**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 certification  The 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 |  |
| 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 |  |
| 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 |