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To: All Allied Health Professionals and Human Resource Personnel

LAUNCH OF ALLIED HEALTH PROFESSIONS COUNCIL (AHPC)'S ONLINE PROFESSIONAL REGISTRATION SYSTEM

The AHPC would like to inform you that our new Professional Registration System (PRS) for regulated allied health professional groups will be launching on 7 May 2015. The PRS will replace previous manual submissions for registration and streamline AHPC's processes so that we may continue to serve allied health professionals (AHPs) and their employing institutions better.

2 The implementation of the new PRS will be carried out in phases. During this initial period, the functions that will be available are as follows:

- a) Application for registration with AHPC;
- b) Practicing certificate (PC) renewal and application; and
- c) Update of allied health professional's particulars

FOR ALLIED HEALTH PROFESSIONALS ALREADY REGISTERED WITH AHPC

3 If you are an AHP who is already registered with AHPC, you may access the PRS at the AHPC website (www.ahpc.gov.sg) by clicking on the "Login for Allied Health Professionals and Providers" button on the left of the page. Alternatively you may also login directly at the following link:

<https://prs.moh.gov.sg/prs/internet/common/internet.action?hpe=AHPC>

4 Before the launch of the PRS on 7 May 2015, registered practitioners will receive two e-mails from the AHPC. The first e-mail will inform you of your registration number and login ID. Your login ID is your assigned registration number with the AHPC and this can be found on your Registration Certificates and Practicing Certificates. The format of your registration number is an "A" followed by 6 numbers and a letter of the alphabet (i.e. A1234567B). The second e-mail will provide you with a password to access the PRS. If you do not receive these emails, please contact the AHPC Secretariat at enquiries@ahpc.gov.sg with the subject heading "Password to access PRS".

5. At this time, existing practitioners may use the PRS to submit their application for PC renewal and update their particulars. A user manual for existing registrants on how to use these functions is available for download at the “Forms & Downloads” page of the AHPC website.

FOR ALLIED HEALTH PROFESSIONALS APPLYING FOR REGISTRATION WITH AHPC

6. If you are an AHP who is seeking registration with the AHPC, you may submit your application online by going to AHPC’s website (www.ahpc.gov.sg) and clicking on the button on the left column of the page labelled “Pre-Application for Allied Health Professionals Registration”. Alternatively you may also access the application page directly at the following link:

<https://prs.moh.gov.sg/prs/internet/reg/pa/initPreApp.action?hpe=AHPC>

7. Before submitting your application for registration, we strongly recommend that you go through the AHPC’s website to find out more about the criteria for registration.

8. A user manual for both local and overseas graduates on how to submit your application for registration is available for download at the “Forms & Downloads” page of the AHPC website.

FOR HUMAN RESOURCE PERSONNEL (HR)

9. If you are a HR personnel who would like to apply for an Administrator (HR) User Account, you must fill up a form which is available for download at the “Forms & Downloads” page of the AHPC website (www.ahpc.gov.sg). Please note that the standard processing time for the issue of an Administrator (HR) User Account is 7 working days and you will be informed of the outcome via e-mail.

10. Once you have been issued with an Administrator (HR) User account, you may access the PRS by clicking on the “Login for Allied Health Professionals and Providers” button on the left column of the AHPC website. Alternatively you may also access the page directly at the following link:

<https://prs.moh.gov.sg/prs/internet/common/internet.action?hpe=AHPC>

11. Please note that at this point in time, Administrator (HR) Account users may use PRS to submit online applications for registration for potential employees only. A user manual for this is available for download at the “Forms & Downloads” page of the AHPC website.

FOR MORE INFORMATION

12. 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.

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