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To: All Allied Health Professionals and Human Resource Personnel

SECOND PHASE OF ALLIED HEALTH PROFESSIONS COUNCIL (AHPC)'S PROFESSIONAL REGISTRATION SYSTEM

The AHPC would like to inform you that the second phase of our Professional Registration System (PRS) will roll out on Thursday, 4 June 2015.

2 In this second phase, the following additional functions will be made available on the PRS:

- a) Application for Reprint of Practicing Certificate (PC) and Registration Certificate (RC);
- b) Application for Certificate of Good Standing (CGS); and
- c) Application for Extension of Conditional Registration or Conversion from Conditional to Full or Restricted Registration.

3 This phase introduces a range of new services for the already registered allied health professional (AHP). If you are registered with the AHPC, you will be able to submit your applications for reprint of PC and RC, CGS and extension or conversion of registration online. Human Resource (HR) personnel who have applied for Administrator (HR) user accounts will also be able to submit applications for extension or conversion of registration on behalf of their employees.

PRS USER MANUALS

4 In preparation for the new set of functionalities, the AHPC has updated their PRS user manuals for groups affected by the second phase of the PRS implementation. Existing registered AHPs and human resource officers may download the latest versions of their step-by-step user guides from the "Forms & Downloads" page on AHPC's website at the following link:

http://www.healthprofessionals.gov.sg/content/hprof/ahpc/en/topnav/forms_downloads.html

CESSATION OF MANUAL APPLICATIONS

5 With the implementation of the second phase of the PRS launch, many of AHPC's services will be made available electronically. In order to serve the needs of AHPs and their employing institutions in a more efficient manner, the AHPC is moving towards online applications. As such, we wish to inform that with effect from 1 July 2015, the AHPC will no longer accept manual application forms for the following services:

- a) Applications for registration with the AHPC (for new and existing registrants);
- b) Applications for renewal of PC;
- c) Applications for reprint of PC and RC;
- d) Applications for CGS; and
- e) Update of particulars.

6 Any manual application forms received after 30 June 2015 will be returned to the applicant or employer. Only manual submissions from AHPs who are intending to seek registration as a visiting expert will be accepted. All registered AHPs and human resource officers with access to the PRS are strongly recommended to familiarise themselves with the PRS and/or download copies of the relevant user guides during this transitional period.

FOR MORE INFORMATION

7. Please visit the AHPC website at www.ahpc.gov.sg to download the various user manuals for the new PRS. You may also write to enquiries@ahpc.gov.sg if you require further clarifications after you have reviewed the information available on our website.

Thank you.



MS. SURAYA TALIP
EXECUTIVE SECRETARY
ALLIED HEALTH PROFESSIONS COUNCIL