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To: NYP Occupational Therapy and Physiotherapy Students graduating in 2015

APPLICATION FOR REGISTRATION WITH THE ALLIED HEALTH PROFESSIONS COUNCIL FOR NANYANG POLYTECHNIC GRADUATES

Congratulations on your upcoming graduation from your professional programmes at Nanyang Polytechnic (NYP). This circular is intended to facilitate your registration with the Allied Health Professions Council (AHPC) if you intend to practice as an occupational therapist or a physiotherapist upon graduation. You may also wish to furnish a copy of this letter to your potential employer so that they are also informed of the requirements for your registration application.

STARTING WORK IN YOUR PROFESSION

2 Please note that you cannot start practicing your profession upon completing your examinations. You will have to be registered, and have applied for your practicing certificate (including payment of the relevant fees) **before** starting work in your profession.

ELIGIBILITY FOR REGISTRATION

3 As a new graduate from NYP, you will only be eligible for Conditional Registration with the AHPC. If you are working full-time, you will be required to complete 1 year of supervised practice satisfactorily and according to AHPC's requirements. If you are working part-time, the duration of your supervised practice will be 2 years. Please note also that practitioners on part-time employment are required to maintain a minimum of 20 work hours per week for the full duration of their supervised practice period.

EMPLOYMENT OFFER

4 As you are required to work under supervision, you will need to secure an employment offer from an organisation which is able to comply with the AHPC's Supervised Practice Guidelines (2014) before applying for registration. The Guidelines can be downloaded from "Forms & Downloads" at www.ahpc.gov.sg.

APPLYING FOR REGISTRATION ONLINE

5 The AHPC will be launching the online Professional Registration System (PRS) this year. The graduating cohort from NYP's occupational therapy and physiotherapy will be required to submit their applications for registration online via the PRS instead of manual submissions as was done in the past. Any manual applications received from NYP graduates will be returned to the applicant/employer.

6 The PRS will be made available on the 17 March 2015, and may be accessed via the AHPC website (www.ahpc.gov.sg). To access the online application, you will have to click on the button on the left column of the page labelled "Pre-Application". A user manual for local graduates on how to use the PRS for your registration application is available for download at the "Forms & Downloads" page of the AHPC website.

Required documents

7 When applying for registration, you are responsible for completing the online application form accurately and uploading the following supporting documents:

- a) Recent passport size photograph;
- b) Photocopy of NRIC or workpass (Photocopy of passport is accepted only if you do not have a NRIC or workpass);
- c) Letter of offer of employment; and
- d) Form SF2 – Undertaking by Supervisor

You are strongly encouraged to obtain a copy of the abovementioned documents (c) and (d) from your employers prior to submitting the application online. The omission of the supporting documents will cause delays in the processing of your applications.

Ensuring a valid and active e-mail address

8 Please ensure that you have provided the correct and active email address where you can be contacted in your registration application. All future correspondence from the AHPC will be sent to this e-mail.

Source verification of your qualification

9 You will not be required to provide a photocopy of your diploma certificate¹ or arrange for your transcript to be sent from NYP to AHPC if you have consented for NYP to release your graduation information to AHPC for source verification of your qualification. However, we will only be able to complete your registration after NYP has verified your graduation with AHPC. This information will only be available to AHPC when your results are confirmed and released.

¹ A photocopy of your diploma certificate will need to be provided when you apply for full registration subsequently.

Registration & Practicing Certificate Fees

10 The fee for registration is \$200 and the application fee and practicing certificate fees are \$20 and \$140 per year or part thereof respectively. Arrangements for the payment of your registration and practicing certificate fees should be first discussed and resolved with your potential employers. You are strongly advised to make the payment online via eNETS or credit card together with your application and submit the receipt for claims if your employer had agreed to pay these fees on your behalf to ensure that the applications are processed in a timely fashion.

11 In the event that your potential employer insists on paying the fees directly to the AHPC on your behalf, the AHPC should be notified of these arrangements by your employer **before** you submit your online application. Otherwise, you will need to make the payment online in order to submit your application successfully.

Incomplete applications

12 To ensure the smooth processing of your application and avoid unnecessary delays, please ensure that you have submitted the complete set of supporting documents and fees required; or otherwise made arrangements with your employer to do so. The AHPC will only hold incomplete applications for 30 days before it is considered withdrawn. Following which, you will be required to submit a new application and incur fresh charges.

Completing your registration with the AHPC

13 If your application is complete with all its required supporting documents, with an employer who is able to meet AHPC's supervision requirements, we will inform you of your registration outcome via e-mail within 2 working days of the release of your results. However, if clarifications on the application are required (i.e. suitability of supervisors or other issues affecting your registration), there will be delays in the processing of your application.

14 Please read your outcome email carefully. Your outcome email will provide you with your **Registration Number** with the AHPC and **an appointment to collect your registration certificate.**

- a) For applicants who are paying for their practicing certificate application and fees personally, you will have to log into the PRS to make payment before collecting your registration certificate to complete your application for registration with the AHPC. You should log into the PRS with the Registration number provided in your outcome email and your chosen password when you first used the PRS and follow the instructions on how to make payment.
- b) For applicants whose employers are paying for their practicing certificate application and fees on their behalf, please come down to the AHPC on your appointment date to complete your registration process after you receive your outcome email. Please note that AHPC has to be informed that your employer is making payment for you and payment should be made before the release of your final examination results.

When can I expect to start work?

15 You can start practising as a/an Occupational Therapist/Physiotherapist once you have made payment for your practicing certificate and personally collected your registration certificate.

FOR MORE INFORMATION

16 Please visit the AHPC website at www.ahpc.gov.sg for more information. You will also be able to download the 2015 local graduates user manual for the new PRS, Supervised Practice Guidelines and Form SF2 – Undertaking by Supervisor from the website.

Thank you.

A handwritten signature in black ink, appearing to read 'Suraya Talip', with a horizontal line underneath the name.

MS. SURAYA TALIP
EXECUTIVE SECRETARY
ALLIED HEALTH PROFESSIONS COUNCIL