

AHPC Ref: 5.8

Circular Number: 1608-C16

Date: 25 August 2016

To: All Diagnostic Radiographers and Radiation Therapists

**REGISTRATION APPLICATIONS WITH THE ALLIED HEALTH PROFESSIONS COUNCIL
FROM DIAGNOSTIC RADIOGRAPHERS AND RADIATION THERAPISTS**

The Allied Health Professions Council (AHPC) has been receiving registration applications from the Diagnostic Radiographers and Radiation Therapists since registration for this group of professionals commenced in April 2016. This circular highlights key messages regarding registration applications submitted to the AHPC.

TRANSITION CASES

2 When registration commenced, the AHPC had made an exception to allow new Diagnostic Radiographers and Radiation Therapists to start work if they have been offered employment in Singapore before 15 April 2016 and were scheduled to start work within two months from 15 April 2016, on conditions that they have their employment pass from Ministry of Manpower (MOM) as well as R1 licence and Thermoluminescent Dosimeter (TLD) from National Environment Agency (NEA) approved.

3 With registration having commenced for more than three months, such exceptions will **no longer be allowed**. With immediate effect,

- a) Diagnostic Radiographers and Radiation Therapists practising in Singapore for the first time, **must be registered** with the AHPC and have in force a valid Practising Certificate before they can start practice as a Diagnostic Radiographer or Radiation Therapist;
- b) Diagnostic Radiographers and Radiation Therapists who were not practising in Singapore **immediately before 15 April 2016** must **NOT** start work as Diagnostic Radiographers and Radiation Therapists until they are registered with the AHPC and have in force a valid Practising Certificate. These include Diagnostic Radiographers and Radiation Therapists who had prior professional practice experience in Singapore but were not practising immediately before 15 April 2016; and
- c) Diagnostic Radiographers and Radiation Therapists who were practising in Singapore but **did not apply for registration during the grace period** (i.e. from 15 April 2016 to 14 April 2017) as they were away from practice (e.g. overseas studies, sabbatical leave) are to be registered with the AHPC and have in force a valid Practising Certificate prior to starting work as a Diagnostic Radiographer or Radiation Therapist upon their return.

SUBMISSION OF REGISTRATION APPLICATIONS TO AHPC

4 It is also noted that many applications received since the commencement of registration were incomplete and thus could not be processed. This has resulted in delays in the processing of applications. All applicants who have yet to apply for registration are reminded to ensure that their application forms are duly completed and all the required supporting documents uploaded.

KEY POINTS TO NOTE IN THE SUBMISSION OF REGISTRATION APPLICATIONS

5 The following highlights the key areas that applicants are to take note of when submitting their applications to the AHPC:

- a) All sections of the application form must be duly completed.
 - i. Singaporeans and Singapore Permanent Residents (SPR) must upload a copy of their NRIC (front and back), and foreigners are to upload a copy of their employment pass. Only new foreign applicants should be uploading a copy of their passport;
 - ii. The basic professional qualification entered should be the qualification that already allows you to practise in the profession (e.g. a NYP graduate should be entering the Diploma from NYP instead of the bachelors obtained from a degree conversion programme);
 - iii. All past working experience as a Diagnostic Radiographer or Radiation Therapist since graduation are to be entered under the section "past work practice experience". This includes overseas practice experience (if any);
 - iv. If you are registered with any overseas regulatory authorities, a copy of the registration certificate and national licensing examination results (if any) are to be uploaded;
 - v. A valid R1 licence from NEA must be uploaded; and
 - vi. If you have made any declaration, supporting documents (e.g. medical records or letters of verification from your doctor) must be uploaded.
- b) Supporting documents to be sent **directly** from source:
 - i. **Letter of Verification:** Applies to all applicants except for those who graduated from Nanyang Polytechnic or College of Radiography.
 - ii. **Testimonial:** Applies to all new applicants.
 - iii. **Original Testimonial:** Applies to all fresh graduates.
 - iv. **Certificate of Good Standing:** Applies to all applicants who have been registered or licensed in another country within the past 3 years.

- c) For Diagnostic Radiographers and Radiation Therapists with **no prior working experience in Singapore**, the Undertaking by Supervisor (Form SF2) must be uploaded. The assigned supervisor's details (i.e. basic professional qualification and years of practice experience in Singapore) must be provided with Form SF2 if he/she has yet to submit his/her registration application at the time when the new hire submits his/her application.
- d) For Diagnostic Radiographers and Radiation Therapists who are in employment,
- i. Those with **less than 1 year of practice experience as at 15 April 2016**, Form SF2 and Supervisor Assessment Report (Form SF3) for the period of supervision completed must be uploaded. End of Supervised Practice Evaluation form (Form SF4) will also be required for submission at the end of the 11th month of supervision.
 - ii. For those with **at least 1 year of practice experience as at 15 April 2016**, a Certificate of Service from the current employer must be uploaded.

6 The detailed requirements for the supporting documents required can be found on the AHPC's website at www.ahpc.gov.sg (Information for Diagnostic Radiographers and Radiation Therapists → Registration Application Guide/Step). The mentioned forms are also available for download under the tab "Forms and Downloads".

7 All Diagnostic Radiographers and Radiation Therapists who wish to continue practising in Singapore after 14 April 2017 must apply for registration **before end December 2016**.

CHANGES IN EMPLOYMENT

8 Applicants who changed employment before receiving the outcome from the AHPC are required to inform the AHPC in writing of his/her new employment details.

9 If further clarifications are required, please contact the AHPC Secretariat at enquiries@ahpc.gov.sg.

Thank you.



Ms Suraya Talip
Executive Secretary
Allied Health Professions Council