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To: Allied Health Professionals (AHPs) with Practicing Certificates (PCs) lapsing on 31 December 2017 and Human Resource (HR) Personnel

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

The Allied Health Professions Council (AHPC) would like to inform you that the Practicing Certificate (PC) mass renewal will commence from Sunday, 1 October 2017. Registered allied health professionals (AHPs) under Full or Restricted registration whose PCs are expiring on 31 December 2017 will need to renew your PC.

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 must select the Full Fee (2 years) option<sup>1</sup>. If you wish to renew your PC for 1 year, please write in to us at [admin@ahpc.gov.sg](mailto:admin@ahpc.gov.sg) to communicate your request and reason/s.

3 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 2017**.

### ***SUBMISSION OF APPLICATION FOR RENEWAL OF PC***

4 Your application for renewal of PC must be submitted online via the AHPC's Professional Registration System (PRS). A user manual entitled "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.

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<sup>1</sup> This allows you to save SGD20 on the application fee which is chargeable each time you submit an application for PC renewal for your 2<sup>nd</sup> year of practice.

5 Before you submit your application for renewal of PC, we recommend that you log into the PRS to update your particulars. This can be done before the commencement of the PC mass renewal on 1 October 2017 (Sunday). Your personal information needs to be accurate and up-to-date in order for you to complete your application for a new PC. Please note that applications for “Update of Particulars” may take up to a week to be approved. A step-by-step guide on how to update your particulars can be found in the user manual as well.

6 The AHPC would also like to reiterate that with effect from 1 July 2015, the AHPC no longer accepts manual application forms for services which are available on the PRS. Any manual application forms received will be returned to the applicant or employer.

### **USE OF SINGPASS TO LOG INTO ALLIED HEALTH PROFESSIONS COUNCIL’S PROFESSIONAL REGISTRATION SYSTEM**

7 The AHPC would like to inform you that with effect from 1 April 2017, registered AHPs who are Singaporeans, Permanent Residents (PR) or holders of work permits may only log into AHPC’s PRS via Singpass and SingPass 2FA. Option to log in with your AHPC registration number is no longer available.

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

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

9 The AHPC would like to seek the assistance of HR personnel in disseminating this information to their organisation’s AHPs. AHPs should be encouraged 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 before the expiry of their current PC.

10 From 1 October 2017, all eligible AHPs will receive automatic e-mail prompts from the PRS on the PC renewal. AHPs who do not receive any e-mail prompts from the AHPC should inform us by writing to [admin@ahpc.gov.sg](mailto:admin@ahpc.gov.sg) so that their e-mail address can be updated in the system.

**FOR MORE INFORMATION**

11 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.

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