**DOH LICENSING INDUCTION CHECKLIST**

**Employee Name: Date:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Documents required for credentialing and licensing** | | | | **Person Resp.** | **CA** | **Comments** |
| **Pre-arrival** | | | | | |  |
| Passport | | | | Rec |  |  |
| Photo (white background) | | | | Rec |  |  |
| CV | | | | Rec |  |  |
| High school diploma | | | | Rec |  |  |
| Relevant qualification (Paramedic degree or EMT diploma) | | | | Rec |  |  |
| Transcript of qualification | Start: | | End: | Rec |  |  |
| Registration of License certificate | | | | Rec |  |  |
| Current Health License ID from home country | | | | Rec |  |  |
| Health License ID from last country of experience (if applicable) | | | | Rec |  |  |
| Letter of Good Standing from licensing authority (NLT 6 months old) | | | | Rec |  |  |
| Letter(s) of relevant experience (signed by HR/Admin)  1 year for EMT-Basic & Intermediate  2 years for EMT-Advanced | | | | Rec |  |  |
| Dataflow Report (if available) | | | | Rec |  |  |
| **Suitable for DOH License as** | | | | | | **Comments** |
| EMT-A | | EMT-I | | CA |  |  |
| EMT-B | | Not Suitable | |
| Other | | Pending Documents | |
| **CME training certificates** | | | | | |  |
| Basic Life Support (for EMT-B only) | | | | Educ |  |  |
| Pre-Hospital Trauma Life Support | | | | Educ |  |  |
| Advanced Cardiac Life Support (for EMT-I & EMT-A only) | | | | Educ |  |  |
| Paediatric Advanced Life Support (for EMT-I & EMT-A only) | | | | Educ |  |  |
| **Upon arrival** | | | | | |  |
| Security Clearance form | | | | Emp |  |  |
| Accommodation details | | | | Facil |  |  |
| Residence Visa & EID | | | | HR |  |  |