

## Did you know you can now apply online? Create an Ahpra portal account and complete your application

Click here to apply online

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

#### Applying online is easier, faster and more secure

Applying 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.

For the best experience, please use a computer or laptop when applying online.

#### **Keeping in contact**

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





## Portfolio for the assessment of non-approved qualifications

Profession: Paramedicine

Part 7 Division 6 of the Health Practitioner Regulation National Law (the National Law)

This form should be used by:

- Individuals who have completed a qualification outside of Australia
- Individuals who have completed a qualification in Australia which is not approved by the Paramedicine Board of Australia

This form should NOT be used by:

- Third parties or agents
- Individuals who have completed a qualification approved by the Paramedicine Board of Australia
- Individuals currently registered as a paramedic in New Zealand
- Individuals who have previously held registration as a paramedic in Australia under the National Law or a corresponding prior Act.

#### **Privacy and confidentiality**

The Paramedicine Board (the Board) and Ahpra are committed to protecting your personal information in accordance with the *Privacy Act 1988* (Cth). The ways the Board and Ahpra may collect, use and disclose your information are set out in the collection statement relevant to this application, available at **www.ahpra.gov.au/privacy**.

By signing this form, you confirm that you have read the collection statement. 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. This policy can be accessed at www.ahpra.gov.au/privacy.

#### **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.



#### Mail document(s) directly to Ahpra

Requires delivery of documents by an organisation or the applicant.

#### **Completing this form**

- Read and complete all questions.
- Ensure that all pages and required 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.

#### **Disclaimer**

The purpose of the Portfolio is to provide initial guidance on the steps (assessment stages) that will need to be successfully completed to be eligible to apply for registration as a paramedic in Australia. It does not assess whether an individual satisfies the eligibility requirements for registration.

To establish a Portfolio, all prospective applicants must confirm that they have read and understood the contents of, and can currently satisfy or, when they submit their registration application, will be able to satisfy the requirements of the following of the Board's registration standards:

- English language skills registration standard
- · Criminal history registration standard
- Recency of practice registration standard, and
- Professional indemnity insurance registration standard.

The Portfolio review identifies whether an individual meets the qualification requirements. If an individual subsequently applies for registration, the Board and/or Ahpra acting under delegation, will ask for information as part of the registration application. Then assess that information against the eligibility requirements including the Board's registration standards. The Board or Ahpra will determine whether an individual is eligible for registration.

The Health Practitioner Regulation National Law, as in force in each state and territory (National Law) requires applicants for registration to satisfy all requirements for registration including that they are qualified and hold a qualification as specified under the National Law; meet the requirements for suitability and the requirements in registration standards to be eligible for the grant of registration.

#### **SECTION A:** Application criteria

 Do you hold current registration as a paramedic in New Zealand?

YES

X

Go to the next question



#### You are not eligible to use this form.

As you hold registration as a paramedic in New Zealand you may be eligible for registration under the Commonwealth *Trans-Tasman Mutual Recognition Act 1997* (TTMR Act). For further information on applying for registration please see

https://www.paramedicineboard.gov.au/Registration.aspx

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2. Do you hold a Board approved/accepted qualification or have you previously held registration as a paramedic in Australia?



NO X

Go to the next question



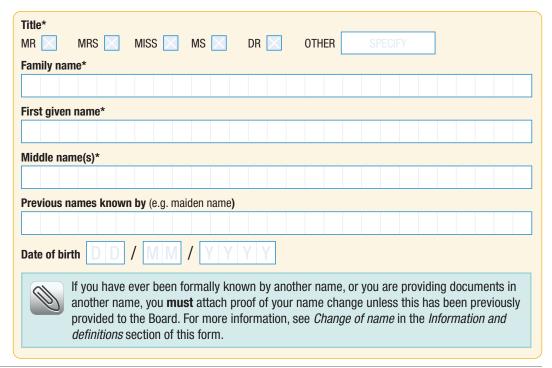
You are not eligible to use this form.

You are not required to have your qualifications assessed prior to applying for registration. For further information on applying for registration, please see

https://www.paramedicineboard.gov.au/Registration.aspx

#### **SECTION B:** Personal details

3. What is your name and date of birth?



4. What are your birth and personal details?

Country of	f birth							
City of bir	th							
State/Territory of birth (if within Australia)								
VIC 🔀	NSW 🔀	QLD 🔀	SA 🔀	WA 🔀	NT 🔀	TAS 🔀	ACT 🔀	
Sex*								
MALE 🔀	FEMALE	NTE	RSEX/INDE	rerminate [	X			
Language	s spoken flue	ently other t	han English	(optional)*				

#### **SECTION C:** Proof of identity

Please complete the new

### Proof of identity section

at the end of this form

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#### **SECTION D:** Contact information



	Provide your current contact details below − place an 💌 next to your preferred contact phone number.						
	Business hours Mobile						
	After hours						
	Email						
What is your residential address?	Site/building and/or position/department (if applicable)						
	Address (e.g. 123 JAMES AVENUE; or UNIT 1A, 30 JAMES STREET)						
	City/Suburb/Town*						
	State or territory (e.g. VIC, ACT)/International province* Postcode/ZIP*						
	Country (if other than Australia)						
	Country (if other than Australia)						
Is your mailing address th	ne YES Go to the next question NO						
	. 🔻						
same as your residential	Site/building and/or position/department (if applicable)						
same as your residential							
same as your residential							
same as your residential							
same as your residential							
same as your residential	Address/P0 Box (e.g. 123 JAMES AVENUE; or UNIT 1A, 30 JAMES STREET; or P0 B0X 1234)						
same as your residential	Address/PO Box (e.g. 123 JAMES AVENUE; or UNIT 1A, 30 JAMES STREET; or PO BOX 1234)						
same as your residential	Address/P0 Box (e.g. 123 JAMES AVENUE; or UNIT 1A, 30 JAMES STREET; or P0 B0X 1234)						
same as your residential	Address/PO Box (e.g. 123 JAMES AVENUE; or UNIT 1A, 30 JAMES STREET; or PO BOX 1234)						
same as your residential	Address/P0 Box (e.g. 123 JAMES AVENUE; or UNIT 1A, 30 JAMES STREET; or P0 B0X 1234)						
same as your residential	Address/PO Box (e.g. 123 JAMES AVENUE; or UNIT 1A, 30 JAMES STREET; or PO BOX 1234)						

**Country (if other than Australia)** 

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#### **SECTION E:** Qualification for the profession

9. What are the details of your qualification in the profession?



You may be requested to provide a copy of your course/ curriculum outline once your qualifications have undergone an initial review.

Title of qualification	
Name of institution (university/col	llege)
Country	
Start date MM / Y Y Y Y	Completion date
You must attach certifie  Testamur or gradua  Academic transcript  Diploma supplemen	tion certificate,

#### **SECTION F:** Registration history

10. Is there a statutory licensing/ registration authority for the profession in the country where you obtained your qualification?



YES Go to question 12



Go to the next question

11. Have you been employed as a paramedic in the country where you obtained your qualification?







Go to Section G: Declaration



- A signed statement of service from your most recent employer,
- A signed and dated curriculum vitae that describes your full practice history and any training undertaken.

It is important that you refer to Curriculum vitae in the Information and definitions section of this form for mandatory requirements of the CV. For more information about your Statement of Service, see Statement of Service in the Information and definitions section of this form.

12. Have you ever held registration as a paramedic in the country where you obtained your qualification?





Go to Section G: Declaration



You **must** attach a certified copy of your registration certificate as a paramedic in the country where you obtained your qualification. The certificate does not have to be current.

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#### **SECTION G:** Declaration

I **confirm** that I have read and understood the contents of, and can currently satisfy or, when I submit my registration application, will be able to satisfy the requirements of the Paramedicine Board of Australia (the Board) <u>registration standards</u>, including the:

- English language skills registration standard
- · Criminal history registration standard
- Recency of practice registration standard, and
- Professional indemnity insurance registration standard

#### I acknowledge that:

- I will be required to provide information in support of the requirements in the registration standards at the time of lodging an application for registration
- the requirements in the registration standards may change before I apply for registration
- Ahpra may validate documents provided in my Portfolio. If I subsequently
  apply for registration, the Board or Ahpra under delegation, may refuse to
  grant my application for registration because I gave the Board a document
  or information that was false and/or misleading in a material particular
- Ahpra uses overseas cloud service providers to hold, process and maintain personal information. These providers include Salesforce, whose operations are located in Japan and the United States of America
- the Portfolio review does not assess whether (or not) I have satisfied the eligibility requirements for registration
- if I subsequently apply for registration the Board and/or Ahpra acting under delegation, will ask for information as part of the registration application and assess that information against the eligibility requirements, including the registration standards in place at the time of my application. The Board or Ahpra will determine whether or not I am eligible for registration and may determine that I am granted registration subject to conditions as necessary and desirable in the circumstances

if I subsequently apply for registration, when assessing my registration
application, the Board will consider any health impairments, criminal
history or disqualification(s) under the law of a co-regulatory jurisdiction
from applying for registration, or being registered in the health profession
to assess whether I am suitable to be granted registration and/or should
be granted registration subject to conditions as necessary and desirable in
the circumstances, and

I **consent** to Ahpra making enquiries of, and exchanging information with, the authorities of any Australian state or territory, or other country, regarding matters relevant to my Portfolio.

#### I declare that:

- the information, and the documents provided in support of this Portfolio, are true and correct, and
- I am the person named in this Portfolio and in the documents provided.



#### **SECTION H: Payment**

Your required payment is detailed below.

#### Assessment fee:

\$417

Individuals **must** pay 100% of the stated fee at the time of submitting this form to Ahpra.



#### Refund rules

The assessment fee is non-refundable.

13. 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 CW SIGN HERE

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#### **SECTION I:** Checklist

#### Have the following items been attached or arranged, if required?

Additional documentation		Attached
Question 3	Certified evidence of a change of name	
Question 5	Certified copy of current passport	
Question 9	Certified course completion certificate for the qualification mentioned within this form	$\times$
Question 9	Certified academic transcript for the qualification mentioned within this form	X
Question 9	Certified diploma supplement for the qualification mentioned within this form	$\times$
Question 11	A signed statement of service from your most recent employer	$\times$
Question 11	A signed and dated curriculum vitae that describes your full practice history and any training undertaken	$\times$
Question 12	A certified copy of your registration certificate as a paramedic in the country you obtained your qualification	$\times$



#### 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. You may contact Ahpra on 1300 419 495

#### Information and definitions

#### **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
- 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
- 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. 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

#### **CHANGE OF NAME**

You must provide evidence of a change of name if you have ever been formally known by another name(s) or any of the documentation you are providing in support of your application is in another name(s).

Evidence must be a certified copy of one of the following documents:

- Standard marriage certificate (ceremonial certificates will not be accepted).
- Change of name certificate.

Faxed, scanned or emailed copies of certified documents will not be accepted.

#### **CURRICULUM VITAE**

Your curriculum vitae must:

- detail any gaps in your practice history of more than three months within the past five years
- explain any gaps in your practice history of more than three months within the past five years and reasons why (e.g. undertaking study, travel, family commitment)
- be in chronological order
- be signed and dated with a statement 'This curriculum vitae is true and correct as at (insert date), and
- be the original signed curriculum vitae (no faxes or scanned copies will be accepted).

It must also contain all the elements defined in Ahpra's standard format for curriculum vitae which can be found at www.ahpra.gov.au/cv

#### STATEMENT OF SERVICE

The Statement of Service is required to:

- be on the employer's letterhead
- provide dates of employment
- describe the role in which you were employed, and whether if was fulltime/part-time hours, and
- be signed by a manager (e.g. supervisor, unit manager or HR manager)

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## Applications **Proof of identity**

Before continuing, please refer to the Proof of identity requirements available at www.ahpra.gov.au/identity.

ı.	Do you r	lave an Australian residential address?		
		You will be asked to complete your identity verification through Ahpra's third party vendor, InstalD+. For further information, please refer to the <i>Proof of identity requirements</i> available at <a href="https://www.ahpra.gov.au/identity">www.ahpra.gov.au/identity</a>		
	○ No -	Go to the next question		
2.	Do you h	old a current Australian or overseas passport?		
	O Yes-	Select one option		
		I have an Australian passport – <i>Go to question 3</i> I have an overseas passport – <i>Go to question 4</i>		
	O No -	You cannot proceed with this application. We must be able to verify your identity, we cannot verify your identity without a current passport.		
<ul> <li>Can you provide the following proof of identity documents:</li> <li>one 'commencement of identity' document (e.g. Australian passport, Australian birth certificate)</li> <li>one 'primary use in the community' document (e.g. Australian drivers licence, Overseas Passport)</li> <li>two 'secondary use in the community' documents (e.g. Medicare card, Australian institution Tertiary Student Photo Foreign government issued document)</li> </ul>				
	Yes -	Thank you, no further questions. You will be asked to complete your identity verification through Ahpra's third party vendor, InstaID+. For further information, please refer to the <i>Proof of identity requirements</i> available at www.ahpra.gov.au/identity.		
	O No -	Go to the next question		
1.	• a curr	ent foreign driver's licence • foreign marriage certificate • credit or debit card		
		You will be asked to complete your identity verification through Ahpra's third party vendor, InstaID+. For further information, please refer to the <i>Proof of identity requirements</i> available at www.ahpra.gov.au/identity		
	O No -	You cannot proceed with this application. We must be able to verify your identity, we cannot verify your 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
- 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 InstaID+ on 1800 080 095.

Please refer to the Proof of identity requirements available at www.ahpra.gov.au/identity

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