

## Welcome to the The Council for Regulating the Practice of Engineering Professions

We have partnered with the DataFlow Group for the Primary Source Verification of your Qualifications and Experience Credentials.

The process is very straightforward and comprises of three main steps:

- 1 Enter your details
- 2 Sign an authorization letter
- 3 Upload copies of your respective documents and any supporting information.

Once your verification has been processed we will both receive your report.

You can click [here](#) to register and start the process or scan the **QR** code with your phone.



**IMPORTANT NOTE:** Before starting your application, please review the list of documents required based on your profession

Packages	Components	Required Documents *
Engineers <i>BHD 60</i>	Primary Source Verification (PSV): - One academic certificate - One experience certificate And, check on the Applicant's name against DataFlow's proprietary Global Risk Management database	Clear scanned copies of the following: - Passport - Degree/Diploma certificate(s), and - Experience certificate(s)
Additional document <i>BHD 30</i>	Primary Source Verification (PSV) on one (1) additional document submitted in addition to the basic package listed above	Clear scanned copy of the of document requiring verification
Stand alone document <i>BHD 32</i>	Primary Source Verification (PSV) on one (1) stand alone document	Clear scanned copy of the of document requiring verification
Report Transfer <i>BHD 20.5</i>	Transferring existing DataFlow reports to the The Council for Regulating the Practice of Engineering Professions without any new component or additional document	Previous DataFlow report

# A Step-By-Step Application Guide



To apply for your Primary Source Verification for Council of Cooperative Health Insurance - simply click [here](#) or scan the QR code



If this is your first time, you will receive an email to activate. If previously registered, enter email & password to proceed to Step 4



Once you submit the form, you will receive an email containing an activation link



Activate your account, then enter your registered email ID and password



Click on the 'Detailed Case Entry' button to initiate your application



Provide all information and documents listed on the following pages:

- Personal Details
- Education
- Employment



After entering all component details and uploading the required documents - download, sign, scan and upload your Letter of Authorization

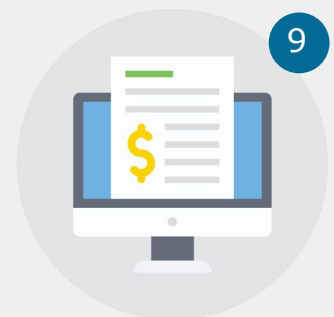


Carefully review your details before submitting your application

**\*To edit, click on the 'Edit' tab**



On the 'Payment' page, view the overall fee and click 'Submit Application' to proceed to the payment gateway



Once the payment is finalized, the system will automatically populate a printable payment receipt and forward your case to initiate the verification process

You can track the status of your application at any time - simply click on the '**Check Your Status**' button



**To Note:** once your final DataFlow Group report is completed, you will be able to download a copy for your reference