

# Ahpra Protocol

## Complete education for suitability and eligibility

This protocol applies to restrictions imposed or accepted from **16 September 2024**

Australian Health Practitioner Regulation Agency  
National Boards

GPO Box 9958 Melbourne VIC 3001 [Ahpra.gov.au](https://www.ahpra.gov.au) 1300 419 495

Ahpra and the National Boards regulate these registered health professions: Aboriginal and Torres Strait Islander health practice, Chinese medicine, chiropractic, dental, medical, medical radiation practice, midwifery, nursing, occupational therapy, optometry, osteopathy, paramedicine, pharmacy, physiotherapy, podiatry and psychology.

# Ahpra protocol: Complete education for suitability and eligibility

## Overview

This Ahpra Protocol - *Complete education for suitability and eligibility* (the Protocol) sets out the requirements that apply to practitioners with a registration restriction for education. We monitor compliance with this restriction to protect patient safety.

You will receive a monitoring plan that details contact information, due dates, and the information you will need to provide to show that you are complying with your restrictions. The plan will be updated as you complete the requirements. Read your monitoring plan in conjunction with the Protocol /s.



In this Protocol:

'Restriction' and 'Restrictions' refers to:

- conditions and undertakings on your registration that are related to the requirements of this specific Protocol

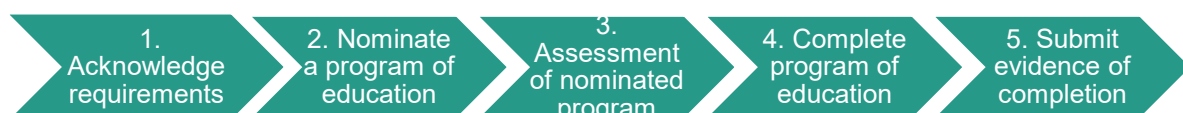
'We' 'us' and 'our' refers to:

- the Australian Health Practitioner Regulation Agency (Ahpra),
- the Board for the health profession you're registered for.

The Protocol includes:

- individually numbered paragraphs and sub-paragraphs to help you navigate the requirements.
- highlighted requirements that you must follow using this symbol: ▲
- clarifying information and advice from us to help you follow the requirements, using this symbol: ⓘ
- terms that we define in specific ways. The first time we use one of these terms, we've hyperlinked these to their [definitions](#) for your reference

The Protocol 's requirements fall into five main areas.



## Requirements

### 1. Acknowledge the requirements

#### 1.1 Practitioner Acknowledgement

- 1.1.1 You must acknowledge the requirements of the restriction on your registration, and the Ahpra Protocol: *Complete education: Suitability and eligibility* (the Protocol) within 30 calendar days of the restriction start date.
- 1.1.2 Complete **Form**: Complete education for suitability and eligibility – Practitioner Acknowledgment Form

### 2. Nominate a program of education

#### 2.1 Nominate education

- 2.1.1 You must nominate an education program by providing a copy of the course curriculum or outline

for approval within 60 calendar days of the restrictions start date.

- 2.1.2 The curriculum or course outline must detail how the required topics of education will be addressed including the:
- learning outcomes or objectives
  - method of delivery
  - duration and number of sessions
  - timeframe for completion of the education, and
  - details of the [formal assessment](#) component (if a formal assessment is required by your restrictions).
  - details of what constitutes satisfactory completion of the formal assessment component (if a formal assessment is required by your restrictions)

### 3. Assessment of nominated program of education

**i** We will consider your nomination and whether it adequately addresses the concerns identified. Only education undertaken by an approved educator and in accordance with an approved education plan can be used to satisfy the requirements of your restrictions. You will be advised if your nomination is approved.

Incomplete nominations will not be considered for approval. Where you provide an incomplete nomination, or repeatedly fail to make a nomination that adequately addresses the identified concerns, we may consider this as non-compliance and/or whether further regulatory action is required.

We may refuse your nomination of an educator and/or request changes to the education plan. In circumstances where we refuse the nomination of your educator it is not always possible to provide detailed reasons to you to protect your nominated educator's privacy.

### 4. Complete program of education

#### 4.1 Complete the education

- 4.1.1 You must complete the education within the timeframe for completion provided in your restrictions.

### 5. Evidence of completion

**i** We will assess the evidence and consider removal of the restrictions once all associated requirements (including audit if required) have been met.

There is no requirement to submit a separate application for the removal of these education restrictions.

#### 5.1 Evidence of completion

- 5.1.1 You must submit evidence that you have completed the approved program of education within the timeframe for completion provided in your restrictions.
- 5.1.2 You must provide evidence of satisfactory completion including the results of any formal assessment component (when a formal assessment is required by the restrictions).


**i** Evidence of completion includes certificate of completion or written confirmation from the education provider that you attended the education program.


Satisfactory completion is defined as the grade or percentage required to demonstrate that the learning outcomes of the education have been met and is determined by the education provider.

We may contact the approved education provider to confirm the evidence provided.

## 6. Continuing professional development (CPD)

### 6.1 You must not count the requirements as part of your current or future CPD


- 6.1.1 Education completed to meet the requirements of the Protocol must not be used to satisfy CPD requirements. This includes report writing or preparation for assessments. 

 We may audit you to ensure that the education is not used as contribution to any current or future CPD period.

If you have been required to undertake education as part of regulatory action, you cannot count this activity as a part of your CPD standards.

This is because the CPD requirements for your profession is intended to maintain contemporary knowledge and professional development and must be fulfilled in accordance with the registration standard for your profession.

## 7. Extensions of time

 An extension of time may be permitted on a case-by-case basis for you to:

- nominate an alternate program of education,
- provide evidence of completion, or
- complete your reflective practice report.

Extensions may be considered in the following circumstances:

- A third party requires additional time to provide the required information, or,
- In extenuating circumstances such as significant ill health, or other events outside of your direct control.

Evidence of the basis of the request may include evidence of engagement with third parties such as education consultancies, professional associations, or registered health practitioners, medical certificates or other documentation evidencing steps taken to comply with your restrictions.


In circumstances where you have not completed the required education within the renewal period for your profession, we reassess whether you meet the recency of practice registration standard for the purposes of your renewal.

### 7.1 Requesting an extension

7.1.1 If you require an extension of time, you must provide a written request prior to the due date detailed in your monitoring plan.

7.1.2 When requesting an extension, you must provide a proposed timeframe for completion of the requirement.

7.1.3 You must indicate the reason for your request and may be required to provide evidence of the basis of the extension.

If you are granted an extension, you must complete the relevant action or requirements within the extended timeframe. 

### 7.2 Change of circumstance

7.2.1 You must contact your Ahpra case officer or team as soon as possible if you have had a change in your circumstances or are unable to comply with the requirements for any reason. See your monitoring plan for contact information.

## 8. Privacy

### 8.1 Collection of personal information



We are committed to protecting your personal information.

The ways in which we may collect, use and disclose your information are set out in our [Privacy Policy](#).

Further information regarding [Ahpra's Privacy, Freedom of Information and Information publication scheme](#) is available on Ahpra's website.

## Definitions

For the purposes of the restrictions and this Protocol the following terms are defined:

Term	Definition
<b>Formal Assessment</b>	<p>Any assessment where a method is applied to objectively assess a learner's competency (knowledge and skills aligned with the learning outcomes). It must have evidence to support the assessment and competence, such as test results or a report from the educator.</p> <p>It can be delivered in any mode (online, on paper, face to face) and unless otherwise specified in the restrictions, does not need to be an assessment against a unit of competency or as part of an accredited course under the Australian Qualifications Framework.</p>