

### Checklist for Defined Specialist applicants

Feb 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. Please also cross check with the *supporting information for applicants* document, with which we assume you are familiar.

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

<b>1. Portfolio (four identical copies) including:</b>	<b>Y/N</b>
CV	
Current job description	
Completed application form	
A description of arrangements for CPD	
A Personal Development Plan	
The assessment proforma (see Section 4 below)	
The <i>Know How &amp; Shows How</i> matrices, fully completed	
A reference from a senior public health colleague (see Section 4 below)	
A testimonial in support of the portfolio from a senior public health colleague (see Section 4 below)	
Know How evidence and narrative (see Section 5 below)	
Show How summaries (including extended summaries for higher level claims) 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	
<b>2. Application form</b>	
One original copy – separate from portfolios ensuring that declaration is signed	
Portfolio assessment fee	
<b>3. Assessment proforma</b> – emailed in Ms Word format to register@ukphr.org	
Points claimed (from Shows How section only) add up to 32	
Higher claims specified	
Evidence column completed	
Copy retained for your own use to update and resend upon request for clarifications/resubmissions	
<b>4. Testimonials and References</b>	
Are these on letter-headed paper?	
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?	
<b>5. Know How Summaries and Evidence</b>	

Have you included attendance certificate and course content or relevant evidence where appropriate?	
Have you signposted the assessor to clearly labelled evidence?	
Have you cross-checked between the citations in the summary, the assessment proforma and the matrix to ensure consistency?	
<b>6. Show How Summaries and Evidence</b>	
Have you stated at the beginning of a summary which competencies are being claimed?	
Have you included a developmental pathway within an extended summary for all higher level claims?	
Have you signposted the assessor directly to the specific evidence that demonstrates the competency you are claiming?	
If you have used testimonial evidence to support a specific claim, do they meet the requirements in Section 4 above? And are they competency specific?	
Have you cross-checked between the citations in the summary, the assessment proforma and the matrix to ensure consistency?	