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Registered Allied Health Professionals (AHPs)
HR Directors / HR Personnel for AHPs

RENEWAL OF PRACTICING CERTIFICATE FOR ALLIED HEALTH PROFESSIONALS

The Allied Health Professions Council (AHPC) would like to inform that the annual renewal for Practicing Certificate (PC) will commence on Thursday, 1 October 2020 for registered AHPs on Full or Restricted registration and whose PCs will be expiring on 31 December 2020.

2 All registered AHPs who are required to renew in this exercise must apply for renewal together with the relevant prescribed fees i.e. the 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) option¹.

3 From 1 October 2020, all AHPs who are required to renew will receive an e-mail from the Professional Registration System (PRS) for the PC renewal. All applications for renewal of PC must be submitted online via the PRS. Since April 2017, registered AHPs who are Singapore citizens (SC), Permanent Residents (PR) or holders of work permits may log into the PRS only via SingPass. For non-residents, if you are no longer holding a valid work permit, please inform the AHPC at AHPC@spb.gov.sg if you wish to renew your PC. You may refer to the “User Manual for Existing Registered Allied Health Professionals” under “PRS User Guides & Application Forms” at the “Forms & Downloads” page on AHPC’s website for guidance on how to submit your application for PC renewal.

4 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

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

renewal of PC, please check and update your particulars if necessary². **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.** Any updates to your particulars should be done before the commencement of the PC renewal exercise on 1 October 2020. You may also refer to the PRS User Manual for guidance on how to update your particulars.

5 AHPs who did not receive the emails should check their email addresses in the PRS and update if necessary and at the same time inform AHPC at AHPC@spb.gov.sg to resend the renewal notice.

6 **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 2020**. There will be no waiver for the late application fee and appeals for a waiver will not be considered. **Please note that in the event of a late submission, AHPs may be required to stop their practice if their PCs cannot be processed in time.**

7 Self-collection of PCs will not be available. All PCs will be delivered only **via normal mail** (regardless of the option you select at the point of application). You may also opt to have the PCs sent directly to your organisation by indicating in the PRS your principal place of practice as your preferred mailing address.

HUMAN RESOURCE (HR) PERSONNEL'S ASSISTANCE

8 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.

9 Please note that due to the ongoing COVID-19 situation, the AHPC will not be dispatching PCs to your organisations directly as was done previously. The PCs will

² 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.

instead be sent directly to **individual AHPs** via normal mail and may be sent to them through your institution if they indicated their principal practice place as their preferred mailing address.

- 10 Thus the following options provided in previous years will **not** be offered:
- a. Self-collection of PCs at the AHPC office; and
 - b. Delivery of PCs to HR for collection on behalf of AHPs in the organisation.
- 11 You can contact AHPC@spb.gov.sg if you require further clarifications.

Thank you.



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EXECUTIVE SECRETARY
ALLIED HEALTH PROFESSIONS COUNCIL