

Checklist for *Specialist registration by portfolio assessment* applicants

Oct 2018

You are advised to use this checklist before submission to ensure that your application is complete, and to help you present your portfolio to best advantage.

This check list does not need to be submitted alongside your portfolio submission.

1. Portfolio (four identical copies) including:	Y/N
Up-to date Curriculum Vitae (CV)	
Current job description	
Completed application form	
A description of arrangements for CPD, which must be part of a formal CPD scheme	
A current Personal Development Plan	
Completed assessment proforma (see Section 3 below)	
If applicable, certificate of passing FPH Part A exam	
The <i>Knowledge (if applicable) & Shows How</i> matrices, fully completed and a copy retained for your own use to update and resend upon request for clarifications/resubmissions	
A current reference from a senior public health colleague (see Section 4 below)	
If applicable, testimonials for specific competencies using UKPHR template	
Knowledge evidence and key area reflective notes (<i>if applicable</i>) (see Section 5 below)	
Show How summaries and evidence (see Section 6 below)	
Certified copies of qualifications and membership of professional bodies	
If applicable, a certified copy of marriage certificate of Deed Poll documentation if any documents or evidence are in a different name	
Have you kept one copy of the portfolio to refer to when requested to submit clarifications or resubmissions?	
2. Application form	
Have you paid the portfolio assessment fee?	
Have you signed the declaration using an electronic or hand written signature?	
Have you answered all 12 questions in the Fitness to Practise section?	
If applicable, have you provided a statement to any questions you have answered yes to?	
3. Assessment proforma – emailed in Ms Word format to register@ukphr.org	
Front page and evidence column completed	
Copy retained for your own use to update and resend upon request for clarifications/resubmissions	
4. Reference	
Have you used UKPHR's template?	

If you are submitting your portfolio more than 12 months after receiving approval, are you submitting an updated reference using UKPHR's template?	
Have they been signed (typed in signatures are not acceptable) by the author, showing their job title and professional public health registration number and dated?	
Is the relationship between yourself and the author clear?	
5. Knowledge evidence and Key Area reflective notes	
Have you checked that you are claiming all Knowledge competencies?	
Have you included a reflective note to cover each Key Area?	
Have you included attendance certificates, course content or relevant evidence where appropriate?	
Have you signposted the assessor to clearly labelled evidence in your written narratives and matrices?	
Have you cross-checked between the citations in the reflective notes, the assessment proforma, matrix and if appropriate to the Show How summaries to ensure consistency?	
6. Show How Summaries and Evidence	
Have you stated at the beginning of a summary which competencies are being claimed?	
Have you checked that you are claiming all Show How competencies?	
Have you signposted the assessor directly to the specific evidence that demonstrates the competency you are claiming in your summaries and matrices?	
If you have used testimonial evidence to support a specific claim, have you used UKPHR's prescribed template to ensure it is competency specific?	
Have you cross-checked between the citations in the summary, the assessment proforma and the matrix to ensure consistency?	