**CHECKLIST FOR SPECIALIST ACCREDITATION APPLICATION (FOREIGN-TRAINED)**

Please use this checklist as a reference for the list of necessary documents. You are not required to submit this checklist.

Full Name of Doctor (please underline Family Name):

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Specialty applied for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MCR No. (if available): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **A** | **SPECIALIST ACCREDITATION APPLICATION** | Completed  Yes / No |
| 1 | Is every section of the online application duly completed and submitted? |  |
| 2 | Does the letter/offer of employment submitted states:   1. The position offered? 2. The department to be posted? |  |
| 3 | Has an application for medical registration and specialist registration (with prescribed fees) been submitted to SMC concurrently? |  |
| **B** | **SUPPORTING DOCUMENTS** | Completed  Yes / No |
| 4 | Is Affidavit or Deed Poll required and submitted? (applicable where the name of doctor varies in different documents) |  |
|  | **Qualifications** |  |
| 5 | Is a certified true copy of the basic medical degree scroll with transcripts submitted? |  |
| 6 | Is a certified true copy of each postgraduate qualification scroll submitted? |  |
| 7 | Is a Letter of Verification for each qualification submitted to SAB / SMC? |  |
|  | **Specialist Certification** | Completed  Yes / No |
| 8 | Is a certified true copy of the certificate of completion of specialist training programme submitted? (e.g. CCT (UK), Board Cert (US), etc) |  |
| 9 | Is the letter from the relevant training authority stating the recognised postings for the applicant’s accredited specialist training submitted? |  |
|  | **Overseas Licensing & Registration** | Completed  Yes / No |
| 10 | Is a copy of the overseas medical registration certificate(s) submitted for the preceding three years?  Note: From every jurisdiction in which the doctor had previously registered for practice, and the jurisdiction he/she is currently practising in, as a medical practitioner. |  |
| 11 | Is a copy of the proof of entry into thespecialist register of the overseas licensing authority submitted?  Note: Certified true copy is not required for online verification. |  |
| 12 | Is a copy of the overseas specialist registration certificate(s) submitted?  Note: This includes any conditions/limitations imposed in the country of practice (if any). Certified true copy is not required for online verification. |  |
|  | **Service Testimonials** | Completed  Yes / No |
| 13 | Service testimonials should be submitted for the preceding three years (i.e. including locum employments). Additional testimonials may be requested for certain postings.  The testimonial should be on official letterhead of the organisation and contain the following information:   1. Doctor's name and designation. 2. Period of employment (with start and end dates in DD/MM/YYYY). 3. Place of practice (department and hospital name). 4. Nature of work or description. 5. Assessment of the doctor's performance with endorsements, on letterhead or company's stamp. 6. FTE per week and number of clinical hours worked per week. 7. Letter/certificate should be duly signed by supervisor or authorised person of the employing organisation. 8. Date of issue. |  |
|  | **Curriculum Vitae (CV)** | Completed  Yes / No |
| 14 | Is a copy of the updated CV submitted?  Note: The training and work experience should in chronological order. Please use the [CV template](https://www.healthprofessionals.gov.sg/docs/librariesprovider9/specialist-accreditation/cv-template.pdf) for the submission. |  |
|  | **Others** | Completed  Yes / No |
| 15 | For documents that are not in English, are the certified true copies of the following submitted:   1. the translated document in English. 2. the document in the original language. |  |

**NOTE:**

1. For certified true copy of documents, only certification by a notary public, HR of the prospective employer or authorised personnel of the conferring institution is accepted.
2. Additional information or documents may be required in the submission of the application, depending on the assessment of the application.
3. All applications for specialist accreditation will be considered on its own merits and meeting the criteria per se does not equate to approval.
4. SAB reviews all applications in considering specialist qualification, training and experience in its entirety, and might subject applicants to additional conditions such as peer-review/supervision depending on the review.