



## HEALTH PROFESSIONAL INITIAL REGISTRATION CHECKLIST

The following list identifies what supplemental documentation is required for initial registration.

Additional information pertaining to registration policies and procedures can be found in the applicable *Registration Guidelines* document published by the relevant Statutory Board or Council. Please refer to the Health Council's Health Professional Registration page for links to the Statutory Bodies *Registration Guidelines* documents.

Supplemental documentation **must** be uploaded and attached to your online application, unless otherwise specified below.

Documentation	Relevant Profession(s)	Notes
Initial Application Form	All	<a href="https://cognitofrms.com">Health Professional Initial Registration Application (cognitofrms.com)</a>
Proof of Eligibility to Work in Bermuda	All	Job Offer Letter (for potential guest workers), Bermuda passport copy with stamp, spousal letter, permanent residency card, valid work permit, etc.
Registration Fee Payment	All	An invoice will be sent by e-mail once completed application is submitted. Payment must be made before your application can be reviewed.
Proof of identification	All	<b>Notarized</b> copy of passport or birth certificate.
Proof of true likeness	All	Provide a digital head shot photo. You can take it yourself, as long as image of likeness is clear.
Resume/C.V.	All	Most up to date Resume/C.V.
Two Letters of Professional Reference	All	All references must be current (dated within the last 12 months) and on an official letterhead.
Certificate of Professional Education (COPE)	All	COPE form <b>must</b> be completed and sent directly from the institution where professional educational qualifications were obtained. <a href="#">Download COPE Form</a> . Please advise if getting the institution to fill out the COPE form is not

		attainable in e-mail to <a href="mailto:hpadmin@gov.bm">hpadmin@gov.bm</a> , as we can accept <b>notarized</b> copies of degrees instead.
Certificate of Professional Standing (COPS)	<ul style="list-style-type: none"> <li>• Visiting health professionals applying for work permit</li> <li>• Health professionals licensed or registered outside of Bermuda.</li> </ul>	Certificate of Professional Standing <b>must</b> be sent directly from regulatory authority within the jurisdiction you have recently practiced in.
Professional Certification	<ul style="list-style-type: none"> <li>• Emergency Medical Service Practitioners</li> <li>• Addiction Counsellors</li> <li>• Diagnostic Imaging Technologists</li> <li>• Medical Technologists</li> </ul>	<ul style="list-style-type: none"> <li>• For EMSPs, proof of current certification (i.e. NREMT and CPR)</li> <li>• For Addiction Counsellors, proof of BACB Certification</li> <li>• For DITs and MTs, proof of Board Certification in identified areas</li> </ul>
Specialist Certificate	Health professionals applying for registration as a specialist	Proof of specialist certification (i.e. copy of certificate).
Name change verification documentation	All	Where applicable. Only required if name changed and differs on application and supporting documentation. Copy must be <b>notarized</b> .
Proof of competency to practice.	All	Where applicable. Refer to applicable Registration Guidelines document for specific requirements.