

FAQ – Credentialing

For credentialing you must provide;

- a) Credentialing application form signed off by your convenor
- b) AHPRA registration number
- c) Copy of Working with Children Licence
- d) Copy of Radiation Licence

Q: I have already submitted a credentialing form to the University of Melbourne (UoM). Why do I need to submit another credentialing form to the Royal Dental Hospital Melbourne?

Ans: Credentialing is required at each organisation which you will be practising Dentistry. The form submitted to UoM is for your Clinical session at Melbourne Dental Clinic, and the attached form is for the Royal Dental Hospital Melbourne.

Q: I still have not received;

- **AHPRA registration number**
Ans: If not provided, credentialing process can **NOT** commence.
- **Working with Children Licence (WWC)**
Ans: If you have a copy of WWC application form and receipt stamped by Australia Post, this can be submitted as interim to commence the credentialing process.
- **Radiation Licence**
Ans: If above 2 can be provided, we can begin the process with condition that proof of submission completed to radiation licence committee is provided.

Q: What if there is a delay in the credentialing process

Ans: We will do our best to process your credentialing in a timely manner. However if necessary documents are not provided or the form has not been filled out correctly the credentialing process may be delayed. Clinical sessions at the Royal Dental Hospital Melbourne cannot commence until credentialing is complete.

Q: When should I submit the credentialing application form?

Ans: As soon as you have all of the documentation ready for submission

* PLEASE MAKE SURE YOU HAVE SIGNED THE FORM BEFORE SUBMISSION

Q: Who should I submit the credentialing application form to?

Ans: University of Melbourne Postgraduate Program Officer Ms Cassie Kearns or Ms

Brigitte Nguyen via dental-office@unimelb.edu.au