UKPHR E-PORTFOLIO USER GUIDE

PRACTITIONERS

professional standards authority™ — accredited register

UKPHR Public Health Register
Protecting the public | improving practice
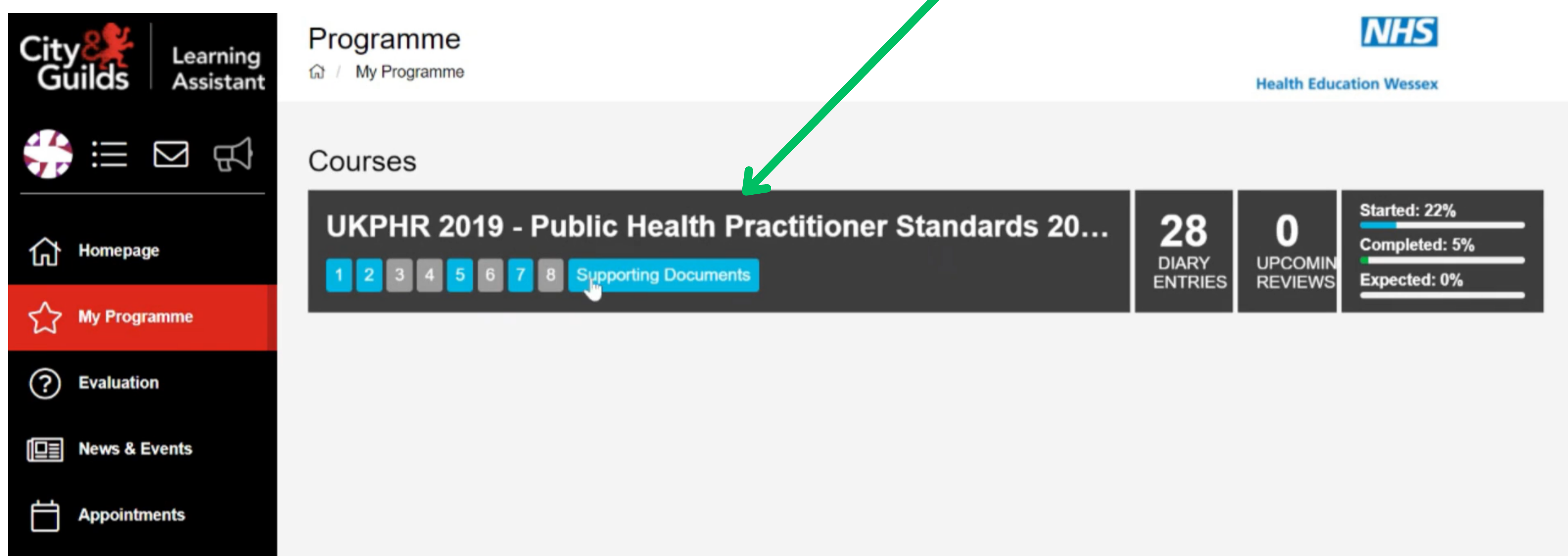
Submitting your Portfolio for Verification

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Once all three commentaries have been assessed and all standards have been accepted, your portfolio is ready for verification.
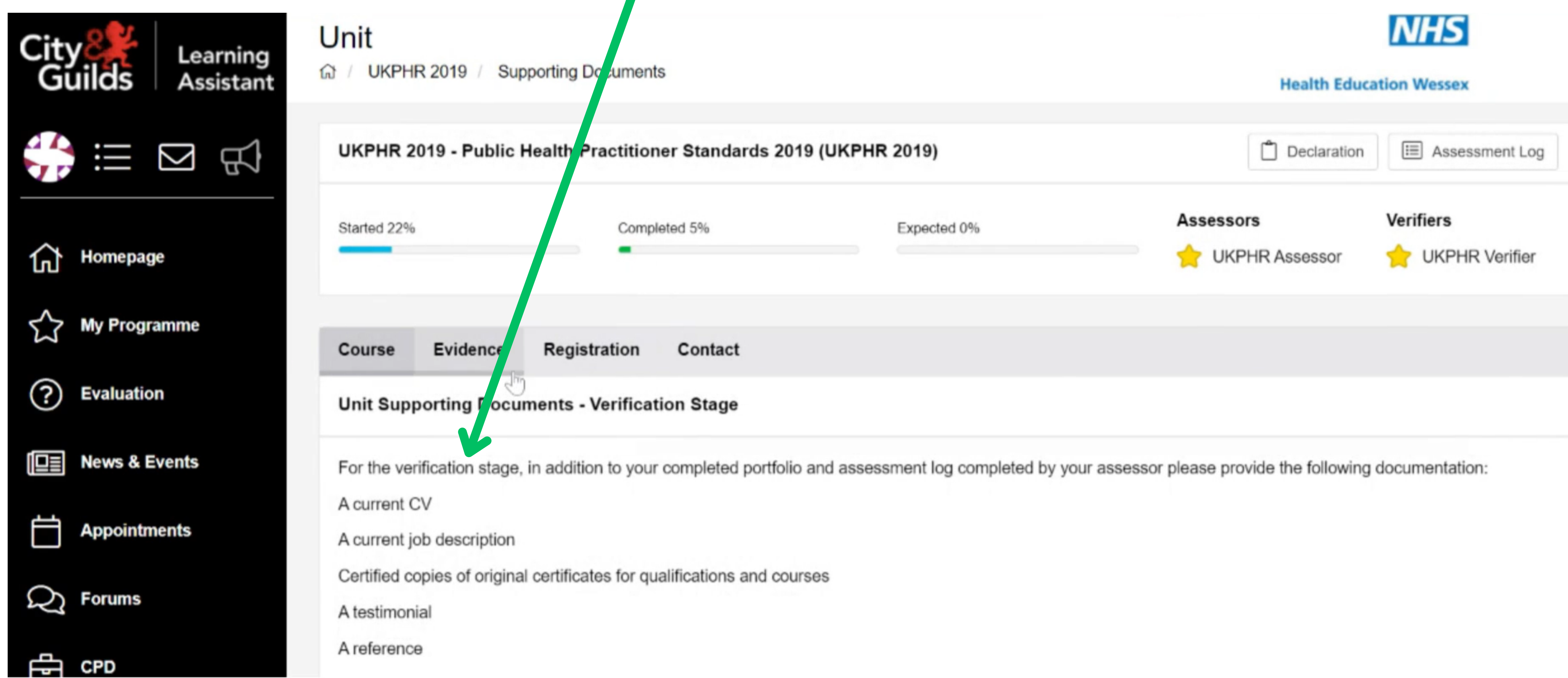
1. Uploading Supporting Documents

You must ensure all documents required for your application have been uploaded into the 'Supporting Documents' folder.

Click on '**My Programme**' and then on '**Supporting Documents**'.

Here it states what documents need to be uploaded.

To upload these documents, click on the '**Evidence**' tab.

Use the '**Evidence Wizard**' to upload the supporting document.

Once you have uploaded the supporting document, click on '**Cross-Reference**', you can then select which supporting document the document corresponds too at the bottom of the cross-reference page.
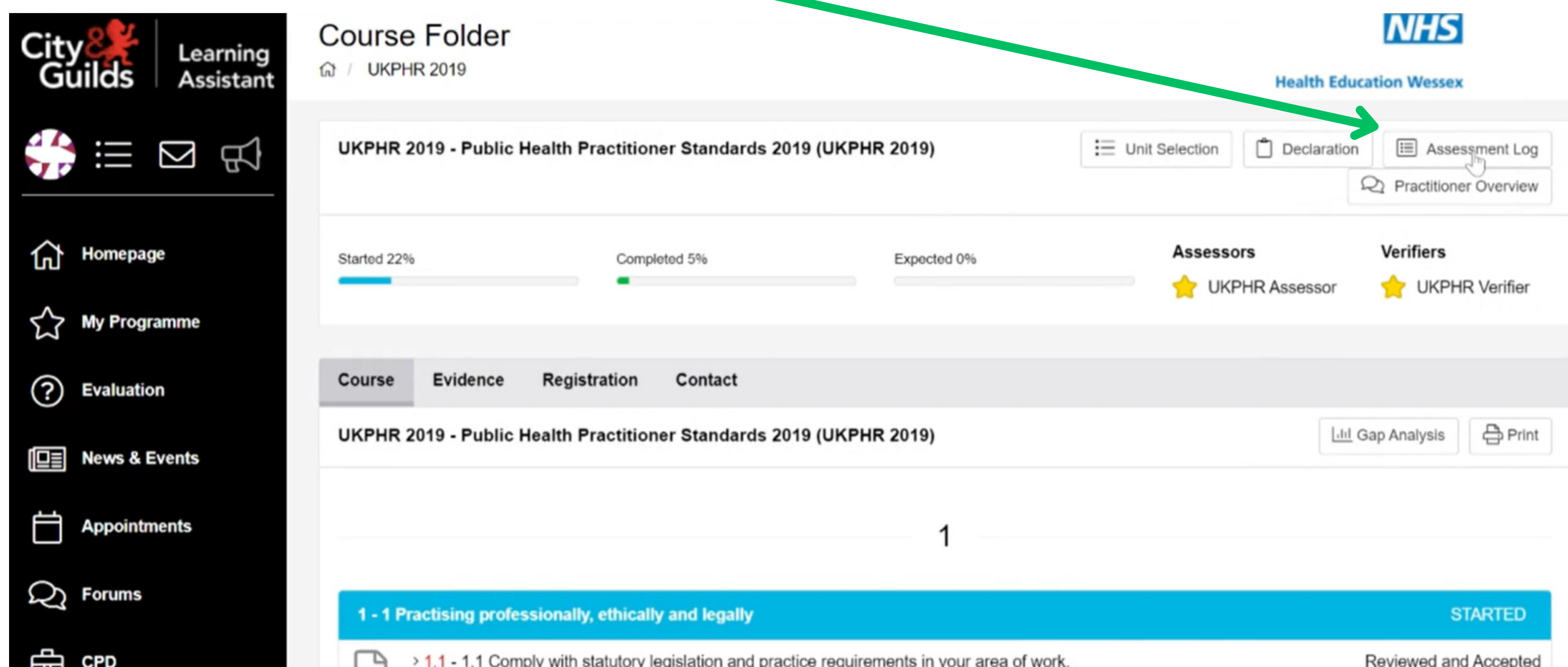
Then click '**Save**'.

Repeat these steps for all of the supporting documents.

2. Downloading your Assessment Log

You need to download your Assessment Log before submitting your portfolio for verification.

Click on '**My Programme**'. Click on '**UKPHR – Public Health Standards**'.

Click on '**Assessment Log**' in the top right hand corner.
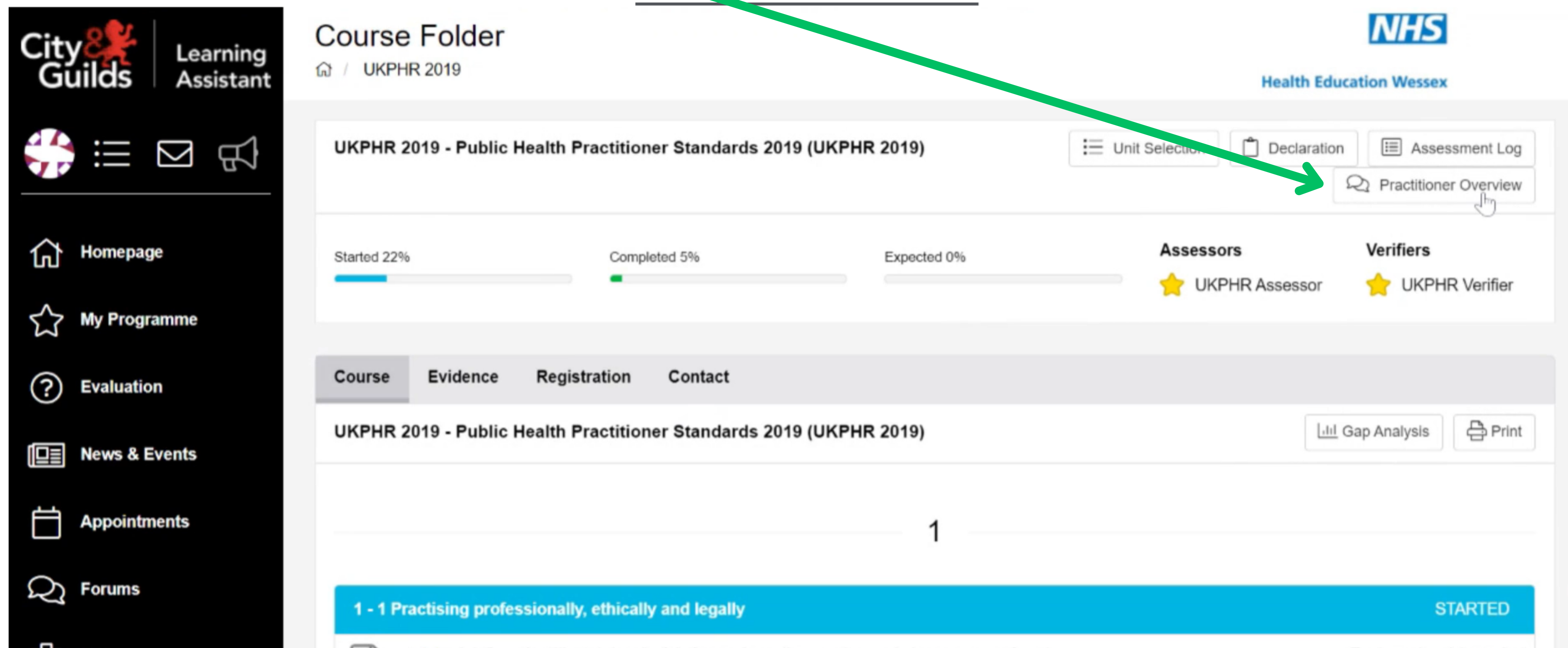

Select '**Yes**'.

3. Submitting your Portfolio

Click on '**My Programme**'. Click on '**UKPHR – Public Health Standard**s'.

Click on '**Practitioner Overview**' in the top right hand corner.

Complete the form by:
- Entering your name
- Listing the titles of your commentaries in the 'Summary of Portfolio by Applicant' box
- Sign & date

Your Portfolio has now been submitted for verification.