

Credentialing Application Documentation Checklist

Use this checklist to ensure you have the required documentation ready to upload

1. If any of the supporting documentation you provide is in a different name (e.g. a marriage certificate, birth certificate, or evidence of divorce) you will need to provide evidence of name changes. Have you copied, certified, and scanned your document/s?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
2. If you have any notations, conditions, undertaking or limitations on your current nursing registration, have you copied, certified, and scanned your document?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
3. If you are applying as a member of a specialty college, have you got evidence of your current membership?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
4. Have you copied, certified and scanned evidence of completion of all qualifications and courses listed for the Qualification Criterion (e.g. Certificates, testamurs)?	Yes <input type="checkbox"/>	
5. Have you copied, certified and scanned academic transcripts or other evidence of course content for each of those listed which specifically relate to your area of specialty?	Yes <input type="checkbox"/>	
6. Have you obtained a statement from your employer/s to verify your experience and duration in the specialty?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
7. If you are self-employed, have you provided a statutory declaration of your experience and duration in the specialty?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
8. Have you an up-to-date copy of your CV?	Yes <input type="checkbox"/>	N/A <input type="checkbox"/>
9. Have you completed your CPD Evidence Based Record using the required template?	Yes <input type="checkbox"/>	
10. Have you obtained two written references using the required template?	Yes <input type="checkbox"/>	
11. Have you got your credit card details ready to submit payment?	Yes <input type="checkbox"/>	