

## Checklist for online applications – CPD modules

**Applicants:** you should use this application checklist to remind you of the additional information and documents that you will need to upload as part of your online application, you should upload this with your application. If any of the information or documents requested are missing, then there will be a delay in processing your application.

Name (also include your name as stated on your professional register if this is different)	
Healthcare profession (e.g. pharmacist, nurse, physiotherapist, paramedic)	
Number on professional register	
What year did you register with your professional regulator?	
I would like to enrol on the following module to begin my studies:	
MSc top-up programme	<input type="checkbox"/>
Advanced history taking and physical assessment skills	<input type="checkbox"/>
Diagnostic reasoning	<input type="checkbox"/>
Work based learning	<input type="checkbox"/>
Reflective practice for prescribers	<input type="checkbox"/>
Evidence of personal learning	<input type="checkbox"/>
Other (state the module in your statement of purpose)	<input type="checkbox"/>
Are you currently enrolled on any other programmes of study? <i>If you answer yes, please give further information in your statement of purpose</i>	<input type="checkbox"/>
I confirm I have read the intended study days on the CIPPET website and that I am available to attend all the days.	<input type="checkbox"/>
In accordance with the HCPC “Standards of conduct, performance and ethics” / GPhC “Standards for pharmacy professionals” / NMC “The Code” I agree that I must notify the University of Reading advancing healthcare practice programme director if there are any circumstances relating to my fitness to practise including any pending, current or past investigations, or criminal convictions	
I give permission for the University of Reading advancing healthcare practice programme director to contact my professional regulator, my employer and/or the funding body for my programme in relation to any false declarations made on my application, and if my application is successful my attendance, behaviour and/or performance on the programme	
I understand that if I have not uploaded ALL the required documents (by CIPPET and the university admissions website) my application may not be accepted	<input type="checkbox"/>
<b>Online application</b>	
I have uploaded my University certificates and transcripts	<input type="checkbox"/>
<i>If you are applying with existing academic credits you would like to transfer:</i> I have discussed my intention to apply for RPL/RPEL with the admissions tutor and have attached the relevant application form with section 1 completed	
I have uploaded the signed workplace-based learning declaration (or equivalent documentation)	<input type="checkbox"/>
I have uploaded my student statement/statement of purpose (see CIPPET website for guidance)	<input type="checkbox"/>
I have declared who will be sponsoring my place on the programme and if the funding is confirmed	<input type="checkbox"/>
Unless notified otherwise, if I am being sponsored, I have uploaded, or will upload during enrolment, a letter from my sponsor confirming they will be funding my place, how much they will contribute, the purchase order number where relevant and where to send the invoice	<input type="checkbox"/>
<b>OR</b> I am self-funding and have uploaded the self-funding declaration form	<input type="checkbox"/>
I have entered the professional email address for two referees and advised them to look out for an automatic email asking for a reference. Where relevant, I have given them a copy of the reference template in advance.	
<b>Applicant signature</b>	<b>Date</b>