

Ready to Work webinar 7 September 2022 – registration FAQs

Documentation:

What documents are required?

The documents required might differ from person to person.

Optometry new graduate applicants may have to provide the following:

- Proof of identity documents (For example a passport, drivers licence, Medicare card etc)
- A Certificate of Good Standing directly from the regulatory body for that country/jurisdiction. This is only if the applicant has registration history overseas in a health profession (within the previous 5 years)
- English language documents (this depends on the English competence pathway that is selected)
- An international criminal history check. This is only for applicants who have been primarily based for six consecutive months or longer outside of Australia, when aged 18 years or older.
- A statement about any criminal history

Can they be signed electronically?

No, any documents which require certification must be signed in person.

An exception to this is some Statutory Declarations (if required). Some states and territories allow them to be witnessed and signed virtually.

Can I use a document if it expires soon (e. g. student ID card)?

This depends on the document type. It is recommended that if the document is set to expire within the next two months, then it is best to find another source of identification to meet the identity requirements.

Some documents, for example Medicare cards, cannot be verified if they are due to expire within the next few months.

Can family members certify my documents if they meet the criteria?

Yes. There is no issue with relatives certifying your documents, as long as they meet the [certifier requirements](#) for Ahpra.

Address:

Do I have to change my address during registration if I relocate for work?

Once you are registered, it is advised that you update your address details if you relocate. You can easily update your address details within the Online Services function for your account on the Ahpra website.

What if we don't know our principal place of practice?

If you do not have a principal place of practice when applying, that is acceptable. You may select your current residential address as this address. Once you have found employment, you can update this address to reflect the change.

English skills:

Do we have to prove our English skill level?

Yes, you will have to select an English language competence pathway which applies to you.

What documents do we need?

This depends on the pathway selected. You may be required to submit an English language test or academic transcripts.

The [English Language skills webpage](#) provides details about each pathway and the requirements that need to be met.

Dealing with Ahpra:

How much does it cost to register?

For Optometry new graduates, the cost is outlined below:

Application fee = \$217

Registration fee = \$327 (NSW applicants apply a rebate, \$323)

How long does it take to register?

At the end of the academic year, we receive about 35,000 applications for registration. Our graduate team is ready to start assessing these applications in October. Once a regulatory officer has started assessing your application, they will be in contact with you if further information is required.

However, it's important to remember that we cannot complete assessment of your application until we have received confirmation from your education provider that you are eligible to graduate. You do not need to do anything to provide these results to us, as they are provided directly to us by your education provider.

Generally, it takes up to 14 days to assess your application once we have received all the required information – what we call a 'complete application'.

It may take longer to assess your application if:

- you have lodged your application during a peak period (e.g. at the end of the academic year)
- you have not provided all the information required
- we are awaiting receipt of the graduate results from your education provider (for graduate applicants)
- you have indicated you have a health impairment that requires more detailed assessment
- you do not declare your criminal history (we conduct an [Australian criminal history](#) check on every applicant), or
- there is a delay in receiving the results of [International criminal history checks](#) from an approved supplier. However, in most cases this check will be available by the time the registration application has been assessed.

Will Ahpra contact us before results are received if they need more information?

If any further information is required, we will contact you by email.

You can also track the progress of your application within your Online Services on the Ahpra website.

What is a 'case officer'?

A case officer is someone who will be assigned and will assess your application; most often this will be a Regulatory Officer in our registration team.

Beginning work:

Do we get a Medicare provider number by registering with Ahpra?

Ahpra does not issue the Medicare provider number.

You must arrange this with Medicare directly once you are registered.

How do we maintain registration if we're overseas?

If you are based overseas, you should check your Board's registration standards such as [continuing professional development](#) and [recency of practice](#) which you are required to maintain throughout each year of your registration.

When it comes to renewing your registration, you will be asked whether you have maintained your registration in line with the [registration standards](#).