



Chiropractic
Dental
Medical
Nursing and Midwifery
Optometry

Osteopathy
Pharmacy
Physiotherapy
Podiatry
Psychology

Easy online registration for practitioners

13 September 2010

Are you due to renew by 30 September 2010?

All registered health practitioners whose registration renewal is due by 30 September can now apply to renew online, whether or not they have received a renewal letter from their National Board.

If your registration is due at the end of this month, you can call AHPRA on 1300 419 495 and, when we have established your identity, our enquiries team will give you your user ID and password so you can renew your registration online.

If you are not sure when your registration is due, check your registration status on the National Register for your profession through the website at www.ahpra.gov.au. Follow the prompts and then click on your name, which is a hyperlink, to see your registration details.

AHPRA will be mailing out renewal notices this week to practitioners in professions who are due to renew their registration by 30 September 2010. Notices have already been mailed to medical practitioners who are due to renew their registration by the end of this month.

If you have not yet received a letter from your National Board and you want to apply to renew now, you can call the AHPRA contact centre on 1300 419 495 and get your login details so you can complete your renewal application through the website.

How do I know if I need to renew?

To find out if you are due to renew your registration, go to www.ahpra.gov.au and click on online services in the top right corner, then 'Check the Register' and follow the prompts to check your registration status and your registration renewal date. This will tell you if you should expect a letter and are due to renew by the end of the month.

What does the renewal process involve?

Online

If you renew online your renewal is processed automatically unless you make adverse declarations. If so, you will be renewed once your declarations are reviewed.

Note: If you have **Limited, Provisional or Non-Practising** registration OR if you are a **Chiropractor** the online renewal option is not available to you at this time.

Paper renewals

AHPRA is now processing a large number of postal applications and has made the following arrangements to make this as smooth as possible for registrants.



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Complete applications

If you have sent AHPRA a complete application for renewal of registration:

- It will be processed and approved
- AHPRA will send you a letter confirming your renewal has been approved
- AHPRA is updating registrant details on the public register as a priority. If there is a delay in these details being published on the online public register, you can use your confirmation letter from AHPRA as evidence of renewal of registration until the register is updated.

Incomplete applications

If you have sent AHPRA an application for renewal of registration that is not complete:

- AHPRA will return the application to you by mail so you can complete it and return it to AHPRA by 30 September 2010
- You can go online to www.ahpra.gov.au and apply to renew your registration online
- You can also return the completed application form to AHPRA in your capital city.

Applications requiring follow-up

If you have submitted an application that needs to be assessed, AHPRA will contact you directly. This is sometimes the case when an incomplete application has been submitted or it requires further clarification on some details. Registrants who have lodged an application to renew may continue to practise while their renewal is decided.

What if I don't renew on time?

You should try to renew your registration by the due date. Under the National Law, if you do not renew on time, you will remain registered for a one month 'grace period'. You can renew during this time (i.e. until 31 October 2010).

If you are due to renew by 30 September and you do not renew your registration by 31 October, your name will be removed from the Register and you will not be registered to practise.

The Board has no discretion under the National Law to extend registration to any practitioner who has not renewed within the one month 'grace period'. If you wish to practise again you must make a new application for registration and meet all the requirements under the National Law. This includes providing proof of identify and qualifications and criminal history checks.