



# 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](http://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](http://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 unless specified.**



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

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

YES

NO  *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>



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

YES

NO  [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?

Title\*

MR

MRS

MISS

MS

DR

OTHER

Family name\*

First given name\*

Middle name(s)\*

Previous names known by (e.g. maiden name)

Date of birth

 /  / 


If you have ever been formally known by another name, or you are providing documents in another name, you **must** attach proof of your name change unless this has been previously provided to the Board. For more information, see *Change of name* in the *Information and definitions* section of this form.

4. What are your birth and personal details?

Country of birth

City of birth

State/Territory of birth (if within Australia)

VIC

NSW

QLD

SA

WA

NT

TAS

ACT

Sex\*

MALE

FEMALE

INTERSEX/INDETERMINATE

Languages spoken fluently other than English (optional)\*

## SECTION C: Proof of identity

5. You **must** attach a certified copy of your current passport with this form.

Your passport must be certified as a true copy of the original. See *Certifying documents* in the *Information and definitions* section of this form for more information.



# SECTION D: Contact information

## 6. What are your contact details?

Provide your current contact details below – place an  next to your preferred contact phone number.

**Business hours**     **Mobile**

**After hours**

**Email**

## 7. 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)**

## 8. Is your mailing address the same as your residential address?

YES  *Go to the next question*    NO

**Site/building and/or position/department (if applicable)**

**Address/PO Box** (e.g. 123 JAMES AVENUE; or UNIT 1A, 30 JAMES STREET; or PO BOX 1234)

**City/Suburb/Town**

**State or territory** (e.g. VIC, ACT)/**International province** **Postcode/ZIP**

**Country (if other than Australia)**



## 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/college)

Country

Start date

 / 

Completion date

 / 


You must attach certified copies of your:

- Testamur or graduation certificate,
- Academic transcript, and
- Diploma supplement for qualifications issued in a European country from 2005 onwards.

## 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](#)

NO  [Go to the next question](#)

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

YES

NO  [Go to Section G: Declaration](#)



You **must** attach:

- 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?

YES

NO  [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.



## 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) [registration standards](#), 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.

Signature of individual



SIGN HERE

Name of individual

Date

 /  / 

## SECTION H: Payment

Your required payment is detailed below. Please fill out the credit/debit card payment slip at the base of this page.

**Assessment fee:**

\$400

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.

### Credit/Debit card payment slip – please fill out

Amount payable

Visa or Mastercard number

Expiry date

 / 

Name on card

Cardholder's signature



SIGN HERE



## SECTION I: Checklist

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

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

**Please submit this form with payment and required attachments to:**



The fastest way to submit this form and any supporting documents is online at [www.ahpra.gov.au/registration/online-upload](http://www.ahpra.gov.au/registration/online-upload). If you wish to submit via mail, please post this form with payment and required attachments to:

**Ahpra**  
**GPO Box 9958**  
**IN YOUR CAPITAL CITY** (refer below)

You may contact Ahpra on 1300 419 495 or you can lodge an enquiry at [www.ahpra.gov.au](http://www.ahpra.gov.au)

Adelaide SA 5001  
 Hobart TAS 7001

Brisbane QLD 4001  
 Melbourne VIC 3001

Canberra ACT 2601  
 Perth WA 6001

Darwin NT 0801  
 Sydney NSW 2001

## Information and definitions

### CERTIFYING DOCUMENTS

**DO NOT send original documents unless specified.**

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](http://www.ahpra.gov.au/registration/registration-process)
- On documents with a photograph, sign, date the copy and write or stamp: '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'
- be initialled on every page by the authorised officer. For a list of people authorised to certify documents, visit [www.ahpra.gov.au/certify](http://www.ahpra.gov.au/certify)
- 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, 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 in hard copy by mail or in person (not by fax, email, etc). 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](http://www.ahpra.gov.au/certify)

### 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).
- Deed poll.
- 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](http://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 it was full-time/part-time hours, and
- be signed by a manager (e.g. supervisor, unit manager or HR manager)