

About to **graduate**?

Excited to start work as a registered **health practitioner**?

Smooth the transition from study to work by applying online now.

- Go to **www.ahpra.gov.au**
- Create your account and complete your application for registration.
- Upload your documents and pay the required fees. Check that you have provided everything you need to prove you've met the requirements for registration, including certified copies of your proof of identity.
- Wait for your education provider to send your graduate results to Ahpra.
- You can track the progress of your application from your online services account at <https://www.ahpra.gov.au/Login.aspx#loginFld>.
- Ahpra will finalise your application.
- **Once your name is published on the national register of health practitioners, you can now start work as a registered health practitioner!**

Avoid delays by providing as much information as possible when you submit your application including, if relevant, any criminal history or health impairments.

Check out our [Applying for graduate registration](#) video on the Ahpra website

Certifying documents

It's important that you get your photographic proof of identity documents certified correctly.

On documents with a photograph such as your passport or driver's licence you must make sure the authorised officer writes or stamps:

'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.'

To make sure your documents are certified correctly, please download or print the 'Certifying documents' guide from the Ahpra website **www.ahpra.gov.au** and take it with you to get your documents certified.

The guide provides a full list of authorised officers who can certify your documents (including teachers, bank officers, public servants, permanent employees of Ahpra and the following registered health practitioners: Aboriginal and Torres Strait Islander health practitioner, Chinese medicine practitioner, chiropractor, dentist, medical practitioner, medical radiation practitioner, nurse, midwife, occupational therapist, optometrist, osteopath, paramedic, pharmacist, physiotherapist, podiatrist, psychologist).

Certifying documents: Instructions for applicants



Step 1

Make a copy of the original document.

Step 2

Take the original document and your copy to an **Authorised Officer** who can certify documents.

In Australia, the following people are authorised to certify documents and photographic identity documents for the purposes of Ahpra and the National Boards:

- Registered health professions: Aboriginal and Torres Strait Islander health practitioner, Chinese medicine practitioner, chiropractor, dentist, medical practitioner, medical radiation practitioner, midwife, nurse, occupational therapist, optometrist, osteopath, paramedic, pharmacist, physiotherapist, podiatrist, psychologist.
- Public servants: Federal, state or territory or local – employed for five years or more.
- Teacher (full-time or part-time) at a school or tertiary education institution
- Legal professions: Legal practitioner, patent attorney, trademarks' attorney.
- Court positions: Bailiff, justice of the peace, judge, magistrate, registrar or deputy registrar, clerk, master of a court, CEO of a Commonwealth court
- Commissioner for Affidavits, or Commissioner for Declarations (dependent on jurisdictions)
- Government representatives (elected): Federal, state or territory or local
- Employees of the Australian Health Practitioner Regulation Agency
- Bank officer, building society officer, credit union officer, finance company officer – employed for five years or more
- Veterinary surgeon
- Accountant (member of ICA, ASA, IPA or CPA, ATMA, NTAA)
- Minister of religion, or marriage celebrant
- Member of:
 - Chartered Secretaries Australia
 - Engineers Australia, other than at the grade of student
 - Australian Defence Force (an officer; or a non-commissioned officer with five years or more of continuous service; a warrant officer)
- Australasian Institute of Mining and Metallurgy
- Notary public
- Holder of a statutory office not specified in another item in this Part
- Police officer
- Sheriff or sheriff's officer

Outside Australia, the following people are authorised to certify documents and photographic identity documents for the purposes of Ahpra and the National Boards:

- Notary public
- Australian consular officer or Australian diplomatic officer (within the meaning of the Consular Fees Act 1955)
- Employee of the Commonwealth or the Australian Trade Commission who works outside Australia.
- Justice of the peace

Step 3

You must ensure the Authorised Officer certifies your documents in line with Ahpra's requirements.

See page two of this document for instructions and examples.

The Authorised Officer will:

- check your copy is the same as the original
- visually compare your face against the photograph on any identity document to confirm that you are the person pictured in any of the documents with a photograph, and
- certify the copy of your documents with a photo and documents without a photo as outlined on page two of this document.

Incorrectly certified documents will not be accepted and will cause delays.

For more information, visit www.ahpra.gov.au/Registration/Registration-Process/Certifying-Documents.

Certifying documents: Instructions for Authorised Officers



Step 1

Inspect the original document to ensure that it is an original document.

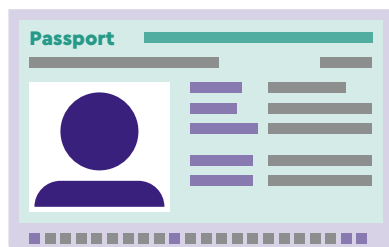
Check the copy provided to you is the same as the original document

If the document contains a photograph (e.g. passport, driver's licence) visually compare the person's face presenting the document against the photograph to confirm that the person presenting the document is the person pictured in the copy with a photograph.

Step 2

Documents with a photo

On documents with a photograph, sign, date the copy and write or stamp: **'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.'**



*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.***

A stylized handwritten signature in black ink.

Name, date, contact phone number, occupation/profession and profession number (if applicable).



Correct wording – refers to the document **and** to the **person** presenting the document



I have sighted the original document and certify this to be a true copy of the original.

A stylized handwritten signature in black ink.

Name, date, contact phone number, occupation/profession and profession number (if applicable).



Incorrect wording – refers to the **document only**, it must also refer to the person

Documents without a photo

On a single-page document, sign, date the copy and write or stamp:

'I have sighted the original document and certify this to be a true copy of the original.'

On documents with more than one page, e.g. a tenancy agreement, **initial every page**, number all pages (i.e. page 2 of 5 etc) and write or stamp the following on the first page: **'I have sighted the original document and certify this to be a true copy of the original.'**



I have sighted the original document and certify this to be a true copy of the original.

A stylized handwritten signature in black ink.

Name, date, contact phone number, occupation or profession and profession number (if applicable).



Correct wording – refers to the **document**

All documents

The certification statement must be on each certification document or, where there are multiple pages, the front page of every certification document. You must also write or stamp on the copy:

- your signature
- your full name
- your occupation or profession (including your occupation or profession number, if relevant)
- your stamp or seal (if relevant)
- your phone number, and
- the date.

Are you about to graduate as a health practitioner?



Avoid delays – read this!

Find out what you need to do for registration

Before we can register you, we first need to determine whether you meet the requirements for registration as a health practitioner. For this we need your graduate results which we receive direct from your education provider. We also need any other documents required by your National Board to prove that you've met their registration standards. You need to include all relevant information in your application including, if relevant:

- health impairments
- criminal history, and
- how you will meet the English language skills requirement.

It's important that you provide as much information as possible with your application because assessment may be delayed if we need to contact you for further information.

You also need to make sure your photo ID documents are certified correctly as incorrectly certified documents will cause delay.



Check out our [Applying for graduate registration](#) video on the Ahpra website

Certifying photo ID documents

It's important that you get your photographic proof of identity documents certified correctly.

On documents with a photograph such as your passport or driver's licence you must make sure the authorised officer writes or stamps:

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To make sure your documents are certified correctly, please download or print the guide '[Certifying Documents](#)' and take it with you to get your documents certified.

The guide provides a full list of authorised officers who can certify your documents (including teachers, bank officers, public servants, permanent employees of Ahpra and the following registered health practitioners: Aboriginal and Torres Strait Islander health practitioner, Chinese medicine practitioner, chiropractor, dentist, medical practitioner, medical radiation practitioner, nurse, midwife, occupational therapist, optometrist, osteopath, paramedic, pharmacist, physiotherapist, podiatrist, psychologist).

Criminal history

In your application you need to tell us about any criminal history.

Criminal history includes every:

- conviction for an offence
- plea of guilty or finding of guilt by a court for an offence, whether or not a conviction is recorded for the offence, or
- charge for an offence.

You need to supply a complete criminal history with your application irrespective of the time that has lapsed since the charge was laid or the finding of guilt was made. This is because under the National Law, spent convictions legislation does not apply to criminal history disclosure requirements.

We conduct an Australian criminal history check on every applicant. This cost is covered in your application fee.

Your National Board will decide whether your criminal history is relevant to the practise of the profession.

Your application will be significantly delayed if you do not declare your criminal history in your application and a criminal history is found during the screening process.

If you have lived overseas for a period of six consecutive months or more as an adult you will also need to complete an international criminal history check. It is your responsibility to request and pay for your international criminal history check through an Ahpra-approved supplier. We cannot register you until we have received the results of your criminal history checks.

The results will be passed to us directly.

More information, including the list of Ahpra-approved suppliers, is available on our [International criminal history checks page](#).

Health impairments

You need to tell us about any impairments that may affect your ability to practise.

Impairment means any physical or mental impairment, disability, condition or disorder (including substance abuse or dependence), that detrimentally affects or is likely to detrimentally affect your ability to safely practise the profession.

Having an impairment will not necessarily prevent you from practising. However, we need to know what you are doing to manage your impairment. We may require current documentation about your diagnosis and/or treatment plan and a statement regarding your current fitness to practise from your treating health practitioner. It's important that you provide all details of any impairments and how you are managing them when you submit your application. Your application may be delayed if we need to contact you for further information.

English language skills

One of the mandatory standards that you'll need to meet to become registered is English language skills. That's because as a health practitioner, you need to be able to understand patients and respond appropriately to their concerns or preferences.

There are a few pathways for how you may meet the English language skills standard, including:

- the primary language pathway
- combined secondary and tertiary qualifications pathway
- the extended education pathway, and
- by sitting an English language skills test via an Ahpra-approved provider.

You may be required to provide evidence of how you meet your Board's *English language skills registration standard*.

If you haven't completed six years of continuous full-time education taught and assessed solely in English in a recognised country, you may need to sit an English language test. Recognised countries include: Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom and United States of America. With the exception of South Africa, these countries are recognised by the Department of Home Affairs for the purposes of exempting applicants from having to sit a test to demonstrate English language skills. More information about recognised countries and the English language skills registration standard can be found on each Board website, accessible via the [Registration Standards](#) page.

Please note that the Aboriginal and Torres Strait Islander Board of Australia and the Nursing and Midwifery Board of Australia have different pathways for English language skills, please visit their websites to find out more.

How do I apply?

You can apply for registration online in three easy steps.

1. Create an account from the [start online application](#) button and complete your application
2. Upload your documents and pay the required fees. Check that you have provided everything including certified copies of your proof of identity.
3. Wait for your education provider to provide your graduate results to Ahpra.

You can track the progress of your application from your [online services account](#).

Once we've received your graduate results from your education provider and are satisfied that you have met all the requirements for registration, we will then finalise your application.

What happens next?

After we have assessed your complete application, we will register you, register you with conditions or refuse your application.

We will let you know the outcome of your application. If you are registered, we will publish your name on the [national register of health practitioners](#), accessible from the Ahpra and Boards' websites.

Once your name is on the national register of practitioners, you can start work as a registered health practitioner!

What do I do if I'm not able to apply online?

Our online application form asks a series of questions to ensure you are eligible to apply for registration online. If you're not eligible to, or can't apply online, please go to your [National Board's](#) website and click through to the Forms page to download the relevant form. More information is available on our [Other Graduate Application Types](#) webpage.

How long does it take to assess my application?

Once we've received your graduate results from your education provider, we aim to finalise your application within two weeks. That's if you've provided everything you need to prove you've met the requirements for registration. A few education providers submit graduate results in late October with the majority sending through their graduate results in late November to mid-December.

While we can't finalise your application until after we've received your graduate results, we begin to assess your application beforehand so that it's ready to go pending your results. That's why we encourage you to submit your application early and to check whether you've provided everything you need to prove that you've met the requirements for registration. This is particularly important during end-of-year peak graduate period where we receive approximately 25,000 applications within a few months.

It may take longer to assess your application if:

- your ID documents are not correctly certified
- you have not provided all the information required
- you have indicated you have a health impairment that requires more detailed assessment
- you do not declare your criminal history, or
- there is a delay in receiving the results of [International criminal history checks](#) from an Ahpra-approved supplier.

Criminal history:

What you must declare for registration

Before we can register you, we need to determine whether you are suitably trained, qualified and meet the requirements for registration as a health practitioner. This includes whether you have any criminal history either in Australia or in some cases overseas.

When considering if your criminal history will affect your registration, the National Board will look at the facts and circumstances, what steps you have taken to address that conduct, and how it may affect your good standing as a member of the profession.

We do an Australian criminal history check on every applicant for registration so it's important that you tell us if you have something to report. If you don't, it will delay assessment of your application.

Australian criminal history check

In your application you must tell us about your criminal history. An Australian criminal history check will also be completed by us as part of your application – the cost is covered in your application fee.

You need to supply a complete criminal history with your application irrespective of the time that has lapsed since the charge was laid or the finding of guilt was made. This is because under the National Law, spent convictions legislation does not apply to criminal history disclosure requirements. Your application will be significantly delayed if you do not declare your criminal history in your application and a criminal history is found during the screening process.

International criminal history check

If you declare a criminal history outside Australia or you've lived overseas as an adult for more than six consecutive months you will need to request and pay for an international criminal history check through an Ahpra-approved supplier.

The results will be passed to us directly.

More information, including the list of Ahpra-approved suppliers, is available on our International criminal history checks page at www.ahpra.gov.au/Registration/Registration-Process/Criminal-history-checks/International-Criminal-History.

What type of criminal history do I have to tell you about?

Criminal history includes:

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

There are different requirements in different states and territories.

You must let us know if:

- *you're in Western Australia and you've been convicted for unpaid parking fines*
- *you're in Queensland and pleaded guilty to an offence charge and the outcome was guilty without conviction*
- *you're in Tasmania and you've received a speeding or parking fine*

If you were convicted of an offence more than ten years ago you must tell us about the offence. This is because spent convictions legislation does not apply to criminal history disclosure requirements.

What do I have to do next?

If you have a criminal history that you need to tell us about, answer yes in response to the question 'do you have a criminal history in Australia' and provide details of the conduct, eg. in 2007, I was caught shoplifting.

Upload a statement regarding the facts and circumstances and what steps you have taken to address that conduct so that it does not affect your good standing as a member of the profession.

English language skills pathways

All professions except Aboriginal and Torres Strait Islander health practice and nursing and midwifery

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The English Language Standard has four pathways that you can use to demonstrate English language competence.

Use this diagram to determine which pathway is best for you.

Primary language means the language you primarily use and the language that you know best and are most comfortable with.

Recognised countries include: Australia, Canada, New Zealand, Republic of Ireland, South Africa, United Kingdom and United States of America. With the exception of South Africa, these countries are recognised by the Department of Home Affairs for the purposes of exempting applicants from having to sit a test to demonstrate English language skills. More information about recognised countries and the *English language skills registration standard* can be found on each Board website, accessible via the *Registration Standards* page.

