Regulatory Operations Directorate

Registration - Procedure

Certificate of Registration Status (CORS) – Approved bodies

Policy:

National and International regulators, Australian accreditation authorities and specialist professional colleges require information regarding practitioners standing with AHPRA. This information is provided to approved regulatory authorities, accreditation authorities and specialist professional colleges approved by AHPRA and noted on the approved bodies list.

The recipients of a CORS or COGS are restricted to the organisations on the approved bodies list.

Any additions or changes to the approved bodies list must be approved by AHPRA. The AHPRA delegate for approval of additional organisations is the National Director, Registration or their nominated delegate.

Any exceptions as 'one off' recipient bodies may only be approved by the National Director, Registration.

Some approved bodies require additional or substitute documentation be completed by AHPRA. It is the intention of AHPRA to only provide a CORS to these organisations and to cease completion of any additional or substitute documentation.

This procedure establishes:

- The process for approving additional approved bodies, making corrections/ changes to approved bodies and approving 'one off' requests for CORS.

Business Rule

- CORS can only be sent to organisations on the approved bodies list
- Requests for additions, changes or 'one off' requests may only be approved by the National Director, Registration or their delegate.
- Additional or substitute documentation will not be completed by AHPRA

Procedure for requesting an addition to the approved bodies list

1. Requests for CORS to be sent to a non approved organisation are received via Pivotal.
2. Approver conducts an internet search on the organisation and identifies if they have a legitimate interest in knowing whether a practitioner is in good standing.
   a. Are they responsible for providing a practicing licence to the practitioner
   b. Are they responsible for confirming the registration standing of a practitioner
   c. Are they responsible for confirming standing in order to grant fellowships
3. Approve or decline organisation.

An IT service request must be raised by the delegate to add an organisation that is not supported by a CORS application.

Procedure for requesting corrections/changes to a body on the approved bodies list

1. Requests to make corrections/changes to a body are sent to the delegate via email
2. Approver conducts a internet search on the organisations details to confirm correction/ change
3. Make change if details on the list are incorrect

An IT service request must be raised by the delegate for corrections/changes to the title of an approved body.

This procedure was endorsed by the National Director, Registration on 20 April 2015