ALTR-96



Application for limited registration for teaching or research

Profession: Occupational therapy

Part 7 Division 6 of the Health Practitioner Regulation National Law (the National Law)

This form is for qualified occupational therapists who are not eligible for general registration and who are seeking limited registration as an occupational therapist to fill a teaching or research position.

The Board expects that applicants seeking limited registration for teaching or research will have a sponsor/employer that supports the application.

Applicants should also note that where registration is granted under this category of registration, it will only be granted for a specific purpose and for a limited time.

This application comprises:

- Part A: to be completed by the applicant
- Part B: to be completed by the employer
- Part C: to be completed by the applicant's nominated supervisor
- Part D: to be completed by the applicant.

It is important that you refer to the Occupational Therapy Board of Australia's (the Board) registration standards, codes and guidelines when completing the form. Registration standards, codes and guidelines can be found at **www.occupationaltherapyboard.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.

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**.

PART A – To be completed by the applicant

SECTION A: Personal details



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

1. What is your name and date of birth?

Title*	MR 🔀	MRS 🔀	MISS 🔀	MS 🔀	DR 🔀	OTHER	SPECIFY]
Family na	ne*							1
First given	name*							
Middle na	ne(s)*							
Previous r	ames know	n by (e.g. m	aiden name)					
Date of bi	th DD	/ M M	/	YY				
	another nai	ne, you mı the Board.	i st attach pr For more int	oof of your	name chang	ge unless th	roviding docume is has been prev the <i>Information a</i>	viously

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.gu/privacy**.

Symbols in this form



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 re

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.



Do not use staples or glue, or affix sticky notes to your application. Please ensure all supporting documents are on A4 size paper.

2. What are your birth and personal details?

City/Subur	b/Town	of birth										
State/Terri	tory of b NSW	irth (if wi		i stralia) SA 🔀	WA	\times	NT 🔀	TAS	$\mathbf{\times}$	ACT 🔀]	
Sex* MALE		FEMALE	$\mathbf{\times}$	INTE	RSEX / IN	IDETERN	/INATE	<				

SECTION B: Proof of identity

YES

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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.

3. Are you applying for registration from within Australia?

You **must** only use each document once.

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

- At least **one** document must be in your 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.
- For documents containing a photograph, the following certification statement must be included by the authorised officer, '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.'
- 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.

NO 🔀

Go to the next question

Choose proof of identity documents to submit - then go to Section C: Contact information

- 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.
- A document may only be used once for any category.

Documents	Category used:ABC	Documents	Category used:ABC
Australian birth or adoption certificate	NA 🔀	Australian financial institution account	NA NA 🔀
Australian visa (Foreign passport must	NA NA	Australian Medicare card	NA NA 🔀
be selected as evidence for Category B)		Australian PAYG payment summary	NA NA 🔀
ImmiCard	NA 🔀	Australian motor vehicle registration	NA NA 🔀
Australian citizenship certificate	NA 🔀	Australian Taxation Assessment Notice	NA NA 🔀
Australian passport	$\times \times \times$	Australian insurance policy	NA NA 🔀
Australian driver's licence	NA 🔀 🔀	Australian pension/healthcare card	NA NA 🔀
Foreign passport	NA 🔀 🔀	Category D documents	
Australian Working with Children Check or Vulnerable People Check	NA 🔀 🔀	A document from Category D is only req Category B or C document does not prov	
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
International or foreign driver's licence	NA 🔀 🔀	my current residential address	
Australian proof of age card	NA 🔀 🔀	Australian rate notice	\times
Australian government benefits	NA NA 🔀	Current Australian lease or tenancy agre	ement 🔀
Australian academic transcript	NA NA 🔀	Australian utility account	\mathbf{X}
Australian registration certificate	NA NA 🔀		



You $\ensuremath{\text{must}}$ attach a certified copy of $\ensuremath{\text{all}}$ proof of identity documents that you have indicated above.





Once **registered** and **living** in Australia, you need to become identity enrolled. Please download and complete the form *POIA-00 – Proof of identity requirements form: Within Australia* to become identity enrolled.

- 4. Are you applying for registration from outside Australia?
- 5. Can you meet the proof of identity requirements for applicants applying for registration within Australia?

You **must** only use each

document once.

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

- At least **one** document must be in your 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.

YES **Go to the next question**

NO

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NO So back will prov

Go back to question 3 to nominate the proof of identity you will provide with your application

Go back to question 3 to nominate the proof of identity you will provide with your application

Choose proof of identity documents to submit - then go to Section C: Contact information

You must provide one category B document and two category C documents.

YES

A document may only be used once for any category.

nce.	 A document may only be used once for any 	category.		
ovided must meet ia:	Documents	Category used: B C	Documents	Category used: B C
ument must be ame.	Passport or travel document (Certificate of Identity, Document of Identity, ImmiCard,	\times	Birth certificate	NA 🔀
document must oto.	Laissez Passer and Titre de Voyage) Australian passport	\times \times	Driver's licence Marriage certificate	NA 🔀
ust be officially	Australian visa (must be provided in conjunction with a foreign passport of travel	NA 🔀	Identity card	NA 🔀
nglish. Please <i>ing documents</i> at	document)		Australia citizenship certificate	NA 🔀
	indicated above.			
	 Certifying documents If using your passport, a certifi must be provided. 	ed copy of	the identity information page (the photo	page)
	 For documents containing a ph included by the authorised offi photograph is a true likeness of 	cer, 'I certi of the pers	the following certification statement mus fy that this is a true copy of the original a on presenting the document as sighted by	nd the y me.'
			bies of the original. See <i>Certifying docume</i> of this form for more information.	ents

6. What is your residency status within Australia?

Current residency status

Permanent Australian resident

Temporary resident (Supply details of visa status below)

SECTION C: Contact information

Once registered, you can change your contact information at any time.

Please go to www.ahpra.gov.au/login to change your contact details using your online account.

7. 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	

8. 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.

9. 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.

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ty/Suburb/	Iown*																					
ate or terri	tory (e.g	. VIC, A	ACT) /	Inter	rnati	onal	l pro	ovino	e*		Post	cod	e/ZI	P*								
																						-
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ountry (if ot	ther thai	<mark>1 Aus</mark> t	tralia)																		
ountry (if of	ther that	1 Aust	tralia)																		
	ther that	n Aust	ralia)																		
	ther that	1 Aust	tralia))	N	0		Prov	vide _	youi	· Aus	stral	ian	prin	cipa	l pla	ce o	f pra	actio	ce b	elov	N
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te/building	and/or	positi	on/de	epar	tmei	nt (if	f ap	plica	ible)			stral	ian ,	prin	cipa	l pla	ce o	f pra	actio	ce b	elov	
te/building	and/or	positi	on/de	epar	tmei	nt (if	f ap	plica	ible)			stral	ian	prin	cipa	l pla	ce o	f pra	actio	ce b	elov	
te/building	and/or	positi	on/de	epar	tmei	nt (if	f ap	plica	ible)			stral		prin	cipa	l pla	ce o	f pra	actio	ce b	elov	
te/building	and/or	positi	on/de	epar	tmei	nt (if	f ap	plica	ible)			stral	ian ,	prin		I pla		f pra	actio	ce b	elov	
te/building	and/or	positi	on/de	epar	tmei	nt (if	f ap	plica	ible)			stral		prin		I pla		f pra		ce b	elov	

Postcode*

State/Territory* (e.g. VIC, ACT)

10. What is your mailing address?

Your mailing address is used for postal correspondence

My residential address

My principal place of practice

Other (Provide your mailing address below)

;/b	uild	ing a	nd/o	r po	sítio	n/de	epar	tme	nt (il	ap	olica	ble)											
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unt	ry (i	f oth	er th	an A	ustr	alia)																

SECTION D: Qualification for the profession

In accordance with section 69 of the National Law, to be eligible for limited registration for teaching or research you must satisfy the Board that you have qualifications in the profession relevant to, and suitable for, the position.

11. What are the details of your qualification(s)?

G

For more information, see *Certifying documents* in the *Information and definitions* section of this form.

Most recent qualification

Title of qualification	
Name of institution (University/College	e/Examining body)
Country	
Start date	Completion date
	fied copy of your original academic transcript and a certificate that the qualification mentioned in this form.

Additional qualification
Title of qualification
Name of institution (University/College/Examining Body)
Country
Start date Completion date
MM / YYYY MM / YYYY
You must attach a certified copy of your original academic transcript and a certificate that indicates completion of the qualification mentioned in this form.

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

SECTION E: Registration history

12. Do you have current registration or have you previously held registration as a health practitioner in any state, territory or under the National Regulation and Accreditation Scheme (the National Scheme) or other country within the past five years?



For a list of the professions regulated under the National scheme, please refer to www.ahpra.gov.au.

If you have been registered outside of Australia, the Board requires a Certificate of Registration Status or Certificate of Good Standing from **every** jurisdiction outside of Australia in which you are currently, or have previously been registered as a health practitioner **during the past five years**.

Certificates **must** be dated within three months of your application being received by Ahpra. YES

NO 🔀



Where you hold current or previous registration within or outside of Australia, you **must** arrange for original Certificates of Registration Status or Certificates of Good Standing to be forwarded directly from the registration authority to your Ahpra state office. Refer to **page 17** of this form for your Ahpra state office address.

Most recent registration											
State/Territory/Country											
Profession											
Period of registration											
	to	D	D	Μ	М	/	Y	Y \	Y		

Additional registration
State/Territory/Country
Profession
Period of registration
DD/MM/YYYY to DD/MM/YYYY
Attach a separate sheet if all your registration history does not fit in the space provided.

3

SECTION F: Work history

13. What is your full practice history?

It is important that you refer to *Curriculum vitae* in the *Information and definitions* section of this form for **mandatory requirements** of the CV. Your curriculum vitae will further inform the Board in relation to your recency of practice and registration history.



You **must** attach to your application a curriculum vitae that describes your full practice history and any clinical or skills training undertaken.

SECTION G: Registration period



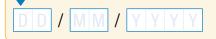
There is no set registration period for limited registration. We'll grant you registration for 12 months from the date of the Board's approval or the date you select, whichever is the latter. If it takes more than 12 months to complete the limited requirements, you'll need to renew your registration.

14. If this application is approved, when would you like your limited registration to begin?

You can opt to have your registration start on the date of the Board's approval or a date nominated by you, up to 90 days into the future, as long as the date is later than the Board's approval. For more information, see *Registration approval dates* in the *Information and definitions* section of the form.

On the date of the Board's approval

On the date below, or the date of the Board's approval, whichever is the latter





You can't start practising until registration has been granted. Please consider if the date you have nominated gives you time to complete any pre-employment or pre-training program requirements. You can update this date by contacting your Regulatory Officer at any time until we finalise your application.

Once your registration has been granted, you cannot change your registration start date.

SECTION H: Suitability statements

Information required by the Board to assess your suitability for registration is detailed in the following questions. It is recommended that you provide as much information as possible to enable the Board to reach a timely and informed decision. Please note that registration is dependent on suitability as defined in the National Law, and the requirements set out in the Board's

NO

registration standards. Refer to www.occupationaltherapyboard.gov.au/registration-standards for further information.

15. Do you have any criminal history in Australia?

It is important that you have a clear understanding of the definition of criminal history. For more information, see *Criminal history* in the *Information and definitions* section of this form.



YES

You **must** attach a signed and dated written statement with details of your criminal history in Australia and an explanation of the circumstances.

16. Do you have any criminal history in one or more countries other than Australia?



For more information, see *Criminal history* in the *Information and definitions* section of this form.

If you answer Yes to this question, you are required to obtain an international criminal history check (ICHC) from an approved vendor, who will provide a check reference number and ICHC reference page. For a list of approved vendors and further information about international criminal history checks, refer to www.ahpra.gov.au/ internationalcriminalhistory.

17. Are there any countries other than Australia in which you have lived, or been primarily based, for six consecutive months or longer, when aged 18 years or more?

If you answer Yes to this question, you are required to obtain an international criminal history check (ICHC) from an approved vendor, who will provide a check reference number and ICHC reference page. For a list of approved vendors and further information about international criminal history checks, refer to www.ahpra.gov.au/ internationalcriminalhistory.



You are required to:

 obtain an international criminal history check from an approved vendor for each country and provide details below, and

• provide details of your criminal history in a signed and dated written statement.

Country	Check reference number
You must attach a separate sheet is reference number does not fit in the	if the list of overseas countries and corresponding check e space provided.
You must attach the international of the approved vendor.	criminal history check (ICHC) reference page provided by
You must attach a signed and date each of the countries listed and an	ed written statement with details of your criminal history in explanation of the circumstances.

Go to the next question



NO

NO

YES

•

Country

You are required to obtain an international criminal history check from an approved vendor for each country and provide details below

Country	Check reference number
You must attach a separate sheet if the list of overseas countries reference number does not fit in the space provided.	and corresponding check
You must attach the international criminal history check (ICHC) retuined the approved vendor.	eference page provided by

All applicants must demonstrate English language competency via one of the following pathways:

New Zealand

Republic of Ireland

You have undertaken and

Extended education pathway

satisfactorily completed at least

continuous education taught and

assessed solely in English, in any

includes tertiary qualifications in

the profession on which you are

Extended education pathway

Primary language pathway

relying to support your eligibility for

registration under the National Law.

of the recognised countries, which

six years' (full time equivalent)

An evidence requirements quide is available at www.ahpra.gov.au/Registration/Registration-Standards/English-language-skills.

(i) Recognised country means one of the following countries:

- Australia
- Canada

Combined secondary and tertiary education pathway You have undertaken and

satisfactorily completed:

- · at least two years of secondary education that was taught and assessed solely in English in a recognised country, and
- · tertiary qualifications on which you are relying to support your eligibility for registration under the National Law, which were taught and assessed solely in English in a recognised country.

South Africa

United Kingdom

Primary language pathway

With overseas qualification in a non-recognised country English is your primary language and you have undertaken and satisfactorily completed:

- all of your primary and secondary education taught and assessed solely in English in a recognised country, and
- · tertiary qualifications on which you are relying to support your eligibility for registration under the National Law, which were taught and assessed solely in English.

If a qualification that was relied on for registration is not an approved program of study, you **must** provide

• United States of America.

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English language test pathway
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You have achieved the required minimum scores in one of the approved English language tests and meet the requirements for test results specified in the Board's English language skills registration standard.

18. Which one of the English language competency pathways do you meet?

Ahpra may verify the information you provide below.

For more information, see English *language skills* in the *Information* and definitions section of this form.

	e was taught and assessed sov.au/Accreditation/Approv			grams of study is
Combined secondary and tertiary education pathway	Provide details of s then go to question	-	ary education in t	the table below,

Provide details of secondary, vocational and tertiary education in the table below, then go to question 22

This is a declaration that English is your primary language Provide details of primary, secondary and tertiary education in the table below, then go to question 22

English language test pathway Go to question 19

Complete the following table of education undertaken in chronological order (earliest to most recent):

Timeframe	Level of education	Program name If applicable	Education institution Specify name and address		ed country blicable	Study status
Study commenced: Study completed:	Primary Secondary Vocational Tertiary			Australia New Zealand South Africa United States	Canada Republic of Ireland United Kingdom	Full time
Study commenced: Study completed:	Primary Secondary Vocational Tertiary			Australia New Zealand South Africa United States	Canada Republic of Ireland United Kingdom	Full time
Study commenced: Study completed:	Primary Secondary Vocational Tertiary			Australia New Zealand South Africa United States	Canada Republic of Ireland United Kingdom	Full time

Please attach a separate sheet with any additional details that do not fit in the space provided above.

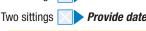
If a gualification specified above was relied on for registration and is **not** an approved program of study, you **must** provide a certified copy of your academic transcript confirming that the course was taught and assessed solely in English.

If the transcript does not confirm that the course was taught and assessed solely in English, you **must** arrange for a letter in the required form to be provided directly to Ahpra by the education provider confirming that the course was taught and assessed solely in English.

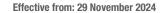
19. Were your results from
the English language tests
obtained in one or two
sittings?

In certain circumstances, you can use English language test results from a maximum of two test sittings in a six month period. For more information, refer to the Board's English language skills registration standard.

Sitting two



One sitting Provide date of test below, then go to the next question and complete details for one sitting Provide dates below, then go to the next question and complete details for both sittings



Sitting one

20. Which of these English language tests have you successfully completed?

Provide reference number(s) for the test(s) you are relying on and attach a copy of your test results.

	nglish Language Test S	System (IELTS) Acad	emic module			
Test report form	number – sitting one:		Δ	Test report form nu	umber – sitting two (if ap	
The Reard requi	ros the IELTS (acadomic	modulo) with a minin	A	oro of 7 and a minimum	score of 7 in each of the	four components (listening,
reading, writing		module) with a minin				fiour components (insterning,
	nglish Test (OET)					
Candidate numb	er – sitting one:			Candidate number	 sitting two (if applicab 	ole):
The Reard requi	ros the OET with a mini	num scoro of B or 250) in each of the	-	ning, reading, writing and	d spoaking)
	English Academic (P				ning, reading, writing and	u speaking).
Registration ID -		,		Registration ID – s	itting two (if applicable):	
The Board requi reading, writing		ith a minimum overal	l score of 65 a	nd a minimum score of	65 in each of the four co	mmunicative skills (listening,
	as a Foreign Language nber – sitting one:	e internet-based test	t (TOEFL iBT)	Pogistration numb	er – sitting two (if applica	abla):
	ilber – sitting one.				ei – Sitting two (ii applica	
The Board requi speaking.	res the TOEFL iBT with a	a minimum total score	of 94 and the	minimum scores of 24	for listening, 24 for readi	ng, 27 for writing, and 23 for
the refer	ence number(s), so th	at Ahpra can verify	your results.		provide a copy of you ust provide a certified	r test results, including I copy of your results.
21. Were your resul above-mentione		×		NO 📉		
	ed English					
language tests (the past two yea	obtained in	 continuous emploi primary language 	oyment as a reg of practice, a l	gistered health practition nd/or	ner in a recognised count	s) you must have commenced : try where English was the
language tests	obtained in	 continuous employer primary language continuous enroli 	oyment as a re of practice, a i nent in an app	gistered health practition nd/or roved program of study.	ner in a recognised coun	try where English was the
language tests	obtained in	 continuous employer primary language continuous enroli 	oyment as a re of practice, a i nent in an app	gistered health practition nd/or roved program of study.	ner in a recognised count	try where English was the
language tests	obtained in	 continuous emplo primary language continuous enroli You must lodge this You must att your CV as confirming country (if 	oyment as a re- e of practice, and nent in an app application with ach a certifier nd a letter fro g continuous	gistered health practition nd/or roved program of study. ithin 12 months of comp d copy of your English m employer(s) or a pr employment as a regi ing on continuous emp	ner in a recognised coun	try where English was the Ind/or program of study. , and : he required form ner in a recognised
language tests	obtained in	 continuous emplo primary language continuous enrolr You must lodge this You must att your CV ar confirming country (if only two y an acader program c 	byment as a re- e of practice, and ment in an app application with ach a certifier and a letter fro g continuous you are relyi rears is require nic transcript of study that c	gistered health practition nd/or roved program of study. ithin 12 months of comp d copy of your English m employer(s) or a pr employment as a regi ing on continuous emp red), and/or cevidencing that you w commenced within 12	her in a recognised count eleting the employment a language test results, ofessional referee in the stered health practition ployment over two yea were enrolled continuo months of sitting the	try where English was the Ind/or program of study. , and : he required form ner in a recognised
language tests	obtained in ars?	 continuous emplo primary language continuous enrolr You must lodge this You must attt your CV ar confirming country (if only two y an acader program o that you c 	application with a series of practice, and an application with a certifier application with a certifier and a letter from a letter from a continuous for you are relying the areas is required in the transcript of study that a completed you	gistered health practition nd/or roved program of study. ithin 12 months of comp d copy of your English om employer(s) or a pr employment as a regi ing on continuous emp red), and/or commenced within 12 ur study no longer than	her in a recognised count eleting the employment a language test results, ofessional referee in the stered health practition ployment over two yea were enrolled continuo months of sitting the land n 12 months before loo	try where English was the nd/or program of study. , and: he required form ner in a recognised rs in duration, usly in a Board-approved English language test, and
language tests (the past two yea	bbtained in ars? he Board's lemnity gements	 continuous emplo primary language continuous enrolr You must lodge this You must attt your CV ar confirming country (if only two y an acader program o that you c 	application with a series of practice, and an application with a certifier application with a certifier and a letter from a letter from a continuous for you are relying the areas is required in the transcript of study that a completed you	gistered health practition nd/or roved program of study. ithin 12 months of comp d copy of your English om employer(s) or a pr employment as a regi ing on continuous emp red), and/or commenced within 12 ur study no longer than	her in a recognised count eleting the employment a language test results, ofessional referee in the stered health practition ployment over two yea were enrolled continuo months of sitting the land n 12 months before loo	try where English was the Ind/or program of study. , and: he required form ner in a recognised rs in duration, usly in a Board-approved English language test, and dging your application.

When practising, you must have appropriate professional indemnity arrangements in place that meet the 23. In the coming year, do you (\mathbf{i}) Board's registration standard. For more information, see Professional indemnity insurance in the Information and commit to meet the Board's definitions section of this form or the full registration standard online at www.occupationaltherapyboard.gov. Professional indemnity au/registration-standards/professional-indemnity-insurance. insurance registration standard? YES 🔀 NO Provide details of your circumstances below You **must** attach a separate sheet with additional details that do not fit in the space provided. Following the assessment of your application, you may be requested to provide further information. 24. Have you graduated from YES Go to the next question NO Go to question 26 a course relevant to the profession more than two years ago? 25. Do you meet the Board's To meet the Board's Recency of practice registration standard, you must complete a minimum of: recency of practice 750 hours of practice in the previous five years requirements? 450 hours of practice in the previous three years, or 150 hours of practice in the previous 12 months. If you don't meet the standard, you will be required to provide information to help the Board make a decision about your application. For more information, see Recency of practice in the Information and definitions section of this form or the full registration standard online at www.occupationaltherapyboard.gov.au/registrationstandards/recency-of-practice. YES NO You **must** attach evidence of your practice history that includes: your detailed practice history, including your previous scope(s) of practice and when you last practised your intended practice, and activities carried out since you last practised including any continuing professional development you may have done. You must also attach to your application the Supplementary information form available online at www.occupationaltherapyboard.gov.au/Registration-Standards/Recency-of-practice For more information, see Recency of practice in the Information and definitions section of this form. 26. Do you have an impairment For more information, see Impairment in the Information and definitions section of this form. A that detrimentally affects, or is likely to detrimentally YES NO affect, your capacity to practise the profession? You **must** attach to this application details of any impairments and how they are managed. 27. Is your registration in YES NO any profession currently suspended or cancelled in Australia (under the National You **must** attach to this application details of any registration suspension or cancellation. Law or a corresponding prior

Act) or overseas?

ALTR-96		
28. Have you previously had your registration cancelled, refused	YES	ΝΟ
or suspended in Australia (under the National Law or a corresponding prior Act) or overseas?		You must attach to this application details of any cancellation, refusal or suspension.
29. Has your registration ever been subject to conditions,	YES	ΝΟ
undertakings or limitations in Australia (under the National Law or a corresponding prior Act) or overseas?		You must attach to this application details of any conditions, undertakings or limitations.
30. Are you disqualified from applying for registration, or being registered, in any	U Nati	regulatory jurisdiction means a participating jurisdiction (of the National Law) in which the Act applying (the onal Law) declares that the jurisdiction is not participating in the health, performance and conduct process rided by Divisions 3 to 12 of Part 8 (of the National Law).
profession in Australia (under the National Law,	YES	NO 🔀
a corresponding prior Act or a law of a co-regulatory jurisdiction), or overseas?		You must attach to this application details of any disqualifications.
31. Have you been, or are you currently, the subject of	YES 📉	ΝΟ
conduct, performance or health proceedings whilst registered under the National		You must attach to this application details of any conduct, performance or health proceedings.
Law, a corresponding prior		

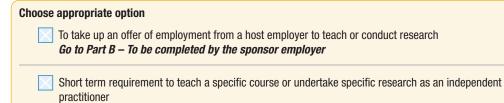
SECTION I: Details of limited practice teaching and research

Your supervised practice program can only commence once this application has been approved by the Board.

32. What is the basis for your application for limited registration for teaching or research?

Act, or the law of another jurisdiction in Australia or overseas, where those proceedings were not

finalised?



Go to the next question



You must also submit a Supervised practice plan for approval by the Board. This plan must be submitted no longer than two weeks after commencing practice. This form is available at www.occupationaltherapyboard.gov.au

SECTION J: Teaching and research as an independent practitioner

33. What are the details of the teaching to be conducted or the research activities to be undertaken?	Teaching/research details Location of the teaching/research activity
	Commencement date Completion date Image: A state of the location of your teaching/research activity. Image: A state of the location of your teaching/research
 34. What is the nature of the teaching to be conducted or the research activities to be undertaken? Provide a short description of the course to be conducted or the proposed research activity including the scope of practice involved. 	Nature of the teaching/research activities

Go to Section P: Obligations, consent and declaration

🚺 PART B – To be completed by the employer, host employer, sponsor employer

SECTION K: Employer details

35. What are the details of the employer contact?



Details of the employer and of the position are required.

You must have a conditional offer of employment in a teaching or research post before submitting an application for limited registration for teaching or research.

		ss 🖂	MS	\ge	DR	\times	(OTHE	R					
Family (legal) name	of conta	ct												
First given name														
Employing organis	sation de	tails												
Name of employing														
Site/building and/or	r position/	/depart	ment (i	if appl	icable)									
J														
Address (e.g. 123 J	AMES AV	ENUE;	or UNIT	⁻ 1A, 3	0 JAMI	ES ST	REE	T)		_				
				,				,						
												 	 _	-
State/Territory (e.g.							Postr	ahor						
State/Territory (e.g.	VIC, ACT))					Posto	code						
State/Territory (e.g.	VIC, ACT))												
	VIC, ACT)						Posto							
Business phone	VIC, ACT)													
Business phone	VIC, ACT)													
State/Territory (e.g. Business phone	VIC, ACT)													
Business phone	VIC, ACT)													
Business phone	VIC, ACT)													

36. What are the details of the position for which limited registration is being sought?

Location of the position	
Commencement date	Completion date
MM / YYYY	MM / YYYY
	on description including:
 key selection criteria 	addressing clinical responsibilities
 qualifications and ex 	perience required (this should be obtained from the employer), and
a dataile of the teaching	a ar research activities and any clinical practice that will be

details of the teaching or research activities and any clinical practice that will be undertaken.

SECTION L: List of sites

37. What are the names and addresses of all sites of practice for which limited registration is being sought?

Provide the name and address of each site for which limited registration is required to undertake clinical practice.

Site 1			,		. ,			. /																	
Site/b	ouilding	g and	/or p	DOSIT	:ion/c	lepa	rtme	nt (I	f app	olica	ble)														
Stree	t addre	ess (e	.g. 1	23 .	JAME	ES AV	VENL	JE; c	or UN	IIT 1.	A, 30) JAI	MES	STR	EET)									
Subu	rb/City	/Tow	n																						
State	/Territo	ory (e	.g. V	IC, A	(CT)									Post	cod	е		-							
Site 2	2																								
	<u>-</u> Duilding	g and	/or p	oosit	ion/c	lepa	rtme	nt (i	f app	olica	ble)														
Stree	t addre	ess (e	.g. 1	23	JAME	ES A	VENL	JE; c	or UN	IIT 1	A, 30) JAI	MES	STR	EET)									
																-									
Cubu		/Ta.u																							
Subu	rb/City	TOW	n																						
Stata	/Territo	ru (o	a V											Post	ood	0									
State	/ 161110	ЛУ(С	.y. v	10, A	(01)									FUSI	cou	e]							
		tach aces				she	et of	f the	e na	mes	and	d ad	dres	ses	of a	addi	ition	al si	ites	that	do	not	fit w	/ithir	n the

SECTION M: Employer's declaration

I declare that the information provided in this part is true and correct.

I confirm that the:

- applicant named below has been formally offered the position as described in this application, and
- qualifications and clinical experience of the applicant named below are appropriate for the teaching/research role described in the position description attached.

Name of applicant	Name of sponsor employer
Date	Signature of sponsor employer
	SIGN HERE

A PART C – To be completed by the applicant's nominated supervisor

SECTION N: Nominated supervisor details

Applicants granted limited registration for supervised practice must practice only under supervision.

38. What are the supervisor's details?



What are the supervisor's details?	Provide supervisor details below
It is important that you refer	MR MRS MISS MS DR OTHER SPECIFY
to <i>Curriculum vitae</i> in the <i>Information and definitions</i> section of this form for mandatory requirements	Family (legal) name of supervisor
of the CV. Your curriculum vitae will further inform the	First given name
Board in relation to your recency of practice and registration history.	Registration number O C Position Work address (e.g. 123 JAMES AVENUE; or UNIT 1A, 30 JAMES STREET)
	City/Suburb/Town
	State/Territory (e.g. VIC, ACT) Postcode
	Business phone Mobile
	Email
	You must attach to this application a curriculum vitae for the supervisor detailing the practice undertaken since registration and the current position of the supervisor.
On the proposed date of commencement of supervised practice detailed on this	The supervisors registration must not be subject to supervisory arrangements or conditions/undertakings that would impact their ability to effectively supervise.
application, will you hold registration as a health practitioner and have practised for at least two years?	YES Provide the year of your initial registration below
	NO You must attach a separate sheet with your reasons for why this criteria should not be applied.



39. On the proposed date of

> In conjunction with the applicant you must complete a Supervised practice plan for approval by the Board. The applicant must submit this plan no longer than two weeks after commencing practice. This form is available at www.occupationaltherapyboard.gov.au

SECTION O: Nominated supervisor's undertaking and declaration

Undertaking

I undertake to be the applicant's primary supervisor and to provide a level of supervision as described in the Supervised Practice Framework and as otherwise determined from time to time by the Board.

I further undertake to:

- ensure that the applicant is practising safely and is not placing the public at risk
- notify the Board immediately if I have concerns about the applicant's clinical performance, health or failure to comply with conditions or undertakings
- ensure that the applicant practises in accordance with work arrangements approved by the Board
- inform the Board if I am no longer able to undertake the role of the applicant's supervisor, and
- assess, monitor and report to the Board about the performance of the practitioner undertaking the supervision.

Declaration

I declare that the:

- information provided in this document (including supervision and training details) is true and correct.
- occupational therapist (applicant) named below will be supervised at all times while undertaking trainee practice in occupational therapy in accordance with the Supervised Practice Framework.

Name of applicant	Name of supervisor					
Date	Signature of supervisor					
	SIGN HERE					

PART D – To be completed by the applicant

SECTION P: 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

1. 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

- 2. 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.
- 4. 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

- 5. 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
 - b) 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
 - c) 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
 - f) 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
 q) a complaint is made about the practitioner to the following entities—
 - 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.
 - h) 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;
 - b) 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

- 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.
- 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 guidelines.

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 / MM / YYYY

SECTION Q: Payment

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

Use the Pro-rata registration fees table below to select your registration fee. Your registration fee depends on how many months you will be registered and your principal place of practice, as applicants whose principal place of practice is New South Wales are entitled to a rebate from the NSW Government.



Applicants must pay 100% of the stated fees at the time of submitting the application.

Pro-rata registration fees

Number of months you will be registered

		1	2	3	4	5	6	7	8	9	10	11	12
Desistration for	National fee	\$11	\$21	\$32	\$42	\$53	\$64	\$74	\$85	\$95	\$106	\$116	\$127
Registration fee	NSW fee	\$10	\$20	\$31	\$41	\$51	\$61	\$71	\$81	\$92	\$102	\$112	\$122



Registration period

Limited registrants may only apply to renew their registration up to three times.

Refund rules

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

40. Please complete the credit/debit card payment slip below.

Credit/Debit card payment slip – please fill out	
Amount payable	Name on card Cardholder's signature SIGN HERE
Effective from: 29 November 2024	Page 20 of 23

SECTION R: Checklist

6

Please label each attachment with the corresponding question number.

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

Additional doc	cumentation	Attached
Question 1	Evidence of a change of name	\times
Question 3	Certified copies of all documents that provide sufficient evidence of your identity	\times
Question 5	Certified copies of all documents that provide sufficient evidence of your identity	\mathbf{X}
Question 11	Certified copies of all your relevant qualifications approved or considered to be equivalent by the Board	\times
Question 11	A separate sheet with your additional qualification details	\times
Question 12	Certificate of Registration Status or Certificate of Good Standing has been requested from relevant authority	\times
Question 12	A separate sheet with additional registration history details	\times
Question 13	Your curriculum vitae	\times
Question 15	A signed and dated written statement with details of your criminal history in Australia and an explanation of the circumstances	\times
Question 16	A separate sheet of additional overseas countries with criminal history and corresponding ICHC reference number	\times
Question 16	A signed and dated written statement with details of your criminal history outside Australia and explanation of the circumstances	\times
<i>Questions</i> 16 & 17	ICHC reference page provided by the approved vendor	\times
Question 17	A separate sheet of additional overseas countries lived in and corresponding ICHC reference number	\times
Question 18	A separate sheet with any additional qualification details	\times
Question 18	Transcript(s)/letter(s) from education provider confirming that your course was taught and assessed solely in English	\times
Question 20	Copy of your English language test results	\times
Question 21	Certified copy of your English language test results	\times
Question 21	Evidence of continuous employment as a registered health practitioner in a recognised country where English was the primary language of practice and/or continuous enrolment in an approved program of study	\times
Question 23	A separate sheet with additional details of why you do not commit to meet the Board's PII registration standard	\times
Question 25	Evidence of your practice history	\times
Question 25	A completed Recency of practice – supplementary information form	\times
Question 26	A separate sheet with your impairment details	\times
Question 27	A separate sheet with your current suspension or cancellation details	\times
Question 28	A separate sheet with your previous cancellation, refusal or suspension details	\times
Question 29	A separate sheet with your previous conditions, undertakings or limitations details	\times
Question 30	A separate sheet with your disqualifications details	\times
Question 31	A separate sheet with your conduct, performance or health proceedings	\times
Section I	A supervised practice plan form	\times
Question 33	An itinerary detailing the location of your teaching/research activity	\mathbf{X}
Question 34	A separate sheet with your additional description of your teaching/research activity	\times
Question 36	A position description	\times
Question 37	A separate sheet of the names and addresses of additional sites	\times
Question 38	Your supervisor's curriculum vitae	\times
Question 39	A separate sheet with reasons for why this criteria should not be applied	\times
Payment		
	Application fee	\times
	Registration fee	\times



Information and definitions

CERTIFYING DOCUMENTS

DO NOT send original documents.

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.aspx**
- 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,
- for documents containing a photograph, the following certification statement must be included by the authorised officer, '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', along with their signature, 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 via the Online Upload Service at www.ahpra.gov.au/registration/online-upload. 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.aspx

CHANGE OF NAME

You must provide evidence of a change of name if you have ever been formally known by another name(s) or if 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
- Deed poll
- Change of name certificate.

Faxed, scanned or emailed copies of certified documents will not be accepted.

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

Registered occupational therapists must meet the requirements of the Board's CPD registration standard. For more information, view the full registration standard online at www.occupationaltherapyboard.gov.au/Registration-Standards/Continuing-professional-development

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 your criminal history is relevant to the practice of your profession. You are not required to obtain or provide your Australian criminal

history report, Ahpra will obtain this check on your behalf. But if you have not given us certified proof of identity documents since October 2019, you will need to do this first.

Any document containing a photograph must be annotated with the statement *'I certify that this a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me.'* You may be required to obtain international criminal history reports. For more information, view the full registration standard online at

www.occupationaltherapyboard.gov.au/registration-standards and the requirements for supplying proof of identity and certified documents at www.ahpra.gov.au/Registration/Applying-for-registration/Proof-of-Identity and www.ahpra.gov.au/certify.aspx

CURRICULUM VITAE

Your curriculum vitae must:

- outline your personal information
- detail any gaps in your practice history of more than three months from the date you obtained your qualification
- 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**

ENGLISH LANGUAGE SKILLS

To be eligible for registration you **must** be able to provide evidence of English language skills that meet the Board's *English language skills registration standard*.

For further information, view the full registration standard online at **www.occupationaltherapyboard.gov.au/registration-standards**

IMPAIRMENT

The National Law defines impairment as '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'.

An illness or health condition that is safely managed is not the same as impairment, as these do not have a detrimental impact on your capacity to practise. Examples you do not need to tell us about include:

- wearing prescription glasses to correct your vision or hearing aids to correct your hearing, or
- seeing a psychologist for anxiety and following a treatment plan.

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

Practice means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a practitioner in their regulated health profession. Practice is not restricted to the provision of direct clinical care. It also includes using professional knowledge in a direct non-clinical relationship with patients or clients, working in management, administration, education, research, advisory, regulatory or policy development roles and any other roles that impact on safe, effective delivery of health services in the health profession.



PROFESSIONAL INDEMNITY INSURANCE (PII)

You cannot practise as an occupational therapist in Australia unless you are covered by your own, or third-party professional indemnity insurance (PII) arrangements that meet the requirements of the Board's registration standard. You need to understand how you are covered.

Remember, practising means using your skills and knowledge as a health practitioner in any paid or unpaid role in your profession.

Occupational therapists are exempt from requiring PII when:

- the scope of practice of an individual practitioner does not include the provision of healthcare or opinion in respect of the physical or mental health of any person
- a practitioner has statutory exemption from liability. That is, they are employed as a practitioner or are in another arrangement and are exempted from liability under state or Commonwealth legislation, or
- practitioners are registered in Australia but are practising exclusively overseas.

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.occupationaltherapyboard.gov.au/Registration-Standards/ Professional-indemnity-insurance

RECENCY OF PRACTICE

To ensure that you are able to practise competently and safely, you must have recent practice in your scope of practice in which you intend to work during the period of registration that you are applying for.

To meet the standard, you must have completed a minimum of:

- 750 hours of practice in the previous five years
- 450 hours of practice in the previous three years, or
- 150 hours of practice in the previous 12 months.

If you are returning to practice after an absence and not meeting the Board's recency of practice registration standard, the specific requirements for registration will depend on the scope of practice, your level of experience and the length of absence from that scope, including any continuing professional development undertaken.

If you propose to extend your scope of practice you must complete any advanced training/preparation that your peers would reasonably expect to ensure you are competent. If you are making a substantial change to a different scope you must submit a plan for professional development to the Board for approval before commencing the extended scope of practice. For more information, view the full registration standard online at

www.occupationaltherapyboard.gov.au/registration-standards

or the codes and guidelines at

www.occupationaltherapyboard.gov.au/codes-guidelines

REGISTRATION APPROVAL DATES

On the date of the Board's approval – this means your registration will start on the date all application requirements are received and you're assessed as eligible for registration.

On the date below or the date of the Board's approval, whichever is the latter – this means your registration will start on the date you nominated, providing it is after the date of the Board's approval. If not, then your registration will start on the date of the Board's approval.