

# Application Checklist Drugs Analysis and Interpretation

Related to Standards version 3.1

Please use this list to check that you have filled out the NRGD Application Package completely and accurately. You are asked to only submit a complete application. An incomplete or inaccurate application will result in delay of the procedure. The application process formally begins when NRGD has received all the required documentation.

Sending in this Checklist is not necessary.

## Initial application

### Independent reporter

- NRGD application form;
- Certificate of Good Conduct (the original document, not older than 3 months. When your application has been received by the NRGD, we will send you the digital application form for the Certificate of Good Conduct by e-mail)\*;
- a clearly legible copy of a valid passport or identity card;
- copies of documents relating to the highest level of professional qualification;
- a curriculum vitae (CV), preferably in English;
- documentary evidence of the current working level;
- Overview Continuing Professional Development Drugs;
- List of Case Information Drugs;
- 3 case reports not older than 5 years selected by the applicant from the List of Case Information. For each subfield the applicant should have at least two case reports. When several subfields are combined in one case report, it is possible to provide the same case report for different subfields. If possible the case reports should also contain the testimony in court;
- certificates for (proficiency) tests;
- if available: proof of the forms of professional development referred to in the Overview Continuing Professional Development Drugs.

\* Only applicable for Dutch applicants.

### Reporter without work of his own

- NRGD application form;
- Certificate of Good Conduct (the original document, not older than 3 months. When your application has been received by the NRGD, we will send you the digital application form for the Certificate of Good Conduct by e-mail)\*;
- a clearly legible copy of a valid passport or identity card;
- copies of documents relating to the highest level of professional qualification;
- a curriculum vitae (CV), preferably in English;
- documentary evidence of the current working level;

- Overview Continued Professional Development Drugs;
- List of Case Information Drugs;
- 3 case reports drawn up in the past 2 years selected by the applicant from the List of Case Information. For each subfield the applicant should have at least two case reports. When several subfields are combined in one case report, it is possible to provide the same case report for different subfields. If possible the case reports should also contain the testimony delivered in court.
- Certificates for (proficiency) tests;
- if available: proof of the forms of professional development referred to in the Overview Continuing Professional Development Drugs.

\* Only applicable for Dutch applicants.

## **Application after Rejection – Fast-track**

Within 2 years after date of rejection by the Court Experts Board. In case the fast-track is not applicable, the Application Package relating to the relevant initial applicant must be send in.

- NRGD application form;
- copies of documents relating to the highest level of professional qualification (if changed);
- an updated curriculum vitae (CV), preferably in English;
- Overview Continuing Professional Development Drugs Analysis and Interpretation;
- 3 case reports drafted after the date of rejection by the Court Experts Board;
- reports of supervision or collegial review that relate to the case reports to be send in. Supervision reports must be drawn up and signed in the format the Board has established.

## **Repeat application**

### **After full registration**

- NRGD application form;
- Certificate of Good Conduct (the original document, not older than 3 months. When your application has been received by the NRGD, we will send you the digital application form for the Certificate of Good Conduct by e-mail)\*;
- Copies of documents relating to the highest level of professional qualification (if changed);
- an updated curriculum vitae (CV), preferably in English;
- Overview Continuing professional development Drugs
- List of Case information Drugs;
- 2 case reports drawn up in the past 5 years selected by the applicant from the List of Case Information. For each subfield the applicant should have at least two case reports. When several subfields are combined in one case report, it is possible to provide the same case report for different subfields. If possible the case reports should also contain the testimony delivered in court;
- Certificates for (proficiency) tests;
- if available: proof of the forms of professional development referred to in the Overview Continuing Professional Development Drugs.

\* Only applicable for Dutch applicants.

### **After provisional registration**

- NRGD application form;
- An updated curriculum vitae (CV), preferably in English;
- Copies of documents relating to the highest level of professional qualification (if changed);
- Overview of Continuing Professional Development Drugs;
- List of Case information Drugs;

- 2 case reports drafted during the registration period selected by the applicant from the List of Case Information. For each subfield the applicant should have at least two case reports. When several subfields are combined in one case report, it is possible to provide the same case report for different subfields. If possible the case reports should also contain the testimony delivered in court;
- Certificates for (proficiency) tests ;
- if available: proof of the forms of professional development referred to in the Overview Continuing Professional Development Drugs.

# Explanatory notes

## **Application Form**

Please use the application e-form on the webpage of your field of expertise.

## **Certificate of Good Conduct or Integrity Statement**

The Certificate of Good Conduct may be submitted at a later time. When your application has been received by the NRGD, we will send you the digital application form for the Certificate of Good Conduct by e-mail within 7 days. The certificate must have been produced within 3 months before receipt by the NRGD.

## **Photocopy of a valid passport or ID card**

If you reside in the EU and your passport or ID card has been issued outside the EU, please also submit a copy of a valid residence permit.

## **List of Case Information**

Please use the form List of Case Information which has been published on the website under the related field of expertise.

## **Case Reports**

Please make sure that the List of Case Information and/or case report(s) selected by you is as representative as possible of your competencies.