# C4N Credentialing Application Documentation Checklist

**New Applicants**

**Use this checklist to ensure you have the required documentation ready to upload**

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| 1. If any of the supporting documentation you provide is in a different name (e.g. a marriage certificate, birth certificate, or evidence of divorce) you will need to provide evidence of name changes. Have you copied, certified, and scanned your document/s?
 | Yes [ ]  | N/A [ ]  |
| 1. If you have any notations, conditions, undertaking or limitations on your current nursing registration, have you copied, certified, and scanned your document?
 | Yes [ ]  | N/A [ ]  |
| 1. If you are applying as a member of the College, have you got evidence of your current membership?
 | Yes [ ]  | N/A [ ]  |
| 1. Have you copied, certified and scanned evidence of completion of all qualifications and courses listed for the Qualification Criterion (e.g. Certificates, testamurs)?
 | Yes [ ]  |  |
| 1. Have you obtained a statement from your employer/s to verify your experience and duration in mental health nursing?
 | Yes [ ]  | N/A [ ]  |
| 1. If you are self-employed, have you provided a statutory declaration of your experience and duration in mental health nursing?
 | Yes [ ]  | N/A [ ]  |
| 1. Have you an up-to-date copy of your CV?
 | Yes [ ]  | N/A [ ]  |
| 1. Have you completed your CPD Evidence Based Record using the required template?
 | Yes [ ]  |  |
| 1. Have you obtained **two** written references using the required template?
 | Yes [ ]  |  |
| 1. Have you got your credit card details ready to submit payment?
 | Yes [ ]  |  |