

AHPC Ref: 5.8

Circular Number: 1403-C04

Date: 21 March 2014

To

All Occupational Therapists, Physiotherapists, Speech-Language Therapists;
and their Employers

REGISTRATION AND PENDING APPLICATIONS AS AT 15 MARCH 2014

The Allied Health Professions Council (AHPC or “the Council”) has been receiving registration applications for occupational therapists, physiotherapists and speech-language therapists (broadly termed “therapists” in this letter) since registration commenced in April 2013 under the new Allied Health Professions Act.

2 The Allied Health Professions Act and regulations provides for a therapist to be **deemed** registered, if he was practicing the profession in Singapore immediately before 15 April 2013, until such time as he receives the AHPC’s registration decision or by the prescribed date **14 April 2014**. All therapists who were not practising immediately before 15 April 2013 and who applied to practise in Singapore will need to be registered and have a valid practising certificate from the Council before they can start practice in Singapore.

Outstanding Applications

3 At this time, there still remain applications of currently practising therapists whose mandatory documents to be submitted were not yet received by the Council. These include the source verification of qualifications i.e. letters of verification (LV), certificates of good standing (CGS), supervision reports (i.e. SF3 and SF4) and reference checks from the relevant third parties. The Council is unable to complete the processing of these applications unless the required information and documents are received.

TEMPORARY REGISTRATION FOR THOSE PENDING VERIFICATION AND ADDITIONAL INFORMATION

LV, CGS, reference checks and other additional information not yet received

4 If your application is pending because of the above, you would already have received emails and reminders from us to arrange for the missing information and

documents to be sent to the AHPC before the end of March 2014. If the information and documents are still not received by then due to various reasons, you will be granted temporary registration for 6 months by the Council to enable you to continue your practice after 14 April 2014, and to give you adequate time to make arrangements with the relevant parties to send the information and documents direct to the AHPC.

5 While on temporary registration, you must work under the supervision of a named supervisor or reporting officer responsible for your performance and work within the supervisory and reporting structures of your current employment. If you have not done so, please arrange immediately with your employer to provide the name and designation of your reporting officer or supervisor to us latest by **28 March 2014** to further process your registration application.

6 There will be no further extension to the temporary registration under this arrangement if the required information and documents are not received by then. You may apply for conversion to Full or Restricted Registration (as applicable) when the missing information and documents have been received by AHPC. More information will be provided in the letter informing you of your temporary registration.

CONDITIONAL REGISTRATION FOR THOSE PENDING SUPERVISION REPORTS (SF3 AND SF4)

7 If your application is pending supervision reports, you would have been informed and reminded that your supervisor reports (i.e. SF3 and SF4) have not been received. If these reports are not received on time, you will continue to be placed on conditional registration under supervised practice until the reports have been received and reviewed. The Council will inform you to apply for conversion to Full or Restricted Registration (as applicable) if you have met the supervised practice requirements satisfactorily.

8 If there were *adverse* supervisory reports received, you may be placed on conditional registration for extension of your supervised practice (even if your supervision reports are received on time). These information will be provided in the letter informing you of your registration outcome.

INCOMPLETE APPLICATIONS - APPLICATIONS WITHOUT FORM SF2

9 We have also received applications where the Form SF2 (ie supervisor undertaking) is missing. These applicants do not have any prior professional practice experience in Singapore, or they were not practising the profession in Singapore immediately before 15 April 2013 (ie. they are returners to practice after an extended period of no practice). These applications are considered incomplete, and no registration will be granted.

10 Applicants whose SF2 are missing have been informed and reminded. These applications will be considered withdrawn if the SF2 are not received by the deadline stipulated in the reminders sent.

OFFENCE TO PRACTICE WITHOUT REGISTRATION

11 Please note that you must be registered with the AHPC and have a valid practicing certificate to practice in the prescribed allied health professions in Singapore (ie. duly qualified)¹. It is an offence to practice as an occupational therapist, physiotherapist or speech-language therapist without registration and a valid practicing certificate from the AHPC².

REGISTRATION APPLICATIONS FOR 2014 NANYANG POLYTECHNIC (NYP) GRADUATING COHORT

12 The 2014 NYP graduating cohort has been briefed on registration procedures. Two circulars (circular 1401-C01 and 1403-C03) have been issued to the students stipulating the documentation requirements which can be downloaded from “Forms and Downloads” on the AHPC website. The graduating cohort have been advised to submit their application (RR1) immediately with the requisite supporting documents listed in circular 1401-C01 for their registration applications to be expedited so that they can start work as soon as possible after their results are released. Please note that if clarifications are required (e.g. regarding the suitability of your supervisors in your place of employment or other issues affecting your registration), there will be

¹ Section 3 of the Act defines a “duly qualified allied health professional” to mean a person who is a registered allied health professional and has a valid practising certificate.

² Section 29 of the Act states: “A person who is not a duly qualified allied health professional shall be guilty of an offence if he —

- (a) wilfully and falsely pretends to be a duly qualified allied health professional;
- (b) practises any prescribed allied health profession or a branch thereof, under the style or title of an allied health professional from a prescribed allied health profession or under any name, title, addition or description implying that he holds any diploma, degree or qualification in a prescribed allied health profession or in a branch thereof;
- (c) takes or uses any name or title set out in the second column of the Second Schedule, or any other word in any language having the same meaning or being to the like intent;
- (d) takes or uses any name, title, sign, uniform, badge, or any other addition or description implying, whether in itself or in the circumstances in which it is used, that he is qualified to practise a prescribed allied health profession or a branch thereof; or
- (e) advertises or holds himself out as an allied health professional from a prescribed allied health profession.”

delays in the processing of these applications. However, if all requirements are met, these applicants will be informed of their registration outcome within 2 working days upon the release of their results from NYP.

REMINDERS TO APPLY FOR REGISTRATION

12 If you were not practising in Singapore immediately before 15 April **2013** and have still not registered for practice, you must submit an application for registration. You must not start practice until you have received your registration and applied and received your practicing certificate.

13 If you are deemed registered³, and wish to continue practicing in your profession after 14 April 2014, please submit a registration application immediately if you have not yet done so. Applications received after 15 March 2014 may not be processed on time in view of the time required to assess and process many applications. You must stop your practice if you are still not registered after 14 April 2014.



MS. ELAINE TEO
REGISTRAR
ALLIED HEALTH PROFESSIONS COUNCIL

³ Section 76(1) of the Act states: "Any person who, immediately before 8th April 2013, was practising any prescribed allied health profession shall be deemed to be a duly qualified allied health professional in that prescribed allied health profession until such time as he becomes registered under section 16, 17, 18 or 19 in respect of that prescribed allied health profession or his application for registration is refused or withdrawn, or until such date as may be prescribed, whichever is the earlier."