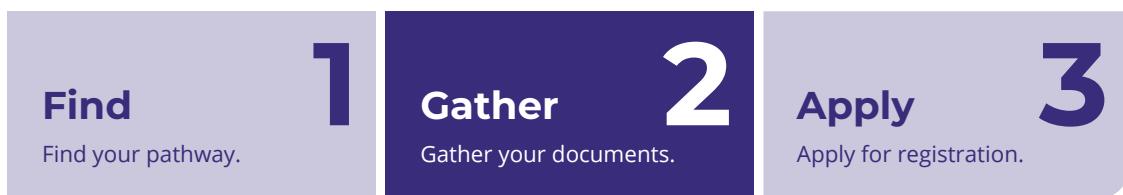


Checklist

Competent Authority pathway – Provisional registration



Who should use this checklist

This checklist is for international medical graduates (IMGs) who are applying for provisional registration in Australia on the Competent Authority pathway.

When to use this checklist

Use this checklist after you have used the [self-assessment tool](#) to find your pathway. It will help you gather all the information and documents you need to apply for provisional registration.

How to use this checklist

Gather the information and documents listed in the checklist. Check things off when you have the information or documents.

When you have everything, use the **Ahpra portal to apply**.

- If you have an Ahpra portal already, [start here](#).
- If you don't have an Ahpra portal, you can [set one up here](#).

Symbols in this checklist

 There are some known issues with our online form. We are working to fix these.
Follow the instructions where you see this symbol.

 **Enter** this information directly in the online form.

 **Upload** the document when prompted in the online form.

- If your documents are not in English they need to be translated. Read about translating documents on the [Ahpra website](#).
- Letters from health services and employers must be on the organisation's letterhead.
- Some documents need to be certified. Read [how to certify documents on the Ahpra website](#).

 **Ask** your employer or supervisor for this document.
You will need to upload it in the online form.

 **Arrange** for the organisation to send the details directly to Ahpra.

 **Link** for you to share information with, or request information from, a third party.

Personal details



You'll need this information to complete the online form:

- Current and past legal names.
- Addresses (Australia or overseas)
 - residential
 - mailing (if different)
 - your principal place of practice (main place of work) of your proposed position in Australia.
- Email address. Unique to you and not linked to anyone else's Ahpра account.

Name change



You'll need to upload these documents in the online form:

If you've had a name change, you'll need to upload these documents in the online form:

- Certified copy of birth certificate.
- Certified copy of any certificate or other legal documents to confirm name changes.

Proof of identity

We use InstalD+ to complete an identity check. After you have submitted your application you will receive an email with a secure link to complete your proof of identity check.



If you are applying for registration from outside of Australia, these are the documents you will need to provide to InstalD+:

- Passport (an EU card is not acceptable).
- At least two of the following documents:
 - driver's licence (current driver's licence issued by a country other than Australia with photo and signature)
 - birth certificate (full birth certificate, not an extract or birth card)
 - marriage certificate (government issued by the relevant agency)
 - identity card issued by a country other than Australia
 - credit card or debit card (the system automatically masks your card number for privacy).
- Evidence of a change of name or name variation (if required).

Registration pathway – Competent authority categories

Category A (United Kingdom)

This is for IMGs who have completed the General Medical Council's (GMC) Professional and Linguistic Assessments Board (PLAB) two-part exam since 1975.



You'll need to upload these documents in the online form:

- Letter(s) issued by the GMC confirming you have passed part 1 and part 2 of the PLAB exams, **and**
- One of the following:
 - A copy of your UK Foundation year 1 (FY1) certificate, **or**
 - Evidence of 12 months supervised practice/training in an 'Approved Practice Setting' in the UK:
 - confirmation in writing from the hospital(s) and/or employer(s) that you have satisfactorily completed 12 months supervised practice/training in the UK, **and**
 - confirmation in writing from the hospital(s) and/or employer(s) that the practice setting is an 'Approved Practice Setting' **or**
 - For IMGs who were first registered with the GMC before Approved Practice Settings was introduced, confirmation in writing and/or certificate of service from the hospital(s) and/or employer(s) that you have had a minimum of 12-months practice in the UK.

Category B (United Kingdom)

This is for IMGs who graduated from a UK university with a General Medical Council (GMC)-approved medical degree.



You'll need to upload these documents in the online form:

- A copy of your medical degree. If you completed all or part of your GMC-approved degree outside the UK, it must be on the MBA's Eligible offshore courses list. See 'Eligibility for this pathway' on the [Competent Authority Pathway](#) page.
- One of the following:
 - A copy of your UK Foundation year 1 certificate, **or**
 - Confirmation on your Certificate of Good Standing (COGS) issued by the GMC that you have full registration (ask the GMC to email your COGS directly to Ahpra at COGS@ahpra.gov.au).

Category C (Canada)

This is for IMGs who completed their primary medical degree in Canada or elsewhere **and** obtained the Licentiate of the Medical Council of Canada (LMCC).



You'll need to upload these documents in the online form:

- One of the following:
 - Certified copy of LMCC results Part I and Part II between 1992 to October 2019, **or**
 - Certified copy of LMCC results Part I from November 2019, **and:**
 - A copy of your Canadian primary medical degree, **or**
 - Certified copy of your National Assessment Collaboration (NAC) Examination pass results.
- One of the following:
 - A certified copy of your residency certificate, **or**
 - A letter from your employer confirming that you have completed 12 months of education or residency training in Canada.

Category D (USA)

This is for IMGs who completed their primary medical degree in the USA or elsewhere **and** passed one of the following licensing exam series.



You'll need to upload these documents in the online form:

- A certified copy of your United States Medical Licensing Examination (USMLE) Step 1, Step 2 and Step 3 results since 1992.
- One of the following:
 - A letter from your employer confirming that you have successfully completed two years of your residency program, which is accredited by the Accreditation Council for Graduate Medical Education (ACGME), **or**
 - A certified copy of your residency certificate, **or**
 - A certified copy of your National Board of Medical Examiners (NBME) licensing examinations Part I, II and III issued before 1992.
- One of the following:
 - A letter from your employer confirming that you have successfully completed two years of your residency program, which is accredited by the Accreditation Council for Graduate Medical Education (ACGME), **or**
 - A certified copy of your residency certificate.

Category E (New Zealand)

This is for IMGs who completed their primary medical degree outside New Zealand and passed the Medical Council of New Zealand (MCNZ) Registration Examination.



You'll need to upload these documents in the online form:

- A certified copy of your New Zealand Registration Examination (NZREX) result.
- A letter issued by the MCNZ confirming you have completed the required rotating accredited internship with four runs.

Category F (Ireland)

This is for IMGs who graduated from an Irish university with a Medical Council of Ireland (MCI)-approved medical degree.



You'll need to upload this document in the online form:

A copy of your medical degree. If you completed all or part of your approved degree outside Ireland, it must be on the MBA's Eligible offshore courses list. See 'Eligibility for this pathway' on the [Competent Authority Pathway](#) page.



You'll need to arrange for the organisation to send details directly to Ahpra:

Ask the MCI to email a copy of your Certificate of Experience directly to Ahpra at COGS@ahpra.gov.au.

Category G (USA)

This is for IMGs who completed their primary medical degree in the USA or elsewhere and passed the National Board of Osteopathic Medical Examiners (NBOME) licensing exams.



You'll need to upload these documents in the online form:

A certified copy of your Comprehensive Osteopathic Medical Licensing Examination (COMLEX-USA) Level 1, Level 2-Cognitive Evaluation, Level 2-Performance Evaluation and Level 3 from 2005.

One of the following:

- A letter from your employer confirming that you have successfully completed two years of your residency program, which is accredited by the Accreditation Council for Graduate Medical Education (ACGME) and/or by the American Osteopathic Association (AOA), **or**
- A certified copy of your residency certificate.

Qualifications

You need your qualifications verified through the Australian Medical Council (AMC). You will need to create an AMC account to do this. Go to the [AMC Primary Source Verification page](#) to learn what to do.



You'll need this information to complete the online form:

Australian Medical Council candidate number.



You'll need to upload these documents in the online form:

A copy of your primary medical qualification.

A copy of your specialist medical qualification(s) if relevant.

Overseas medical internship

You must successfully complete your internship (or comparable) before you can apply for this registration. The evidence you submit will depend on where you did your internship.



If you have provided this evidence as part of the Registration pathway section above, attach a separate piece of paper that states 'See question above'. This will allow you to progress in the online form.



You'll need to upload this document in the online form:

One of the following:

- A certified copy of your internship certificate, **or**
- Letter given to you by the medical regulator or employer that confirms you completed your internship, **or**
- A certified copy of your academic transcript for your medical degree that shows you completed your internship.

Recency of practice

You will be asked to confirm that you meet the requirements of the Medical Board of Australia's (the Board) [Registration standard – Recency of practice](#).

You must have practised a minimum of:

- 152 hours (4 weeks full time equivalent) in the past year, **or**
- 456 hours (3 months full time equivalent) over the last 3 years.

If you do not meet the requirements, you will need to attach extra information to your application. The Board will consider this information when deciding your application.



You'll need this information to complete the online form:

- Confirm if you meet the Board's recency of practice registration standard.
- Explain any gaps.
- Attach the documents below to address the gaps.



You'll need to upload this document in the online form:

If you have two or more years' clinical experience and have been away from practice for **12 to 36 months**

- details of 50 hours of continuing professional development (CPD) completed.

If you have two or more years' clinical experience and have been away from practice for **more than 36 months**

- a plan for professional development and re-entry to practice. See the [template on the Board's website](#)

If you are changing your scope of practice to a different field:

- a professional development plan.

Overseas registration



You'll need this information to complete the online form:

- Details of where you have been registered as a health practitioner in the past 10 years.



You'll need to arrange for the organisation to send details directly to Ahpra:

Arrange for every regulatory authority you have been registered with in the past 10 years to email the following documents to COGS@ahpra.gov.au. The document(s) **must** be dated within 3 months of Ahpra receiving your application.

- One of the following:
 - Certificate of registration status (CORS)/Certificate of good standing (COGS), **or**
 - Other evidence that shows you were entitled to practise the profession in the country:
 - a statement from a professional association
 - reference letters or statements of service from employers, **or**
 - a declaration that there are no requirements to hold registration in the country (upload a statutory declaration).

Work practice history



You'll need this information to complete the online form:

Details of your work practice history that include:

- Employer name
- Job title
- Employment status (i.e. full- or part-time)
- Employment dates and, if you were not employed full-time, hours worked per fortnight
- Enter more information for any gaps longer than 3 months.



You'll need to upload this document in the online form:

Curriculum vitae. See [Standard format for curriculum vitae](#) on the Ahpra website.

Continuing professional development

Unless you are exempt, you will need a CPD home.

Read the CPD home information on the [Board's website](#) to check if you need to join a CPD home.



You'll need this information to complete the online form:

Name of your proposed CPD home.

Criminal history

You need to declare any criminal history in all countries, including Australia. You need to tell us if you have ever been:

- charged with an offence punishable by 12 months' imprisonment or more, or
- convicted or found guilty of an offence punishable by imprisonment in Australia and/or overseas.

Domestic



You'll need this information to complete the online form:

The online form will ask you if you have lived in or visited Australia before. If yes, you'll need this information to complete the online form:

declare if you have any criminal history

for each criminal history event, you need to give a summary of what happened, when it happened, why it happened and what you have done to correct your conduct.



You'll need to upload this document in the online form:

Any documentation to support the information you have entered.

International



You'll need this information to complete the online form:

Declare any international criminal history.

Declare if you have lived overseas for six consecutive months or more as an adult.



You'll need to arrange for the organisation to send details directly to Ahpra:

Apply for an International Criminal History Check (ICH) from an Ahpra-approved provider. Read [Applying for an ICHC](#) on the [International Criminal History check](#) page.

English language skills

You must provide evidence that you meet one of the following pathways of the Board's [English language skills registration standard](#):

- combined education pathway
- school education pathway
- advanced education pathway, or
- test pathway.



You'll need this information to complete the online form:



Confirm the pathway you meet.



You'll need to upload this document in the online form:



Information listed in Ahpra's [Evidence guide](#) to show you meet the English language skills pathway.

Professional indemnity insurance

You must meet the Board's [Professional indemnity insurance registration standard](#).



You'll need this information to complete the online form:



Confirm that you will be covered by appropriate insurance (this may be your own policy or your employers).

Exposure prone procedures



You'll need this information to complete the online form:



You'll need to confirm that you will follow the guidelines below if you are granted registration and intend to perform exposure-prone procedures:

- Board's guidelines for [Registered health practitioners and students in relation to blood borne viruses](#), and
- [Australian national guidelines for the management of healthcare workers living with blood borne viruses and healthcare workers who perform exposure prone procedures at risk of exposure to blood borne viruses](#).

Impairment



You'll need this information to complete the online form:



Declare if you have an impairment. This means you have 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.



You'll need to upload this document in the online form:



If you declare you have an impairment, provide information to explain:

- the nature of your condition
- how long you have had the condition
- if the condition is expected to resolve, a timeframe
- whether you have a treatment plan from a registered health practitioner (it is optional to provide the treatment plan)
- details of how you manage your impairment so you can practise safely as a medical practitioner.



Attach any supporting material for your statement.

Mandatory declarations

You will be asked whether your registration in Australia and/or in any other country:

- is suspended or cancelled
- has ever been suspended or cancelled
- has ever had conditions, undertakings or limitations.

You will be asked whether you:

- are disqualified from applying for registration, or being registered, in any health profession
- are the subject of conduct, performance or health proceedings
- have ever been the subject of conduct, performance or health proceedings.

You will also be asked whether anyone has complained about you to a registration authority or another entity having functions about health practitioner's services or the regulation of health practitioners in Australia or another country.



You'll need this information to complete the online form:

- If you answer 'yes' to any of these questions, you'll need to provide:
 - details of the registration type
 - the name of the regulatory authority
 - details of the issue and any action taken by the authority.



You'll need to upload this document in the online form:

- Attach any supporting material for your statement(s).

Your right to practise your profession

You will be asked whether, during your last period of registration, your right to practise at a hospital or health facility in Australia or another country was removed or restricted because of your conduct, professional performance, or health.



You'll need this information to complete the online form:

- If you answer 'yes', you'll need to provide an explanation of:
 - what happened
 - what action you took in response
 - what action others have taken, and who took the action, and
 - whether the matter is resolved or there is an ongoing investigation.



You'll need to upload this document in the online form:

- Attach any supporting material for your statement(s).

Registration period

If your application is approved, you will be registered for 12 months. We can delay the start of your registration up to 90 days. Until your chosen start date your:

- Ahpra portal will show your status as 'yet to commence'
- name won't appear on the register of practitioners.

The National Law does not allow us to extend this delay beyond 90 days. You and your employer should discuss the date you need registration before you lodge your application.



You'll need this information to complete the online form:

- Enter your preferred registration (work) start date.

Supervised practice

You must complete a period of supervised practice. There are multiple documents that you, your employer, and your supervisor need to complete. This includes separate PDF forms. You need to:

- download the forms
- ask your employer and supervisor to complete the relevant sections
- attach the completed and signed forms with your application.



Attach these documents even if not asked in the online form.



You'll need this information to complete the online form:

- Details of your principal supervisor including:
 - title, family name, given name
 - contact phone number OR mobile
 - email, and
 - their medical [registration number](#).
- Details of your co-supervisor.



You'll need to upload these documents in the online form:

- Letter of offer/offer of employment.
- Position description which includes:
 - key selection criteria addressing clinical responsibilities, and
 - qualifications and experience required.
- [Supervised practice plan and supervisor's agreement \(SPPA-30\)](#):
 - completed by you and your supervisor(s)
 - this should list all the locations you will be practising.
- [Declaration form \(DFLP-00\)](#) completed by you, your employer and proposed supervisor(s).



You'll need to arrange for the organisation to send details directly to Ahpra:

- If you are seeking registration to work in general practice, you must also successfully complete a pre-employment structured clinical interview (PESCI) for the specific general practice position. The PESCI provider will send this report directly to Ahpra.

Authorised representative

If you want someone else to [act on your behalf to manage your application](#) you will need to provide their details.

They will need to have an Ahpra portal. You need to confirm that the person is aware that you have nominated them.



You'll need this information to complete the online form:

- Enter their name as it appears in their Ahpra portal, and their:
 - relationship to you
 - contact details – including phone and email address (the email address must be the one linked to their Ahpra portal).

Have you got everything? Once you do, log in to apply.