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To: Allied Health Professionals (AHPs) with Practising Certificates (PCs) lapsing on 31 December 2016 and Human Resource (HR) Personnel

COMMENCEMENT OF PC MASS RENEWAL EXERCISE FOR ALLIED HEALTH PROFESSIONALS

The Allied Health Professions Council (AHPC) would like to inform you that the PC mass renewal exercise will commence from Saturday, 1 October 2016. Individuals who are affected by this exercise include registered AHPs under full or restricted registration whose PCs are lapsing on 31 December 2016.

2 All registered AHPs who wish to practise in Singapore need to apply and pay the relevant prescribed fees for a PC. The prescribed fees include an application fee of SGD20 and a practicing fee of SGD140 per year or part thereof. AHPs under full or restricted registration who intend to continue practising in Singapore must select the Full Fee (2 years) option. This will allow you to save SGD20 on the application fee which would be charged each time you submit an application for PC renewal for your 2nd year of practice. If you wish to renew your PC for 1 year, please write in to us at admin@ahpc.gov.sg to communicate your request and reason/s.

3 Application for renewal of PC should be made no later than 30 days before the expiration of your PC. A late application fee of SGD100 shall be charged for late renewal applications. To avoid incurring this late charge, you must submit your application for PC renewal before 2 December 2016.

SUBMISSION OF APPLICATION FOR RENEWAL OF PC

4 Your application for renewal of PC must be submitted online via the AHPC's Professional Registration System (PRS). A user manual entitled "User Manual for Existing Registered Allied Health Professionals" is available for download from the "PRS User Guides & Application Forms" at the "Forms & Downloads" page on AHPC's website. It provides a step-by-step guide on how to submit your application for PC renewal with the PRS.

5 Before you submit your application for renewal of PC, we recommend that you log into the PRS to update your particulars. This can be done before the commencement of the PC mass renewal exercise on 1 October 2016 (Saturday). Your

personal information needs to be accurate and up-to-date in order for you to complete your application for a new PC. Applications for Update of Particulars may take up to a week to be approved. A step-by-step guide on how to update your particulars can be found in the user manual as well.

6 The AHPC would also like to reiterate that with effect from 1 July 2015, the AHPC no longer accepts manual application forms for services which are available on the PRS. Any manual application forms received will be returned to the applicant or employer.

HR PERSONNEL'S ROLE IN PC MASS REGISTRATION

7 The AHPC would like to seek the assistance of HR personnel in disseminating this information to their organisation's AHPs. Therapists should be encouraged to submit their applications for renewal of PC early so as to avoid incurring the late fee. Please note that in the event of a late submission, AHPs may be required to stop their practice if they do not receive their new PC before the expiry of their current PC.

8 All AHPs will receive e-mail prompts from the PRS to submit their application for PC renewal after the commencement of the mass renewal exercise from 1 October 2016. AHPs who do not receive any e-mail prompts from the AHPC should inform us by writing to admin@ahpc.gov.sg so that their e-mail address can be updated in the system.

FOR MORE INFORMATION

9 Please visit the AHPC website at www.ahpc.gov.sg to download the user manual for registered AHPs on how to use the PRS. You may also write to admin@ahpc.gov.sg if you require further clarifications after you have reviewed the information available on our website.

Thank you.



MS. SURAYA TALIP
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