## **Professional Documentation**

All physicians, CRNA's, NP's, PA's and dentists need to submit a **NOTARIZED COPY** of their professional credentials, <u>including their license AND diploma from highest level of learning</u>. Please follow the steps below meticulously and provide this information to Rick as soon as possible once you have registered.

- 1. Make a copy of:
  - Current License with expiration date after the end of the mission trip date (Medical, Dental, etc.) and
  - Medical/Dental/NP/PA or PT school Diploma AND highest level of board certification. (If your diploma is framed, simply take a photo of the actual document while trying not to include the frame and then print a copy of that photo.)
- 2. <u>Handwrite</u> a note saying: "This is a copy of the original." And sign below that sentence.
- 3. Have both the copies of the diplomas and license notarized
- 4. Dentists must also provide a copy of their passport, but it does not have to be notarized.

We need this info a MINIMUM of two months in advance to initiate the process for licensure approval.

Please 1. Fax or email this info to Rick Harper at HTIRick@aol.com or 501-268-8144, AND

2. Also mail the original notarized copies as soon as you can after registering and receiving this information packet. Your promptness in doing so will help assure a smooth approval process in Guatemala. (Mail to Health Talents International, PO Box 8303, Searcy, AR 72145)

## Sample Copy of Notarized Professional Document

