

AHPC Ref: 5.8

Circular Number: 1906-C03

Date: 18 June 2019

To: All Allied Health Professionals and Human Resource Personnel

CHANGE IN COLLECTION OF REGISTRATION CERTIFICATES AND PRACTISING CERTIFICATES

Currently, allied health professionals (AHPs) who have applied for application for conversion to full registration or application to extend their existing registration are required to collect their registration and practising certificates personally at the AHPC's office.

2 The AHPC is pleased to inform that with effect from 1 July 2019 (Monday), the AHPC will be mailing the registration and practising certificates to employers of AHPs who have successfully applied for full registration upon completion of their supervised practice and e-mail receipt of the supervised practice feedback form. Similarly, certificates will be mailed to employers of AHPs who have successfully applied for application to extend their existing registration. All AHPs will be notified via e-mail upon approval of their registration applications and the date their certificates will be despatched/mailed.

3 AHPs who are working in the restructured hospitals will have their certificates despatched to their employers via internal mail despatch through MOH while AHPs who are working in other sectors will have their certificates mailed out via normal mail services.

MAILING/DESPATCHING TIMELINE

4 Certificates will be mailed/despached to employing organisations **twice** a month (i.e. on the 2nd and 4th Wednesday of each month).

5 AHPs who wish to collect their certificates personally are required to write to AHPC to arrange an appointment for the collection of the certificates.

EXCEPTIONS

6 AHPs whose current registration will lapse prior to their certificates being despatched/mailed, will be contacted to come to the Council's office to collect the certificates. This is to ensure that AHPs can continue practising in their respective professions without disruption.

FOR MORE INFORMATION

7 For more information, please write to enquiries@ahpc.gov.sg.

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