

Frequently asked questions

1 June 2012

Registration applications

Why haven't I heard back about my application yet?

The assessment process for a new application can take anywhere from three weeks to three months depending on the complexity of the application and the number of applications awaiting assessment. AHPRA and the National Board are working very hard to ensure that applications are decided in a timely fashion. However with approximately 3,000 applications to consider in a relatively short period it is likely the timeframes will be in the upper ranges. You will be notified of the Board's decision as soon as practicable.

What is the process?

Once you have applied for registration, you should receive a notice (email usually) acknowledging that your application has been received. If you have already applied for registration but have NOT received an acknowledgment notice, please contact AHPRA's Customer Service Team on 1300 419 495.

Once an application has been received, the assessment process begins.

If your application is not complete or does not address all of the required registration standards AHPRA will contact you to ask for additional information.

If your application is complete, and addresses all the required areas, AHPRA will assess your application. This can take anywhere from three weeks to three months depending on the complexity of the application and the number of applications awaiting assessment.

You will be advised once the application has received in principle approval.

Once registration is approved your name and national registration number will be recorded on the publicly accessible National Register. This register will be available from 1 July 2012 and is evidence of your national registration. To view the National Register you will need to go to www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx.

Your national registration will also be confirmed in a Certificate of Registration issued by the National Board. The Certificate will be sent to you after 1 July 2012.

I have applied to be registered but I have not had any confirmation that my application has been approved. Am I able to continue to practise on 1 July 2012?

Yes, unless the Board or your employer advises you otherwise. AHPRA and the Boards are working hard to assess all applications for registration. However, there may be cases where the Board has not yet determined whether to grant registration by 1 July 2012.

If you have submitted a timely application and provided all of the information requested by AHPRA, we will not take action in relation to the use of a title after 1 July 2012, unless there is a concern about public health or safety or you decide to continue practising after being notified that the Board has decided to refuse your registration. You will be notified of the Board's decision as soon as practicable.

Why have I been asked to provide further information?

Your application has been assessed by the Registration Committee which has requested further information.

The Committee assesses qualifications and other evidence. Where the evidence you have provided is not adequate, and further evidence is required for you to gain registration, you are given the opportunity to provide this. If you do not respond by the requested date your application will be assessed based on the information we have.

I have received a request for further information but I cannot produce in the time required – what should I do?

AHPRA is setting short time-frames in an effort to get you registered on time. Try to do things quickly but if you genuinely cannot, you can contact AHPRA and negotiate a different date.

Registration general

How do I refer to my registration as a Chinese medicine practitioner?

You will be registered with the Chinese Medicine Board of Australia.

Do I have to be registered in order to practise?

Under the National Law, from 1 July Chinese medicine practitioners must be registered with the National Board. From this point on, if you are not registered, it will be an offence to use certain titles that imply that you are registered as a Chinese medicine practitioner, with penalties up to \$30,000 for an individual or \$60,000 for a body corporate.

AHPRA may prosecute a person for using a protected title or holding themselves out as being registered if it is in the public interest to do so.

Limited registration

Why are some practitioners only getting limited registration? What does it mean?

Some practitioners have qualifications which require more consideration by the Board to determine whether they meet the requirements for general registration.

Under the National Law, the Board is able to grant limited registration if it considers it to be in the public interest.

As these practitioners are currently providing services as a health practitioner, the Board has decided it is in the public interest to allow them to continue to practise while it undertakes this further consideration.

Practitioners granted limited registration will receive a letter from AHPRA explaining what it means.

This limited registration is granted only until such time as the outcome of your application for general registration is finalised, OR for a maximum of 12 months. While holding limited registration, you cannot change employer or scope of work without advising AHPRA.

Unless you advise AHPRA otherwise, the National Board will take the information you have provided to be an application for general registration and will continue to assess your qualifications. This may include seeking some additional information or evidence from you.

If your qualifications provided in the application are approved at a later date, you will be granted General Registration. No additional fee is payable.

What does the “limited scope” which says that the practitioner must practise only under their current practice arrangements actually mean? Does this mean I cannot move address?

No. You can move address provided you are providing the same services to similar types of patients in similar circumstances with the same standards (of practice, of premises, of record-keeping, of privacy etc.). If there is a substantial change happening please contact AHPRA on 1300 419 495 between 09:00am – 05:00pm (local time).

Under the National Law you are already required to give notice within 30 days of a change in

- your principal place of practice
- the address you provided for correspondence
- your name

Complying with the continuing professional development (CPD) standard

I have already completed my 20 hours CPD for the 2012 calendar year before the national registration period starts. Am I required to complete another 8 – 9 hours in the five months to the end of November (when this registration period ends) or will the Board be flexible in the first year?

The Board will be flexible – you need to attest to your compliance and the requirement is 20 hours per year. How people complete this will vary from person to person – some people will do frequent small amounts and some people will make a larger time commitment and do all their CPD requirements in one or more sessions (for example, by doing a course). It will be looked at sensibly and AHPRA relies on self-declaration.

Compliance will be checked via random auditing (or possibly as part of a notification investigation) and the records will be assessed during any audit, on a yearly basis. In November 2012 when you renew, if you have already done 20 hours for the 2012 calendar year anyway, you can clearly attest to compliance as you have done 20 hours within the preceding 12 months – and probably have plans for the next 12 months. A person who does 20 hours every year is always going to be able to demonstrate compliance even if how they do it varies from year to year.