**Procedure for Registering Provider to Certification Program**

Purpose:

To conduct an effective registration of provider for certification program.

Resources:

* Personnel Certification – Registration Sheet
* Personnel certification database
* Computer

Step by step Procedure:

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| **Step** | **Description** | **Resources** |
| 1 | Describe who qualifies as an eligible provider for national certificationThe provider must:* Have successfully completed training on HIV testing. This may be through the nationally approved HIV RT training program, mentoring, on the job, distance learning and etc.)
* Be currently offering HIV Testing Services (HTS)
* Have maintained skills and knowledge and previously demonstrated competency
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| 2 | Understand the context in which providers will be registering for the national certification program* Provider can self-register by contacting the national certifying body/authority
* Health facility can register all testing providers meeting eligibility criteria
* Provider can be registered during supportive supervision visit
* Provider can be registered by peer/colleagues or implementing partner
* National certifying body/authority can register providers using the proficiency testing program or the training database
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| 3 | How to self-register* Provider sends a request to national certifying body/authority via email or mail
* The national certifying body/authority sends the Personnel Certification – Registration Sheet to the provider via email or mail
* Upon receipt, the provider completes the Personnel Certification – Registration Sheet sends it back to the national certifying body/authority within 15 days

How to register a provider by a third party* The third party sends a request with the provider full name and contact information as well facility in charge contact information to national certifying body/authority via email or mail
* The national certifying body/authority sends the Personnel Certification – Registration Sheet to provider or facility in charge via email or mail
* Upon receipt, the provider or facility in charge completes the Personnel Certification – Registration Sheet sends it back to the national certifying body/authority within 15 days
 | Personnel Certification – Registration Sheet |
| 4 | How to assign a registration number to provider* If the Personnel Certification – Registration Sheet contains a pre-printed registration number (e.g . 00001 – 10000), this number will be considered the provider registration. The national certifying body/authority will be entered this number in the Personnel certification database
* If the Personnel Certification – Registration Sheet does NOT contain a pre-printed registration number, the national certifying body/authority will provide one. This number can be a sequential number in order of registration (e.g . 00001 – 10000).
 | Personnel certification database |