

# Welcome to the webinar!

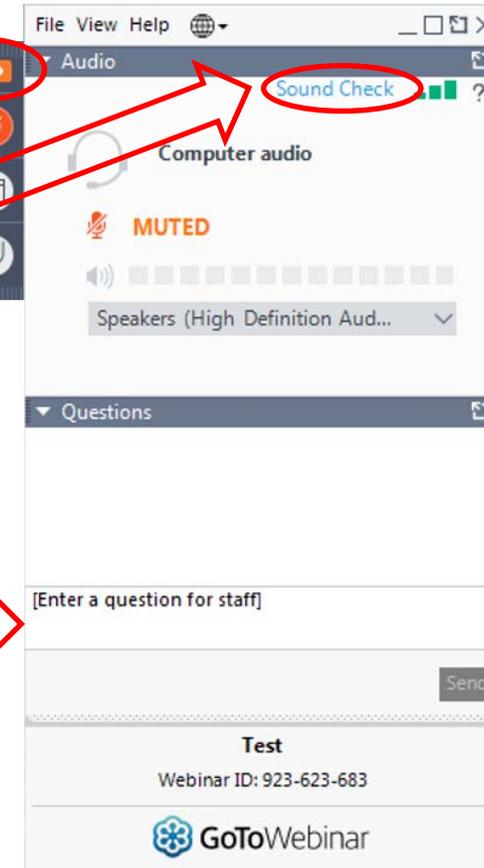
This session will commence at 10 am AEST

Here are some tips for this session:

Click on the orange box with the arrow to expand your view of this window

Adjust audio here  
(and make sure that the volume on your computer is turned up)

Please type your questions here throughout the presentation



***Ahpra acknowledges the Traditional Owners of Country throughout Australia and the continuing connection to lands, waters and communities. We pay our respect to Aboriginal and Torres Strait Islander cultures and Elders past, present and emerging.***



# Nursing Graduates - webinar

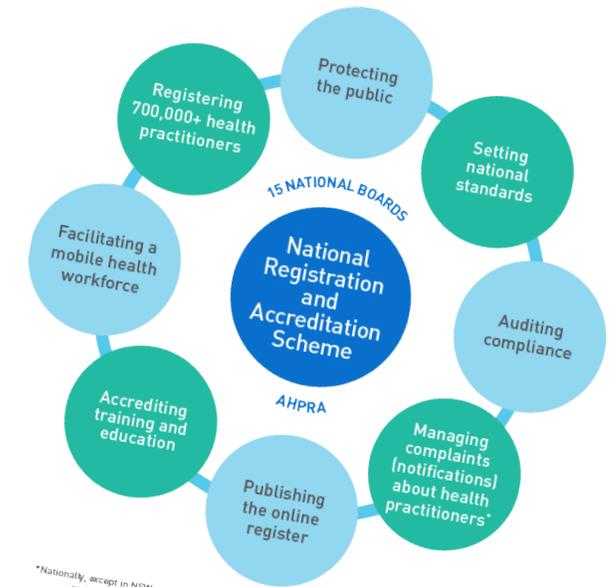
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Senior Regulatory Advisors

September 2020

# What is Ahpra?

## Australian Health Practitioner Regulation Agency (Ahpra)

- Supports the National Boards to protect the public
- Publishes national registers of practitioners
- Manages the registration and renewal processes for health practitioners and students across Australia, and
- Manages complaints or concerns received in relation to health practitioners.

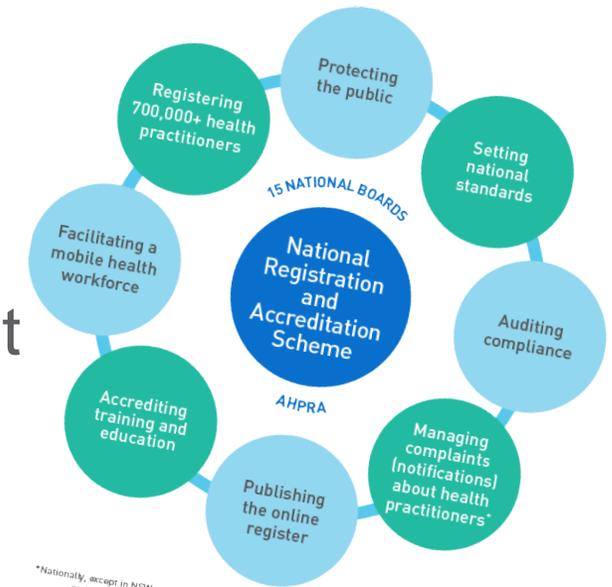


\*Nationally, except in NSW and QLD where this is managed by the Health Professional Councils Authority and the 15 health professional Councils, and the Office of the Ombudsman, respectively.

# What is the NMBA?

## Nursing and Midwifery Board of Australia (NMBA)

- Sets standards, codes and guidelines for nurses and midwives to practise safely
- Takes action on behalf of patients, colleagues, managers who raise a concern (notifications) about standards of care
- Assesses overseas trained nurses and midwives who wish to practice in Australia, and
- Approves accreditation standards and accredited programs of study.



\*Nationally, except in NSW and Q.L.D. where this is managed by the Health Professional Councils Authority and the 15 health professional Councils, and the Office of the Ombudsman, respectively.

# Why register?

- People trust nurses. The NMBA and Ahpra exist to make sure that trust is being met.
- You need to be registered with the NMBA to practise as a nurse in Australia
  - main purpose: public protection
  - only suitable persons with approved qualifications, who meet requirements of registration standards, are eligible
- Ahpra manages the registration process
- Qualification is not registration

# The graduate period

- We receive 28,000+ applications at the end of each year
  - It is Ahpra's busiest time of year!
- We recruit additional staff in order to ensure we can process these applications as quickly as we can
- We know how important it is to you to gain registration so you can commence working
- Help us to help you!

# How do I apply?

- [Applications](#) are made online
- The online form will guide you to provide the details we need based on your responses
- Save progress as you complete each section
- Pay application and registration [fees](#)

## When should I apply?

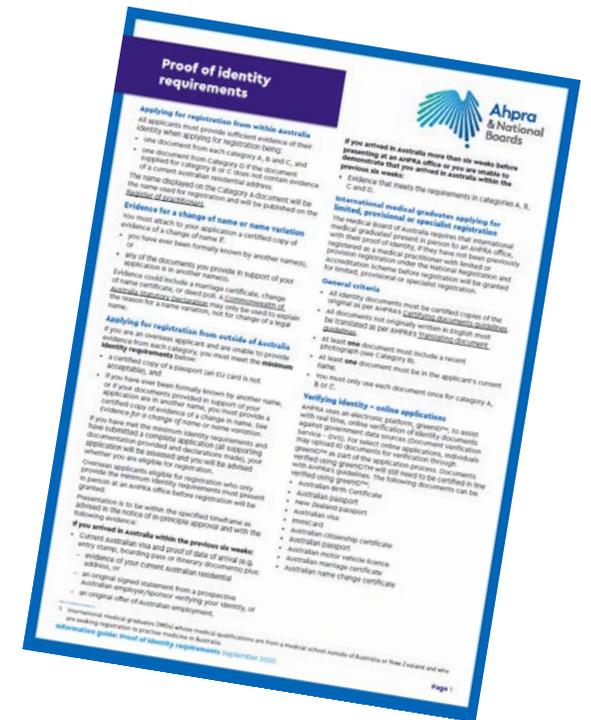
- You can **apply up to 12 weeks** before the date you are due to complete your studies
- You don't need to wait until your education provider sends us your results to apply
  - Your education provider can send results when you are course complete, so you don't need to wait for your official graduation ceremony
- Receiving your application early means we can complete our assessment and get everything ready for when we receive information from your education provider
- Don't leave it to the last minute – it takes us time to assess the application and we may need to ask you for more information

# What do I need to apply?

- ID documents
  - These need to be correctly certified!
- English language info
- Details of your qualification
- Personal details – name, email, address and phone number
- Payment – application and registration fee
- If you have lived overseas, you may need to provide an international criminal history check

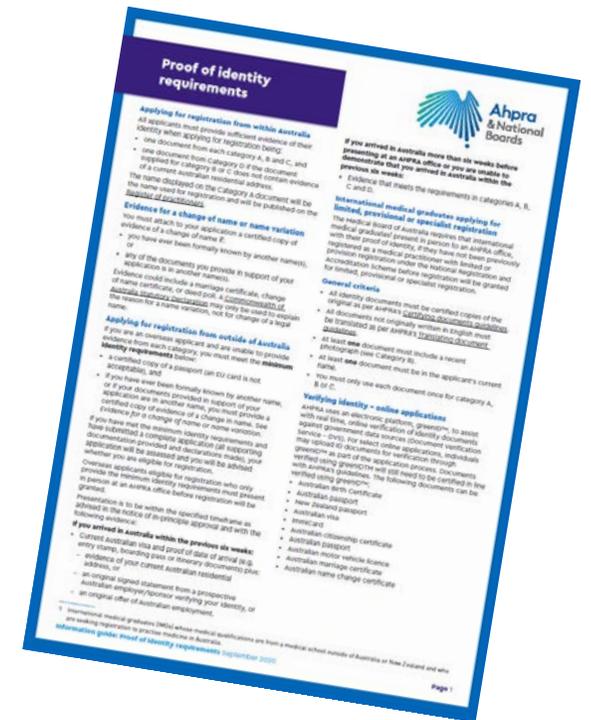
# Identity documents

- We need several ID documents from you
- Each one must be **correctly certified**
- For example:
  - Australian passport, driver's licence **with your current address**, Medicare card, or
  - Australian visa, foreign passport, proof of age card and bank statement **with your current address**
- Change of name evidence, if you have one
  - Only official certificates
- Please verify your documents when prompted to do so when completing your online application



# Identity documents

- Make sure you provide **clear, high quality colour scans**
  - We need to be able to read the documents and see your photo ID!
- Make sure the address you provide in your application matches your document
- We can't accept electronic documents (except Australian visas) – must be scans of hardcopies
  - electronic licences or Medicare cards not accepted



# Certification requirements

- Our certification requirements are different to some organisations
- Photo ID and non-photo ID have different requirements
- Any photo ID certification must state “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”
- All your ID needs to be certified (except electronic visas)



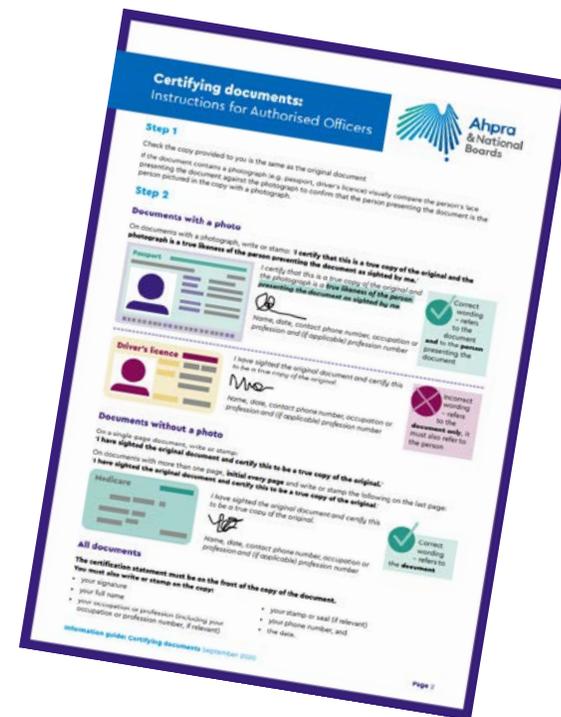
# Certification requirements

- The certifying officer must provide:
  - Signature
  - Full name
  - Occupation / profession (including profession number, if relevant)
  - Stamp or seal (if relevant)
  - Phone number
  - Date
- If one or more of these is missing – we will contact you and ask you to recertify the document



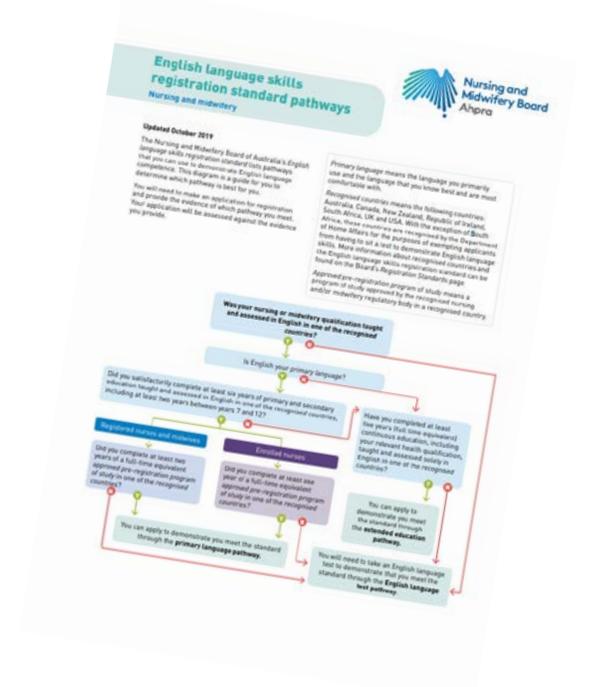
# Certification requirements

- If the certifications aren't correct, it will add to the time it takes us to get your application ready
- We can't send your criminal history check until we have the right ID, and the checks can take additional time
- Certified documents are valid up to the date of the expiry of the document which has been certified

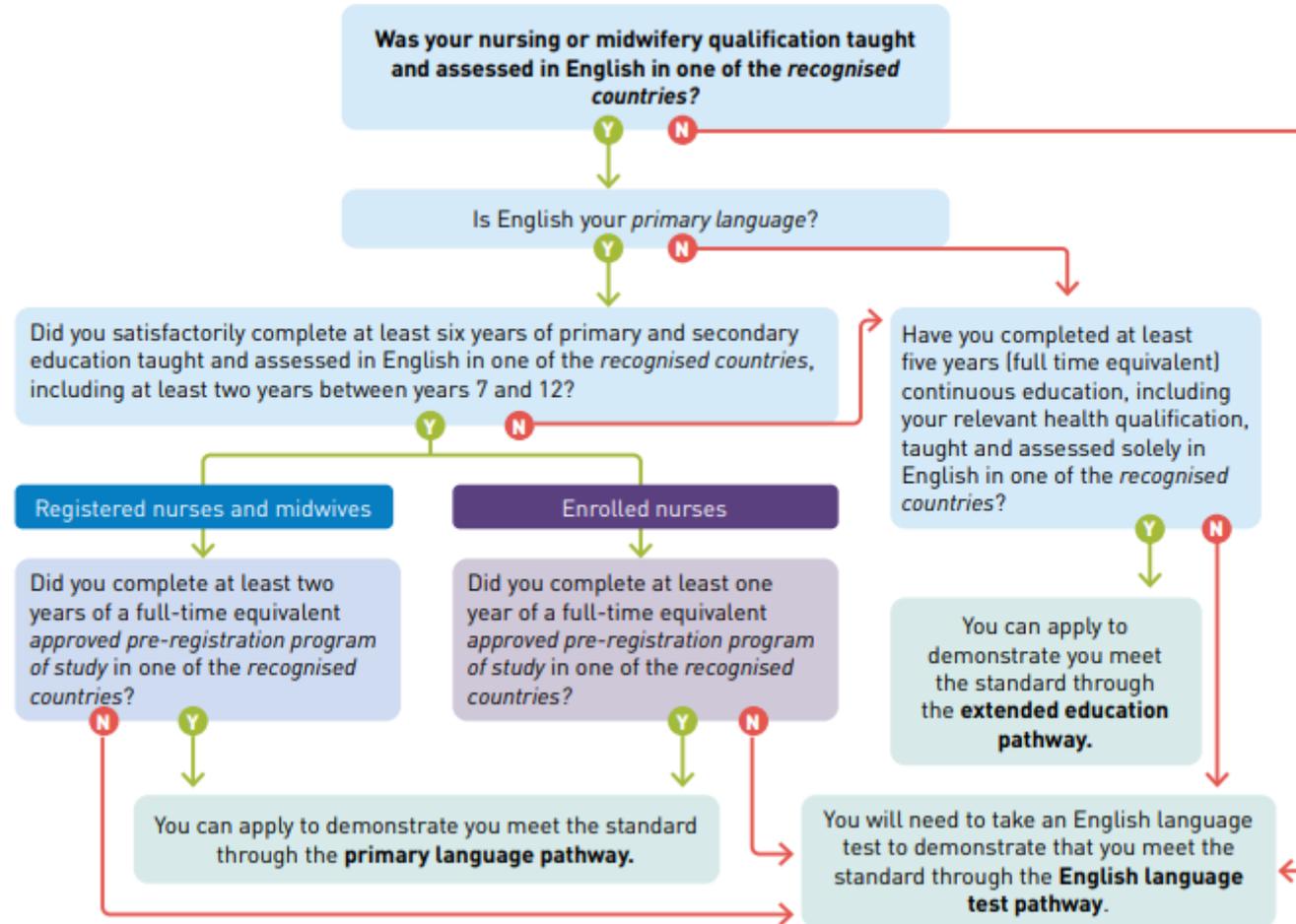


# English language requirements

- The English language skills registration standard applies to everyone applying for initial registration
- There are several pathways available for you to demonstrate you meet the Board's English language requirements
  - Primary pathway
  - Extended pathway
  - Test pathway
- You will need to self assess against our requirements to determine which pathway you meet



# English language requirements



# English language requirements

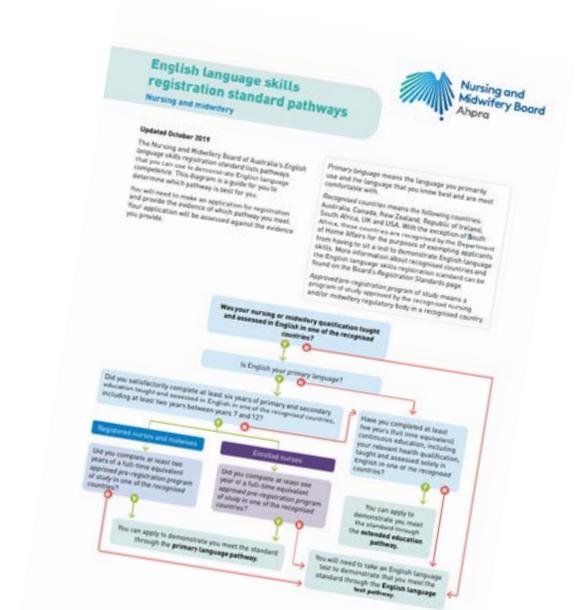
- if English is your primary language and
- you have satisfactorily completed at least six years of primary and secondary education, taught and assessed in English, in one of the recognised countries (including at least two years between years 7 and 12) and
- you have completed at least two years of a full time equivalent approved course of study that you are relying on to register in one of the recognised countries
- You meet the **primary language pathway**
- You don't need to provide documents from your primary or secondary school to support this pathway

# English language requirements

- if English is **not** your primary language but
- you have completed at least five years (full time equivalent) continuous education, including your relevant health qualification, which was taught and assessed in English in one of the recognised countries
- you can apply to demonstrate you meet the standard through the **extended education pathway**

# English language requirements - extended

- The five years of **continuous full-time education** must take place within a five year period including your nursing qualification
- Failed units, credit transfers / prior learning, and part time education cannot be counted when calculating the five years
- A break in study will also interrupt the five years
- You need to provide evidence (transcripts or letters) confirming the details of your studies

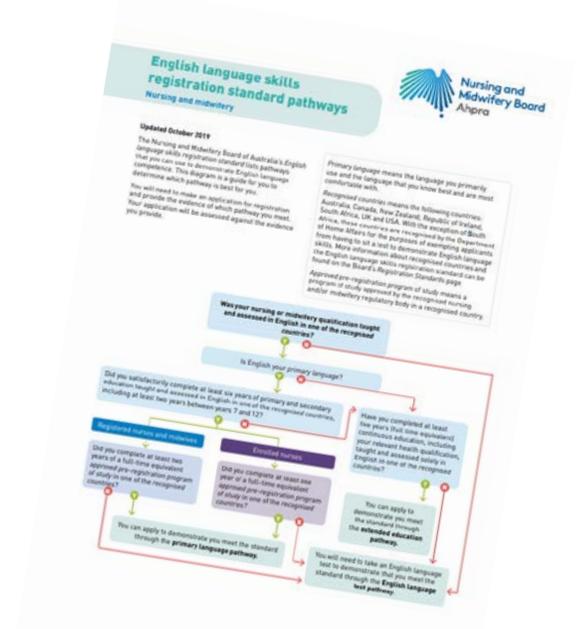


# English language requirements

- if English is **not** your primary language and
- you haven't completed at least five years (full time equivalent) continuous education, including your relevant health qualification, which was taught and assessed in English in one of the recognised countries
- You will need to take an English language test to demonstrate that you meet the standard through the **English language test pathway**

# English language requirements - test

- The test pathway requires a test from the board approved test providers with suitable scores
  - PTE, OET, IELTS or ToEFL
  - Verified online
- The individual scores as well as overall scores matter
- Don't apply for registration until you have your test results
- If your test is more than two years old, you may be able to use it, subject to certain requirements



# Criminal history

- You will need to declare on your application if you have had any previous criminal history
- Criminal history includes
  - Every charge made for an offence
  - Every plea of guilty or finding of guilt, whether or not a conviction is recorded
  - Every conviction
- Spent convictions legislation does not apply to Ahpra's checks
- Your application will be delayed if you don't give us this information when you apply



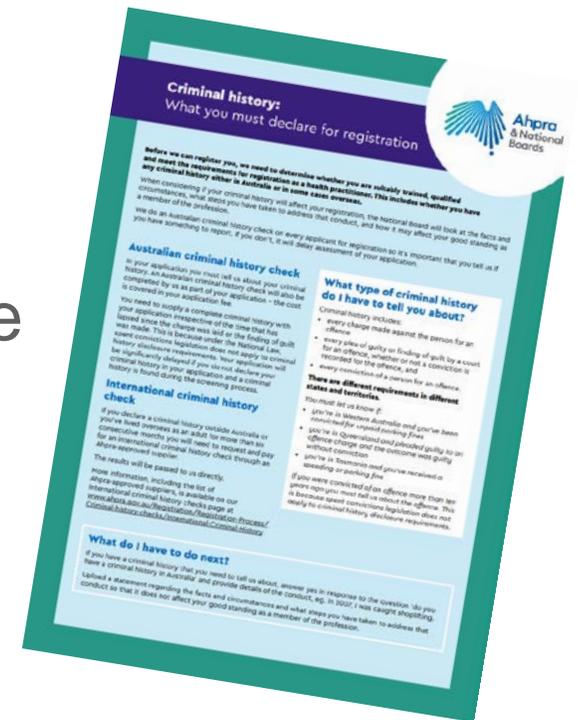
# Criminal history

- You don't need to provide a criminal history check with your application – we run our own check
- The application will ask you if you have any criminal history
- Our check is extensive so even offences without convictions, or struck out charges, will show up



# Criminal history – what should I declare?

- There is no age limit on criminal history – it will still appear on our check no matter how long ago it occurred
- Lower level offences such as speeding fines or minor traffic offences like failing to stop at a stop sign can be written in the online form
- If the offence is more serious, eg dangerous driving, driving under the influence, fraud or stealing, you should upload any available information to help with our assessment



# International criminal history checks

- If you have criminal history in an overseas country or have lived overseas for a period of six consecutive months or more as an adult, you will need to complete an international criminal history check (ICHC)
- You will need to request and pay for your ICHC through an Ahpra-approved supplier
- We cannot register you until we have received and considered the results of your ICHC
- The results will be provided to you and passed on to us directly
- ICHC results are valid for three months from the date of issue

# 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 declare include:
  - wearing prescription glasses to correct your vision or hearing aids to correct your hearing
  - seeing a psychologist for anxiety and following a treatment plan
  - diabetes, epilepsy or ADHD if the condition is well managed by your treating practitioner

# What do we do with your application?



- Your application will be allocated to a registration officer, who will assess it and determine if we need more information
  - We aim to allocate applications within two weeks from receipt
- We verify your ID documents, English language information, and make sure we have everything we need
- We run an Australian criminal history check – this takes time and we can't start until all your ID documents are correct
- We might need to wait for an international criminal check or other third party information too
- Once everything is ready, we wait for your education provider to confirm your qualification and we can then then register you.

## If we ask for more information...

- If your registration officer contacts you, they will do so via phone or email
  - Our email will have the contact number of your registration officer
- Make sure your details are correct so we can get in touch
  - Check your junk email
  - Check your application tracker online
- Our outbound calls show up as a private number
- You can't log back in to your application – you'll need to give the documents to us directly via email or via our Online Upload service
- If we don't hear from you and can't get in touch, we will close your application and you'll need to reapply

# Common issues

- Incorrect or incomplete certifications of ID
  - Incorrect wording for photo ID
  - Missing phone number or profession for certifying officer
- Missing ID documents – evidence of Australian residential address, change of name
  - You might have your address on the back of your licence
  - Ensure you enter your full name
- Incomplete English language information
- Differences between your legal name (the name on your birth certificate or visa) and the name recorded with your education provider

# How do we confirm you are qualified?



- Your education provider will upload an electronic list of their graduates to us
- We aim to finalise your application within two weeks of receiving this info from your education provider
  - If we are still waiting for more information from you, we won't be able to register you unless we've received that too

# How do I get registered in time for my job?



- Apply early!
  - If you wait to apply until just a few weeks before your employment starts, we won't have enough time to assess your application
- You can provide the prospective start date of your employment during the application, but we don't guarantee completion in time
- If you receive a job offer after submitting your application, you can contact us to let us know

## When can I start working?

- You can't practise until your name appears on the public register of practitioners
- You will receive an email update when your application is completed, which will advise you of your registration number and provide your self-service login details

# After registration

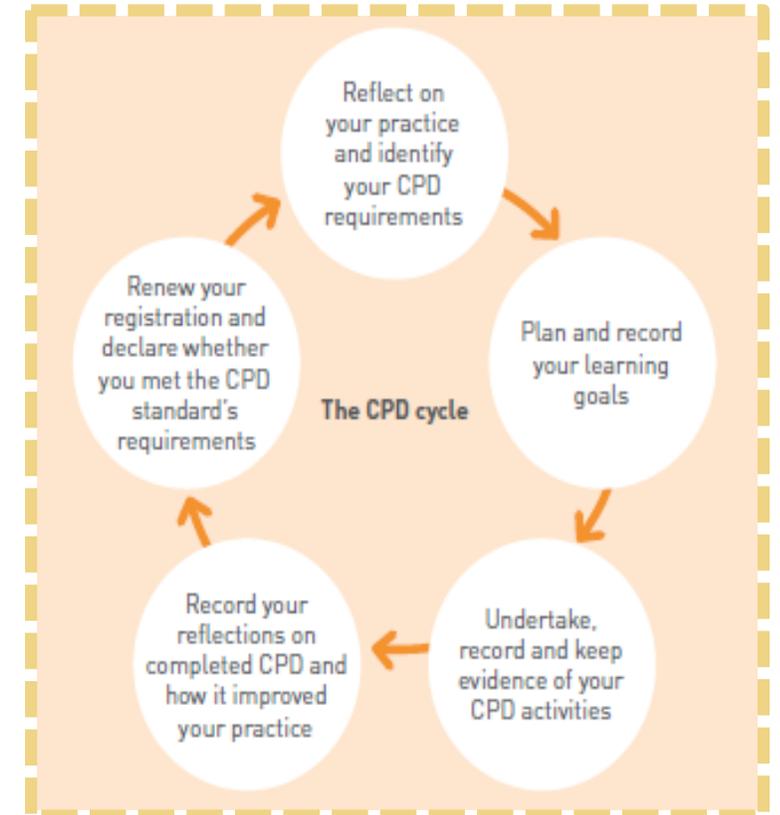
## Ongoing practitioner responsibilities ...

- Annual renewal by 31 May each year (renew online)
  - late fee or reapplication (with all documentation) will be required
- Declare:
  - change of contact details
  - principal place of practice
  - criminal proceedings
  - health issues likely to impact on practice

# After registration

## Ongoing practitioner responsibilities ...

- Minimum 20 hours CPD each year
- You will need to declare at renewal each year that you have complied with the NMBA's registration standards



# Looking for more info?



- [Ahpra graduate applications page](#)
  - Contains instructions and tip sheets for criminal history, certifying ID, English language, and how to apply
  - FAQ online
  - Graduate Video
- Online tracker in your Ahpra account
- Regular email communications will be sent to update you on the progress of your application
- Nursing & Midwifery Board of Australia: [www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au)
- Customer Service Team: 1300 419 495 or via web

# Your questions

**Thank you**