

Verification Application Procedure – (Professional Association (PA) Option)**1) Applicant completes a “Request to Register” form which is available from their Professional Association (PA)**

This form should be made available on the PAs website and be issued on request. This is a 1 page document requiring basic details – name, email address, date of birth, PA membership number and discipline(s) for verification.

2) Applicant returns the completed “Request to Register” form direct to their Professional Association (PA).

This can be done via email or post.

3) The Professional Association (PA) will assess the application and enter the details onto the Fast Track Template.

The PA will check that their member meets the standards for admission to the register and if they do, they will enter their name, email address, date of birth, gender, PA membership number and which disciplines they are eligible to be registered for onto the **fast track template**.

4) The Professional Association (PA) will forward the Fast Track Template to CNHC as verification confirmation

Providing the member meets the requirements, the PA will forward the completed **fast track template** to Lisa McCaul lisa.mccaul@cnhc.org.uk via email. (This is to be in Excel format)

5) CNHC uploads the information onto the register

Upon receipt of the verification details, CNHC will then upload the information onto the register through the CNHC Bulk Upload System.

6) The applicant is then part-registered and will be sent a system generated email to the email address provided

The part-registered applicant will then receive an email notification inviting them to complete their registration online by logging into the fast track application facility.

The email they receive will contain login details and a password.

7) The applicant will login and complete their application online

The applicant will login and complete the online screens. They will then be asked to provide their practice and personal contact details and confirm they have read and abide by CNHCs Code of Conduct, Performance & Ethics, Data Protection Policy and Terms of Use of the CNHC website.

8) The applicant will then make their payment online

Providing the payment has processed successfully **the applicant WILL then be registered with CNHC & will be displayed on the public register**. Please note: without completing the online information, their application will not be complete & they will not show on the register.

The applicant can also post a cheque or pay over the phone

9) The registrant will then receive a confirmation email with their certificate attached