1. Applicant completes Stage 1 application form for entry to the equivalence process and submits it to the Academy for Healthcare Science

2. Application form is scrutinised against entry criteria by Academy for Healthcare Science administration staff

3. Application form is rejected and the applicant is advised of further action required (administration fee may apply)

4. Application form is accepted and the Stage 1 application is assessed. The Assessment Panel makes one of the following recommendations:
   - Outcome 1: Applicant has demonstrated full equivalence and can be awarded the Certificate of Equivalence.
   - Outcome 2: Applicant has demonstrated that they may meet the Standards of Proficiency and should submit a Stage 2 application portfolio.
   - Outcome 3: The applicant has not demonstrated equivalence and needs to undertake further training or experience to achieve the outcomes of HSST

5. If the outcome is Outcome 2, the applicant has 6 months in which to compile the evidence and complete the portfolio requirements

6. Assessment Panel undertakes a review of the submitted evidence and interview and makes one of the following recommendations:
   - Outcome 1: Applicant has demonstrated full equivalence and should be awarded a Certificate of Equivalence.
   - Outcome 2: Applicant has demonstrated that they partially meet the standards required for equivalence and should be directed to undertake action to address specific outcomes and then resubmit the application (only one opportunity is permitted).
   - Outcome 3: Applicant has not demonstrated equivalence and should be directed to undertake a full training programme.

7. Assessment panel recommendation is reviewed by the ratification panel

8. Applicant is notified of the outcome and informed of 28 day window for appeal