

AHPC Ref: 5.8

Circular Number: 1809-C03

Date: 5 September 2018

All registered Allied Health Professionals (AHPs) whose Practising Certificates (PCs) will be expiring on 31 December 2018  
HR Directors and Human Resource (HR) Personnel i/c of AHPs

## **COMMENCEMENT OF PRACTICING CERTIFICATE MASS RENEWAL FOR ALLIED HEALTH PROFESSIONALS**

The Allied Health Professions Council (AHPC) would like to inform that the Practising Certificate (PC) mass renewal will commence from Monday, 1 October 2018 for registered AHPs under Full or Restricted registration whose PCs will be expiring on 31 December 2018.

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 for longer than a year should select the Full Fee (2 years) option<sup>1</sup>.

3 From 1 October 2018, all affected AHPs will receive automatic e-mail prompts from the Professional Registration System (PRS) on the PC renewal. AHPs who do not receive the e-mail prompts should update their email addresses in the AHPC Professional Registration System (PRS) and inform us at [admin@ahpc.gov.sg](mailto:admin@ahpc.gov.sg) to resend to your new email.

4 **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 charge, you must submit your application for PC renewal **before 2 December 2018**. There will be no waiver for the late application fee and appeals for a waiver will not be considered.

---

<sup>1</sup> The SGD20 application fee applies for both the one year or 2-year PC application.

## SUBMISSION OF APPLICATION FOR RENEWAL OF PC

5 Your application for renewal of PC must be submitted online via the PRS. A user manual titled “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 through the PRS.

6 Your personal information must be accurate and up-to-date before you complete your application for a new PC. Before you submit your application for renewal of PC, please log into the PRS to check and update your particulars if necessary<sup>2</sup>. Please note that failure to inform the Registrar of any change in the registered AHP’s name and residential address is an offence under the Allied Health Professions Act (AHPA), as indicated in the footnote below under subsection 14(4)(a). Updates to your particulars can be done before the commencement of the mass PC renewal on Monday, 1 October 2018. A step-by-step guide on how to update your particulars can be found in the user manual as well.

7 Please note that with effect from this year, your PCs will be delivered to you **via normal mail** unless arrangement has been made for them to be sent directly to your organisation (refer to paras 11 and 12 below).

## USE OF SINGPASS TO LOG INTO THE PROFESSIONAL REGISTRATION SYSTEM

8 With effect from 1 April 2017, registered AHPs who are Singaporeans, Permanent Residents (PR) or holders of work permits may only log into the PRS only via SingPass and the SingPass 2FA. Option to log in with your AHPC registration number is no longer available.

9 Please inform AHPC at [admin@ahpc.gov.sg](mailto:admin@ahpc.gov.sg) if you wish to renew your PC, but are no longer holding a valid work permit.

---

<sup>2</sup> 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(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.

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.

## **HUMAN RESOURCE (HR) PERSONNEL'S ROLE IN PC MASS REGISTRATION**

10 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 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 in time.

11 If an organisation has more than 20 AHPs who have given their consent for the HR to collect the PCs on their behalf, arrangement may be made for the PCs to be delivered to the organisation directly. Organisations interested in this option are required to submit the collated list with the AHPs' consent to the AHPC Secretariat by Friday, 21 September 2018 at [admin@ahpc.gov.sg](mailto:admin@ahpc.gov.sg).

12 AHPs who have given their consent for their HR to collect the PCs on their behalf are required to log in to the PRS to submit their application for the renewal by Friday, 16 November 2018 in order for AHPC to dispatch the PCs to their organisations between 26 – 30 November 2018. Those who fail to do so will have their PCs sent to them directly **via normal mail**.

### ***FOR MORE INFORMATION***

13 Please visit the AHPC website at [www.ahpc.gov.sg](http://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](mailto:admin@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