

## User guidance for “Application Form for Authorisation and Licence as Health Personnel in Norway”

### Innhold



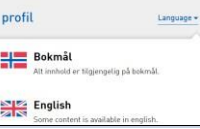
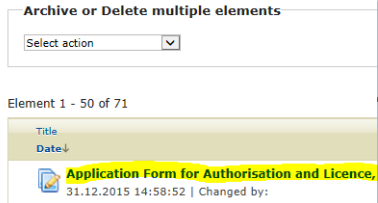
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## Generalities

The form for applying for authorisation and licence as health personnel in Norway may be found in the Norwegian form portal Altinn.

Applicants with a Norwegian personal identity number or D number may access Altinn by logging on via the ID port where identification is given with the aid of "MinID", "BankID", "BankID på mobil", "Buypass" or "Commfides".

Applicants who do not have a Norwegian personal identity number or D number can create their own user identity. A detailed description of this may be found in [user guide for new application for self-registered user](#).

In case the from is in Norwegian, click the link "Til Min meldingsboks" (To inbox)	 
Click on the drop down for languages in order to change it to English.	
Click on the link in order to get back to entering information in the form	

You can navigate in the form either by using the "Next" or "Previous" buttons at the bottom of the page or by clicking the links in the menu on the left. The menu on the left shows the pages that must be filled in and which pages are shown there depends on the choices made in the form.

Information that is filled in and attachments that are uploaded will be saved automatically.

It is possible to take a break from or interrupt filling in the form and then fetch it again the next time you enter Altinn.

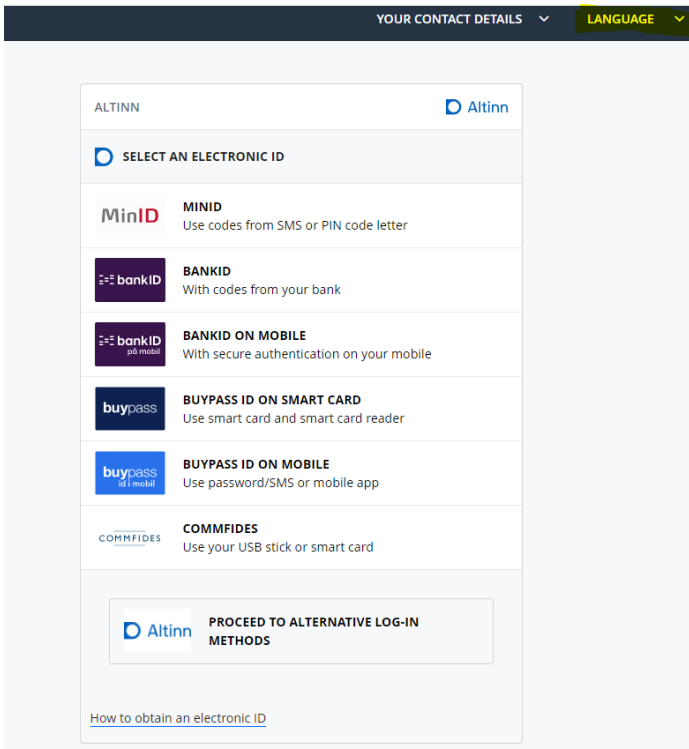
At the bottom of the form is a "Check form" button. This is available on all pages but it is not a good idea to click it until you have completely finished filling in the form. If it is clicked too early, a number of error messages will appear that are not relevant at the stage you have reached in the process. You can continue filling in the form and ignore these error messages.

The last step in the application process is to pay the case handling fee for applications subject to the fee. Payments will be done in an online payment solution where you can pay with VISA or MasterCard.



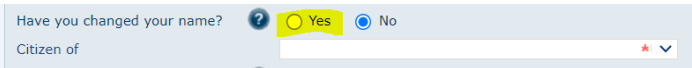
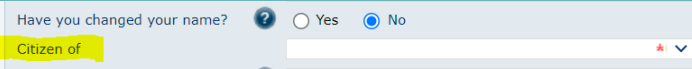
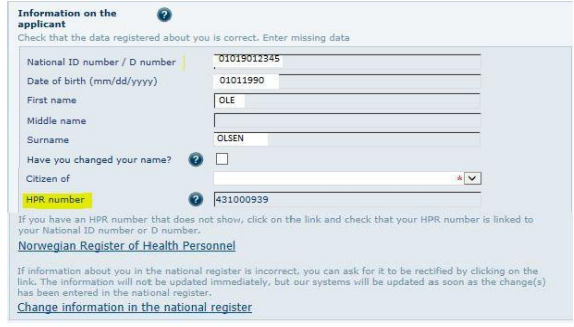
## Important advice

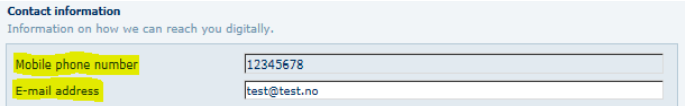
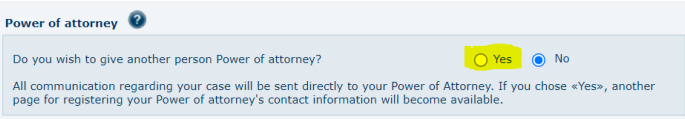

- All attachments should be scanned copies of original documents.
- If an original document has multiple pages, all scanned pages must be collected in one document, in the correct order
- Please make sure documents are rotated correctly.
- Note: Name the attachment after the contents of the document, e.g. "diploma", "work certificate"
- If your application has been sent and you find out that you should have added more attachments, please do not send a new application but send the remaining attachments to [godkjenning@helsedir.no](mailto:godkjenning@helsedir.no)  
Your e-mail should contain information about the reference number (AR-number) given by Altinn.

## Create a new application – Applicant with Norwegian personal identity number or D number


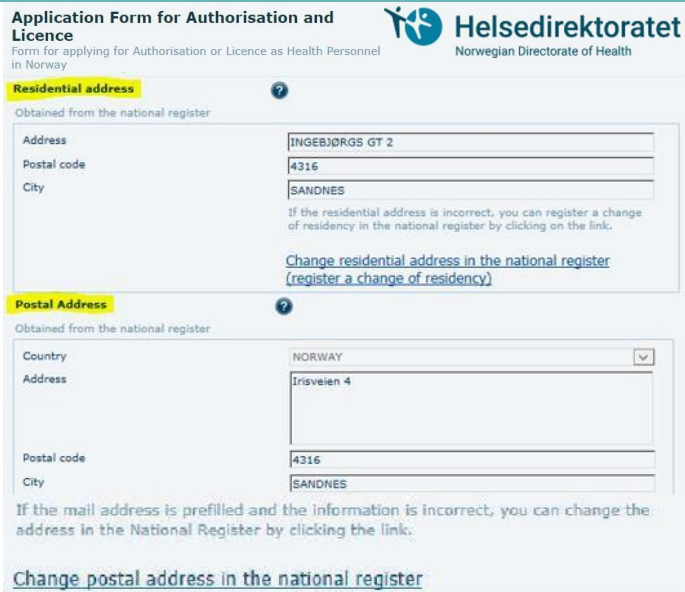
Step	Action	Screen/reference
<b>To apply for authorisation or a licence a new application must be created.</b>		
1	At <a href="https://altinn.no">Altinn.no</a> click the link to the form for applying for authorisation and licence.	
2	In the ID port, select the desired log on method and log on.	
3	The form is opened in Altinn and information about person details is entered.	

## Information about applicant – Applicant with Norwegian personal identity number or D number

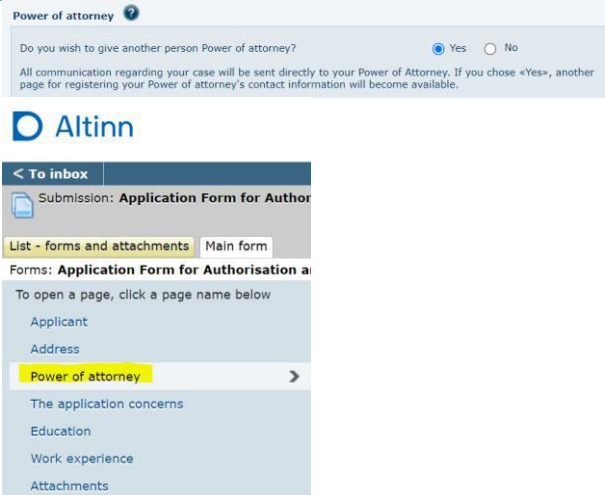
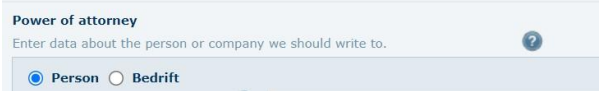

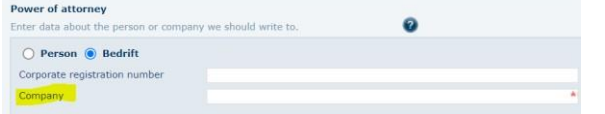
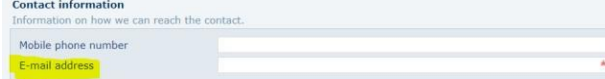
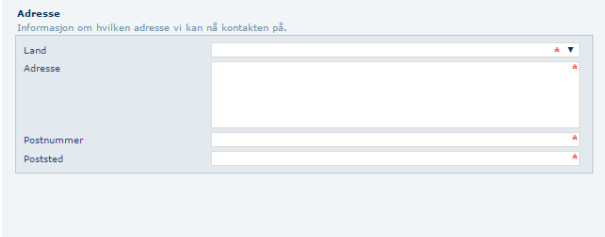
Step	Action	Screen/reference
Informasjon i dette bildet hentes for det meste fra Folkeregisteret og Kontakt- og reservasjonsregisteret.		
1	<p>The page for entry of personal details is the first to be opened when creating a new form.</p> <p>If you need to go back to this page at a later stage of completing the form, click “Applicant” in the menu on the left.</p>	
2	<p>Check that the information obtained from the national register is correct.</p> <p>If it is not correct, click the link for changing information in the national register.</p> <p>Any address changes that are made in the national register will be automatically updated in the Directorate of Health's systems.</p>	
3	<p>If you have changed your name (first name, middle name and/or surname) so that some of the documents attached to your application contain names that differ from those stated in your application, you must provide documentary evidence that you have changed your name. You will need to provide a marriage certificate, or confirmation of change of name from the authorities.</p>	
4	<p>Select information on which country you are a citizen of.</p>	
5	<p>Information about health personnel number (HPR number).</p> <p>Obtained for applicants who already have an authorisation or licence in the Norwegian Register of Health Personnel.</p> <p>If you have an HPR number and it is not shown here, this is probably because the HPR register does not have information about your personal identity number or D number. Click the link to the Norwegian Register of Health Personnel to update information about you there.</p>	 <p><b>Helsepersonellregisteret:</b>  <a href="https://register.helsedirektoratet.no/hpr">https://register.helsedirektoratet.no/hpr</a></p>

<p><b>6</b></p>	<p>Check that the information obtained from the contact and reservation register is correct.</p> <p>If it is not correct, click the link for changing information in the contact and reservation register.</p> <p>If the e-mail address is missing, enter the e-mail address.</p>	
<p><b>7</b></p>	<p>If you would like the Directorate of Health to communicate with someone else regarding your application, please check «Yes» in the «Power of attorney» box. By doing this, you will give permission for someone else to look after your interests and act on your behalf during the application process.</p>	
<p><b>8</b></p>	<p>Click “Next” to get to the next screen.</p>	

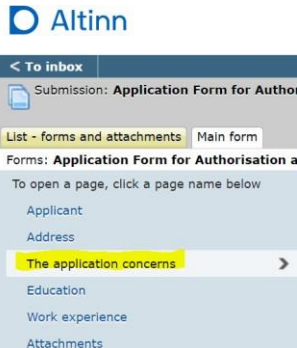


## Address – Applicant with Norwegian personal identity number or D number

Step	Action	Screen/reference
<b>Information in this screen is obtained from the Norwegian national register</b>		
1	<p>The address page is opened by clicking “Next” on the page “Applicant”.</p> <p>If you need to go back to this page at a later stage of completing the form, click “Address” in the menu on the left.</p>	
2	<p>Information in this screen is obtained from the Norwegian national register</p> <p>Residential address is your official address in the national register.</p> <p>If the residential address is wrong, you can change it by clicking the link to report that you have moved.</p> <p>Postal address is any additional address you may have recorded in the national register.</p> <p>If the postal address is wrong, you can change it by clicking the link to report a change of postal address.</p>	
3	Any address changes that are made in the national register will be automatically updated in the Directorate of Health's systems.	

## Other contact /Power of attorney

Step	Action	Screen/reference
	<p>Here you enter information about another contact who will follow the case on your behalf, that is to say a contact who is Power of attorney to represent you and receive all communication.</p> <p><b>Note! This field should only be filled in if you want all correspondence and decisions to go to a person other than you. When you tick another contact, a new page will appear where you can enter contact details for the person who is to be authorised and acting on your behalf will be available.</b></p>	
1	<p>This page is only available if you have checked <b>check «Yes» in the «Power of attorney» box.</b></p> <p>The other contact page is opened by clicking “Next” on the page “Address”.</p> <p>If you need to go back to this page at a later stage of completing the form, click “Other contact” in the menu on the left.</p> <p>For applicants without a Norwegian personal identity number or D number, the authorisation must be documented with a signed <u>authorization form</u></p>	
2	<p>In this section you should enter information about the person who is to have Power of attorney. This can either be a person or a company.</p> <p>The party that is given Power of attorney will then receive all correspondence regarding the application.</p>	
3	<p>If the other contact is a person, you must as a minimum fill in the name and date of birth of the person.</p> <p>If you have a personal identity number or D number for the person, it would help if you added this.</p>	
4	<p>If the other contact is a company, you must as a minimum fill in the name of the company.</p> <p>If you have a corporate registration number in Norway for the company, it would help if you added this.</p>	
5	<p>For all contacts you must at least give an e-mail address as contact information.</p>	
6	<p>A postal address must be given for all contacts.</p>	

## The application concerns

Step	Step	Step
	In this screen, you state which authorisation you are applying for. You also receive information about any authorisations you may already have in Norway and you can add any authorisations you may have in other countries.	
1	<p>The “The application concerns” page is opened by clicking “Next” on the address or other contact page.</p> <p>If you need to go back to this page at a later stage of completing the form, click “The application concerns” in the menu on the left.</p>	
2	<p>If you already have an authorisation or licence in Norway, you will see information about this.</p> <p>The information shown is obtained from the Norwegian Register of Health Personnel (HPR).</p>	
3	<p>If you have authorisation in a country other than Norway, you should enter information about this approval.</p> <p>To enter an authorisation, click the link “Add authorisation in country other than Norway”.</p> <p>You must enter information about which country has given the authorisation, the title of the authorisation and its period of validity.</p> <p>You can add more authorisations by clicking the link “Add authorisation in country other than Norway” again.</p> <p>If you have entered an approval that you do not wish to include in the application, click the “Delete” button.</p> <p>The authorisation must be documented with an authorisation document from the authorities.</p>	



4

You must state what you are applying for.

You state which professional group the application applies to and which type of authorisation or certification you wish.

Have you been suspended or limited from your right to practice in another country?  
please check «Yes» or "No"

Have you been suspended or limited from your right to practice in another country?☐ Yes ☐ No

For most professional groups, only an authorisation can be applied for, but there are some professional groups for which different types of licences and registrations can be applied for.

It is also possible for applicants who have an authorisation from Norway from before 2001, but who cannot find themselves in the Norwegian Register of Health Personnel (HPR), to register that they wish to be entered in the register.

5

The combination of professional group and approval type decides which other pages you must fill in.

Application

Information about which authorisation you are applying for.

Profession

Approval type

Doctor (lege)

Approval as general practitioner

Approval of "turnus" completed in Norway

Approval of learning objectives Part 1 - applicants with education outside Norway

Authorisation / licence

Authorisation after completing "turnus" in Norway

Authorisation after completing qualification measures

LIS1-licence

Registration of supervisor agreement

Restore authorisation in HPR


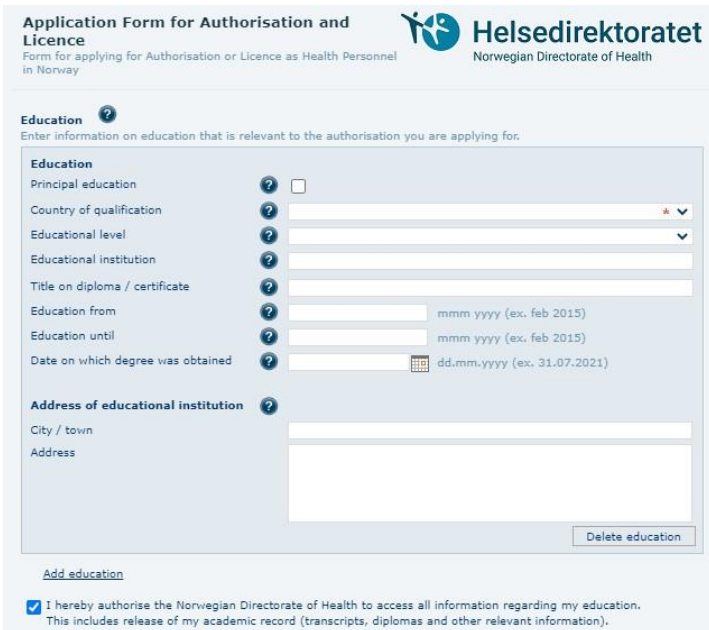
Specialisation licence

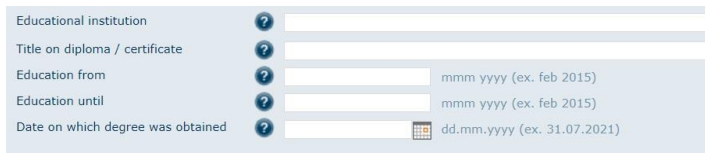
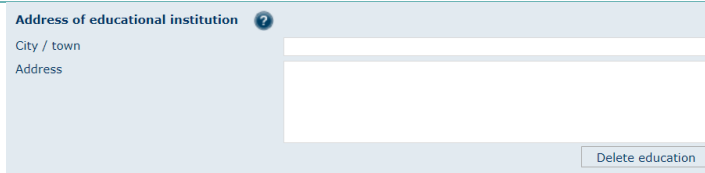
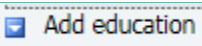
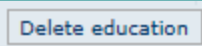
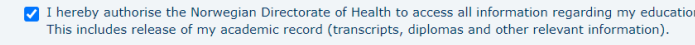
Student Licence

"Turnus" Licence



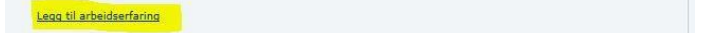
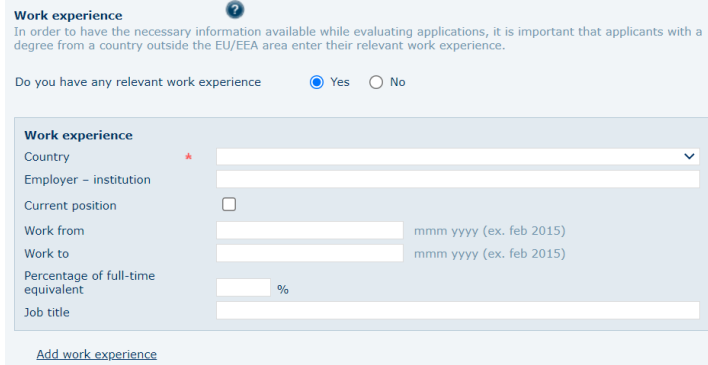
Approval type	Health personnel category (choose from list)
Authorisation/licence	All
Authorisation and approval of "turnus" (equivalent to a UK 1st foundation year/house-officer or US intern) period	Medical Practitioner with "turnus" licence Physiotherapist Chiropractor Prosthetist and Orthotist
Approval of "turnus"	Medical Practitioner
Approval as general practitioner	Medical Practitioner
Authorisation after completing qualification measures	Only applicants who have previously applied for authorisation, and have completed qualification measures (seminars/additional education/practice) as requested by the Directorate of Health
Restore authorisation in HPR	Applicant who received approval before 2001 and cannot be found in the Norwegian Register of Health Personnel (HPR)
'Turnus' Licence	Medical Practitioner – with old system in Norway Medical Practitioner – from country without integrated "turnus" Physiotherapist Chiropractor
Student Licence	Medical Practitioner Pharmacist
Specialisation licence	Medical Practitioner
Licence without served "turnus"	Medical Practitioner from a EEA/EU country where practical service is not included in the degree who is waiting for a "turnuspluss".
Registration of supervisor agreement	Medical Practitioner
Licence for health personnel aged over 80	Applicants who wish to continue to work after reaching the age of 80.

## Education

Step	Action	Screen/reference
<p>In this screen, you state what education you have completed that is relevant for the authorisation or licence you are applying for. <b>One of the qualifications must be for the main course of education on which the application is based.</b></p> <p>Educational qualifications must be entered if you are applying for:</p> <ul style="list-style-type: none"> <li>- Authorisation</li> <li>- 'Turnus' Licence</li> <li>- Student Licence</li> <li>- Specialisation licence</li> <li>- Licence without served "turnus"</li> <li>- Authorisation and approval of "turnus" (equivalent to a UK 1st foundation year/house-officer or US intern) period</li> <li>- Restore authorisation in HPR</li> </ul>		
1	<p>The "Education" page is opened by clicking "Next" on the page "The application concerns".</p> <p>If you need to go back to this page at a later stage of completing the form, click "Education" in the menu on the left.</p>	
2	<p>Enter information about education.</p> <p><b>Principal education</b> must be checked for the education that is most relevant for the approval that you are applying for. (obtained your basic health education)</p> <p><b>Country of qualification</b> is the country that issued the diploma for your education.</p> <p><b>Educational level</b> is the type of school in which you took your education. There are several levels of education:</p> <ul style="list-style-type: none"> <li>• Other</li> <li>• Upper Secondary School</li> <li>• Vocational School / Technical college</li> <li>• University College</li> <li>• University</li> </ul> <p>The level you select depends on the profession you want to apply for. It is also possible to state "Other", if no educational level is applicable. You can submit up to five educations, and one must be a principal education.</p>	



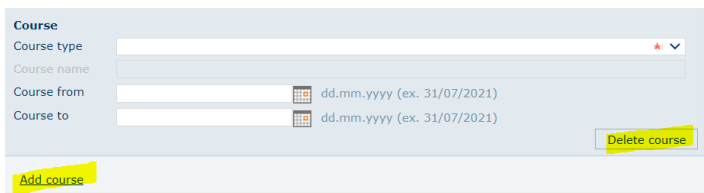
	<p><b>Educational institution</b> for education in Norway, this is a drop-down list showing educational institutions at the educational level you have selected.</p> <p>For education in other countries, you can enter the name of the educational institution here. The name must be written as it appears on the diploma.</p> <p><b>Title on diploma / certificate</b> is the degree you obtained when completing the education. It must be the title shown on the diploma. The title must be written in Latin letters.</p> <p><b>Education from</b> is the Year and month that the education started. If you have the exact date, you can enter it.</p> <p><b>Education until</b> is the year and month that the education ended. If you have the exact date, you can enter it.</p> <p><b>Date on which degree was obtained</b> is the date on which the diploma was issued. The date must be visible on the diploma.</p>	 <p>The form contains five input fields, each with a help icon (question mark):</p> <ul style="list-style-type: none"> <li>Educational institution: A text input field.</li> <li>Title on diploma / certificate: A text input field.</li> <li>Education from: A date picker showing month and year, with a hint "mmm yyyy (ex. feb 2015)".</li> <li>Education until: A date picker showing month and year, with a hint "mmm yyyy (ex. feb 2015)".</li> <li>Date on which degree was obtained: A date picker showing day, month, and year, with a hint "dd.mm.yyyy (ex. 31.07.2021)".</li> </ul>
3	For education outside Norway, additional information must be given on which city the education was in and the address of the educational institution if you have it.	 <p>The form contains two input fields: "City / town" and "Address". There is a "Delete education" button at the bottom right.</p>
4	<p>The education must be documented by including the following as attachments:</p> <p>Education in Norway - Diploma or "Vitnemål"</p> <p>Education outside Norway:</p> <ul style="list-style-type: none"> <li>- Diploma</li> <li>- Transcript</li> <li>- Programme description</li> </ul>	
5	Click the link "Add education" if you have other educational qualifications that are relevant for the approval.	 <p>A button with a plus icon and the text "Add education".</p>
6	Click the button "Delete education" if you wish to remove an educational qualification from the application form.	 <p>A button with the text "Delete education".</p>
7	We want permission to collect the necessary information from your educational institution to verify education. This is to prevent approval of false documents. To prevent approval of false documentation we want your permission to collect information from your educational institution in order to verify your education.	 <p>A checkbox with a plus icon and the text: "I hereby authorise the Norwegian Directorate of Health to access all information regarding my education. This includes release of my academic record (transcripts, diplomas and other relevant information)."</p>

## Work experience


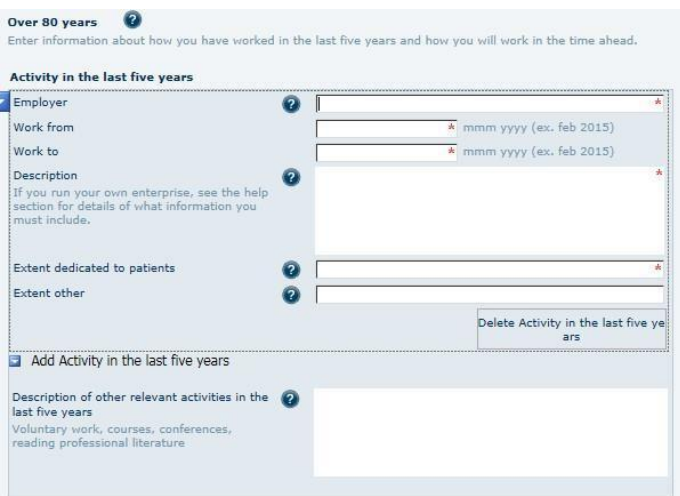
Step	Action	Screen/reference
	<p>In order to have the necessary information available while evaluating applications, it is important that applicants with a degree from a country outside the EU/EEA area enter their relevant work experience.</p> <p>Applicants with a degree as general nurse, doctor, pharmacist, dentist or midwife from an institution in the Nordic region or the EU/EEA area, usually does not need to enter experience. For applicants with other professions with a degree from the Nordic region or the EU/EEA area please enter relevant work experience.</p> <p>Applicants with a degree from Norway usually does not need to enter work experience, but we like to advice you that in some cases the case handler might ask you to document relevant work experience.</p> <p>Work experience can be entered if you are applying for:</p> <ul style="list-style-type: none"> <li>- Authorisation</li> <li>- 'Turnus' Licence</li> <li>- Student Licence</li> <li>- Specialisation licence</li> <li>- Licence without served "turnus"</li> <li>- Authorisation and approval of "turnus" (equivalent to a UK 1st foundation year/house-officer or US intern) period</li> </ul>	
1	<p>The "Experience" page is opened by clicking "Next" on the page "Education".</p> <p>If you need to go back to this page at a later stage of completing the form, click "Experience" in the menu on the left.</p>	 <p>The screenshot shows a web interface with a tabbed menu. The 'Main form' tab is active. Below the tabs, there is a list of menu items: Applicant, Address, The application concerns, Education, Work experience (highlighted in yellow), and Attachments. A right-pointing arrow is next to the 'Work experience' item.</p>
2	Do you have any relevant work experience click "Yes"	 <p>The screenshot shows the title page of the 'Application Form for Authorisation and Licence' from the Norwegian Directorate of Health. It includes the text: 'Form for applying for Authorisation or Licence as Health Personnel in Norway'. Under the 'Work experience' section, it asks 'Do you have any relevant work experience' with radio buttons for 'Yes' (selected) and 'No'.</p>
3	<p>If you have work experience that is relevant for the approval you are applying for, click the link "Add work experience".</p> <p>You may enter up to five different work experiences.</p>	 <p>The screenshot shows a button labeled 'Legg til arbeidserfaring' (Add work experience) in a yellow box.</p>
4	<p>Enter the following information about your work experience:</p> <p><b>Country</b> the country in which you had the work experience.</p> <p><b>Employer - institution</b> is the name of the employer or institution you worked for.</p> <p><b>Current position</b>, check if you are still employed in this position and have no end date for your employment.</p>	 <p>The screenshot shows the 'Work experience' form fields. It includes a dropdown for 'Country', a text field for 'Employer - institution', a checkbox for 'Current position', and date fields for 'Work from' and 'Work to' (format: mmm yyyy (ex. feb 2015)). There is also a percentage field for 'Percentage of full-time equivalent' and a text field for 'Job title'. A link 'Add work experience' is at the bottom.</p>

	<p><b>Work from</b> is the month when you started work. You can enter an exact date if you have it.</p> <p><b>Work to</b> is the month when you left this job. You can enter an exact date if you have it.</p> <p><b>Percentage of full-time equivalent</b> if you worked full time enter 100%, if you had a part-time position with fixed hours, enter the percentage of full-time position here. If the degree of part-time working was irregular, for example if you were a deputy on call, leave this field empty.</p> <p><b>Job title</b> is the title you had in this job.</p>	<div> <div>Work from</div> <div></div> <div>mmm yyyy (ex. feb 2015)</div> </div> <div> <div>Work to</div> <div></div> <div>mmm yyyy (ex. feb 2015)</div> </div> <div> <div>Percentage of full-time equivalent</div> <div></div> <div>%</div> </div> <div> <div>Job title</div> <div></div> </div>
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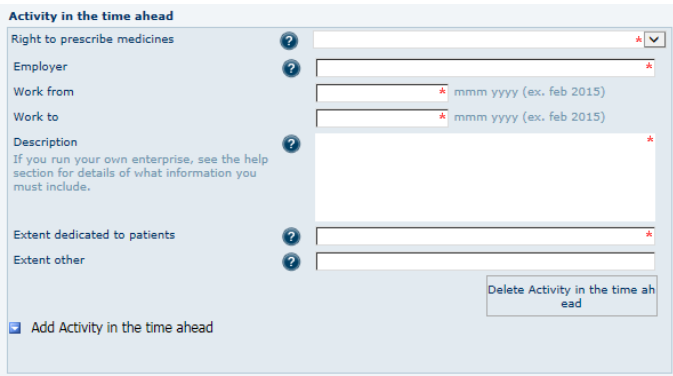
## Courses

Step	Action	Screen/reference
	<p>In this screen you state relevant courses that you have taken.</p> <p>Courses must be entered if you are applying for:</p> <ul style="list-style-type: none"> <li>- Approval as general practitioner</li> <li>- Paramedic and are already an authorised nurse</li> </ul> <p>Courses can be entered if your main education was in an EEA country and you are applying for one of the following professional groups:</p> <ul style="list-style-type: none"> <li>- General Nurse</li> <li>- Doctor</li> <li>- Pharmacist</li> <li>- Dentist</li> </ul>	
1	<p>The “Courses” page is opened by clicking “Next” on the page “Experience”.</p> <p>If you need to go back to this page at a later stage of completing the form, click “Courses” in the menu on the left.</p>	
2	<p>If you are applying for authorisation as a paramedic, you must check the box if you have previous authorisation as a nurse.</p> <p>If you have previous authorisation as a nurse, you must fill in information about the courses you have taken.</p>	
3	<p>Enter the following information about courses:</p> <p><b>Course type</b> selected from a drop-down list</p> <p><b>Course name</b> filled in if the selected course type is “Other”</p> <p><b>Course from</b> the date the course started</p> <p><b>Course to</b> the date the course ended</p> <p>Courses must be documented with course certificates.</p> <p>Click the link “<b>Add course</b>” if you have other courses that are relevant for the approval.</p> <p>Click the button “<b>Delete course</b>” if you wish to remove a course from the application form.</p>	 <p>The following course types can be selected:</p> <p><b>Approval as general practitioner</b></p> <ul style="list-style-type: none"> <li>- Course A</li> <li>- Course B</li> </ul> <p><b>Paramedic and already an authorised nurse</b></p> <ul style="list-style-type: none"> <li>- Advanced Medical Life Support (AMLS)</li> <li>- Paediatric Life Support (PLS)</li> <li>- Prehospital Trauma Life Support (PHTLS)</li> <li>- Advanced Cardiopulmonary Resuscitation (ALHR)</li> <li>- Other</li> </ul> <p><b>Education in EEA country</b></p> <ul style="list-style-type: none"> <li>- Course in national subject</li> </ul>


## Application for licence aged over 80

Step	Action	Screen / reference
	<p>In this screen you can register information about your activity in the last five years and in the future, in order to obtain a licence to continue to practise after reaching the age of 80.</p> <p>This page is only accessed if you have selected the approval type "Licence for health personnel aged over 80".</p>	
1	<p>The "Over 80 years" page is opened by clicking "Next" on the page "The application concerns".</p> <p>If you need to go back to this page at a later stage of completing the form, click "Over 80 years" in the menu on the left.</p>	 <p>To open a page, click a page name below</p> <ul style="list-style-type: none"> <li>Applicant</li> <li>Address</li> <li>The application concerns</li> <li><b>Over 80 years</b></li> <li>Attachments</li> </ul>
2	<p>Enter information about your activity in the last five years. You can add more activity by clicking "add activity last five years".</p> <p><b>Employer</b> is the name of your employer. If you have been self-employed, enter "Self-employed".</p> <p><b>Work from</b> is the month when you started work. May be more than five years ago if you have had the same job longer than this. If you have the exact date you can enter this.</p> <p><b>Work to</b> is the month when you stopped working. If you wish to continue in the same job, the "to" date must be set to the expiry date of the current approval. If you have the exact date you can enter this.</p> <p><b>Description</b> is information about what you have been working on. If you have had a private practice or other self-employed work, this must be information about office circumstances, telephone and other things that can distinguish work from private circumstances.</p> <p><b>Extent dedicated to patients</b> is information about how much time has been used on work that is dedicated to patients. The time must be stated in one of the following ways:</p> <ul style="list-style-type: none"> <li>- x days/hours per week</li> <li>- x days/hours per month</li> <li>- x weeks per year</li> <li>- percentage of full-time employment</li> </ul>	 <p><b>Over 80 years</b> ?</p> <p>Enter information about how you have worked in the last five years and how you will work in the time ahead.</p> <p><b>Activity in the last five years</b></p> <p><b>Employer</b> ?</p> <p>Work from ? mmm yyyy (ex. feb 2015)</p> <p>Work to ? mmm yyyy (ex. feb 2015)</p> <p><b>Description</b> ?</p> <p>If you run your own enterprise, see the help section for details of what information you must include.</p> <p><b>Extent dedicated to patients</b> ?</p> <p><b>Extent other</b> ?</p> <p>Delete Activity in the last five years</p> <p><input checked="" type="checkbox"/> Add Activity in the last five years</p> <p><b>Description of other relevant activities in the last five years</b> ?</p> <p>Voluntary work, courses, conferences, reading professional literature</p>


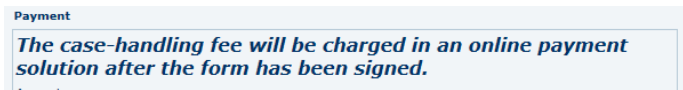

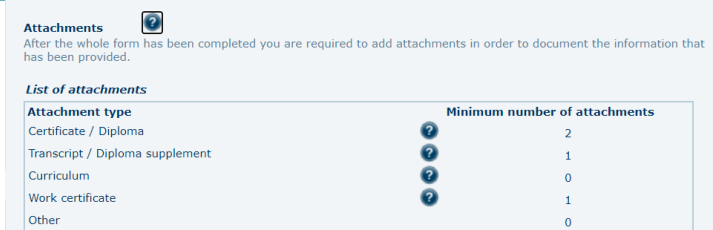
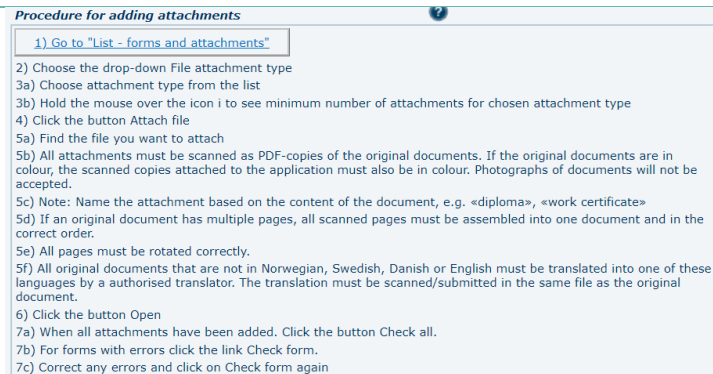



	<p><b>Extent other</b> is information about how much time has been used on work that is not dedicated to patients. The time must be stated in one of the following ways:</p> <ul style="list-style-type: none"> <li>- x days/hours per week</li> <li>- x days/hours per month</li> <li>- x weeks per year</li> <li>- percentage of full-time employment</li> </ul> <p><b>Description of other relevant activities</b> is information about any other activities performed by the applicant in the last five years to keep him or herself professionally updated. This may include participation in courses, seminars or conferences, scientific work, reading professional literature or similar.</p>	
3	Activities in the last five years must be documented with references from any employers and documentation of independent work.	
4	<p>Enter information about planned future activity. You can add more activity by clicking "Add future activity".</p> <p><b>Right to prescribe medicines</b> can be selected for the following professional groups:</p> <ul style="list-style-type: none"> <li>- Midwife</li> <li>- Doctor</li> <li>- Optometrist</li> <li>- General Nurse</li> <li>- Dentist</li> <li>- Dental Hygienist</li> </ul> <p><b>Employer</b> is the name of your employer. If you will be self-employed, enter "Self-employed".</p> <p><b>Work from</b> is the month when you start work. If this is the job you already have, set the date to the expiry date of the applicable approval.</p> <p><b>Work to</b> is the month when you plan to stop working. If you wish to continue in the same job, the "to" date must be set to the expiry date of the current approval. If you have the exact date you can enter this.</p>	
5	Future activity must be documented with a statement from any employer with information about the scope and duties of the position or documentation of independent work.	



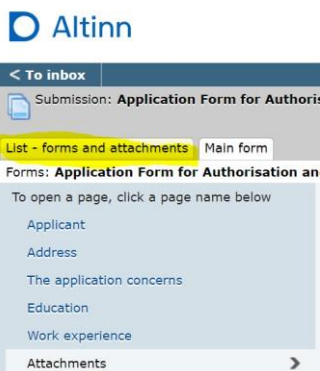
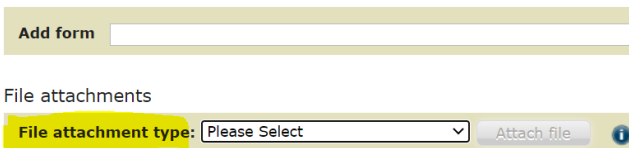
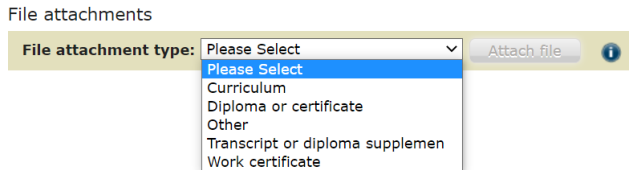



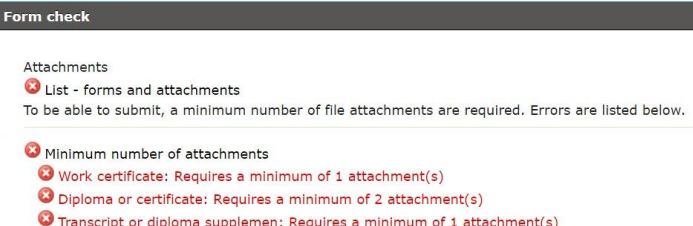

6	<p>Enter other information.</p> <p><b>Self-declaration on state of health</b> is a declaration that your physical and mental health is satisfactory.</p>	
7	<p>The self-declaration on state of health is documented with a <a href="#">medical certificate</a> that must not be more than 3 months old.</p>	

## Attachments



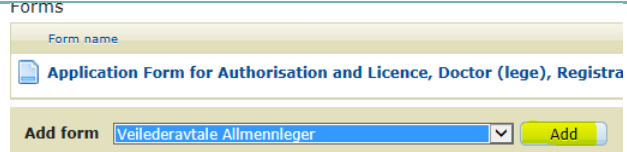

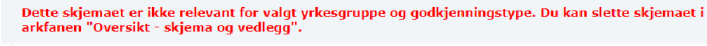


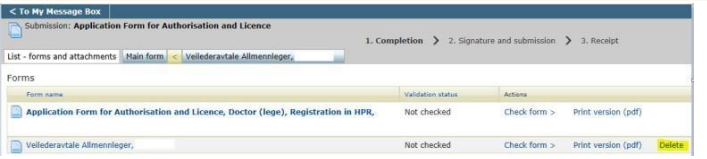
Step	Action	Screen / reference												
	<p>In this screen you can see:</p> <ul style="list-style-type: none"><li>- Information about payment if there is an application fee</li><li>- Information about what attachments must accompany the application. Only pdf accepted (searchable pdf preferred)</li><li>- Information about which supplementary forms must be filled in. This is relevant for the following approval types:<ul style="list-style-type: none"><li>o Approval of “turnus”</li><li>o Authorisation and approval of “turnus” (equivalent to a UK 1st foundation year/house-officer or US intern) period</li><li>o Registration of supervisor agreement</li></ul></li></ul>													
1	<p>The “Attachments” page is opened as the final screen in connection with completing the application. Which page comes before this depends on what approval type has been selected.</p> <p>If you need to go back to this page at a later stage of completing the form, click “Attachments” in the menu on the left.</p>													
2	<p>If there is an application fee, information will appear about the amount to be paid</p> <p>Payment is made by means of online payment after the form has been checked and signed. It can be paid with VISA and Mastercard.</p>													
3	<p>If there is not an application fee, information will appear to inform you about it.</p>													
4	<p>Information is given about which attachments must accompany the application so as to be able to send it in.</p> <p>The number stated is the minimum number of attachments of each type. It is possible to include more of each type is needed.</p> <p>It is also possible to include other types of attachment by using “Other”.</p>	 <table><tr><th>Attachment type</th><th>Minimum number of attachments</th></tr><tr><td>Certificate / Diploma</td><td>2</td></tr><tr><td>Transcript / Diploma supplement</td><td>1</td></tr><tr><td>Curriculum</td><td>0</td></tr><tr><td>Work certificate</td><td>1</td></tr><tr><td>Other</td><td>0</td></tr></table>	Attachment type	Minimum number of attachments	Certificate / Diploma	2	Transcript / Diploma supplement	1	Curriculum	0	Work certificate	1	Other	0
Attachment type	Minimum number of attachments													
Certificate / Diploma	2													
Transcript / Diploma supplement	1													
Curriculum	0													
Work certificate	1													
Other	0													
5	<p>Information is given about how to include attachments.</p>	 <p><b>Procedure for adding attachments</b></p> <ol style="list-style-type: none"><li>1) Go to "List - forms and attachments"</li><li>2) Choose the drop-down File attachment type</li><li>3a) Choose attachment type from the list</li><li>3b) Hold the mouse over the icon i to see minimum number of attachments for chosen attachment type</li><li>4) Click the button Attach file</li><li>5a) Find the file you want to attach</li><li>5b) All attachments must be scanned as PDF-copies of the original documents. If the original documents are in colour, the scanned copies attached to the application must also be in colour. Photographs of documents will not be accepted.</li><li>5c) Note: Name the attachment based on the content of the document, e.g. «diploma», «work certificate»</li><li>5d) If an original document has multiple pages, all scanned pages must be assembled into one document and in the correct order.</li><li>5e) All pages must be rotated correctly.</li><li>5f) All original documents that are not in Norwegian, Swedish, Danish or English must be translated into one of these languages by a authorised translator. The translation must be scanned/submitted in the same file as the original document.</li><li>6) Click the button Open</li><li>7a) When all attachments have been added. Click the button Check all.</li><li>7b) For forms with errors click the link Check form.</li><li>7c) Correct any errors and click on Check form again</li></ol>												

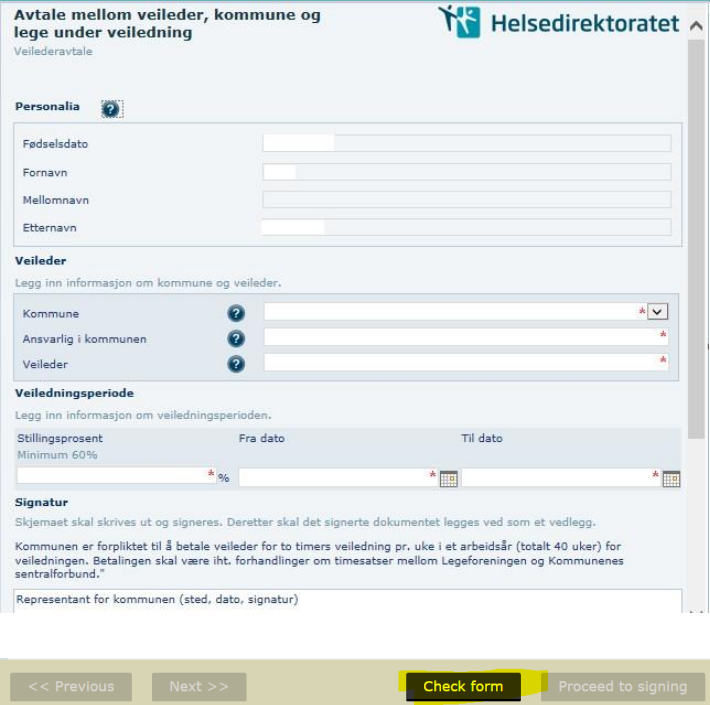

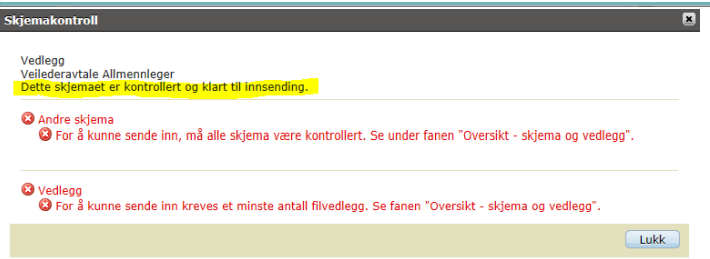
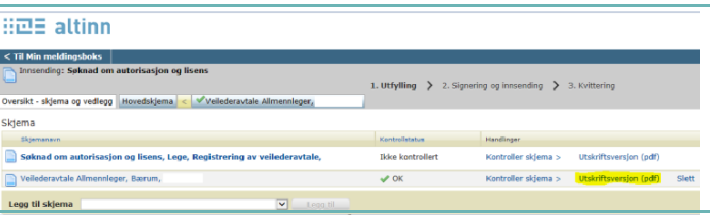
6	Information is given about any supplementary forms that must be filled in.	<p><b>Procedure for adding supplementary forms</b> </p> <p>1) Go to "Overview - Form and Enclosures"</p> <p>2) Choose the drop-down Add forhold</p> <p>3) Choose form Supervisor Agreement</p> <p>4) Click the button Add</p> <p>5) Click on the link for the new form. (Shown right above the drop-down list)</p> <p>6a) Enter required information in the form, and press the button Check form</p> <p>6b) Correct any errors and click the button Check form again</p> <p>7) Go to "Overview - Form and Enclosures"</p> <p>8) Click the link Print version (pdf) for the supplementary form</p> <p>9) Print the document</p> <p>10) Obtain necessary signatures on the document</p> <p>11) Scan the document and attach it as attachment type Signed supervisory agreement</p> <p>12) Click the tab Main form</p> <p>13a) Click the button Check form</p> <p>13b) Correct any errors and click the button Check form again.</p>
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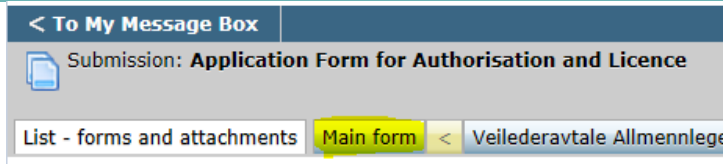
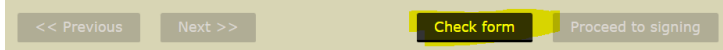

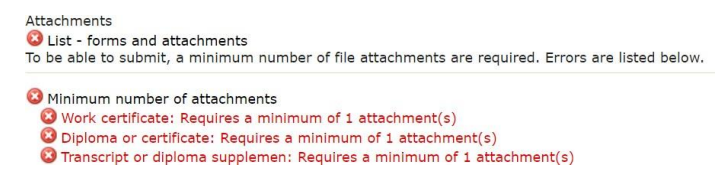
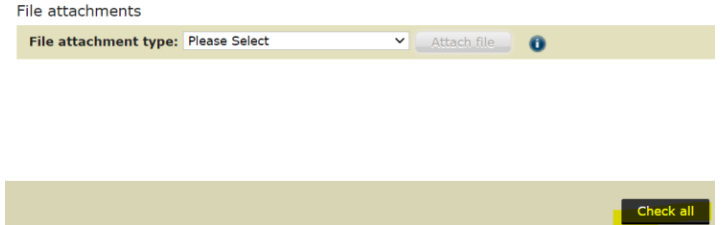
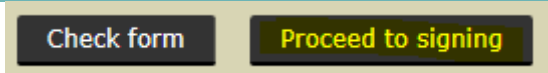
## Add attachment

Step	Action	Screen / reference
1	Go to tab "List – forms and attachments"	
2	Click drop-down list "File attachment type"	
3	Select file attachment type.  Which file attachment types are available depends on which approval is being applied for and what information has been entered in the application.	
4	Hold the cursor over the "i" icon to see the minimum number of attachments of the chosen type you must have	
5	Click "Attach file" to add an attachment of the selected type.	
6	Repeat steps 3 – 5 until you have added all the necessary attachments.	
7	Click "Check all" to ensure all the necessary attachments have been added.	
8	If there are still any errors or omissions, you will see an error message with information about what is missing. Correct the errors and click "Check all" again. When the button "Proceed to signing" becomes available, the form is ready to be signed.	
9	If everything is OK, the button "Proceed to signing" will become available. Click this.  Sign the application.	





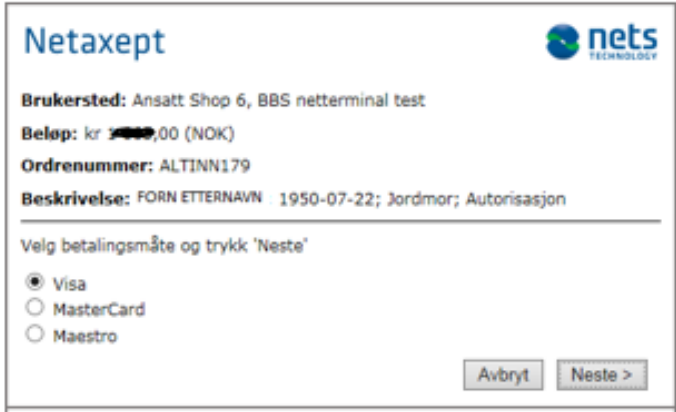

## Add supplementary form

Step	Action	Screen / reference
1	Go to tab "List – forms and attachments"	
2	Click the drop-down list "Add form"	
3	Select form and click "Add".	
4	Click the link to the new supplementary form or the new tab to edit the additional form.	
5	<p>If you see the following error message in the supplementary form "Dette skjemaet er ikke relevant for valgt yrkesgruppe og godkjenningstype. Du kan slette skjemaet i arkfanen 'Oversikt - skjema og vedlegg'", (This form is not relevant for the selected professional group and approval type. You can delete the form from the tab "List – forms and attachments").</p> <p>Click "Slett" (delete) for the relevant supplementary form.</p> <p>For tilleggsskjema «Veilederavtale» må yrkesgruppe være «Lege» og Godkjenningstype være «Registrering av veilederavtale».</p>	   


6	<p>If the supplementary form opens without an error message, enter the necessary information in the form.</p> <p>When the form has been completed, click the button “Check form”.</p>	
7	<p>Correct any errors in the form and click “Check form” again.</p>	
8	<p>When the supplementary form has been checked as OK, go back to the tab “List – forms and attachment”.</p>	
9	<p>Click the link for the printer-friendly version of the supplementary form.</p>	
10	<p>Print out the document</p>	
11	<p>Obtain necessary signatures on the document.</p>	
12	<p>Scan the signed document. The scanned documents must be in colour.</p>	
13	<p>Upload the scanned document as an attachment. The attachment type must be “Underskrevet navn på tilleggsskjema” (signed "name of supplementary form")</p>	

14	Click the tab "Main form".	 <p>The screenshot shows a header bar with a back arrow and the text "&lt; To My Message Box". Below this is a sub-header "Submission: Application Form for Authorisation and Licence". A navigation bar contains three tabs: "List - forms and attachments", "Main form" (highlighted in yellow), and "Veilederavtale Allmennlege".</p>
15	Click the button "Check form"	 <p>The screenshot shows a navigation bar with three buttons: "&lt;&lt; Previous", "Next &gt;&gt;", and "Check form" (highlighted in yellow). A "Proceed to signing" button is also visible to the right.</p>
16	If everything is OK, you will be able to click the button "proceed to signing".	 <p>The screenshot shows a navigation bar with two buttons: "Check form" and "Proceed to signing" (highlighted in yellow).</p>
17	If you see a message that attachments are missing, go to the tab "List- form and attachments" and add the missing attachments.	 <p>The screenshot shows an "Attachments" section with a red error icon and the text "List - forms and attachments". Below this, it states "To be able to submit, a minimum number of file attachments are required. Errors are listed below." and lists three requirements, each with a red error icon: "Minimum number of attachments", "Work certificate: Requires a minimum of 1 attachment(s)", and "Diploma or certificate: Requires a minimum of 1 attachment(s)".</p>
18	Add the missing attachments.  Link to description of adding an attachment. Click the button "Check all".	 <p>The screenshot shows a "File attachments" section with a dropdown menu labeled "File attachment type: Please Select" and an "Attach file" button. Below this, there is a "Check all" button highlighted in yellow.</p>
19	If there are still any errors or omissions, you will see an error message with information about what is missing.  Correct the errors and click "Check all" again.	
20	If everything is OK, the button "Videre til signering" (proceed to signing) will become available.  - Click this.  - Sign the application.	 <p>The screenshot shows a navigation bar with two buttons: "Check form" and "Proceed to signing" (highlighted in yellow).</p>




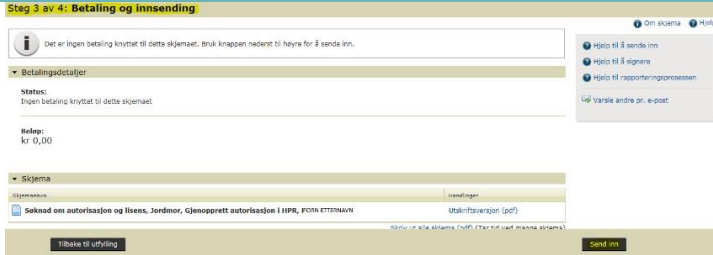

## Sign and pay for application subject to case handling fee

Step	Action	Screen / reference
1	Add all attachments and click the "check form"-button	
2	If everything is in order, the «proceed to signing»-button will become available. - Click this.	
3	The next page is titled «Steg 2 av 4: signering (step 2 out of 4: signing)».  If your application requires you to pay a fee you must press the button called “signer og videre til betaling (sign and proceed to payment)”.	
4	The next page is titled «Steg 3 av 4: Betaling og innsending (step 3 out of 4: Payment and submission)».  If your application requires you to pay a fee you will receive information about the amount now. You can pay and submit your application by pressing the “Betal og send inn (Pay and submit)”-button.	
5	You will be redirected to an online banking form and must pay either by VISA or Mastercard. When the payment is complete your application will be sent to the Norwegian Directorate of Health.	 

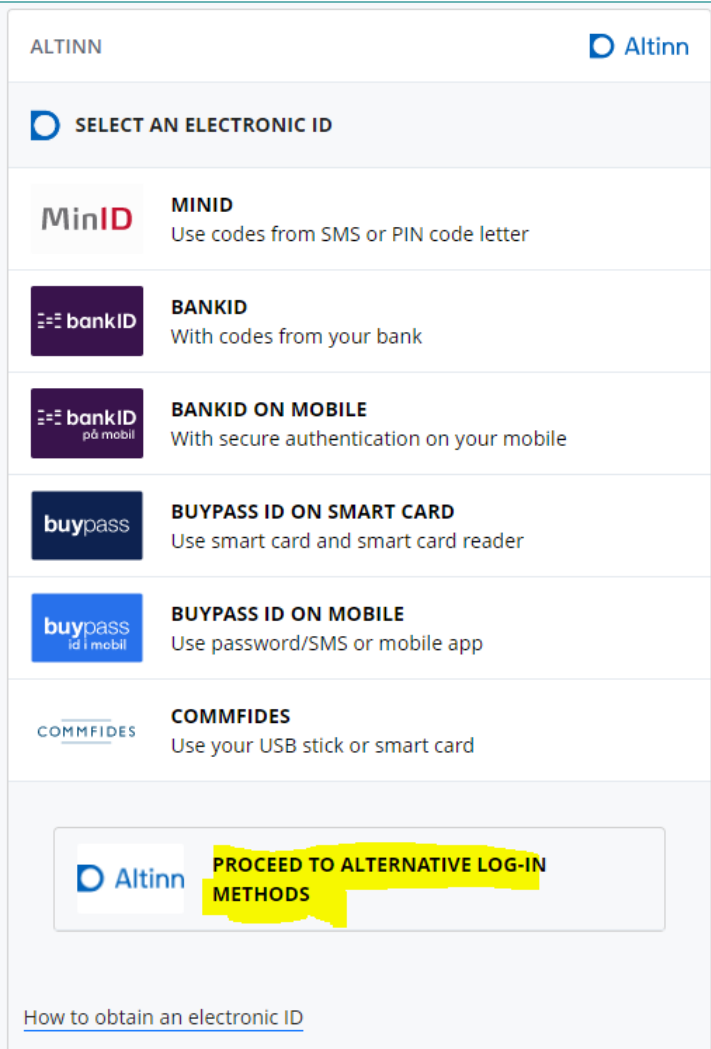



6	Once the payment is complete and the application has been successfully submitted you will be redirected to your receipt.	
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## Sign an application not subject to a case-handling fee


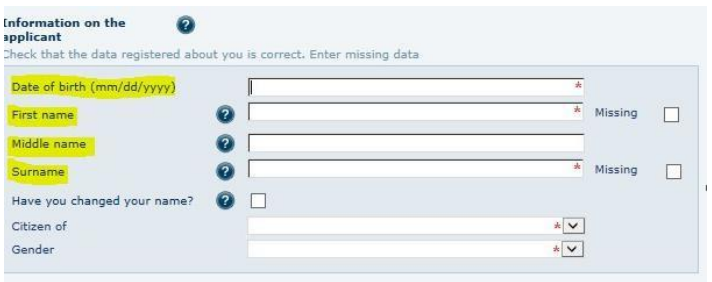
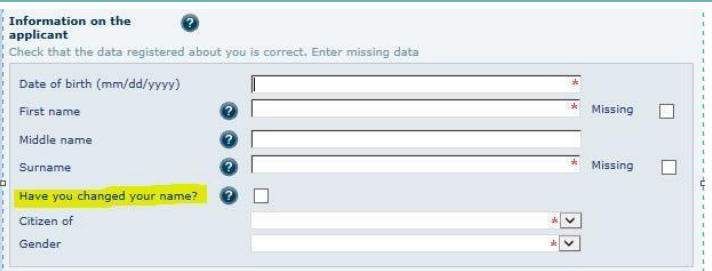
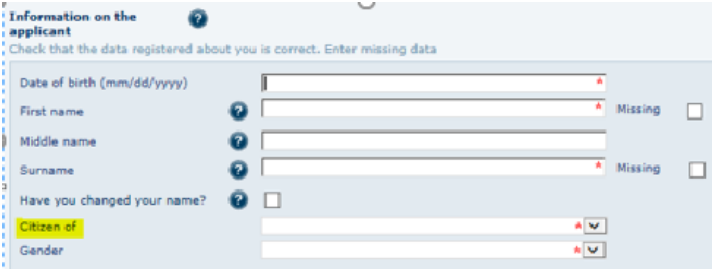
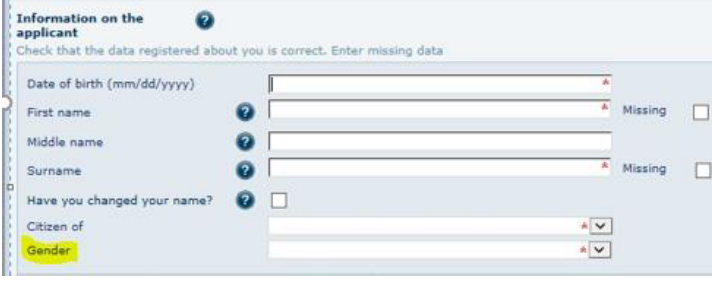
Step	Action	Screen / reference
1	Add all attachments and press the “Kontroller alle (check form)”-button.	
2	If everything is in order, the «proceed to signing»-button will become available. - Click this.	
3	The next page is titled «Steg 2 av 4: signering (step 2 out of 4: signing)”. Sign by pressing «Signer (sign)».	
4	The next page is titled «Steg 3 av 4: Betaling og innsending (step 3 out of 4: Payment and submission)”. You will be informed that your application is not subject to a case-handling fee and can submit the application by pressing “Send inn (submit)”.	
5	When your application has been submitted you will be redirected to your receipt.	

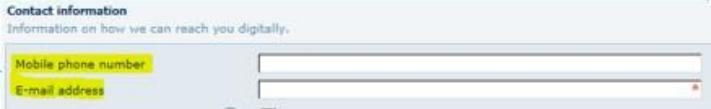
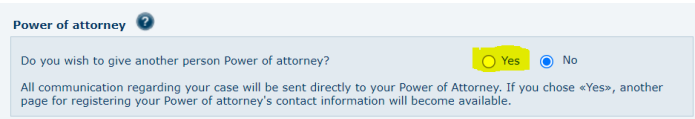
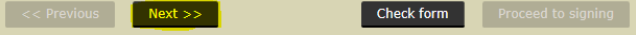
## Create a new application – Applicant without Norwegian personal identity number or D number

Step	Action	Screen / reference
Applicants without a Norwegian personal identity number or D number must create their own user identity when logging on to the form solution.		
1	At <a href="https://altinn.no">Altinn.no</a> click the link to the form for applying for authorisation and licence.	
2	In the log-in page click the link “Proceed to alternative log-in methods”.	 <p>The screenshot shows the Altinn login interface. At the top, it says 'ALTINN' and 'Altinn'. Below is a section 'SELECT AN ELECTRONIC ID' with several options: MINID (Use codes from SMS or PIN code letter), BANKID (With codes from your bank), BANKID ON MOBILE (With secure authentication on your mobile), BUYPASS ID ON SMART CARD (Use smart card and smart card reader), BUYPASS ID ON MOBILE (Use password/SMS or mobile app), and COMMFIDES (Use your USB stick or smart card). At the bottom, there is a button labeled 'PROCEED TO ALTERNATIVE LOG-IN METHODS' which is highlighted in yellow. Below the button is a link 'How to obtain an electronic ID'.</p>
3	If you do not already have a user identity, select the option for registering a new user.	 <p>The screenshot shows the registration page with the heading 'Logg inn i Altinn - for å fortsette, velg en innloggingsmetode nedenfor'. It is divided into three main sections: 'Jeg har et fødselsnummer/D-nummer:', 'Jeg har IKKE fødselsnummer/D-nummer:', and 'Jeg har virksomhetssertifikat:'. The first section lists 'ID-porten/MinID', 'Engangskode fra Altinn-brev', 'Passord og engangskode på SMS', and 'Passord'. The second section lists 'Passord' and has a highlighted link 'Registrer ny bruker uten fødselsnr./D-nr. (begrenset tilgang)'. The third section lists 'Passord og virksomhetssertifikat' and has a link 'Registrer ny bruker med virksomhetssertifikat'.</p>


4	Enter information about the user.	<div> <div>Registrer Altinn-bruker</div> <div> <div> <div></div> <div>For å bruke Altinn uten fødselsnummer eller D-nummer, må du fylle ut feltene nedenfor. Du kan senere endre informasjonen under Min profil.</div> </div> <div> <div>Fyll ut feltene nedenfor:</div> <div> <div>Brukernavn</div> <div> <input type="text"/> <div>Brukernavnet må være unikt og bestå av minst 6 tegn, f.eks. e-postadresse</div> </div> </div> <div> <div>Passord</div> <div> <input type="password"/> <div>Passordet må bestå av minst 7 tegn og inneholde både bokstaver og tall. Bare bokstaverne A - Z og tall er tillatt</div> </div> </div> <div> <div>Bekreft passord</div> <div> <input type="password"/> </div> </div> <div> <div>E-postadresse</div> <div> <input type="text"/> <div>E-postadressen brukes for å motta informasjon fra Altinn og for å gjenopprette passord</div> </div> </div> <div> <div> <div>Bokstavene og tallene vist på bildet</div> <div> <div> <div>EITN3</div> </div> </div> <div>Skriv inn bokstavene og tallene du ser på bildet, eller spiller av bildet</div> </div> </div> </div> </div> </div>
5	Click “Continue” to complete the registration.	<div> <div>Registrer Altinn-bruker</div> <div> <div> <div></div> <div>For å bruke Altinn uten fødselsnummer eller D-nummer, må du fylle ut feltene nedenfor. Du kan senere endre informasjonen under Min profil.</div> </div> <div> <div>Fyll ut feltene nedenfor:</div> <div> <div>Brukernavn</div> <div> <input type="text"/> <div>Brukernavnet må være unikt og bestå av minst 6 tegn, f.eks. e-postadresse</div> </div> </div> <div> <div>Passord</div> <div> <input type="password"/> <div>Passordet må bestå av minst 7 tegn og inneholde både bokstaver og tall. Bare bokstaverne A - Z og tall er tillatt</div> </div> </div> <div> <div>Bekreft passord</div> <div> <input type="password"/> </div> </div> <div> <div>E-postadresse</div> <div> <input type="text"/> <div>E-postadressen brukes for å motta informasjon fra Altinn og for å gjenopprette passord</div> </div> </div> <div> <div> <div>Bokstavene og tallene vist på bildet</div> <div> <div> <div>EITN3</div> </div> </div> <div>Skriv inn bokstavene og tallene du ser på bildet, eller spiller av bildet</div> </div> </div> <div> <div> <div>Fortsett registrering</div> <div>Fortsett</div> </div> </div> </div> </div> </div>
6	When you have a user identity, you can log on with the user name and password that you have given.	<div> <div>Logg inn i Altinn - for å fortsette, velg en innloggingsmetode nedenfor</div> <div> <div> <div></div> <div>Du er nå registrert. Vennligst skriv inn brukernavn og passord for å logge inn.</div> </div> <div> <div>Jeg har et fødselsnummer/D-nummer:</div> <div> <div> <div>ID-porten/MerID</div> <div>Engangskode fra Altinn-brev</div> <div>Passord og engangskode på SMS</div> <div>Passord</div> </div> <div> <div>Fyll inn feltene under og klikk på Logg inn.</div> <div> <div>Brukernavn</div> <div> <input type="text"/> </div> </div> <div> <div>Passord</div> <div> <input type="password"/> </div> </div> <div> <div>Logg inn &gt;</div> <div>Glemt passord?</div> </div> <div>Denne innloggingsmetoden gir sikkerhetsnivå 0.</div> </div> </div> <div> <div>Jeg har IKKE fødselsnummer/D-nummer:</div> <div> <div>Passord</div> </div> </div> <div> <div>Jeg har virksomhetssertifikat:</div> <div> <div>Passord og virksomhetssertifikat</div> </div> </div> </div> </div> </div>
7	<p>The form will open.</p> <p>Information about personal information must be filled in.</p>	<div> <div>Application Form for Authorisation and Licence</div> <div> <div> <div></div> <div>Helsedirektoratet</div> <div>Norwegian Directorate of Health</div> </div> <div>Form for applying for Authorisation or Licence as Health Personnel in Norway</div> </div> <div> <div>Education</div> <div>Enter information on education that is relevant to the authorisation you are applying for.</div> <div> <div>Education</div> <div> <div>Principal education</div> <div>Country of qualification</div> <div>Educational level</div> <div>Educational institution</div> <div>Title on diploma / certificate</div> <div>Education from</div> <div>Education until</div> <div>Date on which degree was obtained</div> </div> <div> <div> <div>?</div> <div></div> </div> <div> <div>?</div> <div></div> </div> <div> <div>?</div> <div></div> </div> <div> <div>?</div> <div></div> </div> <div> <div>?</div> <div></div> </div> <div> <div>?</div> <div></div> <div>mmm yyyy (ex. feb 2015)</div> </div> <div> <div>?</div> <div></div> <div>mmm yyyy (ex. feb 2015)</div> </div> <div> <div>?</div> <div></div> <div>dd.mm.yyyy (ex. 31.07.2021)</div> </div> </div> <div> <div>Address of educational institution</div> <div> <div>City / town</div> <div>Address</div> </div> <div> <div>Delete education</div> </div> </div> <div> <div>Add education</div> <div> <div> <input checked="" type="checkbox"/> <div>I hereby authorise the Norwegian Directorate of Health to access all information regarding my education. This includes release of my academic record (transcripts, diplomas and other relevant information).</div> </div> </div> </div> </div> </div> </div>

## Information about applicant – Applicant without Norw. personal identity number or D number

Step	Action	Screen/reference
The information that is entered must be identical to what appears in your passport (a copy of the passport must be attached to the application).		
1	<p>The page for entry of personal details is the first to be opened when creating a new form.</p> <p>If you need to go back to this page at a later stage of completing the form, click “Applicant” in the menu on the left.</p>	
2	<p>Fill in the following fields with information from the passport:</p> <ul style="list-style-type: none"> <li>- Date of birth</li> <li>- First name</li> <li>- Middle name (if this appears in the passport)</li> <li>- Surname</li> </ul> <p>If you do not have a first name or surname, check the box “Missing” beside the one you do not have.</p>	
3	<p>If you have documents that show a different name from the one you have entered in the form, you must check “Have you changed your name?”</p> <p>You will need to provide a marriage certificate, or confirmation of change of name from the authorities.</p>	
4	Select information on which country you are a citizen of.	
5	Select information about your gender	

6	<p>Enter contact information</p> <ul style="list-style-type: none"> <li>- Mobile telephone number in the format +&lt;country code&gt;&lt;telephone number&gt; for example +4712345678</li> <li>- E-mail address</li> </ul>	
7	<p>If you would like the Directorate of Health to communicate with someone else regarding your application, please check «Yes» in the «Power of attorney» box. By doing this, you will give permission for someone else to look after your interests and act on your behalf during the application process.</p>	
8	<p>Click “Next” to get to the next screen.</p>	

## Address – Applicant without Norwegian personal identity number or D number

Step	Action	Screen/reference
<p>The information entered must be the address to be used when sending post to you.</p> <p>If you would like the Directorate of Health to communicate with someone else regarding your application, please check «Yes» in the «Power of attorney» box. By doing this, you will give permission for someone else to look after your interests and act on your behalf during the application process.</p>		
1	<p>The address page is opened by clicking “Next” on the page “Applicant”</p> <p>If you need to go back to this page at a later stage of completing the form, click “Address” in the menu on the left.</p>	
2	<p>Enter information about the address.</p> <p><b>Country</b> is the country of the address. If the country is Norway, the postal code must be entered.</p> <p><b>Address</b></p> <ul style="list-style-type: none"> <li>- for addresses in Norway: street or PO Box address</li> <li>- for other countries: whole address apart from country</li> </ul> <p><b>Postal code</b> must be entered for addresses in Norway.</p> <p><b>City</b> will be obtained automatically for addresses in Norway.</p>	