Steps for renewing online

Note: General, Non-Practising and Pharmacy Provisional registrants can renew online. All other registration types must submit a hard copy application for renewal and additional information.

1. To begin login to online services. To log in from any AHPRA or National Board website page, click ‘Sign in’ located at the top right corner.

2. The ‘Health Practitioner/Employer Login’ screen will display. Enter your User ID, date of birth and password. Then click ‘Login’.

3. Your home page will display, showing your personal and current registration details.
4. The 'Select Application' screen will display.

Select Application

A renewal application allows you to renew a registration or 'opt to not renew' — that is advise AHFRA that you do not wish to renew one or more of your current registrations.

A renewal application must be submitted for each profession. If you are registered in multiple professions, you need to submit an application for each profession. The exception is for Nurses and Midwives registered in both professions, who need only submit one application.

Provisional registration holders

If you hold a provisional registration and wish to apply for general registration, do not renew on this page. Instead, apply for general registration — return to Practitioner Home, locate your provisional registration record, and select 'Apply for general registration'.

Enrolled Nurses wishing to register as a Registered Nurse

If you are an Enrolled Nurse and wish to apply for registration as a Registered Nurse, do not renew on this page. Instead, apply for registered nurse registration — return to Practitioner Home, locate your Enrolled Nurse registration record and select 'Apply for registered nurse registration'.

Renewal Steps

Renew a registration

For each registration that you renew:
1. Check your contact details and update if necessary
2. Answer all mandatory disclosure questions
3. Complete the workforce survey
4. Select a payment option. Credit card, debit card, and BPAY payments are accepted.

Opt to not renew a registration

For each registration that you opt to not renew:
1. Confirm your decision to advise AHFRA that you do not wish to renew. Note: Your registration will remain active until its expiry date. You will no longer receive renewal reminders.
5. Information relating to your renewal is displayed below the Renew Registration: Select Application.

6. Click on the button ‘Apply to renew’ to or ‘Opt to not renew’ for each registration to begin, then click ‘Next’. Note: If you click ‘Cancel’ at any point past this page no details of your application will be saved. You must complete your application for registration renewal in the one session.

**Select Application**

![Select Application](image)

Your current registration summary will appear here

7. If you ‘Opt to not renew’ a confirmation screen will appear asking for confirmation that you do not wish to renew the selected registration. If you tick the check box and click ‘Next’, your registration will expire following the registration lapsed date and you will no longer receive any further renewal reminders. This will be the end of the online application.

![Opt to not renew: Confirmation](image)

Your current registration summary will appear here
8. If you select to ‘Apply to renew’ please check and update your contact details if necessary.

Please provide complete and accurate address details, mobile phone number and email address to ensure AHPRA can contact you.

If the details are complete, scroll down to the bottom of the page and click ‘Next’.

To change the address of your principle place of practice, click ‘Change’ under ‘Principle place of practice address’.

To change the address for correspondence, click ‘Change’ under ‘Mailing address’ if you have one specified.
Once you have entered your address details the system will automatically display a list of possible matches from which you can select your address. Highlight your address from the list provided and click ‘Accept’. You will then see that the address has been updated to your new address. If your address is not displayed click the link ‘enter your address manually’ to manually type in your address.

Click ‘Next’ to continue to the next page of the application.
9. The ‘Mandatory Disclosures’ screen will display. All questions must be answered.

Note: If something needs to be disclosed for a question, you will be asked to provide details in the space provided. Details must be provided so that the renewal can be completed online but your disclosures will need to be assessed by AHPRA before your renewal is finalised.

Click ‘Next’ at the bottom of the page to continue once all questions have been completed.
10. The ‘Workforce Survey’ screen will display.

Note that is it not mandatory to complete the Workforce Survey.

Click ‘Next’ to continue.
11. The ‘Renewal Summary’ screen will display please verify all the details that you have provided. Click ‘Next’ to continue to the next screen to make your payment.
12. The ‘Payment Options’ screen will display. Choose a payment method and click ‘Next’.

Credit/Debit Card Payment Method

If you had chosen to pay by credit card or debit card, please complete your card details and click ‘Next’.
BPay Payment Method

If you had chosen to pay by ‘BPAY’, take note of the BPAY details – Biller Code and Reference number. Then click ‘Next’.
13. The ‘Complete’ screen will display. Depending on the payment method selected, either the BPAY payment details or the credit/debit card payment details will display.

If you have chosen BPAY, take a note of the BPAY details and then go to make your payment.

If your payment has been successfully made by credit card or debit card, the result will be dependent on your answers to the mandatory disclosures.

- If you have made no adverse disclosures, your renewal will be finalised immediately.
- If you have made adverse disclosures, your renewal will be assessed by AHPRA before it can be finalised. However you may continue to practise your profession while your renewal is being assessed.

Click ‘Back to Practitioner Home’ to return to your Practitioner Home page.