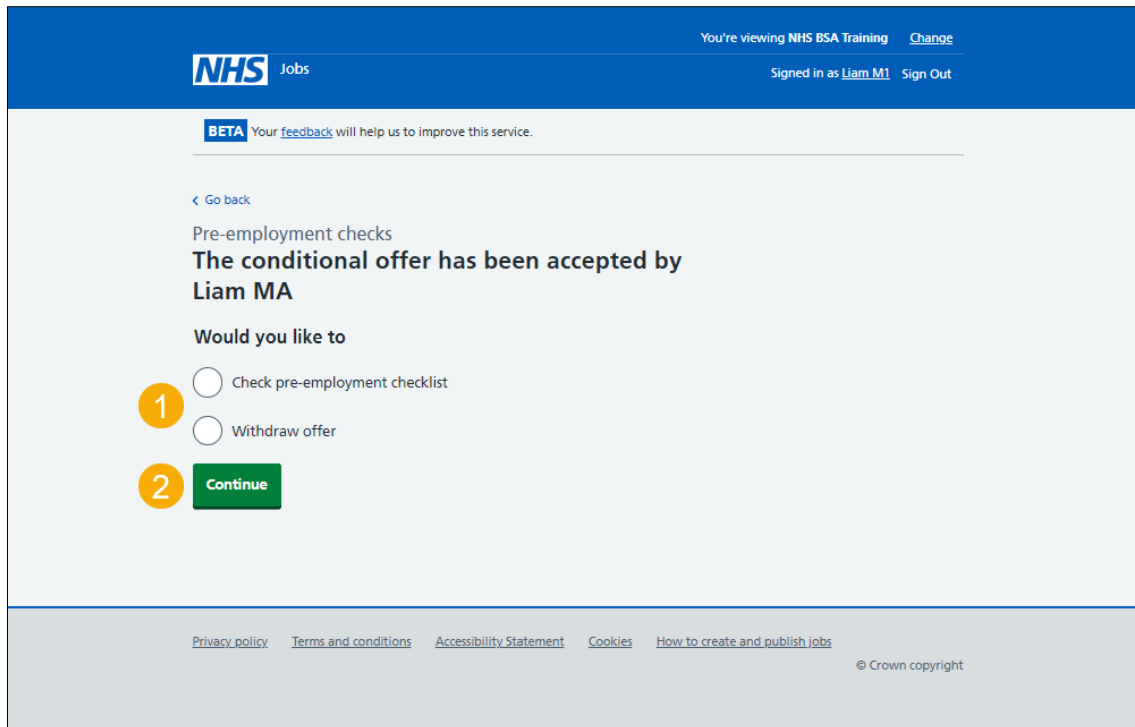
[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [How to create and publish jobs](#) © Crown copyright

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.

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

References	NOT 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
1 Professional registrations	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 columns 'Body', 'Type', and 'What you can do'. The table contains one row for 'Nursing and Midwifery Council (NMC)' with an 'Edit or Delete' link. Below the table, there's a question 'Add another professional registration?' with 'Yes' and 'No' radio buttons. A green 'Continue' button is at the bottom. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with '© Crown copyright'.

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

Add another professional registration?

Yes No

[Continue](#)

View professional registration

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

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

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

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

The screenshot shows the NHS Jobs interface. At the top, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link. Below that, it says 'Signed in as Lee Mapes' with a 'Sign Out' link. A blue banner at the top left contains the NHS logo and the text 'Jobs'. Below the banner, 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 'Lee Mapes's professional registration documents'. Below this, there are two tables of registration details. The first table shows 'Date received' as '10 January 2023' and 'Status' as 'Needs further investigation'. The second table shows 'Professional body' as 'Nursing and Midwifery Council (NMC)', 'Licence type' as 'Unknown', 'Registration number' as '123456789', 'Licence restricted?' as 'Unknown', 'Start date' as 'Unknown', and 'Expiry date' as '01 January 2025'. At the bottom left, there is a green button with a white '1' and the text 'Continue'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

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 checks

Lee Mapes's professional registration documents

Date received	10 January 2023
Status	Needs further investigation

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

1 [Continue](#)

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

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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 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.' The main content area has a 'Go back' link and the text 'Pre-employment checks'. The title is 'Liam MA's professional registrations'. Underneath, it says 'Professional registrations'. There is a table with three columns: 'Body', 'Type', and 'What you can do'. The table has one row: 'Nursing and Midwifery Council (NMC)', 'Nursing Associate', and 'Edit or Delete'. Below the table, it asks 'Add another professional registration?' with two radio buttons: 'Yes' and 'No'. A '1' in a yellow circle is next to the 'Yes' radio button. Below that, a '2' in a yellow circle is next to a green 'Continue' button. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs'. On the far right, it says '© Crown copyright'.

What membership does the applicant have?

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

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

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

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

The screenshot shows a web 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 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'.

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](#)

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Choose the type of registration

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

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

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

1. Select an option from the drop-down menu.
2. Select the [Continue](#) button.

The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right side of the header, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam.M1' with a 'Sign Out' link. Below the header, there is a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' The main content area is titled 'Pre-employment checks' and 'Choose the type of registration'. There is a 'Go back' link. Below the title, it says 'Choose the type of registration' and 'Select an option...' with a dropdown arrow. A green 'Continue' button is visible. 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'.

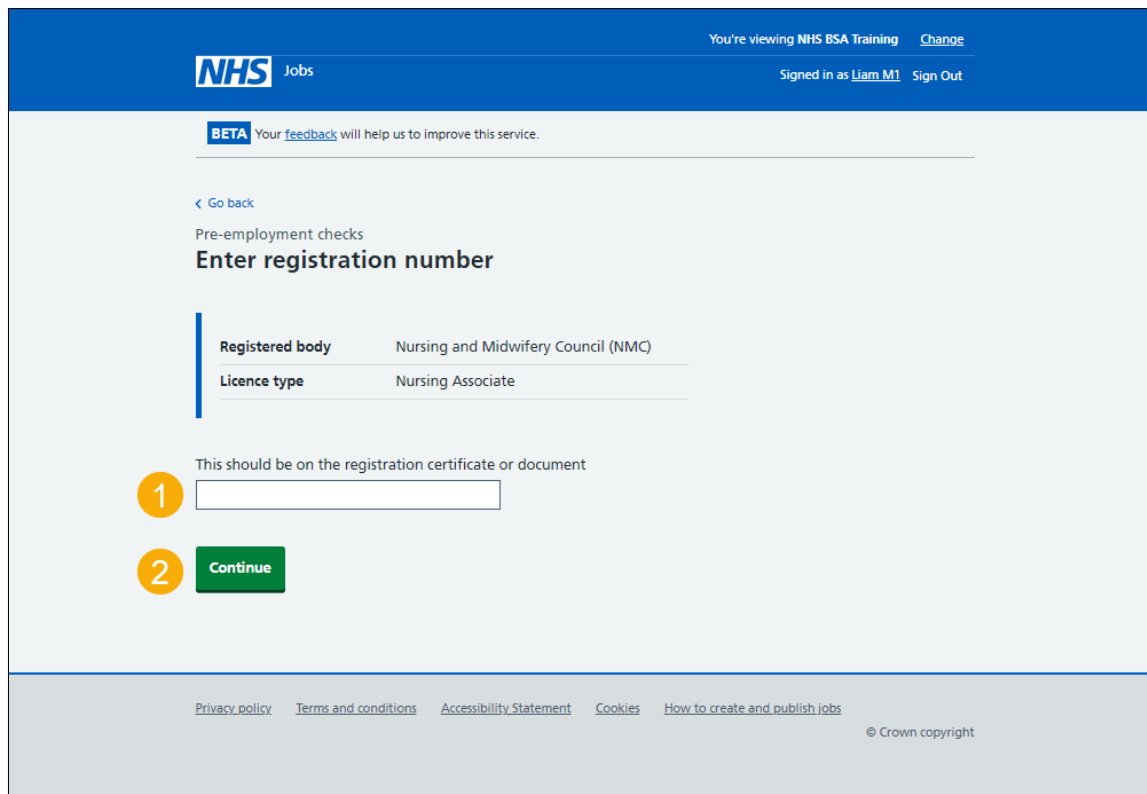
Enter registration number

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 'Enter registration number' form. 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 yellow circle with the number '1' is next to an empty text input box. A yellow circle with the number '2' is next to a green 'Continue' button. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

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 content area is titled 'Pre-employment checks' and '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'. Below the table, there is a paragraph of text: 'For example, a doctor with restrictions or conditions on their practise. Your team would check their compliance to General Medical Council conditions and undertakings, and manage a safe return to work.' Below this 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 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'.

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 fields: 'Registered body' with the value 'Nursing and Midwifery Council (NMC)' and 'Licence type' with the value 'Nursing Associate'. A note states: 'This should be on the registration certificate/document. For example, 15 03 2012'. Below the note are three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' is next to the 'Day' box. Below the input boxes is a 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'.

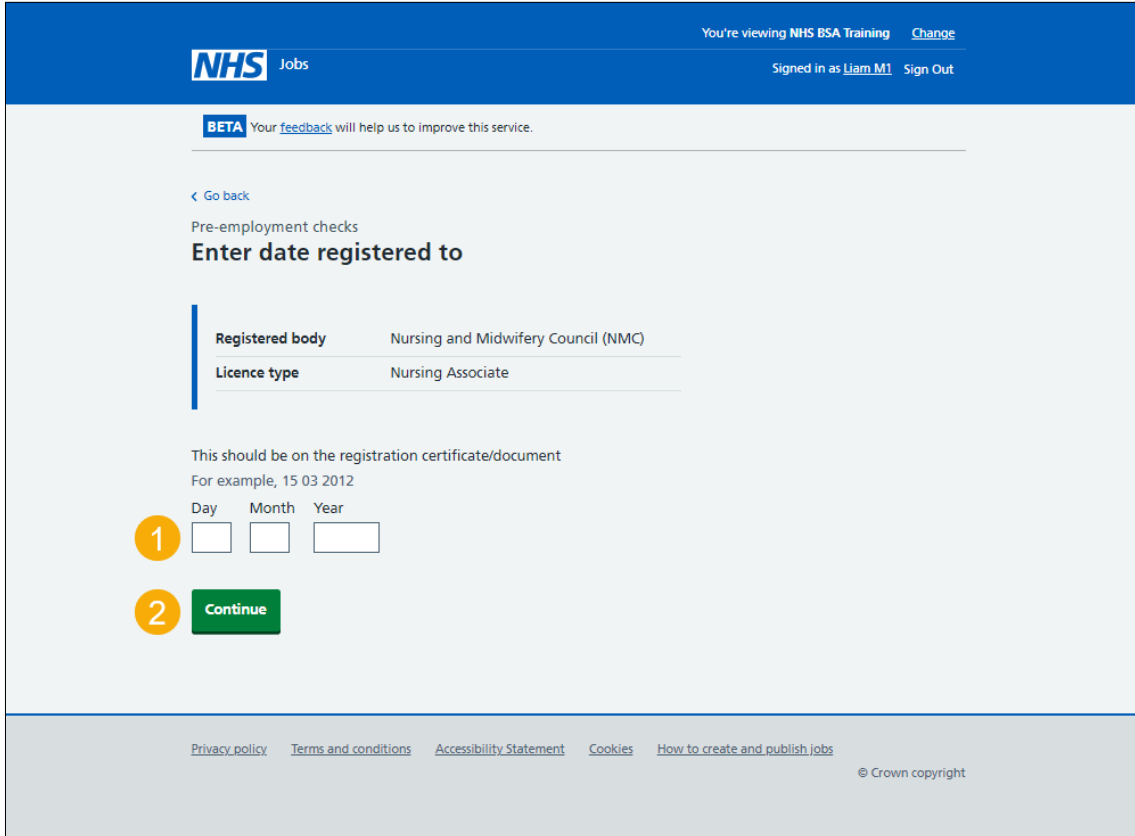
Tip: The date registered from should be on the registration certificate or document. You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

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' 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'.

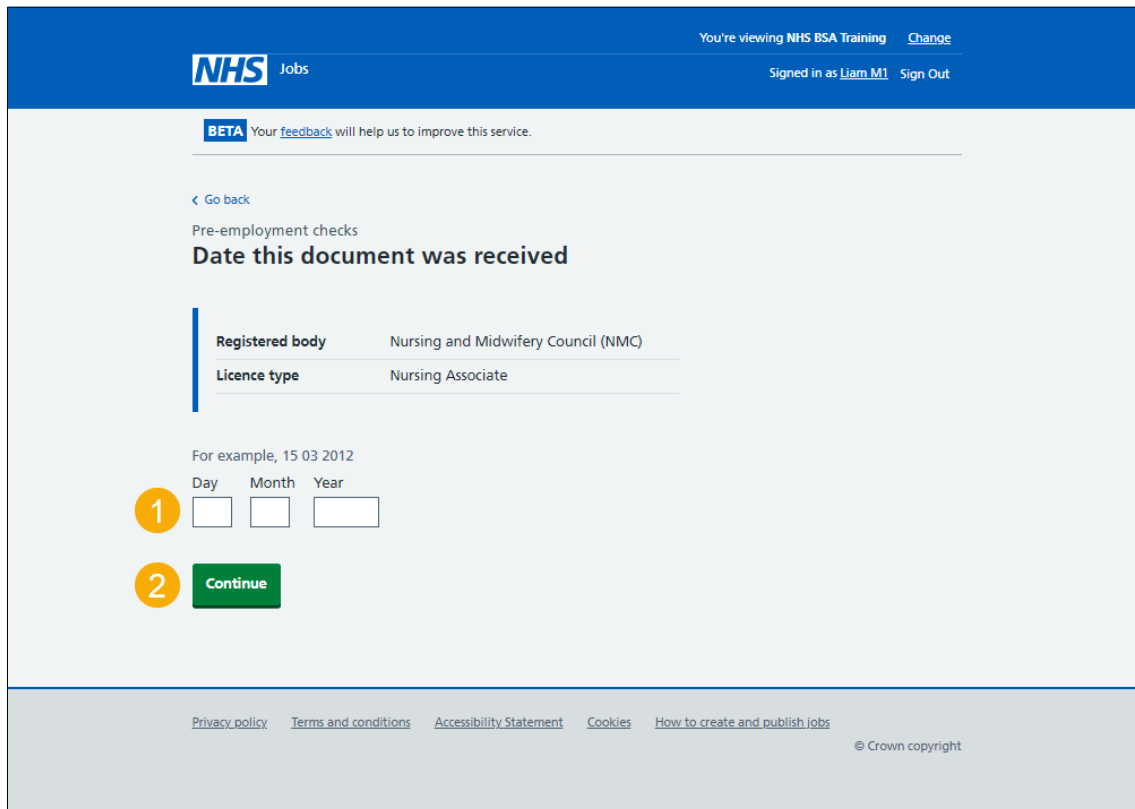
Tip: The date registered should be on the registration certificate or document. You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

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'. It shows a table with 'Registered body' as 'Nursing and Midwifery Council (NMC)' and 'Licence type' as 'Nursing Associate'. Below this, there is a date input section with the example '15 03 2012' and three input boxes labeled 'Day', 'Month', and 'Year'. A yellow circle with the number '1' points to the 'Day' box. Below the input boxes is a green 'Continue' button with a yellow circle and the number '2' next to it. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

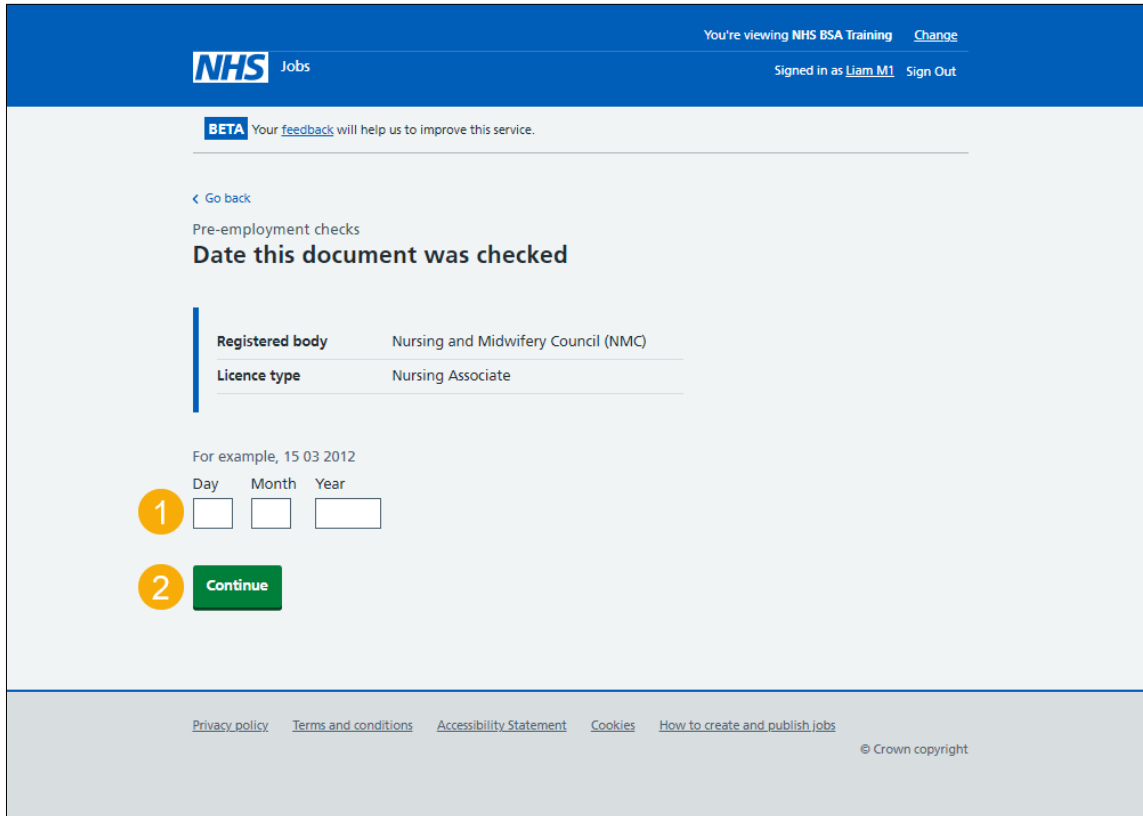
Tip: You'll need to enter the date in the DD-MM-YYYY format. For example, 15 03 2012.

Date this document was checked

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

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

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



The screenshot shows the NHS Jobs website interface. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHS BSA Training' with a 'Change' link, and 'Signed in as Liam M1' with a 'Sign Out' link. Below the header, there is a 'BETA' 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'. Below this, there are two rows of information: 'Registered body' (Nursing and Midwifery Council (NMC)) and 'Licence type' (Nursing Associate). Below the information, 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 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'. The footer text is '© 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 left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, there is a 'Signed in as Liam M1' and a 'Sign Out' link. A 'BETA' banner states '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 'Who checked this professional registration?'. There are three numbered steps: 1. 'First name' with an input field; 2. 'Last name' with an input field; 3. A green 'Continue' button. At the bottom, there are links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'How to create and publish jobs', along with a copyright notice '© Crown copyright'.

Is the professional registration okay?

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

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

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

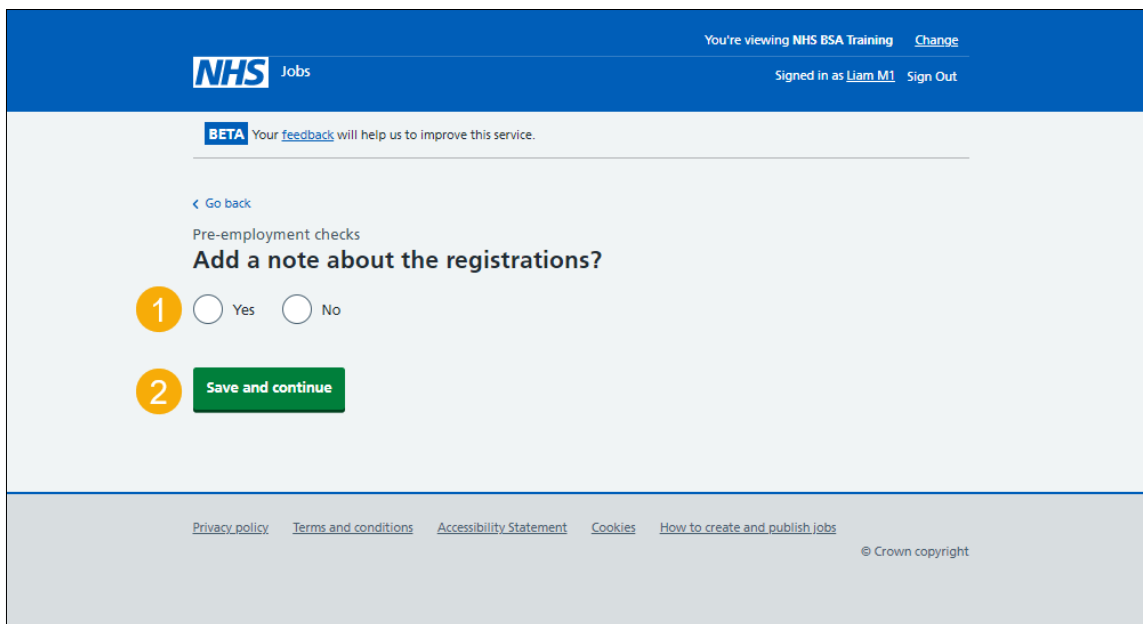
The screenshot shows a web page for NHS Jobs. At the top, there is a blue header with the NHS logo and 'Jobs' on the left, and 'You're viewing NHS BSA Training' with a 'Change' link on the right. Below the header, it says 'Signed in as Liam.M1' and 'Sign Out'. A 'BETA' badge is present with the text '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 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 a note about the registrations?'. There are two radio button options: 'Yes' and 'No'. The 'Yes' option is highlighted with a yellow circle containing the number '1'. Below the radio buttons is a green button labeled 'Save and continue', which is highlighted 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'. A copyright notice '© Crown copyright' is also present.

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 'Add a note' form. 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'. There are three numbered steps: 1. A 'Subject' label followed by a text input field. 2. A 'Detail' label followed by a large text area. 3. A green 'Save and 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'.

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 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?'. Below this title, there are two radio button options: 'Yes' and 'No'. The 'Yes' option is selected, indicated by a yellow circle with the number '1' next to it. Below the radio buttons, there 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 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'.

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 'Professional registrations' section of the pre-employment checks page. It features a table with one registration entry for the Nursing and Midwifery Council (NMC). The table has columns for 'Body', 'Type', and 'What you can do'. The 'What you can do' column contains links for 'Edit or Delete'. Below the table, there is a question 'Add another professional registration?' with radio buttons for 'Yes' and 'No', and a 'Continue' button. The page is annotated with numbered callouts 1 through 5 corresponding to the steps in the instructions above.

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

Liam MA's professional registrations

Professional registrations

Body	Type	What you can do
1 Nursing and Midwifery Council (NMC)	Nursing Associate	2 Edit or Delete 3

Add another professional registration?

4 Yes No

5 [Continue](#)

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

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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 form titled "Do you accept the professional 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 "Do you accept the professional registrations?". There are three radio button options: "Yes", "No", and "In progress". A yellow circle with the number "1" is placed to the left of the "No" option. Below the options is a green button labeled "Save and continue" with a yellow circle containing the number "2" to its left. 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 located in the bottom right corner.

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.

The screenshot shows the 'Pre-employment checklist for Lee Mapes' page. At the top, it says 'You're viewing NHSBSA Lee UAT' and 'Signed in as Lee Mapes'. Below the NHS logo, there's a 'BETA' notice. The main heading is 'Pre-employment checklist for Lee Mapes'. Below this, it states 'The applicant accepted your conditional job offer. They now need to give pre-employment information before they can start their new job.' The checklist is organized into sections: References, Identity, Right to work, and Qualifications and registrations. Each item has a status indicator: 'NOT STARTED' or 'COMPLETED'.

Section	Item	Status
References	References	NOT STARTED
Identity	Home address	NOT STARTED
	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	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.