



Allied Health Professions Council
c/o Secretariat of healthcare Professional Boards (SPB)
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AHPC Ref: 5.8

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Registered Allied Health Professionals (AHPs)
HR Directors / HR Personnel for AHPs

RENEWAL OF PRACTISING CERTIFICATE FOR ALLIED HEALTH PROFESSIONALS

The Allied Health Professions Council (AHPC) would like to inform that the annual renewal for Practising Certificate (PC) will commence on Sunday, 1 October 2023 for registered AHPs on Full or Restricted registration and whose PCs will be expiring on 31 December 2023.

2 All registered AHPs who are required to renew their PC must submit their application with the relevant prescribed fees i.e. the application fee of SGD20 and a practising fee of SGD140 per year (or part thereof). AHPs under Full or Restricted registration who intend to continue practising in Singapore for longer than a year should select the Full Fee (2 years) option¹.

3 From 1 October 2023, all AHPs who are required to renew their PC will be notified via an e-mail from the Professional Registration System (PRS) for the PC renewal. All applications for renewal of PC must be submitted online via the PRS. Registered AHPs who are Singapore Citizens (SC), Permanent Residents (PR) or holders of work pass may log in to the PRS only via Singpass. You may refer to the "User Manual for Existing Registered Allied Health Professionals" under "PRS User Guides & Application Forms" at the "Forms & Downloads" page on AHPC's website for guidance on how to submit your application for PC renewal.

4 Pursuant to Section 3² of the Allied Health Professions Act ("Act"), you must be registered and have a valid PC to be considered a duly qualified allied health

¹ The SGD20 application fee applies for both the 1-year or 2-year PC application.

² Section 3 of the Act states that: "In this Act and in any written law, unless the context otherwise requires, "duly qualified allied health professional", or any expression importing a person recognised by law as a member of one of the prescribed allied health professions, means a person who is registered allied health professional and has a valid practising certificate.

professional. It is an offence under Section 29(1)³ of the Act to practise without a valid PC and any person who is guilty shall be liable on conviction to a fine not exceeding \$25,000 or to imprisonment for a term not exceeding 6 months or to both and, in the case of a second or subsequent conviction, to a fine not exceeding \$50,000 or to imprisonment for a term not exceeding 12 months or to both.

5 Application for renewal of PC should be made no later than 30 days before the expiry of your PC. A late application fee of SGD100 shall be charged for late renewal applications. To avoid incurring this late application fee, you must submit your application for PC renewal **before 2 December 2023**. There will be no waiver for the late application fee and appeals for a waiver will not be considered. Please note that in the event of a late submission, AHPs may be required to stop their practice if their application cannot be processed in time before their current PC lapses. Failure to stop practising without a valid PC will result in an offence stated in paragraph 4.

6 Your personal information must be accurate and up-to-date before you complete your application for a new PC. Please check and update your particulars if necessary⁴. **Please note that failure to inform the Registrar of any change in the registered AHP's name and residential address is an offence⁵ under the Allied Health Professions Act. Any person who contravenes subsection (4)(a) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$1,000.** Any updates to your particulars should be done before the commencement of the PC renewal for AHPs on 1 October 2023. You may also refer to the PRS User Manual for guidance on how to update your particulars.

³ Section 29(1) of the Act states: "A person who is not a duly qualified allied health professional shall be guilty of an offence if he –

- (a) willfully and falsely pretends to be a duly qualified allied health professional;
- (b) practices any prescribed allied health profession or a branch thereof, under the style or title of an allied health professional from a prescribed allied health profession or under a name, title, addition or description implying that he holds any diploma, degree or qualification in a prescribed allied health profession or in a branch thereof;
- (c) takes or uses any name or title set out in the second column of the Second Schedule, or any other word in any language having the same meaning or being to the like intent;
- (d) takes or uses any name, title, sign, uniform, badge, or any other addition or description implying, whether in itself or in the circumstances in which it is used, that he is qualified to practice a prescribed allied health profession or a branch thereof; or
- (e) advertises or holds himself out as an allied health professional from a prescribed allied health profession.

⁴ Section 14(4) of the Allied Health Professions Act (AHPA) states that "Subject to subsection (6), every person whose name is entered in a register shall inform the Registrar in writing of –

- (a) Any change in his name or residential address;
 - (b) Any change in his practice address or such of his other particulars as may be prescribed; or
 - (c) Any change of or addition to his qualification,
- within 28 days after such change or addition.

Section 14(6) states that "A person who makes a report of a change in his residential address under section 8 of the National Registration Act (Cap. 201) shall be deemed to have complied with subsection 4(a) on the date on which he makes the report.

⁵ Section 14(5) states that "Any person who contravenes subsection 4(a) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$1,000.

7 AHPs who do not receive AHPC's e-mails should check their email addresses in the PRS and update if necessary and at the same time inform AHPC at AHPC@spb.gov.sg to resend the renewal notice.

HUMAN RESOURCE (HR) PERSONNEL'S ASSISTANCE

8 The AHPC would like to seek the assistance of HR personnel in disseminating this information to the AHPs in your organisation. AHPs should be informed or reminded to submit their applications for renewal of PC early to avoid incurring the late application fee.

9 You can contact AHPC@spb.gov.sg if you require further clarifications.

Thank you.



MS. SURAYA TALIP
EXECUTIVE SECRETARY
ALLIED HEALTH PROFESSIONS COUNCIL