**REGISTRATION PORTFOLIO DOCUMENT CHECKLIST**

The portfolio comprises five registration submission documents (**Parts A - E**).

**Part A** is completing the online PERSONAL DETAILS, Signature of Authenticity and DBS and INTENTION TO REGISTER sections.

The forms for **Parts B – E** are provided on the GCRAB website (028\_FORM, 029\_FORM, 030\_FORM, 031\_FORM).

This checklist document does not need to be submitted, but is provided as a checklist for your convenience.

* Portfolio **Parts B and C**, and the **iThenticate report** should be uploaded to your online account no later than **midday on 1st April** (irrespective of the day of the week the 1st occurs). Failure to do so could result in refusal to process the application for registration. ALL documents should be uploaded as PDF documents. Once uploaded they cannot be altered, so please ensure you upload the CORRECT version.
* **Part C** and the **iThenticate report** should NOT have your name included - **ONLY your Registration Number**.
* It is ESSENTIAL that the applicant inserts the Applicant Reference Number into every page of the Portfolio.

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| **Registration Portfolio Part B**  Signatures required from: | **Sign-off Mentor** | **Counselling Supervisor** |
| **Record of continuing education** | -- | -- |
| **Record of evidence of competence** | -- | -- |
| **Case log book** | eInitials | -- |
| **Reflective record of two counselling sessions** (both) | -- | eSignature |
| **Appendices: Other evidence in support of education and service delivery competence** | -- | -- |

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| **Registration Portfolio Part C**  Signatures required from: | **Sign-off Mentor** | **Applicant** |
| **Case studies & Essay / article** | -- | eSignature to confirm own work |

# The Line Manager / Senior Colleague / Training Officer and Sign-Off Mentor will each submit a reference

* We recommend that the applicant downloads these forms for their referees, inserts their own details and Applicant Reference Number, then emails the forms to their Sign-Off Mentor (030\_FORM, **Part D**) and Line Manager/Senior Colleague/Training Officer (031\_FORM, **Part E**) respectively.
* The Sign-Off Mentor and Line Manager/Senior Colleague/Training Officer will receive an email from the GCRAB with a link to upload their references. You should check with your referees that both references have been uploaded **by midday on** **1st April**. It is preferable, but not essential, that these are in PDF format.

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| **Registration Portfolio Part D**  Signature required from: | **Sign-off Mentor** |
| **Sign-off Mentor’s reference** | eSignature |

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| **Registration Portfolio Part E**  Signature required from: | **Line Manager /**  **Senior Colleague /**  **Training Officer** (Set C only) |
| **Manager’s reference** | eSignature |