



CAREGIVER REGISTRATION GUIDE

Simple. Accessible. Organized.



REGISTRATION GUIDANCE AND OPTIONS

PLEASE NOTE:

As this is a new system, we anticipate a few hiccups. To ensure ease of access, we offer two re-registration options to assist you:

Do-It-Yourself Registration and **Assisted Registration**.



DO-IT-YOURSELF REGISTRATION

1. CREATE AN ACCOUNT:

- Click **this link** to access the online registration platform.
- Click **SIGNUP** under **Health Professional**.
- Enter your details in the sign-up window and press **Submit**.
 - Please note that both your username and password are case-sensitive. Be sure to enter them exactly as they were originally created, including uppercase and lowercase letters.
- A verification code will be sent to your email. Once you receive it, enter it into the verification window to confirm your account.



DO-IT-YOURSELF REGISTRATION

2. CHOOSING THE CORRECT APPLICATION:

- Once logged in, select the appropriate application type in the top right corner.
 - If this is your first time registering with the Health Council as a caregiver, select **Initial Application**.
 - If you have registered with the Health Council as a caregiver before, select **Renewal Application**.
- In the application form, select either **Personal Caregiver** or **Skilled Caregiver** from the drop-down menu under **Health Profession Type**, then click **NEXT**.
- Under **Type of Registration**, select **Full Registration** then click **SAVE AND CONTINUE**.



DO-IT-YOURSELF REGISTRATION

2. SUBMIT AN APPLICATION:

- Work through the fields in the application, ensuring to press **SAVE AND CONTINUE** to save your entries.
- If you are unable to complete the application in one sitting, click **SAVE AS DRAFT** in the bottom right corner of the screen.



DO-IT-YOURSELF REGISTRATION

NOTES:

- All document uploads will automatically be saved in your **Vault** and, where applicable, can be easily retrieved for future applications.
- Once an application is submitted, all communication will be sent via email to the registered email address. It is important to check this email regularly to avoid missing important updates.
- Once approved, a Registration Certificate will be automatically generated by the system and sent via email. Approval letters will no longer be provided.



DO-IT-YOURSELF REGISTRATION

NOTES:

- Applications will show on your **Dashboard** indicating the status:
 - **Draft:** Incomplete/not yet submitted.
 - **Assigned:** Application successfully submitted but has not been reviewed.
 - **Under-Review:** Application is being reviewed for a decision.
 - **Approved:** Application was approved.
 - **Request for Modification:** Applicant has been asked to submit missing information.
 - **Modified:** Application has been modified in response to a request for modification.
 - **Rejected:** Application was rejected.



ASSISTED REGISTRATION

SCHEDULING AN APPOINTMENT:

- Assisted registration support is available by **APPOINTMENT ONLY**.
- **Please email professions@healthcouncil.bm or call 441-292-6420 to schedule an appointment.**
- If possible, registrants should try to create an account before scheduling an appointment.





NEED MORE ASSISTANCE?

For inquiries or support, please call **441-292-6420** or email us at **professions@healthcouncil.bm**.

Thank you.