



# **Application for Trans Tasman mutual recognition**

Profession: Osteopathy

Division 2 of Part 3 of the Trans-Tasman Mutual Recognition Act

This form is to be used by applicants applying for registration as an osteopath in Australia under the *Trans Tasman Mutual Recognition Act 1997*. It is important that you refer to the guidelines of Osteopathy Board of Australia (the Board) before completing this application. Registration standards, codes and guidelines can be found at **www.osteopathyboard.gov.au** 



This application will not be considered unless it is complete and all supporting documentation has

**been provided.** Supporting documentation **must** be certified in accordance with the Australian Health Practitioner Regulation Agency (Ahpra) guidelines. For more information, see *Certifying documents* in the *Information and definitions* section of this form.

# **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.

# **Privacy and confidentiality**

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**.

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**.

# **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.

# **SECTION A:** Eligibility for Trans Tasman mutual recognition

 Do you currently hold registration as a osteopath in New Zealand?





You **must** attach to your application evidence of your existing registration as an osteopath in New Zealand, as required in *Section B: Registration type* of this application form.







**You are not eligible for Trans Tasman mutual recognition.** Please use form AGEN-56 to apply for general registration as an osteopath.

- 2. In Australia, New Zealand or another country:
- are you subject to disciplinary proceedings or any preliminary investigations or action that might lead to disciplinary proceedings
- is your registration cancelled or currently suspended as the result of disciplinary action
- are you personally prohibited from carrying on practice as an osteopath, and/or
- are you subject to any special conditions in your practice as an osteopath as a result of criminal, civil or disciplinary proceedings?



YES, in Australia and/or New Zealand



**You are not eligible for Trans Tasman mutual recognition.** Please use form AGEN-56 to apply for general registration as an osteopath.



YES, in a country other than Australia or New Zealand



You **must** attach details to this application.



YES

NO

3. In New Zealand, Australia or overseas, are you subject to any special conditions in carrying on practice as an

osteopath?



You **must** attach to this application details of any special conditions.

NO >

Effective from: 22 September 2022

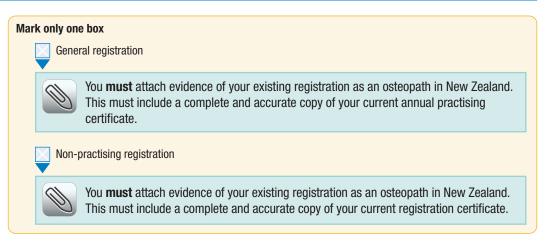
# **SECTION B:** Registration type

4. What type of registration are you applying for in Australia?



The registration type you are applying for in Australia must correspond with the type of registration you hold in New Zealand.

If you select general registration, you may not select non-practising registration.



# **SECTION C:** Personal details



The information items in this section of the application marked with an asterisk (\*) will appear on the public register.

5. What is your name?

| Title*      | MRS 🔀                     | MISS 🔀   | MS 🔀                        | DR 🔣         | OTHER      | SPECIFY        |            |            |
|-------------|---------------------------|--|-----------------------------|--------------|------------|----------------|------------|------------|
| Family na   | me*                       |  |                             |              |            |                |            |            |
|             |                           |  |                             |              |            |                |            |            |
| First giver | name*                     |  |                             |              |            |                |            |            |
|             |                           |  |                             |              |            |                |            |            |
| Middle na   | me(s)*                    |  |                             |              |            |                |            |            |
|             |                           |  |                             |              |            |                |            |            |
| Previous r  | names know                | <b>n by</b> (e.g. ma   | iden name)                  |              |            |                |            |            |
|             |                           |  |                             |              |            |                |            |            |
|             | another na<br>provided to | ever been for<br>me, you <b>mu</b> st<br>the Board. I<br>section of th | st attach pr<br>For more in | roof of your | name chang | ge unless this | s has been | previously |

6. What are your birth and personal details?

| Date of birth DD / MM / Y Y Y Y                          |
|--|
| Country of birth   |
|  |
| City/Suburb/Town 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 D:** Proof of identity



You must provide proof of your identity with this application. Please refer to the Proof of identity requirements available at www.ahpra.gov.au/identity.

You **must** provide one document from each category A, B and C, and one document from category D if the document supplied for category B or C does not contain evidence of a current Australian residential address.

7. Are you applying for registration from outside of Australia AND unable to provide evidence from each category?



If you are applying for registration from outside of Australia and are unable to provide evidence from each category, you will be required to meet the minimum identity requirements. Refer to www. ahpra.gov.au/identity for further information.







Go to the next question

#### Attachment required below - then go to Section E: Contact information



You **must** attach a certified copy of a foreign passport (an EU card is not acceptable). Your certified copy must include:

a certified copy of the identity information page (the photo page), and

Change proof of identity documents to submit (A document may only be used once for any entage

an official English translation of your passport (if your passport is in a language other than English). Please refer to Translating documents at www.ahpra.gov.au/translate for further information.

#### Which documents from each category will you provide for proof of identity?



You must only use each document once.

The documents provided **must** meet the following criteria:

- At least one document must be in the applicant's current name.
- Your category B document must have a recent photo.
- · All documents must be officially translated into English. Please refer to Translating documents at www.ahpra.gov.au/translate for further information.
- If using your passport, a certified copy of the identity information page (the photo page) must be provided.
- All documents **must** be true certified copies of the original. See Certifying documents in the Information and definitions section of this form for more information.

| Documents  | Category used:    | Documents   | Category | used: |  |  |  |
|--|-------------------|---|----------|-------|--|--|--|
| Bootimonto   | A B C             | Bootimonto  | A B      | С     |  |  |  |
| Australian birth or adoption certificate                                       | X NA X            | Australian financial institution account NA N   |          |       |  |  |  |
| New Zealand passport   | X NA X            | Australian Medicare card NA NA [  |          |       |  |  |  |
| Australian visa (Foreign passport must be selected as evidence for Category B) | NA X              | Australian PAYG payment summary NA NA   |          |       |  |  |  |
| ImmiCard   | X NA X            | Australian motor vehicle registration NA NA NA  |          |       |  |  |  |
| Australian citizenship certificate   | X NA X            | Australian Taxation Assessment Notice NA NA NA  |          |       |  |  |  |
| Australian passport  | $\times$ $\times$ | Australian insurance policy NA NA NA  |          |       |  |  |  |
| Australian motor vehicle licence   | NA 🔀              | Australian pension/healthcare card NA NA D  |          |       |  |  |  |
| Foreign passport   | NA X              | Category D documents  |          |       |  |  |  |
| Australian Working with Children/<br>Vulnerable People Card                    | NA 🔀 🔀            | A document from Category D is only required if your<br>Category B or C document does not provide evidence |          |       |  |  |  |
| Australian firearms or shooter's licence                                       | NA 🔀              | of your residential address.  |          |       |  |  |  |
| Australian student ID card   | NA 🔀              | I have used a Category B or C document that has   |          |       |  |  |  |
| Intl. or foreign motor vehicle licence   | NA 🔀              | my current residential address  |          |       |  |  |  |
| Australian proof of age card   | NA 🔀              | Australian rate notice  |          |       |  |  |  |
| Australian government benefits   | NA NA             | Current Australian lease or tenancy agre  | ement    | X     |  |  |  |
| Australian academic transcript   | NA NA             | Australian utility account  |          | X     |  |  |  |
| Australian registration certificate  | NA NA X           | Australian electoral enrolment card   |          | X     |  |  |  |



You **must** attach a certified copy of **all** proof of identity documents that you have indicated above.

# **SECTION E:** Contact information



Once registered, you can change your contact information at any time. Please go to www.ahpra.gov.au and

- download and complete the change of address form CHDT-00 Request for change of address details on the register, or
- log in to your Ahpra account to change your details online.

| 9. | What | are | your | contact | details |
|----|------|-----|------|---------|---------|
|----|------|-----|------|---------|---------|

| Provide your current contact details belo | w - place an 🗶 | next to your preferred contact phone number. |
|---|----------------|--|
| Business hours                            |                | Mobile                                       |
|   | $\boxtimes$    |  |
| After hours                               |                |  |
|   | $\times$       |  |
| Email                                     |                |  |
|   |                |  |

# 10. What is your residential address?



When you are not yet practising, or when you are not practising the profession predominantly at one address:

- your residential address will be recognised as your principal place of practice; and
- the information items marked with an asterisk (\*) will appear on the public register as your principal place of practice.

Refer to the question below for the definition of principal place of practice.

Residential address **cannot** be a PO Box.

|         |         |        |        |      |               |       |       |        |       |       |       |     |      |      |       |    |  |  |  | _ |
|---------|---------|--------|--------|------|---------------|-------|-------|--------|-------|-------|-------|-----|------|------|-------|----|--|--|--|---|
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|         |         |        |        |      |               |       |       |        |       |       |       |     |      |      |       |    |  |  |  |   |

# 11. Will the address of your principal place of practice be the same as your residential address?



Principal place of practice for a registered health practitioner is:

- the address at which you will predominantly practise the profession; or
- your principal place of residence, if you are not practising the profession or are not practising the profession predominantly at one address.

Principal place of practice **cannot** be a PO Box.

The information items marked with an asterisk (\*) will appear on the public register.

| es 🔀                      | NO Provide J                         | your Australian principal place of practice below |
|---------------------------|--------------------------------------|---|
| Site/building and/or p    | osition/department (if applicable)   |   |
|                           |                                      |   |
|                           |                                      |   |
|                           |                                      |   |
| ddraee (a.g. 123 IAMI     | ES AVENUE; or UNIT 1A, 30 JAMES S    | TREET)  |
| luuress (e.g. 125 JAMI    | LO AVENUE, OF CIVIT TA, SU JAIVIES S | IIILLI)   |
|                           |                                      |   |
|                           |                                      |   |
|                           |                                      |   |
|                           |                                      |   |
|                           |                                      |   |
| ity/Suburb/Town*          |                                      |   |
|                           |                                      |   |
| N. 1. /T 21 4 / \/        | 0.407)                               | D. d. dat   |
| State/Territory* (e.g. VI | C, ACT)                              | Postcode*   |

# 12. What is your mailing address?

Your mailing address is used for postal correspondence.

| My residential addr | X | My | residential | addre |
|---------------------|---|----|-------------|-------|
|---------------------|---|----|-------------|-------|

My principal place of practice

| Other (Provide your mailing address below) |  | Other | (Provide | your | mailing | address | below) |
|--|--|-------|----------|------|---------|---------|--------|
|--|--|-------|----------|------|---------|---------|--------|

| Site/building and/or po    | osition/department (if ap  | oplicable)                     |           |
|----------------------------|----------------------------|--------------------------------|-----------|
|                            |                            |                                |           |
|                            |                            |                                |           |
|                            |                            |                                |           |
|                            |                            |                                |           |
| Address/PO Box (e.g. 1     | 23 JAMES AVENUE; or UN     | IIT 1A, 30 JAMES STREET; or PO | BOX 1234) |
|                            |                            |                                |           |
|                            |                            |                                |           |
|                            |                            |                                |           |
|                            |                            |                                |           |
|                            |                            |                                |           |
| City/Suburb/Town           |                            |                                |           |
|                            |                            |                                |           |
| State or territory (e.g. \ | VIC, ACT)/International pr | rovince Postcode/ZIP           |           |
|                            |                            |                                |           |
| Country (if other than     | Australia)                 |                                |           |
| Country (if other than A   | Australia)                 |                                |           |
|                            |                            |                                |           |

# **SECTION F:** Qualification for the profession

13. What are the details of the qualification or other method on which your registration in New Zealand is based?

| Most recent qualification and examinat      | tions/assessments |
|---|-------------------|
| Title of qualification                      |                   |
|   |                   |
| Name of institution (University/College/Exa | amining body)     |
| , j   |                   |
| Country                                     |                   |
|   |                   |
| Start date                                  | Completion date   |
| MM/YYYYY                                    |                   |
|   |                   |
| Additional qualification and examination    | ons/assessments   |
| Title of qualification                      |                   |
| ·   |                   |
| Name of institution (University/College/Exa | amining body)     |
| (emission), comoge, and                     |                   |
| Country                                     |                   |
|   |                   |
| Start date                                  | Completion date   |
| MM / YYYY                                   | MM/YYYY           |
|   |                   |



Attach a separate sheet if all your qualification details do not fit in the space provided.

# **SECTION G:** Suitability statements



Refer to www.osteopathyboard.gov.au/Registration-Standards for further information about the requirements set out in the Board's registration standards.

- 14. Are you applying for non-practising registration?
- Go to Section H: Obligations, consent and declaration
- Go to the next question
- 15. Do you commit to have appropriate professional indemnity insurance arrangements in place for all practice undertaken during the registration period?



YES \_\_\_ NO

16. Do you hold a current first aid certificate at the minimum standard of a Senior First Aid (Level 2) or equivalent?



For more information, see Continuing professional development in the Information and definitions section of this



N0



All registered osteopaths (except those with non-practising registration) must maintain a current first aid certificate at the minimum standard of a Senior First Aid (Level 2) certificate or equivalent.



# **SECTION H:** Obligations, consent and declaration



**Before you sign and date this form,** make sure that you have answered all of the relevant questions correctly and read the statements below. An incomplete form may delay processing and you may be asked to complete a new form. For more information, see the *Information and definitions* section of this form.

# **Obligations of registered health practitioners**

The National Law pt 7 div 11 sub-div 3 establishes the legislative obligations of registered health practitioners. A contravention of these obligations, as detailed at points 1, 2, 4, 5, 6 or 8 below does not constitute an offence but may constitute behaviour for which health, conduct or performance action may be taken by the Board. Registered health practitioners are also obligated to meet the requirements of their Board as established in registration standards, codes and guidelines.

#### **Continuing professional development**

 A registered health practitioner must undertake the continuing professional development required by an approved registration standard for the health profession in which the practitioner is registered.

#### **Professional indemnity insurance arrangements**

- A registered health practitioner must not practise the health profession in which the practitioner is registered unless appropriate professional indemnity insurance arrangements are in force in relation to the practitioner's practice of the profession.
- 3. A National Board may, at any time by written notice, require a registered health practitioner registered by the Board to give the Board evidence of the appropriate professional indemnity insurance arrangements that are in force in relation to the practitioner's practice of the profession.
- A registered health practitioner must not, without reasonable excuse, fail to comply with a written notice given to the practitioner under point 3 above.

#### Notice of certain events

- A registered health practitioner must, within 7 days after becoming aware that a relevant event has occurred in relation to the practitioner, give the National Board that registered the practitioner written notice of the event. Relevant event means—
  - a) the practitioner is charged, whether in a participating jurisdiction or elsewhere, with an offence punishable by 12 months imprisonment or more: or
  - the practitioner is convicted of or the subject of a finding of guilt for an offence, whether in a participating jurisdiction or elsewhere, punishable by imprisonment; or
  - appropriate professional indemnity insurance arrangements are no longer in place in relation to the practitioner's practice of the profession; or
  - d) the practitioner's right to practise at a hospital or another facility at which health services are provided is withdrawn or restricted because of the practitioner's conduct, professional performance or health; or
  - e) the practitioner's billing privileges are withdrawn or restricted under the Human Services (Medicare) Act 1973 (Cth) because of the practitioner's conduct, professional performance or health; or
  - the practitioner's authority under a law of a State or Territory to administer, obtain, possess, prescribe, sell, supply or use a scheduled medicine or class of scheduled medicines is cancelled or restricted; or
  - g) a complaint is made about the practitioner to the following entities-
    - (i) the chief executive officer under the *Human Services (Medicare) Act* 1973 (Cth);
    - (ii) an entity performing functions under the Health Insurance Act 1973 (Cth);
    - (iii) the Secretary within the meaning of the National Health Act 1953 (Cth):
    - (iv) the Secretary to the Department in which the Migration Act 1958(Cth) is administered;
    - (v) another Commonwealth, State or Territory entity having functions relating to professional services provided by health practitioners or the regulation of health practitioners.
  - the practitioner's registration under the law of another country that provides for the registration of health practitioners is suspended or cancelled or made subject to a condition or another restriction.

#### Change in principal place of practice, address or name

- A registered health practitioner must, within 30 days of any of the following changes happening, give the National Board that registered the practitioner written notice of the change and any evidence providing proof of the change required by the Board
  - a) a change in the practitioner's principal place of practice;
  - a change in the address provided by the registered health practitioner as the address the Board should use in corresponding with the practitioner;
  - c) a change in the practitioner's name.

#### **Employer's details**

- 7. A National Board may, at any time by written notice given to a health practitioner registered by the Board, ask the practitioner to give the Board the following information—
  - a) information about whether the practitioner is employed by another entity;
  - b) if the practitioner is employed by another entity—
    - (i) the name of the practitioner's employer; and
    - (ii) the address and other contact details of the practitioner's employer.
- 8. The registered health practitioner must not, without reasonable excuse, fail to comply with the notice.

# Consent to nationally coordinated criminal history check

I consent to Ahpra and the National Board, at any time during the next 12 months, obtaining a written report about my criminal history through a nationally coordinated criminal history check. I acknowledge that:

- Ahpra and the National Boards may obtain a written report about my criminal history at any time during the next 12 months
- a complete criminal history, including resolved and unresolved charges, spent convictions, and findings of guilt for which no conviction was recorded, will be released to Ahpra and the National Board
- my personal information currently held by Ahpra and from this form will be provided to the Australian Criminal Intelligence Commission (ACIC) and Australian police agencies for the purpose of conducting a nationally coordinated criminal history check, including all names under which I am or have been known
- my personal information may be used by police for general law enforcement purposes, including those purposes set out in the Australian Crime Commission Act 2002 (Cth)
- my identity information provided with this application will be enrolled with Ahpra and used by Ahpra and the National Board when obtaining a written report about my criminal history at any time during the next 12 months
- if I have not provided any identity information with this application, and Ahpra needs to obtain a written report about by criminal history at any time during the next 12 months, I will provide the required identity information when requested by Ahpra
- Ahpra may validate documents in support of this application, or that
  I provide when requested at any time during the next 12 months, as
  evidence of my identity at any time during the next 12 months
- if and when this application for renewal of registration is granted, Ahpra may obtain a written report about my criminal history at any time during the next 12 months for the purpose of:
  - a) checking a statement made by me in this application for renewal,b) an audit carried out by the National Board.
  - c) assessing my ongoing suitability to hold health practitioner registration, including if a complaint is made about me to Ahpra, or
  - d) considering an application made by me about my health practitioner registration, and
- I may dispute the result of the nationally coordinated criminal history check by contacting Ahpra in the first instance.

#### **Declaration**

#### I declare that:

- the statements made, and any documents provided, in support of this application are true and correct, and
- · I am the person named in this application and in any documents provided.

I make this declaration in the knowledge that a false declaration amounts to a contravention of the National Law and may lead to refusal of registration or health, conduct or performance action under the National Law.

I **confirm** that if I advertise any of my services or my business, the advertising\* complies with section 133 of the National Law and the National Board's Adverting Guidelines as it:

- Is not false, misleading or deceptive or likely to be misleading or deceptive
- does not offer a gift, discount or other inducement without stating the terms and conditions of the offer
- does not use testimonials or purported testimonials about the service or business
- · does not create an unreasonable expectation of beneficial treatment, and
- does not directly or indirectly encourage the indiscriminate or unnecessary use of my services.

\*For information about advertising obligations please see the advertising resources page on:

#### https://www.ahpra.gov.au/Publications/Advertising-hub.aspx

#### I acknowledge that:

- the National Board may validate documents provided in support of this application as evidence of my identity
- failure to complete all relevant sections of this application for renewal of registration and to enclose all supporting documentation may result in this application not being accepted
- notices required under the National Law and other correspondence relating to my application for renewal of registration will be sent to me electronically to me via my nominated email address
- Ahpra uses overseas cloud service providers to hold, process, and maintain personal information where this is reasonably necessary to enable Ahpra to perform its functions under the National Law. These providers include Salesforce, whose operations are located in Japan and the United States of America.

I **undertake** to comply with the all relevant legislation and National Board registration standards, codes and quidelines.

I **understand** that personal information that I provide may be given to a third party for regulatory purposes, as authorised or required by the National Law.

| Signature of applicant |
|------------------------|
| SIGN HERE              |
| Name of applicant      |
|                        |
| Date DD / MW / YYYY    |

# **SECTION I:** Payment

You are required to pay BOTH an application fee and a registration fee.

+

## Your required payment is detailed below

- Select your application fee and registration fee from the tables below.
- Your application fee depends on your registration type.
- Your registration fee depends on the registration type you are applying for and your principle place of practice.

| Application fee:            |       |
|-----------------------------|-------|
| \$ INSERT FEE               |       |
| Registration type           | Fee   |
| General registration        | \$399 |
| Non-practising registration | \$79  |

| Registratio                 | n fee:       |              |
|-----------------------------|--------------|--------------|
| \$ INSERT                   | FEE          |              |
| Registration type           | National fee | NSW<br>fee   |
| General registration        | \$399        | \$461        |
| Non-practising registration | \$79         | <b>\$7</b> 8 |





#### **Registration Period**

The annual registration period for the osteopathy profession is from 1 December to 30 November.

If your application is made between 1 October and 30 November this year, you will be registered until 30 November next year.

#### **Refund rules**

The application fee is non-refundable. The registration fee will be refunded if the application is not approved.

#### 17. Please complete the credit/debit card payment slip below.

Please post this form with payment and required attachments to:

Ahpra GPO Box 9958 Melbourne VIC 3001 You may contact Ahpra on 1300 419 495 or you can lodge an enquiry at **www.ahpra.gov.au** 

| Credit/Debit card payment slip – please fill out                             |   |
|--|---|
| Amount payable  \$ Visa or Mastercard number  Expiry date    M   M   / Y   Y | Name on card  Cardholder's signature  SIGN HERE |



# **SECTION J:** Checklist

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

| Additional dod | cumentation   | Attached |
|----------------|---|----------|
| Question 2     | Details of any disciplinary proceedings, preliminary investigations, action that may lead to disciplinary proceedings, cancellations, suspensions, prohibitions and/or special conditions | ×        |
| Question 3     | Details of any special conditions   | X        |
| Question 4     | Evidence of existing registration as an osteopath in New Zealand  | ×        |
| Question 5     | Evidence of a change of name  | $\times$ |
| Question 7     | A certified copy of a foreign passport  | $\times$ |
| Question 8     | Certified copies of all documents that provide sufficient evidence of your identity   | $\times$ |
| Question 13    | A separate sheet with your qualification details  | $\times$ |
| Payment        |   |          |
|                | Application fee   | $\times$ |
|                | Registration fee  | X        |
|                | If paying by cheque/money order/bank draft, your name and registration number are written on the back   | $\times$ |

## 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
- be initialled on every page by the authorised officer. For a list of people authorised to certify documents, visit 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

#### **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.

#### **CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

All registered practitioners must undertake CPD as specified in the Board's *Continuing professional development registration standard* to maintain their competence to practice. CPD should be relevant to your area of professional practice and have clear learning aims and objectives that meet your requirements.

CPD activities should also have a focus on the clinical aspects of practice, including diagnosis, evidence-based practice and patient safety.

To maintain their competence to practice, all registered osteopaths (except those with non-practising registration) must:

- (a) undertake 25 hours of CPD annually, which includes a mandatory CPD activity approved by the Board, and
- (b) maintain a current first aid certificate at the minimum standard of a Senior First Aid (level 2) certificate or equivalent.

For more information, view the full registration standard online at www.osteopathyboard.gov.au/Registration-Standards

#### **CRIMINAL HISTORY**

Criminal history includes the following, whether in Australia or overseas, at any time:

- every conviction of a person for an offence
- every plea of guilty or finding of guilt by a court of the person for an offence, whether or not a conviction is recorded for the offence, and
- · every charge made against the person for an offence.

Under the National Law, spent convictions legislation does not apply to criminal history disclosure requirements. Therefore, you must disclose your complete criminal history as detailed above, irrespective of the time that has lapsed since the charge was laid or the finding of guilt was made.

The Board will decide whether a health practitioner's criminal history is relevant to the practice of the profession.

You are not required to obtain or provide your Australian criminal history report, Ahpra will obtain this check on your behalf. You may be required to obtain international criminal history reports.

For more information, view the full registration standard online at www.osteopathyboard.gov.au/Registration-Standards

#### **IMPAIRMENT**

Impairment means 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. The National Law requires you to declare any such impairments at the time of renewal, including details of the impairment and how it is managed.

#### **PRACTICE**

Clinical practice means direct clinical care or oversight of direct clinical care of patients, using the current knowledge, skills and attitudes of the osteopathic profession, whether remunerated or not, and regardless of job title.

Non-clinical practice means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession, except for the provision of direct clinical care. It includes working in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles, and any other roles that impact on the safe, effective delivery of services in the profession and/or use of their professional skills

#### PROFESSIONAL INDEMNITY INSURANCE (PII)

You must have PII, or some alternative form of indemnity cover that complies with the Board's registration standard, for all aspects of your practice.

Initial registration and annual renewal of registration requires a declaration that you will be covered for all aspects of practice for the whole period of the registration. You may be covered by your Australian employer's PII—you will need to confirm this with your employer.

For more information, view the full registration standard online at www.osteopathyboard.gov.au/Registration-Standards