

## **Did you know you can now apply online?**

### **Create an Ahpra portal account and complete your application**

[Click here to apply online](#)

You can now renew your provisional or limited registration online via your Ahpra portal account.

This PDF form will only be available for a limited time.

#### **Renewing online is easier, faster and more secure**

The online renewal application form only asks questions relevant to your situation – saving you time.

Renewing online also means you can

- track your progress as you complete each section of the application
- save as you go and lodge when it suits you
- check back in to see how assessment of your application is tracking.

#### **Keeping in contact**

We will let you know about important information to do with your registration via your secure Ahpra portal.



# Renewal of provisional registration

## Profession: Occupational therapy

Part 7 Division 9 of the Health Practitioner Regulation National Law (the National Law)

### Renewal of your registration

**This form is for renewal of your current provisional registration only.**

You must provide written notice to the Occupational Therapy Board of Australia (the Board) within 30 days of any change to either your principal place of practice or the address the Board should use for correspondence.

You can change these details using this form, or via your secure login at [www.ahpra.gov.au/login](http://www.ahpra.gov.au/login). However, you cannot make changes to other personal or registration details using this form.

If you wish to make other changes, please visit the Australian Health Practitioner Regulation Agency (Ahpra) website and download the appropriate form: [www.ahpra.gov.au/Common-Forms.aspx](http://www.ahpra.gov.au/Common-Forms.aspx)

Contact details for Ahpra can be found at the end of this form.

### Decision process

The Board will make a decision on your application.

If your application for renewal meets the requirements of Section 107 of the National Law, your current registration will continue until the Board's decision is made.

A valid application for renewal is one that is:

- received no later than one month after the expiry date, uses the correct Board approved form and all parts of the form are completed
- accompanied by the correct renewal fee and, where applicable, the correct late payment fee
- accompanied by any other information required by the Board.

Refer to section 107 of the National Law for full details of the requirements of application for renewal.

If you fail to submit your application with payment in full within 30 days of the expiry date above, your registration will expire and you will not be able to practise the profession in Australia.

To resume practice you will need to apply for registration by completing a new application form. To download the correct form please visit [www.occupationaltherapyboard.gov.au/registration/forms](http://www.occupationaltherapyboard.gov.au/registration/forms)

### Privacy and confidentiality

The information collected in this form:

- is required by the National Law to see if you are eligible for renewal of registration, and to maintain the public register of practitioners on the Internet
- will be used to manage your registration (including your compliance with the National Law), and
- may be used for the proper operation of the National Law (e.g. for research relevant to the Law).

If you do not provide the required information, you may not be granted renewal.

The Board and Ahpra may:

- ask other people (such as government agencies and health authorities) for information relevant to your application, such as identification, criminal record, work history and immigration status, and
  - disclose your information to such people where this is required or permitted by the law (e.g. to advise of your registration status, or where the information is required for a health regulator to perform its functions).
- Note: the health regulators we may disclose your information to may be overseas, if for example you have an international practice.

Ahpra may also verify your registration details, including your date of birth and address, to other people (such as prospective employers) who disclose that information to Ahpra to confirm your identity. Ahpra will only do this where the person seeking verification has given a legal undertaking they have your consent to this verification. The Board and Ahpra are committed to protecting your personal information in accordance with the *Privacy Act 1988* (Cth).

Ahpra's privacy policy explains how you may: access and seek correction of your personal information held by Ahpra and the Board; how to complain to Ahpra about a breach of your privacy; and how your complaint will be dealt with. The policy can be accessed at

<https://www.ahpra.gov.au/About-Ahpra/Privacy.aspx>

### Symbols in this form



#### Additional information

Provides specific information about a question or section of the form.



#### Attention

Highlights important information about the form.



#### Attach document(s) to this form

Processing cannot occur until all required documents are received.



#### Signature required

Requests appropriate parties to sign the form where indicated.

### Completing this form

- Read and **complete all questions**.
- Ensure that **all required pages** and **attachments** are returned to Ahpra.
- Use a **black** or **blue** pen only.
- Print clearly in **BLOCK LETTERS**
- Place X in **all** applicable boxes: ☒
- DO NOT** send original documents.



Do not use staples or glue, or affix sticky notes to your application. Please ensure all supporting documents are on A4 size paper.



## Information and definitions

The Board's registration standards define the requirements that applicants, registrants or students need to meet to be registered. These can be found online at [www.occupationaltherapyboard.gov.au/registration-standards](http://www.occupationaltherapyboard.gov.au/registration-standards). The Board's codes and guidelines can be found online at [www.occupationaltherapyboard.gov.au/codes-guidelines](http://www.occupationaltherapyboard.gov.au/codes-guidelines).

## CERTIFYING DOCUMENTS

### DO NOT send original documents.

Copies of documents provided in support of an application, or other purpose required by the National Law, must be certified as true copies of the original documents. Each and every certified document **must**:

- be in English. If original documents are not in English, you must provide a certified copy of the original document and translation in accordance with Ahpra guidelines, which are available at [www.ahpra.gov.au/registration/registration-process](http://www.ahpra.gov.au/registration/registration-process)
- be initialled on every page by the authorised officer. For a list of people authorised to certify documents, visit [www.ahpra.gov.au/certify.aspx](http://www.ahpra.gov.au/certify.aspx)
- be annotated on the last page as appropriate e.g. 'I have sighted the original document and certify this to be a true copy of the original' and signed by the authorised officer,
- for documents containing a photograph, the following certification statement must be included by the authorised officer, 'I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me', along with their signature, and
- list the name, date of certification, and contact phone number, and position number (if relevant) and have the stamp or seal of the authorised officer (if relevant) applied.

Certified copies will only be accepted via the Online Upload Service at [www.ahpra.gov.au/registration/online-upload](http://www.ahpra.gov.au/registration/online-upload). Photocopies of previously certified documents will not be accepted. For more information, Ahpra's guidelines for certifying documents can be found online at [www.ahpra.gov.au/certify.aspx](http://www.ahpra.gov.au/certify.aspx)

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Registered occupational therapists must meet the requirements of the Board's CPD registration standard. For more information, view the full registration standard online at [www.occupationaltherapyboard.gov.au/Registration-Standards/Continuing-professional-development](http://www.occupationaltherapyboard.gov.au/Registration-Standards/Continuing-professional-development)

## CRIMINAL HISTORY

**Criminal history** includes the following, whether in Australia or overseas, at any time:

- every conviction of a person for an offence
- every plea of guilty or finding of guilt by a court of the person for an offence, whether or not a conviction is recorded for the offence, and
- every charge made against the person for an offence.

Under the National Law, spent convictions legislation does not apply to criminal history disclosure requirements. Therefore, you must disclose your complete criminal history as detailed above, irrespective of the time that has lapsed since the charge was laid or the finding of guilt was made. The Board will decide whether your criminal history is relevant to the practice of your profession. You are not required to obtain or provide your Australian criminal history report, Ahpra will obtain this check on your behalf. But if you have not given us certified proof of identity documents since October 2019, you will need to do this first.

Any document containing a photograph must be annotated with the statement *'I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me.'*

You may be required to obtain international criminal history reports.

For more information, view the full registration standard online at

[www.occupationaltherapyboard.gov.au/registration-standards](http://www.occupationaltherapyboard.gov.au/registration-standards)

and the requirements for supplying proof of identity and certified documents at [www.ahpra.gov.au/Registration/Applying-for-registration/Proof-of-Identity](http://www.ahpra.gov.au/Registration/Applying-for-registration/Proof-of-Identity) and [www.ahpra.gov.au/certify.aspx](http://www.ahpra.gov.au/certify.aspx)

## IMPAIRMENT

The National Law defines impairment as 'a physical or mental impairment, disability, condition or disorder (including substance abuse or dependence) that detrimentally affects or is likely to detrimentally affect your capacity to practise the profession'.

An illness or health condition that is safely managed is not the same as impairment, as these do not have a detrimental impact on your capacity to practise. Examples you do not need to tell us about include:

- wearing prescription glasses to correct your vision or hearing aids to correct your hearing, or
- seeing a psychologist for anxiety and following a treatment plan.

The National Law requires you to declare any such impairments at the time of renewal, including details of the impairment and how it is managed.

## PRACTICE

Practice means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a practitioner in their regulated health profession. Practice is not restricted to the provision of direct clinical care. It also includes using professional knowledge in a direct non-clinical relationship with patients or clients, working in management, administration, education, research, advisory, regulatory or policy development roles and any other roles that impact on safe, effective delivery of health services in the health profession.

## PROFESSIONAL INDEMNITY INSURANCE (PII)

You cannot practise as an occupational therapist in Australia unless you are covered by your own, or third-party professional indemnity insurance (PII) arrangements that meet the requirements of the Board's registration standard. You need to understand how you are covered.

Remember, practising means using your skills and knowledge as a health practitioner in any paid or unpaid role in your profession.

Occupational therapists are exempt from requiring PII when:

- the scope of practice of an individual practitioner does not include the provision of healthcare or opinion in respect of the physical or mental health of any person
- a practitioner has statutory exemption from liability. That is, they are employed as a practitioner or are in another arrangement and are exempted from liability under state or Commonwealth legislation, or
- practitioners are registered in Australia but are practising exclusively overseas.

Initial registration and annual renewal of registration requires a declaration that you will be covered for all aspects of practice for the whole period of the registration. You may be covered by your Australian employer's PII—you will need to confirm this with your employer.

For more information, view the full registration standard online at

[www.occupationaltherapyboard.gov.au/Registration-Standards/Professional-indemnity-insurance](http://www.occupationaltherapyboard.gov.au/Registration-Standards/Professional-indemnity-insurance)



## REGENCY OF PRACTICE

To ensure that you are able to practise competently and safely, you must have recent practice in the scope of practice in which you intend to work during the period of registration that you are applying for.

To meet the standard, you must have completed a minimum of:

- 750 hours of practice in the previous five years
- 450 hours of practice in the previous three years, or
- 150 hours of practice in the previous 12 months.

If you are returning to practice after an absence and do not meet the Board's recency of practice registration standard, the specific requirements for registration will depend on the scope of practice, your level of experience and the length of absence from that scope, including any continuing professional development undertaken.

If you propose to extend your scope of practice you must complete any advanced training/preparation that your peers would reasonably expect to ensure you are competent. If you are making a substantial change to a different scope of practice you must submit a plan for professional development to the Board for approval before commencing practice within that different scope.

For more information, view the full registration standard online at [www.occupationaltherapyboard.gov.au/Registration-Standards/Recency-of-practice](http://www.occupationaltherapyboard.gov.au/Registration-Standards/Recency-of-practice) or the codes and guidelines at [www.occupationaltherapyboard.gov.au/codes-guidelines](http://www.occupationaltherapyboard.gov.au/codes-guidelines)

## Obligations of registered health practitioners

The National Law pt 7 div 11 sub-div 3 establishes the legislative obligations of registered health practitioners. A contravention of these obligations, as detailed at points 1, 2, 4, 5, 6 or 8 below does not constitute an offence but may constitute behaviour for which health, conduct or performance action may be taken by the Board. Registered health practitioners are also obligated to meet the requirements of their Board as established in registration standards, codes of conduct and policies.

### Continuing professional development

1. A registered health practitioner must undertake the continuing professional development required by an approved registration standard for the health profession in which the practitioner is registered.

### Professional indemnity insurance arrangements

2. A registered health practitioner must not practise the health profession in which the practitioner is registered unless appropriate professional indemnity insurance arrangements are in force in relation to the practitioner's practice of the profession.
3. A National Board may, at any time by written notice, require a registered health practitioner registered by the Board to give the Board evidence of the appropriate professional indemnity insurance arrangements that are in force in relation to the practitioner's practice of the profession.
4. A registered health practitioner must not, without reasonable excuse, fail to comply with a written notice given to the practitioner under point 3 above.

### Notice of certain events

5. A registered health practitioner must, within 7 days after becoming aware that a relevant event has occurred in relation to the practitioner, give the National Board that registered the practitioner written notice of the event. *Relevant event* means—
  - a) the practitioner is charged, whether in a participating jurisdiction or elsewhere, with an offence punishable by 12 months imprisonment or more; or
  - b) the practitioner is convicted of or the subject of a finding of guilt for an offence, whether in a participating jurisdiction or elsewhere, punishable by imprisonment; or
  - c) appropriate professional indemnity insurance arrangements are no longer in place in relation to the practitioner's practice of the profession; or
  - d) the practitioner's right to practise at a hospital or another facility at which health services are provided is withdrawn or restricted because of the practitioner's conduct, professional performance or health; or
  - e) the practitioner's billing privileges are withdrawn or restricted under the *Human Services (Medicare) Act 1973* (Cth) because of the practitioner's conduct, professional performance or health; or
  - f) the practitioner's authority under a law of a State or Territory to administer, obtain, possess, prescribe, sell, supply or use a scheduled medicine or class of scheduled medicines is cancelled or restricted; or
  - g) a complaint is made about the practitioner to the following entities—
    - (i) the chief executive officer under the *Human Services (Medicare) Act 1973* (Cth);
    - (ii) an entity performing functions under the *Health Insurance Act 1973* (Cth);
    - (iii) the Secretary within the meaning of the *National Health Act 1953* (Cth);
    - (iv) the Secretary to the Department in which the *Migration Act 1958* (Cth) is administered;

- (v) another Commonwealth, State or Territory entity having functions relating to professional services provided by health practitioners or the regulation of health practitioners.
- h) the practitioner's registration under the law of another country that provides for the registration of health practitioners is suspended or cancelled or made subject to a condition or another restriction.

### Change in principal place of practice, address or name

6. A registered health practitioner must, within 30 days of any of the following changes happening, give the National Board that registered the practitioner written notice of the change and any evidence providing proof of the change required by the Board—
  - a) a change in the practitioner's principal place of practice;
  - b) a change in the address provided by the registered health practitioner as the address the Board should use in corresponding with the practitioner;
  - c) a change in the practitioner's name.

### Employer's details

7. A National Board may, at any time by written notice given to a health practitioner registered by the Board, ask the practitioner to give the Board the following information—
  - a) information about whether the practitioner is employed by another entity;
  - b) if the practitioner is employed by another entity—
    - (i) the name of the practitioner's employer; and
    - (ii) the address and other contact details of the practitioner's employer.
8. The registered health practitioner must not, without reasonable excuse, fail to comply with the notice.



# Renewal of provisional registration form

Profession: Occupational therapy

- Read and **complete all questions**
- It is important that **all required pages** and **attachments** are returned to Ahpra
- Use a **black** or **blue** pen only
- Print clearly in **BLOCK LETTERS**
- Place X in **all** applicable boxes: ☒

## SECTION A: Registration details and cultural identity

**Your current registration details:** (e.g. Profession, Registration type, Registration sub type, Division, Specialist)

### A1. Do you wish to renew your current registration as an occupational therapist?



**PLEASE ENSURE THAT YOU READ THE FOLLOWING OPTIONS CAREFULLY, AS SELECTING THE INCORRECT OPTION MAY CAUSE YOUR REGISTRATION TO LAPSE**



I wish to **RENEW** my registration



I **DO NOT WISH TO RENEW** my registration

**Go to question A3 and**

- **complete the rest of this form, then**
- **return ALL pages to Ahpra.**

**You must:**

- **complete ONLY A2, and**
- **return ONLY this page to Ahpra.**



If you are now eligible to apply for general registration, complete the form *AGEN-96 – Application for general registration*. Please visit our website: [www.occupationaltherapyboard.gov.au/registration/forms](http://www.occupationaltherapyboard.gov.au/registration/forms)

### A2. You must read and sign the statement below:

I am the person named in this document and **choose not to renew** my registration, as marked above.

I understand that:

- by not renewing my registration I will no longer be able to practise the profession in Australia after the expiry date on the front of this form.
- once my registration expires any endorsements, conditions and notations related to the associated registration will also expire.

Name of registrant

Signature of registrant



SIGN HERE

Date

 /  / 


**Do not email this form.**

Please submit this completed form and supporting evidence using the Online Upload Service at [www.ahpra.gov.au/registration/online-upload](http://www.ahpra.gov.au/registration/online-upload).  
You may contact Ahpra on 1300 419 495


**A3. What is your name?**

Title   MR ☐   MRS ☐   MISS ☐   MS ☐   DR ☐   OTHER

**Family name**

**First given name**

**Middle name(s)**

**A4. What is your registration number?**

**Registration number**

**A5. What are your birth details?**

**Date of birth**    /  /    **Country of birth**

**City/Town/Community of birth**    **State/Territory/Province of birth**

**A6. Are you of Aboriginal or Torres Strait Islander origin?**


The [National Scheme's Aboriginal and Torres Strait Islander Health and Cultural Safety Strategy](#) aims to make patient safety for Aboriginal and Torres Strait Islander Peoples the norm. We strive to embed cultural safety in the ways we work. Your response to this question will help us do this and help us develop better ways of working to support this goal.

YES ☒

NO ☐

**Mark all applicable options**

☒ Aboriginal   ☐ Both Aboriginal and Torres Strait Islander  
☒ Torres Strait Islander   ☐ Prefer not to say


**Contact information**

You can change your contact information at any time.

Please go to [www.ahpra.gov.au/login](http://www.ahpra.gov.au/login) to change your contact details using your online account.

**A7. Do you need to update your contact details?**

YES ☒

NO ☐



If your contact details have changed in the last 12 months, you should tell us about it here.

Provide your current contact details below – place an ☒ next to your preferred contact phone number.

**Business hours**       ☐   **Mobile**      ☐

**After hours**       ☐

**Email**



NO ☐

If your residential address has changed in the last 12 months, you should tell us about it here.

[illegible]

NO ☐

If your mailing address changed in the last 12 months, you should tell us about it here. It's important that your contact details are up to date so that you comply with your legislative requirements and we can contact you if we need to.

[illegible]



## SECTION B: Mandatory – annual statements



In accordance with section 109 of the National Law, the following questions **must** be answered for Ahpra to assess your renewal application. It is important that you refer to the Board's registration standards when completing this form. The standards are available online at [www.occupationaltherapyboard.gov.au/registration-standards](http://www.occupationaltherapyboard.gov.au/registration-standards)

Audits of these annual statements may be conducted by the Board to verify compliance with the registration standards.

### B1. Do you meet the Board's recency of practice requirements?



To meet the Board's *Recency of practice registration standard*, you must complete a minimum of:

- 750 hours of practice in the previous five years
- 450 hours of practice in the previous three years, or
- 150 hours of practice in the previous 12 months.

If you don't meet the standard, you will be required to provide information to help the Board make a decision about your application. For more information, see *Recency of practice* in the *Information and definitions* section of this form or the full registration standard online at [www.occupationaltherapyboard.gov.au/registration-standards/recency-of-practice](http://www.occupationaltherapyboard.gov.au/registration-standards/recency-of-practice)

YES ☐

NO ☒

#### Provide details of why the recency of practice requirements have not been met



You **must** attach evidence of your practice history that includes:

- your detailed practice history, including your previous scope(s) of practice and when you last practised
- your intended practice, and
- activities carried out since you last practised including any continuing professional development you may have done.

You **must** also attach to your application the *Supplementary information form* available online at [www.occupationaltherapyboard.gov.au/Registration-Standards/Recency-of-practice](http://www.occupationaltherapyboard.gov.au/Registration-Standards/Recency-of-practice)

### B2. In the previous registration period, did you meet the requirements of the Board's continuing professional development registration standard?



For more information, see *Continuing professional development* in the *Information and definitions* section of this form or the full registration standard online at [www.occupationaltherapyboard.gov.au/Registration-Standards/Continuing-professional-development](http://www.occupationaltherapyboard.gov.au/Registration-Standards/Continuing-professional-development)

YES ☐

NO ☒

#### Provide details of any CPD you have undertaken and why the CPD requirements have not been met



You **must** attach a separate sheet with additional details that do not fit in the space provided. Following the assessment of your application, you may be requested to provide further information.





**B3. In the previous registration period, did you meet the Board's registration standard for professional indemnity insurance arrangements?**



When practising, you must have appropriate professional indemnity arrangements in place that meet the Board's registration standard.

For more information, see *Professional indemnity insurance* in the *Information and definitions* section of this form or the full registration standard online at [www.occupationaltherapyboard.gov.au/Registration-Standards/Professional-indemnity-insurance](http://www.occupationaltherapyboard.gov.au/Registration-Standards/Professional-indemnity-insurance)

YES ☐

NO ☒

**Provide details of your circumstances below**



You **must** attach a separate sheet with additional details that do not fit in the space provided. Following the assessment of your application, you may be requested to provide further information.

**B4. In the coming year, do you commit to meet the Board's professional indemnity insurance registration standard?**



To ensure you know the requirements you're committing to meet, see *Professional indemnity insurance* in the *Information and definitions* section of this form or the full registration standard online at [www.occupationaltherapyboard.gov.au/Registration-Standards/Professional-indemnity-insurance](http://www.occupationaltherapyboard.gov.au/Registration-Standards/Professional-indemnity-insurance)

YES ☐

NO ☒

**Provide details of your circumstances below**



You **must** attach a separate sheet with additional details that do not fit in the space provided. Following the assessment of your application, you may be requested to provide further information.

**B5. Do you have an impairment that detrimentally affects, or is likely to detrimentally affect, your capacity to practise the profession?**



For more information, see *Impairment* in the *Information and definitions* section on page two of this form.

YES ☒

NO ☐

**Provide details of your impairment below, including details of any treatment plan or medical documentation**



You **must** attach additional details of any impairments, including treatment plan and medical certificate/documentation, that do not fit within the space provided.

**B6. Since your last declaration to Ahpra, has there been any change to your criminal history in Australia that you have not declared to Ahpra?**



It is important that you have a clear understanding of the definition of criminal history. For more information, see *Criminal history* in the *Information and definitions* section on page two of this form.

YES ☐

NO ☒

[Go to the next question](#)

Please complete the new  
**Criminal history questions**  
at the end of this form



You must:

- attach a signed and dated written statement with details of any change to your criminal history, including any relevant details of your criminal history;
- supply proof of your identity.

In order for a nationally coordinated criminal history check to be conducted by Ahpra and for you to be eligible to apply for renewal of registration you must supply certified copies of your proof of identity documents. Refer to [www.ahpra.gov.au/identity](http://www.ahpra.gov.au/identity) for further information.

B7. Since your last declaration to Ahpra, has there been any change to your criminal history in one or more countries other than Australia that you have not declared to Ahpra?


NO ☐

Go to the next question

YES ☐

You are required to:

- obtain an international criminal history check from an approved vendor for each country and provide details below, and
- provide details of the change in your criminal history in a signed and dated written statement.

 For more information, see *Criminal history* in the *Information and definitions* section of this form.

If you answered YES to this question, you must obtain an international criminal history check (ICHC) from an approved vendor, who will provide a check reference number and ICHC reference page. For a list of approved vendors and further information about international criminal history checks, refer to [www.ahpra.gov.au/internationalcriminalhistory](http://www.ahpra.gov.au/internationalcriminalhistory)

Please complete the new

Criminal history questions

at the end of this form

Country	Check reference number


-  You **must** attach a separate sheet if the list of overseas countries and corresponding check reference numbers does not fit within the space provided.
-  You **must** attach the international criminal history check (ICHC) reference page provided by the approved vendor.
-  You **must** attach a signed and dated written statement with details of any change to your criminal history in each of the countries listed and an explanation of the circumstances.

B8. During your preceding period of registration, has your right to practise at a hospital or another facility at which health services are provided been withdrawn or restricted because of your conduct, professional performance or health?

YES ☒

NO ☐


Provide details of the withdrawal or restriction of your right to practise

 You **must** attach a separate sheet with additional details that do not fit within the space provided.

B9. During your preceding period of registration, have you been disqualified or subject to a final determination under the *Health Insurance Act 1973* (Cth) because of your conduct, professional performance or health?


YES ☒

NO ☐

 Answer no if:

- your billing privileges have not been disqualified or subject to a final determination under the Health Insurance Act 1973 (Cth),
- it is not relevant to you,
- you are prohibited from disclosing it under the Health Insurance Act 1973 (Cth).

Provide details in the text box below. You can also upload any extra material after your renewal has been finalised through the online upload portal here.

 You **must** attach a separate sheet with additional details that do not fit in the space provided.



**B11. Have you previously disclosed to Ahpra all known complaints made about you to:**

- a registration authority, or
- another entity having functions relating to professional services provided by health practitioners or the regulation of health practitioners (in Australia or elsewhere)?



'Complaints' refers to matters other than those made since 1 July 2012, under the National Law and already reported to Ahpra. **If you are not aware of any complaints made about you please select N/A.**

N/A ☐ I am not aware of any complaints

YES ☐ I have already disclosed all known complaints

NO ☐ **I do need to declare a complaint**



Attach details of all known complaints made about you since you last renewed your registration. Please include details about to whom the complaint was made and when the complaint was made.

## SECTION C: Provisional registration requirements



It is important that you refer to the Board's registration standards, codes and guidelines when completing this section. These can be found online at [www.occupationaltherapyboard.gov.au](http://www.occupationaltherapyboard.gov.au)

The Board cannot renew provisional registration more than twice under the National Law. However, a new application for provisional registration can be made.

**C1. Have you complied with your Board approved supervised practice plan and any required CPD?**

YES ☐

NO ☐

**Provide details of why you have not complied with your supervised practice plan and required CPD**



You **must** attach a separate sheet with additional details that do not fit within the space provided.

**C2. Have you made progress towards meeting the requirements for general registration?**

YES ☐



You **must** attach a statement signed by your employer about progress made (e.g. rotations completed or underway).

NO ☐

**Provide details of your circumstances below**



You **must** attach a separate sheet with additional details that do not fit within the space provided.



## SECTION D: Consent and declaration



**Before you sign and date this form**, make sure that you have answered all the relevant questions correctly and read the statements below. An incomplete form may delay processing and you may be asked to complete a new form.

### Registrant's consent and declaration – *To be completed and signed by the registrant*

#### Consent to nationally coordinated criminal history check

I consent to Ahpra and the National Board, at any time during the next 12 months, obtaining a written report about my criminal history through a nationally coordinated criminal history check. I acknowledge that:

- Ahpra and the National Boards may obtain a written report about my criminal history at any time during the next 12 months
- a complete criminal history, including resolved and unresolved charges, spent convictions, and findings of guilt for which no conviction was recorded, will be released to Ahpra and the National Board
- my personal information currently held by Ahpra and from this form will be provided to the Australian Criminal Intelligence Commission (ACIC) and Australian police agencies for the purpose of conducting a nationally coordinated criminal history check, including all names under which I am or have been known
- my personal information may be used by police for general law enforcement purposes, including those purposes set out in the Australian Crime Commission Act 2002 (Cth)
- my identity information provided with this application will be enrolled with Ahpra and used by Ahpra and the National Board when obtaining a written report about my criminal history at any time during the next 12 months
- if I have not provided any identity information with this application, and Ahpra needs to obtain a written report about my criminal history at any time during the next 12 months, I will provide the required identity information when requested by Ahpra
- Ahpra may validate documents in support of this application, or that I provide when requested at any time during the next 12 months, as evidence of my identity at any time during the next 12 months
- if and when this application for renewal of registration is granted, Ahpra may obtain a written report about my criminal history at any time during the next 12 months for the purpose of:
  - a) checking a statement made by me in this application for renewal,
  - b) an audit carried out by the National Board,
  - c) assessing my ongoing suitability to hold health practitioner registration, including if a complaint is made about me to Ahpra, or
  - d) considering an application made by me about my health practitioner registration, and
- I may dispute the result of the nationally coordinated criminal history check by contacting Ahpra in the first instance.

#### Declaration

I **declare** that:

- the statements made, and any documents provided, in support of this application are true and correct, and
- I am the person named in this application and in any documents provided.

I make this declaration in the knowledge that a false declaration amounts to a contravention of the National Law and may lead to refusal of registration or health, conduct or performance action under the National Law.

I **confirm** that if I advertise any of my services or my business, the advertising\* complies with section 133 of the National Law and the National Board's Advertising Guidelines as it:

- Is not false, misleading or deceptive or likely to be misleading or deceptive
- does not offer a gift, discount or other inducement without stating the terms and conditions of the offer
- does not use testimonials or purported testimonials about the service or business
- does not create an unreasonable expectation of beneficial treatment, and
- does not directly or indirectly encourage the indiscriminate or unnecessary use of my services.

\*For information about advertising obligations please see the advertising resources page on: <https://www.ahpra.gov.au/Publications/Advertising-hub.aspx>

I **acknowledge** that:

- the National Board may validate documents provided in support of this application as evidence of my identity
- failure to complete all relevant sections of this application for renewal of registration and to enclose all supporting documentation may result in this application not being accepted
- notices required under the National Law and other correspondence relating to my application for renewal of registration will be sent to me electronically to me via my nominated email address
- Ahpra uses overseas cloud service providers to hold, process, and maintain personal information where this is reasonably necessary to enable Ahpra to perform its functions under the National Law. These providers include Salesforce, whose operations are located in Japan and the United States of America.

I **undertake** to comply with the all relevant legislation and National Board registration standards, codes and guidelines.

I **understand** that personal information that I provide may be given to a third party for regulatory purposes, as authorised or required by the National Law.

Name of registrant

Date

 /  / 

Signature of registrant



SIGN HERE




## Employer's declaration – *To be completed and signed by the employer*

### D1. Please provide contact details for a contact person within your organisation

<b>Title</b>	
MR <input type="checkbox"/>	MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> DR <input type="checkbox"/> OTHER <input type="text" value="SPECIFY"/>
<b>First given name</b>	
<input type="text"/>	
<b>Family name</b>	
<input type="text"/>	
<b>Position</b>	<b>Phone</b>
<input type="text"/>	<input type="text"/>
<b>Email</b>	
<input type="text"/>	

I declare that the information provided in *Section C: Provisional registration requirements* of this document is true and correct.

I confirm that the registrant will continue to undertake the supervised practice position as approved by the Board.

<b>Name of employer</b>	<b>Signature of employer</b>
<input type="text"/>	 <b>SIGN HERE</b>
<b>Date</b>	
<input type="text" value="DD"/> / <input type="text" value="MM"/> / <input type="text" value="YYYY"/>	

## Principal supervisor's undertaking – *To be completed and signed by the principal supervisor*

### D2. During the registrant's preceding period of registration, has the principal supervisor changed?

YES ☐

NO ☐

**Provide contact details for the current principal supervisor below**

MR <input type="checkbox"/>	MRS <input type="checkbox"/> MISS <input type="checkbox"/> MS <input type="checkbox"/> DR <input type="checkbox"/> OTHER <input type="text" value="SPECIFY"/>
<b>First given name</b>	
<input type="text"/>	
<b>Family name</b>	
<input type="text"/>	
<b>Position</b>	<b>Phone</b>
<input type="text"/>	<input type="text"/>
<b>Email</b>	
<input type="text"/>	

I undertake to be the registrant's principal supervisor and to provide a level of supervision in accordance with the Board approved supervision plan and as otherwise determined from time to time by the Board.

I further undertake to:

- ensure that the registrant is practising safely and is not placing the public at risk
- observe the registrant's work, conduct case reviews, periodically conduct performance reviews and identify and address any problems
- notify the Board immediately if I have concerns about the registrant's clinical performance, health or failure to comply with conditions or undertakings
- ensure that the registrant practises in accordance with work arrangements approved by the Board
- obtain approval from the Board for any proposed changes to work arrangements before they are implemented
- inform the Board if I am no longer able to undertake the role of the registrant's supervisor
- ensure that, in delegating day to day supervision to other occupational therapists, they have general registration in accordance with the National Law, and
- provide work performance reports to the Board in a form approved by the Board at subsequent intervals as determined by the Board.

<b>Name of principal supervisor</b>	<b>Signature of principal supervisor</b>
<input type="text"/>	 <b>SIGN HERE</b>
<b>Date</b>	
<input type="text" value="DD"/> / <input type="text" value="MM"/> / <input type="text" value="YYYY"/>	



## SECTION E: Payment

### Renewal fee

You are required to pay a renewal fee. Use the table below to select your renewal fee based on your principal place of practice.

### Late fee

You are required to pay a late fee if your renewal is received by Ahpra **within** one calendar month **after** your registration expiry date. Applications will not be accepted more than one month after your registration expiry date. If you post this form, please allow enough time for your application to reach Ahpra.

### Which fee applies to me?

If this renewal is received by Ahpra **on** or **before** your registration expiry date, the required payment amount is:

**OR**

If this renewal is received by Ahpra **within** one calendar month **after** your registration expiry date, the required payment for late renewal is:

#### Payment amount:

\$ INSERT FEE

Renewal fee	\$127
Renewal fee for NSW registrants	\$122

#### Late payment amount:

\$ INSERT FEE

Renewal fee	\$127
Renewal fee for NSW registrants	\$122
Late payment fee	\$30

*Please allow enough time for your application to reach Ahpra.*

**E1. Please complete the credit/debit card payment slip below.**

### Credit/Debit card payment slip – please fill out

Amount payable

\$

Visa or Mastercard number

Expiry date

CVV

Name on card

Cardholder's signature

 SIGN HERE



## SECTION F: Checklist

Have the following items been attached or arranged if required?

<i>Additional documentation</i>		Attached
<b>Question B1</b>	A completed <i>Recency of practice - supplementary information</i> form	<input type="checkbox"/>
<b>Question B2</b>	A separate sheet with details of any CPD you have undertaken and why the CPD requirements have not been met	<input type="checkbox"/>
<b>Question B3</b>	A separate sheet with details of why you have not met PII requirements	<input type="checkbox"/>
<b>Question B4</b>	A separate sheet with details of why you do not commit to practise the profession in Australia in accordance with the requirements of the Board's <i>PII arrangements registration standard</i>	<input type="checkbox"/>
<b>Question B5</b>	A separate sheet with your impairment details	<input type="checkbox"/>
<b>Question B6</b>	A signed and dated written statement with details of any change to your criminal history in Australia and an explanation of the circumstances	<input type="checkbox"/>
<b>Question B6</b>	Certified copies of all documents that provide sufficient evidence of your identity	<input type="checkbox"/>
<b>Question B7</b>	A separate sheet of overseas countries and corresponding ICHC reference number	<input type="checkbox"/>
<b>Question B7</b>	ICHC reference page provided by the approved vendor	<input type="checkbox"/>
<b>Question B7</b>	A signed and dated written statement with details of any change to your criminal history overseas and an explanation of the circumstances	<input type="checkbox"/>
<b>Question B8</b>	A separate sheet with details of the withdrawal or restriction of your right to practise	<input type="checkbox"/>
<b>Question B9</b>	A separate sheet with details of the withdrawal or restriction of your billing privileges	<input type="checkbox"/>
<b>Question B10</b>	A separate sheet with details of all known complaints made about you	<input type="checkbox"/>
<b>Question C1</b>	A separate sheet with details of why you have not complied with your supervised practice plan	<input type="checkbox"/>
<b>Question C2</b>	A statement signed by your employer of progress you have made towards requirements for general registration	<input type="checkbox"/>
<b>Question C2</b>	A separate sheet with details on why you have not made progress towards meeting the requirements for general registration	<input type="checkbox"/>
<i>Payment</i>		
	Renewal fee	<input type="checkbox"/>
	Late fee	<input type="checkbox"/>



**Do not email this form.**

Please submit this completed form and supporting evidence using the Online Upload Service at [www.ahpra.gov.au/registration/online-upload](http://www.ahpra.gov.au/registration/online-upload).  
You may contact Ahpra on 1300 419 495



You need to tell us about any changes to your criminal history in Australia since your last declaration with Ahpra that you haven't already told us about. This will usually be when you applied for registration if you have registered recently or when you last renewed your registration.

The definition of criminal history in the National Scheme is very wide. Before completing this section, read the National Board's registration standard to understand what we mean by criminal history. You can access this information from [www.ahpra.gov.au/Registration/Renewal](http://www.ahpra.gov.au/Registration/Renewal).

**1. Since your last declaration to Ahpra, has there been any change to your criminal history in Australia that you have not declared to Ahpra?**

- ☐ Yes – *Go to the next question*
- ☐ No – You must tell us within 7 days if at any time during the upcoming registration period in Australia or another country you are:
- charged with an offence punishable by 12 months imprisonment or more, and/or
  - convicted of or the subject of a finding of guilt for an offence punishable by imprisonment.
- To tell us, complete the Raise a concern form on our [website](#). You can find information about how to complete the form on the Notice of certain events webpage. – *Go to question 4*

**2. Was the change(s) related to any of these?**

For more information, see *Criminal history* in the *Information and definitions* section of this form.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Traffic (low level) | <input type="checkbox"/> Public nuisance | <input type="checkbox"/> Fishing licence |
| <input type="checkbox"/> Parking fines       | <input type="checkbox"/> Trespass        | <input type="checkbox"/> None of these   |

**3. We need some more information from you so we can assess your application. This may include conducting an Australian criminal history check. In the text box below tell us:**

- the date
- where it happened, including the state or territory
- any ongoing action, and/or
- what the outcome was.

You can also provide a detailed statement and other supporting material (e.g. court documents) in the document to support your application. You need to do this by the renewal due date to avoid late fees.

**4. Have you provided identity documents to Ahpra to verify your identity?**

As part of our assessment, we need to complete a criminal history check. Before we can complete this check we need to verify your identity. We'll send you an email after you submit your application to explain what you need to do. **An incomplete identity verification may delay processing and could result in your application for registration being withdrawn.**

- ☐ Yes
- ☐ No – You will be asked to complete your identity verification through Ahpra's third party vendor, InstalD+. For further information, please refer to the *Proof of identity requirements* available at [www.ahpra.gov.au/identity](http://www.ahpra.gov.au/identity)

## Identity verification

**You are required to verify your identity.**

To complete your identity check, once your application is received by Ahpra, you will be sent a link with instructions. The link will take you to our third party vendor InstalD+ website.

- You will be asked to take a selfie photo of your face with your photo ID and take photos of your identity documents. This will include any change of name evidence if you have changed your name.
- You can do your identity check from your desktop (with a web camera) or mobile phone.
- Your documents are checked in real-time for authenticity and tampering. Facial recognition and liveness test are completed, and your identity details are checked against issuing authority databases for validity.

- If required, InstalD+ Customer Support may contact you directly if there is any follow up required about your identity check.

**You must lodge your identity verification within 30 days to avoid your application being discontinued.** If your application is discontinued, a refund of all fees will be provided.

If you have any questions, or require assistance with the identify verification, please contact InstalD+ on 1800 080 095.

Please refer to the Proof of identity requirements available at [www.ahpra.gov.au/identity](http://www.ahpra.gov.au/identity)

**An incomplete identity verification may delay processing and could result in your application for registration being withdrawn.**