

AHPC Ref: 5.8

Circular Number: 1703-C02

Date: 17 March 2017

To: All Allied Health Professionals and Human Resource Personnel

TEMPORARY REGISTRATION FRAMEWORK FOR VISITING EXPERTS (VE)

This circular informs you of the Allied Health Professions Council (AHPC's) criteria for temporary registration (VE) and the application process.

BACKGROUND ON TEMPORARY REGISTRATION

2 Applicants who are granted temporary registration with the AHPC may engage in training, teaching, or research in his profession. Temporary registration may also be applied to professionals to meet critical areas of service needs.

3 The AHPC has received a number of applications for temporary registration (VE) for individuals who possess the knowledge, experience and skills to teach and/or provide training to allied health professionals in professional related areas (i.e. assessment and treatment).

4 Recently, the Council has received feedback on the temporary registration (VE) criteria. To clarify the AHPC's requirements for this registration category, the necessary information has been set out in this circular and updated on the AHPC's website.

TEMPORARY REGISTRATION (VE) ELIGIBILITY CRITERIA

5 VEs will need to apply for temporary registration with the AHPC if they are:

- I. Delivering lectures or leading in workshops/lectures/seminars where hands-on demonstration on clients/patients/care-givers is involved; and
- II. Jointly consulting and advising patients/ caregivers together with other health professionals.

In addition, VEs must meet the following criteria:

- I. Possess basic professional qualification which is on the AHPC's List of Recognised Qualifications OR relevant professional qualification (at least equivalent to a post-graduate Masters degree) recognised in the country of training;

- II. Have more than three years of relevant practice experience in another country (work experience is relevant to the area being shared/taught, and in a reputable centre of excellence for the area/s concerned);
- III. Passed the national licensing examinations in the country of training/last country of practice (if applicable).

APPLICATION PROCESS

6 Organisations who intend to invite VEs to conduct training or consult with patients/caregivers will need to submit an application for Temporary Registration two months before the intended starting date of the programme. If the registration approval is not granted prior to the intended starting date of the workshop/lecture/seminar/joint consultation due to late submission, the VE may not proceed to teach, train, consult and participate in the programme until the registration process has been completed and approved. Each application is once-off and valid only for the duration of the VE programme with the specified organisation.

7 Applications for temporary (VE) registration should be submitted via hardcopy application forms and accompanied by a cheque payment of prescribed fees (Registration application fee: SGD200, Application fee for Practising Certificate: SGD20, Practising Certificate fee: SGD140). A full application should include the following documents which have to be completed and provided by both the VE and organisation conducting the training. The relevant forms may be downloaded from the AHPC's website at our "Forms and Downloads" page.

Documents to be Completed & Provided by Applicant

- 8 Documents to be provided by the applicant include:
- I. Duly completed form RR1: Application form for Allied Health Professions Registration;
 - II. Duly completed form RR5 Application/ Renewal form for Practising Certificate;
 - III. Copy of NRIC, workpass or passport;
 - IV. Curriculum Vitae;
 - V. Copy of basic and postgraduate qualification certificates;
 - VI. Copy of Certificate of Registration with other regulatory authorities; and
 - VII. Copy of results of licensing or national examination (if applicable)

Documents to be Completed & Provided by Organisation

9 The organisation conducting the training should provide, in support of their application, the following:

- I. Duly completed form RR2: Details of Job Appointment/Activity in Singapore;
- II. Training/education programme (i.e. Details of the workshops/ lectures/ seminars/ joint consultations);
- III. Letter from host institution or education provider in Singapore stating purpose of application and period of registration required; and
- IV. Original letter of verification of the overseas expert's field of speciality and/or expertise. This letter must be issued by the Head of the respective Clinical

department and Chairman, Medical Board (or equivalent) of the host institution (applicable for public sector institution) or by the Dean of the education or training provider, affirming the overseas expert's expertise. The sponsoring institution must provide justification for inviting the overseas expert if local experts in the same field are available.

FOR MORE INFORMATION

10 Please visit the AHPC website at www.ahpc.gov.sg for more information on the criteria and application process for Temporary Registration (VE). You may also write to enquiries@ahpc.gov.sg if you require further clarifications after reviewing 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