



SUPPORTING DOCUMENTS REQUIRED FOR DIAGNOSTIC RADIOGRAPHERS AND RADIATION THERAPISTS REGISTRATION APPLICATION

Grace Period: 15 April 2016 to 14 April 2017

1) DOCUMENTS TO BE SENT DIRECTLY FROM SOURCE TO THE AHPC

Applicants are required to contact the relevant source (e.g. university, regulatory body) for the following documents to be sent DIRECTLY to the AHPC:

S/N	Supporting Document	Existing Practitioners (i.e. you are already practising in Singapore as at 15 April 2016)	New Practitioners (i.e. you are not practising in Singapore as at 15 April 2016)
1	Letter of Verification (LV) for basic and postgraduate professional qualifications ¹	<p>Applicable to all applicants except for those who graduated from Nanyang polytechnic or College of Radiography.</p> <p>LV must contain:</p> <ul style="list-style-type: none"> a) Applicant's name b) Date of entry into the course c) Date of graduation d) Degree / title conferred e) Medium of instruction for the course f) Duly endorsed by the Dean, Registrar or an authorised officer of the awarding institution 	
		For applicants whose employers have conducted source verification before, employers would need to provide the AHPC with information of their source verification process as well as the proof of verification received from the issuing institution.	
2	Transcript of examination results for every year of your education		Required for all new applicants.
3	An original testimonial from the Dean, Registrar or Lecturer of the University or Institute of Higher Learning, attesting to your good character		Required for fresh graduates only.
4	Certificate of Good Standing (CGS)	<p>Applicable to those who have been registered or licensed in another country within the past 3 years.</p> <p>The CGS must be sent directly from the overseas regulatory authority and must reach the AHPC within 3 months of its date of issue.</p> <p>It must contain:</p> <ul style="list-style-type: none"> a) Applicant's name b) Date and type of registration c) Registration number d) Information on applicant's professional conduct, registration suspension or cancellation, and fitness to practice 	

¹ Source verification for the post-graduate qualification included in the application form is not required if the qualification is not a qualification to be considered for registration purposes. For example, if your basic professional degree is in the Schedule, and you also have a Masters degree in an advance area of practice within your profession and listed your Masters degree as well, there is no need for source verification of your Masters degree.

2) DOCUMENTS (PHOTOCOPIES) TO BE UPLOADED TO THE SYSTEM BY APPLICANT

S/N	Supporting Document	Existing Practitioners (i.e. you are already practising in Singapore as at 15 April 2016)	New Practitioners (i.e. you are not practising in Singapore as at 15 April 2016)
1	NRIC / Work Pass / Passport	For NRIC or Work Pass, photocopies of the front and back are required. For passport, photocopies of the information pages, and pages with photographs are required. Passport is only accepted if the applicant does not have an NRIC or work pass. For Singaporeans and Singapore PR, applicants should be submitting a copy of their NRIC.	
2	Letter of offer of employment in Singapore		Required for all applicants including applicants who are had prior work experience in Singapore and are returning to practise.
3	Basic and postgraduate qualifications certificates	All professional certificates/degree or diploma parchments for qualifications entered in the application form must be provided.	
4	Certificate of Registration with other regulatory bodies	If applicable.	
5	Photocopy of Results of Licensing or National Exam	Applicable to those who have taken any licensing or national examination required for registration or licensure purposes in another country.	
6	Photocopy of results of English Language Proficiency Test	Applicable to those with <u>equal or less than 2 years of practice experience</u> in Singapore, where the medium of instruction of their qualifications / programmes is <u>NOT</u> in English.	<u>During Grace Period:</u> Applicable to applicants where the medium of instruction for their basic professional qualification was NOT in English. <u>After Grace Period:</u> Applicable to applicants whose basic professional qualification was not obtained from Singapore, Australia, Canada (except Quebec), New Zealand, Republic of Ireland, South Africa, United Kingdom, and the United States of America.
7	Photocopy of Results of Qualifying Exam	If applicable.	
8	R1 License from NEA	Required for all applicants	
9	Certificate of Service or Work Testimonial	The Certificate of Service must be on the employing institution's letterhead with a date of issue, including the institution's stamp/endorsement, and duly signed by an authorised person of the employing institution. It must contain: a) Applicant's name b) Appointment and period of employment c) Nature of work and assessment of work performance as a diagnostic radiographer or radiation therapist.	Applicable to applicants with <u>professional practice experience only</u> and document to be obtained from the last employer.
		Required from the <u>current</u> employer. However, for those who are <u>new</u> in their current job must arrange to submit a copy of Certificate of Service from their immediate past employer.	

3) DOCUMENTS REQUIRED FROM CURRENT/PROSPECTIVE EMPLOYER

S/N	Supporting Documents	Existing Practitioners (i.e. you are already practising in Singapore as at 15 April 2016)	New Practitioners (i.e. you are not practising in Singapore as at 15 April 2016)
1	Form SF2 – Undertaking by Supervisor	<p>To be completed by the supervisor(s) assigned by the employer.</p> <p>Applicable to applicants with <u>less than 1 year of practice experience</u> in Singapore as at 15 April 2016.</p>	<p>Applicable to all applicants who are practising in Singapore for the first time</p> <p>For applicants who are returning to practice, you are also required to submit the Form SF2 – Undertaking by Supervisor if you were not practising the profession for the last 3 years preceding your registration application.</p>
2	Form SF3 – Supervisor Assessment Report	<p>Applicable to applicants with <u>less than 1 year of practice experience</u> in Singapore as at 15 April 2016 and are currently undergoing supervision.</p> <p>The SF4 – End of Supervised Practice Evaluation Form will also be required with the 11th month Supervisor Assessment Report.</p>	

IMPORTANT NOTE:

Any document which is not in English shall be submitted with a certified translation thereof in English, together with the original or certified true copy of the document which is not in English.