



# NEW PROFESSIONAL REGISTRATION SYSTEM (PRS)

## MANUAL FOR 2015 LOCAL GRADUATES

OCCUPATIONAL THERAPISTS

PHYSIOTHERAPISTS

SPEECH-LANGUAGE THERAPISTS

VERSION 1.0

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## INTRODUCTION

The Allied Health Professions Council (AHPC) has put together this Professional Registration System (PRS) manual for new local graduates so as to facilitate your online application for registration in 2015. If you intend to practice as an occupational therapist, physiotherapist or speech-language therapist upon graduation from Nanyang Polytechnic (NYP) or National University of Singapore (NUS), you will need to submit an online application to the Allied Health Professions Council. Additional information for NYP graduates may be found in our circular 1503-C08.

Please note that all new local graduates in 2015 will be required to submit their applications for registration online via the PRS. Any manual applications received from local graduates will be returned to the applicant/employer.

The PRS will be made available on the 17 March 2015, and may be accessed via the AHPC website ([www.ahpc.gov.sg](http://www.ahpc.gov.sg)).

We hope that you will find this manual useful. You may also write in to us at [AHPC@spb.gov.sg](mailto:AHPC@spb.gov.sg) if you have further questions.

## **1. BEFORE SUBMITTING YOUR APPLICATION**

In order to facilitate the submission of your application for registration to the AHPC, please prepare all the following supporting documents. You should have a soft copy of these documents saved at a known location on your computer. Files must be in JPEG or PDF format and should not exceed 1 MB each. Please ensure that file names are clear and specific (i.e. "NRIC", "Passport photo", "Employment Offer" and "SF2" instead of "Document 1", "AHPC 1" etc.).

The list of documents is as follows:

- a) Copy of NRIC (front and back) or Passport or Work Permit or Employment Pass.
- b) A passport photo of the applicant taken against a white background within the last 6 months.
- c) Employment offer (printed on employer letterhead)
- d) Duly completed AHPC Form SF2 (Undertaking by supervisor). This form may be downloaded from AHPC's website at [http://www.healthprofessionals.gov.sg/content/hprof/ahpc/en/topnav/forms\\_downloads.html](http://www.healthprofessionals.gov.sg/content/hprof/ahpc/en/topnav/forms_downloads.html)

Other items that you should have on hand include

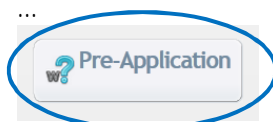
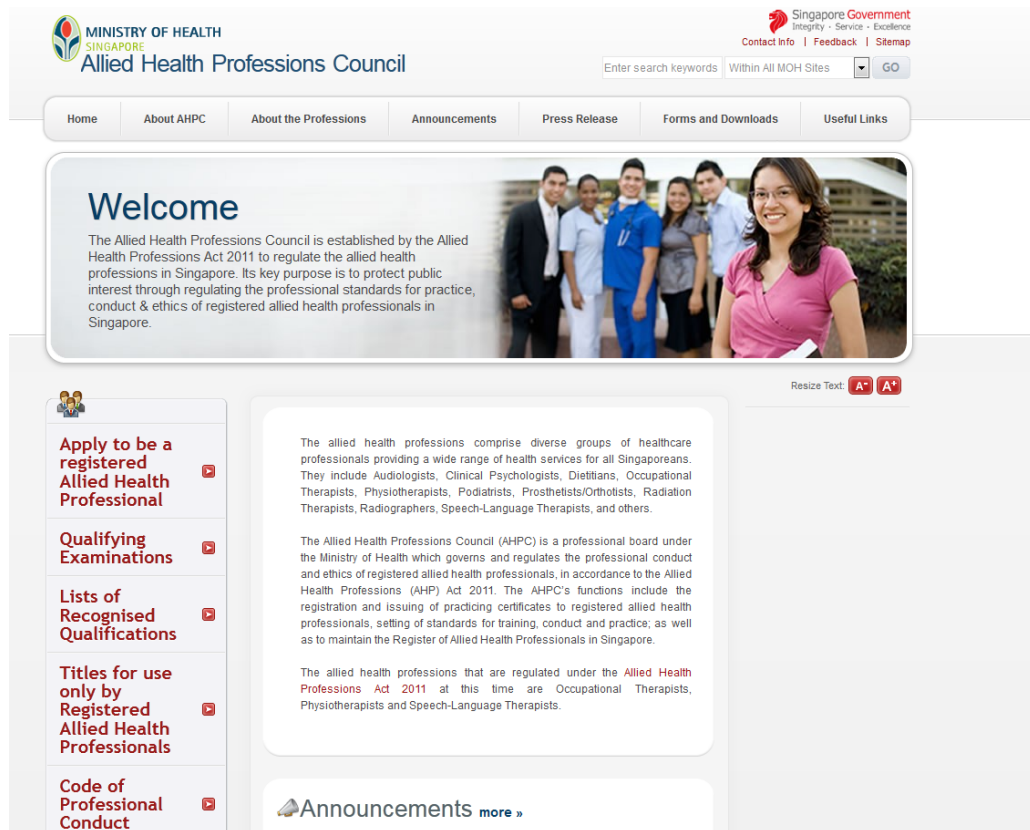
- Credit card or eNETs.

Please note that the application form should take you approximately 20 minutes to complete. The system will log you out if you have been idle for 30 minutes. Unless you have saved your progress, all your inputs will be lost. As such, we recommend that you set aside adequate time to complete your application form.

You will have the option to save your application as a draft at the end of each page by clicking the button, "Save as Draft". To prevent you from losing your work, you should scroll to the bottom of the page to save your application if you have to step away from your keyboard.

## 2. ACCESSING THE PRS

- 2.1 To access the new PRS, please go to the AHPC's website at <http://www.ahpc.gov.sg/>. Scroll down the page on the left column and you will locate the tab labelled, "Pre Application". Clicking on this button will bring you to the pre-application eligibility questions.

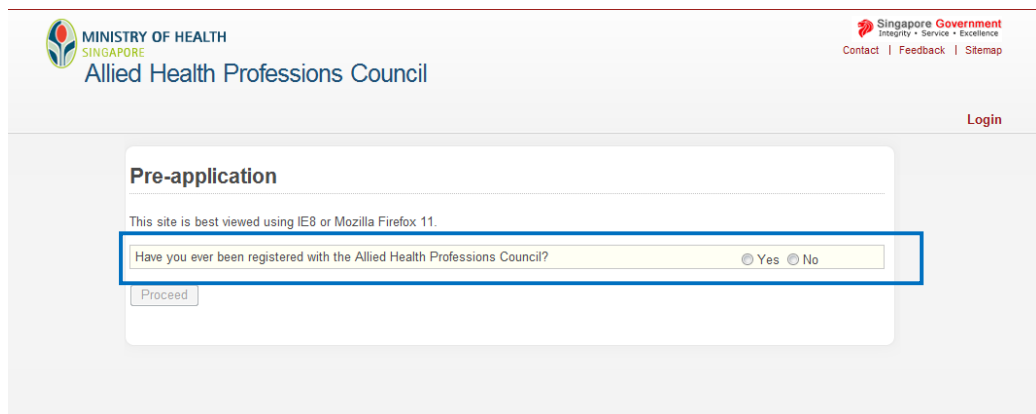


### 3. PRE-APPLICATION ELIGIBILITY QUESTIONS

- 3.1 Before applying, you will need to answer a set of pre-application questions in order to gauge your eligibility for registration.

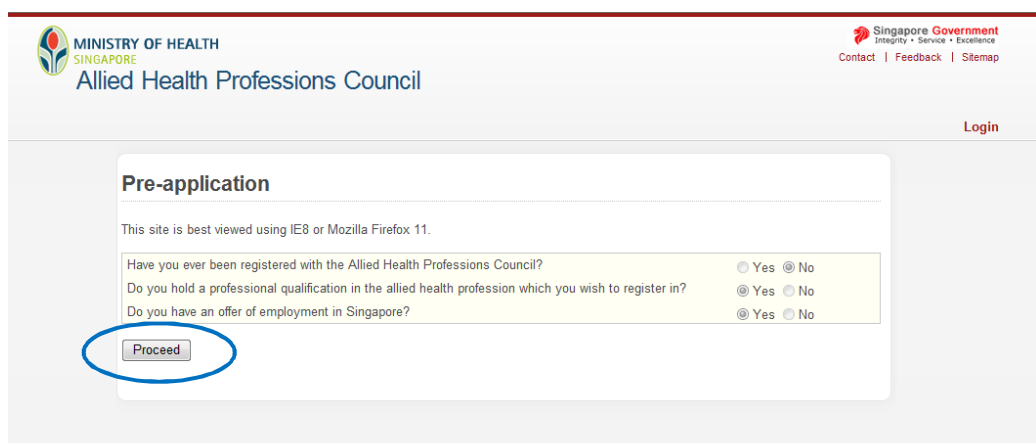
**Please answer the pre-application questions honestly.** If you do not meet the criteria, you will not be able to submit an application to the AHPC.

We strongly recommend that you take steps to remedy the situation before attempting to submit your application. There will be no refund of fees paid for an application.



The screenshot shows the top of the AHPC website. The header includes the Ministry of Health Singapore logo and the text 'Allied Health Professions Council'. On the right, there is a 'Singapore Government' logo and links for 'Contact', 'Feedback', and 'Sitemap'. A 'Login' link is also present. The main content area is titled 'Pre-application' and includes a browser compatibility message: 'This site is best viewed using IE8 or Mozilla Firefox 11.' Below this is a question: 'Have you ever been registered with the Allied Health Professions Council?' with radio buttons for 'Yes' and 'No'. A 'Proceed' button is located below the question.

- 3.2 If you meet the criteria to register with the AHPC, completing the pre-application questions will allow you to apply for registration via the "Proceed" button. **Please click the "Proceed" button.**



This screenshot shows the same 'Pre-application' form as the previous one, but with three questions. The first question is 'Have you ever been registered with the Allied Health Professions Council?' with 'Yes' and 'No' radio buttons. The second question is 'Do you hold a professional qualification in the allied health profession which you wish to register in?' with 'Yes' and 'No' radio buttons. The third question is 'Do you have an offer of employment in Singapore?' with 'Yes' and 'No' radio buttons. The 'Proceed' button is circled in blue.

## 4. PERSONAL PARTICULARS, TEMPORARY USER ID & PASSWORD

4.1 Please **key in your particulars** ensuring that they are accurate and correctly capitalised.

E.g. "Tan Ah Mei"; "TanahMei22@mailbox.com"

If you are a **Singaporean** or **Singapore Permanent Resident**, please key in your NRIC.

If you are a **foreigner**, please key in your passport number, employment pass or work permit.

In order to avoid delays in the processing of your application, please **provide a correct and active email address** that you check regularly. All future correspondence and important information from the AHPC will be sent to this email address.

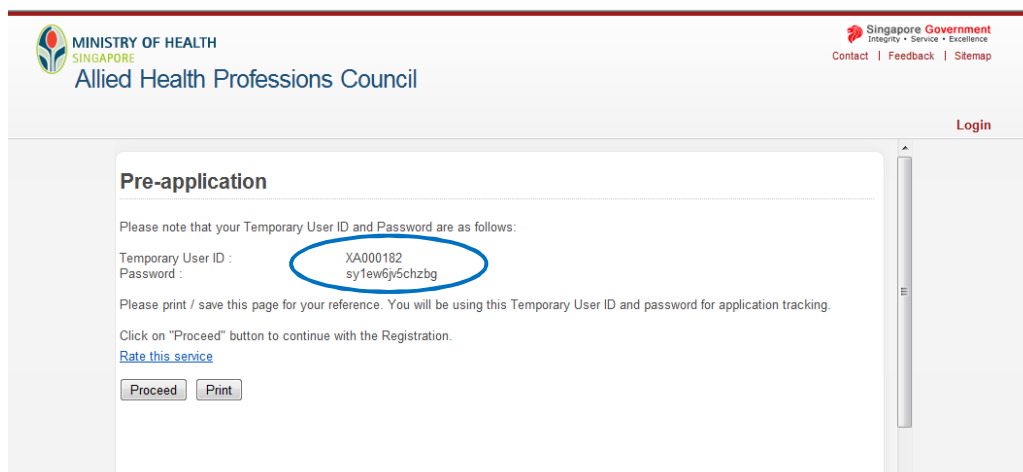
**Upon completing the required fields, click "Proceed".**

The screenshot shows the 'Particulars Of Applicant' form on the Allied Health Professions Council website. The form is titled 'Particulars Of Applicant' and contains several fields: 'Identification Type' (a dropdown menu with '--Select Here--'), 'Identification No.' (a text input field), 'Salutation' (a dropdown menu with '--Select Here--'), 'Full Name as shown in NRIC/FIN/Passport' (a text input field), and 'Email Address' (a text input field with a character count '(0/320)'). A blue rectangle highlights the 'Identification Type' and 'Identification No.' fields. A blue oval highlights the 'Proceed' button at the bottom of the form. The website header includes the 'MINISTRY OF HEALTH SINGAPORE' logo and the 'Allied Health Professions Council' name. The Singapore Government logo and 'Contact | Feedback | Sitemap' links are also visible. A 'Login' link is located on the right side of the page.

## 4.2 You will receive a temporary user ID and password (Refer to screenshot below).

Please print or save this page for your reference. An e-mail will also be sent to the email address provided. If it is not in your inbox, please check your spam mailbox.

**Click on the “Proceed” button** to continue your application.



The screenshot shows the 'Pre-application' page of the Allied Health Professions Council website. The page header includes the Ministry of Health Singapore logo and the Singapore Government logo. The main content area displays the temporary user ID and password, which are circled in blue. The user ID is XA000182 and the password is sy1ew6j5chzbg. Below this, there is a message asking the user to print or save the page for reference. At the bottom, there are 'Proceed' and 'Print' buttons.

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**Login**

### Pre-application

Please note that your Temporary User ID and Password are as follows:

Temporary User ID : XA000182  
Password : sy1ew6j5chzbg

Please print / save this page for your reference. You will be using this Temporary User ID and password for application tracking.

Click on "Proceed" button to continue with the Registration.

[Rate this service](#)



## 5. LOGGING INTO THE PRS

- 5.1 **Please key in your temporary User ID and password and click on the “Login” button.**  
You will be prompted to reset your password when you log in.

The option to login via SingPass is not available at this time.

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[Login](#)

[Instructions for Authorised Users](#)  
This site is best viewed using IE8 or Mozilla Firefox 11.

**Healthcare Professionals:**  
You may login via SingPass or your User ID and password. For first time login users, please click [here](#) to view the documentation required for processing.

**HR Personnel:**  
You may login via your User ID and password. If you do not have an account, please click [here](#) to download the form and mail the signed form to [stg\\_admin@ahpc.gov.sg](mailto:stg_admin@ahpc.gov.sg).

User ID ?   
Password   
[Login](#) [Reset Password](#)

Alternatively, you can login using

## 6. CHANGING YOUR PASSWORD

- 6.1 You will need to **key in the temporary user ID and the password assigned to you** by the system, **followed by your chosen new password**.

Please note that this **new password should be alpha numeric**. We strongly advise for you to keep a record of your password once changed.

Click on the “Submit” button to complete this process.

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Login

### Change Password

Note: All fields marked with asterisk (\*) are mandatory.

\*User ID XA000182

\*Old Password

\*New Password

\*Confirm New Password

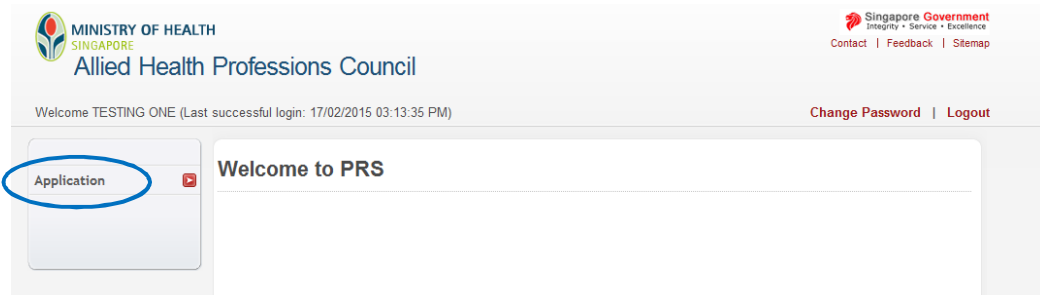
☐ Update Security Question

\*Date of Birth (dd/mm/yyyy)

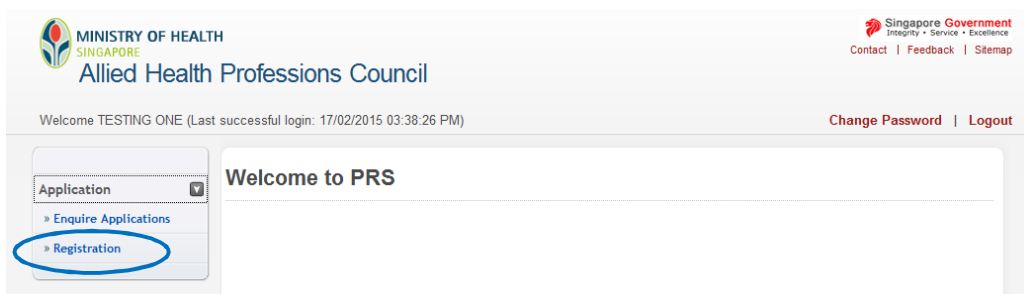
Submit

## 7. HOW TO GET TO THE APPLICATION PAGE

- 7.1 You will be then be directed to a landing page. Please click on the **“Application”** tab on the left side of the screen.

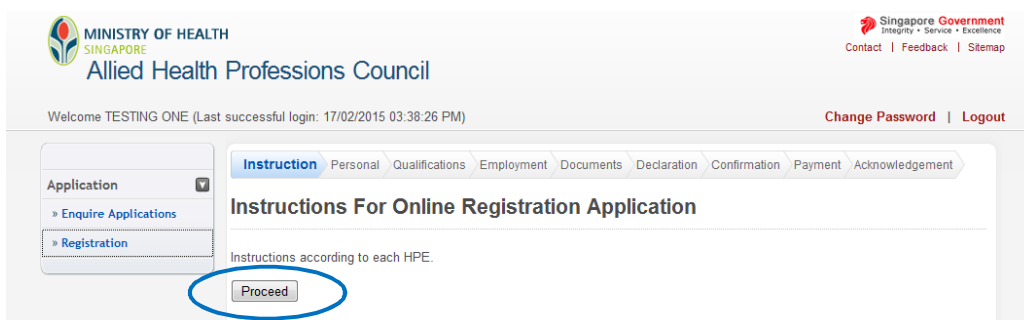


- 7.2 Please click on the **“Registration”** tab for submitting a registration application.



- 7.3 You will then see a set of instructions for submission of application for registration.

**Please read them carefully and then click on the “Proceed” button.**



## 8. FILLING IN YOUR APPLICATION FORM

You will then see the first page of the application form. There are mandatory fields in this form which are marked by an asterisk (\*). Please go through the form carefully and ensure that all these fields are completed correctly. If any of these fields are missed, you will not be able to proceed to the next page of the application.

In addition, you will be logged out of the system if it has been idle for 30 minutes. All your inputs will be lost if you did not save your progress.

You will have the option to save your application as a draft at the end of each page by clicking the button, "Save as Draft". To prevent you from losing your work, you should scroll to the bottom of the page to save your application if you have to step away from your keyboard.

### 8.1 PERSONAL TAB

#### 8.1.1 In the "Personal" page, you will be required to fill in your personal particulars.

The screenshot displays the AHP application form for registration. The header includes the Ministry of Health Singapore logo and the Singapore Government logo. The user is logged in as TESTING ONE. The form is divided into several tabs: Instruction, Personal (selected), Qualifications, Employment, Documents, Declaration, Confirmation, Payment, and Acknowledgement. The Personal tab contains the following sections:

- Registration Details:**
  - \*Type of Register: --Select Here--
  - I am also trained in other profession: --Select Here--
- Particulars Of Applicant:**
  - \*Identification Type: Passport
  - \*Identification No.: 456789
  - \*Salutation: Ms
  - \*Full Name as shown in NRIC/FIN/Passport: TESTING ONE
  - \*Surname / Family Name: [Text Field]
  - Name in Chinese Character: [Text Field]
  - \*Gender: ☐ Female ☐ Male
  - Race: --Select Here--
  - \*Date of Birth: dd/mm/yyyy [Text Field]
  - \*Nationality: --Select Here--
  - \*Country/Place of Birth: --Select Here--
  - \*Marital Status: --Select Here--

- 8.1. Under the “Nationality” field, if you are **a Singaporean, please select “Singapore Citizen”.**  
2a

The screenshot shows the registration form for the Allied Health Professions Council. The form is titled "Allied Health Professions Council" and includes the Ministry of Health Singapore logo. The user is logged in as "TESTING ONE" with a last successful login of "17/02/2015 03:38:26 PM". The form fields are as follows:

Field	Value
*Nationality	SINGAPORE CITIZEN
*Country/Place of Birth	Singapore
*Marital Status	Single
Religion	--Select Here--
Year Obtained Citizenship	yyyy
Other Nationality	--Select Here--
Residential Status (Mandatory field for non-Singapore Citizen)	--Select Here--
Year Permanent Resident Obtained	
Year Employment Pass Obtained	yyyy
Year Work Permit Obtained	yyyy
*Preferred Email Address	(0/320)
Alternate Email Address (You may enter the email address of your prospective employer)	(0/320)

- 8.1. **For Singapore Permanent Residents**, please type in the year you obtained your permanent residency.  
2b

The screenshot shows the registration form for the Allied Health Professions Council. The form is titled "Allied Health Professions Council" and includes the Ministry of Health Singapore logo. The user is logged in as "TESTING ONE" with a last successful login of "17/02/2015 03:38:26 PM". The form fields are as follows:

Field	Value
*Nationality	AUSTRALIAN
*Country/Place of Birth	Australia
*Marital Status	Single
Religion	--Select Here--
Year Obtained Citizenship	yyyy
Other Nationality	--Select Here--
Residential Status (Mandatory field for non-Singapore Citizen)	Singapore Permanent Resident
Year Permanent Resident Obtained	2014
Year Employment Pass Obtained	yyyy
Year Work Permit Obtained	yyyy
*Preferred Email Address	(0/320)
Alternate Email Address (You may enter the email address of your prospective employer)	(0/320)

8.1.  
2c

**For Foreigners**, please note that the “Residential Status” field is compulsory.

If you have yet to obtain your Work Permit (WP) or Employment Pass (EP) or Special Pass (SP) from the Ministry of Manpower (MOM), please select “Others” from the dropdown list and specify the status relevant in your case (e.g. Pending EP).

**Please note that you can only complete your work pass (EP/S) application process with MOM only upon receiving the In-Principle Approval letter/email from the AHPC.**

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**Application**  
» Enquire Applications  
» Registration

\*Nationality: AUSTRALIAN  
\*Country/Place of Birth: Australia  
\*Marital Status: Single  
Religion: --Select Here--  
Year Obtained Citizenship: yyyy  
Other Nationality: --Select Here--  
**Residential Status (Mandatory field for non-Singapore Citizen): Others**  
If others, please specify: Pending EP  
Year Permanent Resident Obtained: yyyy  
Year Employment Pass Obtained: yyyy  
Year Work Permit Obtained: yyyy  
\*Preferred Email Address: (0/320)  
Alternate Email Address (You may enter the email address of your prospective employer): (0/320)

8.1.3 You are **NOT** required to complete the section on “Information on Spouse”.

**Once you have completed the first page of the application, please click on the “Proceed” button to continue to the next page.**

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**Application**  
» Enquire Applications  
» Registration

**Information On Spouse**  
Full Name:   
Nationality: --Select Here--  
Occupation: --Select Here--  
**If Spouse is working in Singapore**  
Company Name: (0/255)  
Company Address:   
Postal Code:   
Block/House No.:   
Level - Unit No.:   
Street Name:   
Building Name:   
**If Spouse is a registered healthcare professional in Singapore**  
Singapore Health Professional Entities: --Select Here--  
Registration No. / Identification No.:   
If your spouse is not a healthcare professional, does he / she intend to apply for registration in Singapore?  
☐ No ☐ Yes  
**Proceed**

## 8.2 QUALIFICATIONS TAB

8.2.1 You are now on the "Qualifications" page of the application form. Please **ensure that you have filled up the mandatory fields** which are marked by an asterisk (\*).

E.g. Under the field, "University / Institution," please locate and select "Nanyang Polytechnic" from the dropdown list if you are an NYP graduate. Similarly, under the "Qualification" field, please select either "Diploma in Occupational Therapy" or "Diploma in Physiotherapy" where applicable.

The screenshot shows the 'Qualifications' tab of the 'Application for Registration' form. The form is titled 'Application for Registration' and includes a note: 'Note: All Fields marked with asterisk (\*) are mandatory.' The 'Qualifications of Applicant' section is highlighted with a blue border. It contains the following fields:

- \*Country: Singapore (dropdown)
- \*University / Institution: Nanyang Polytechnic (dropdown)
- \*Qualification Type: Diploma (dropdown)
- \*Qualification: Diploma in Occupational Therapy (dropdown)
- Abbrev. Of Qualification: (text input)
- Subject Area / Specialty: --Select Here-- (dropdown)
- Programme Type: ☒ Full-time ☐ Part-time
- Course Duration: (text input) months
- Start Date: dd/mm/yyyy (calendar icon)
- End Date: dd/mm/yyyy (calendar icon)
- \*Year Obtained: 2015 (text input)
- \*Twinning Programme: ☒ No ☐ Yes

The form is part of the 'Allied Health Professions Council' application system, with a sidebar on the left showing 'Application' and 'Registration' options. The top navigation bar includes 'Instruction', 'Personal', 'Qualifications', 'Employment', 'Documents', 'Declaration', 'Confirmation', 'Payment', and 'Acknowledgement'.

### 8.2.2 Once you have finished completing this section, please scroll to the bottom of the page and click on the "Proceed" button to continue.

New NYP and NUS graduates from the respective allied health programmes are not required to complete the sections on post-graduate qualifications, clinical internship experience, past work practice experience or registration/licensing details obtained outside of Singapore.

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\*Are you required to take a licensing examination before you can practise as an Allied Health professional in the country where you obtained your primary professional qualification? ☒ No ☐ Yes  
If "Yes", please provide details  
(0/500)  
If licensing examination is required, have you attempted and passed the required examination? ☐ No ☒ Yes  
If "No", please state reasons  
(0/500)

**Postgraduate / Post-registration Allied Health Qualifications Obtained**

Country	University / Institution	Qualification Type	Qualification	Abbrev. Of Qualification	Programme Type	Specialty	Year Obtained	Action
No Postgraduate / Post-registration Qualification added.								
<a href="#">Add Postgraduate Qualification</a>								

**Clinical / Housemanship / Internship Experience of Applicant**

Country	University / Institution	Department	Discipline	Start Date	End Date	Total Clinical Practice Hours	Action
No Clinical / Housemanship / Internship Experience of Applicant added.							
<a href="#">Add Clinical Experience</a>							

**Past Work Practice Experience**

Date Joined	Date Left	Employers Name	Country	Institution / Organisation	Department	Grade / Designation / Appointment	Type	No of Hours per Week	Action
No Past Work Practice Experience added.									
<a href="#">Add Practice Experience</a>									

**Registration / Licensing Details (obtained outside Singapore)**

Country of Registration	Name of Council / Registration Authority	Registration Type/Category	Registration / Licensing No.	Date of Registration	Current PC No.	Current PC Start Date	Current PC End Date	Action
No Registration / Licensing Details added.								
<a href="#">Add Licensing Details</a>								

[Save as Draft](#) [Proceed](#)



## 8.3 EMPLOYMENT TAB

When filling up the "Employment" section of your application form, **please note that your inputs into the "Employer" and "Practice Place" fields may not necessarily be the same.** We strongly advise that you confirm this information with your prospective employer and input the correct information.

Your "Employer" is the party with whom you entered into an employment contract with, while your "Practice Place" is where you will be practicing as an occupational therapist or a physiotherapist or speech-language therapist. If you have more than one practice place, your primary practice place should be where you are located most of the time followed by your secondary practice place.

### 8.3.1 Please fill up the "Employment" section of the application, ensuring that all mandatory fields (marked with \*) are completed.

As a fresh graduate from the local education institutions, you will not have any professional practice experience. Therefore, **under "Current (Singapore) Employment Details", please select "Residing in Singapore but not working".**

As you will need to provide a **reason for why you are not working**, please **select "Others" and then indicate "Obtaining AHPC registration".**

The screenshot shows the AHPC Application for Registration form, specifically the Employment tab. The form is titled "Application for Registration" and includes a navigation bar with tabs: Instruction, Personal, Qualifications, Employment (selected), Documents, Declaration, Confirmation, Payment, and Acknowledgement. A sidebar on the left shows "Application" with options for "Enquire Applications" and "Registration". The main content area is divided into two sections: "Current (Singapore) Employment Details" and "Proposed (Singapore) Employment Details". The "Current (Singapore) Employment Details" section is highlighted with a blue box. It contains the following fields: "Activity Status" (dropdown menu with "Residing in Singapore, but not working" selected), "If Not Working, state reason" (dropdown menu with "Others" selected), and "If others, please specify" (text input field with "Obtaining AHPC registration" entered). The "Proposed (Singapore) Employment Details" section contains the following fields: "Activity Status" (dropdown menu with "Working Full-time in Singapore" selected), "Appointment" (dropdown menu with "Occupational Therapist" selected), "Name of Institution / Organisation" (text input field with "Singapore General Hospital, Outram Road" entered), "Nature of Work" (dropdown menu with "Clinical Service" selected), "Department / Division" (text input field), "Date Joined" (text input field), and "Date Left" (text input field). The form also includes a "Welcome TESTING ONE (Last successful login: 17/02/2015 03:38:26 PM)" message and a "Change Password | Logout" link.

### 8.3.2 For the field indicating your employing institution /organisation, the address will be automatically populated as you type the name of the institution.

You may leave the “Date Joined” and “Date Left” fields blank. The AHPC will confirm this information with your Human Resource Department.

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[Instruction](#) | [Personal](#) | [Qualifications](#) | **[Employment](#)** | [Documents](#) | [Declaration](#) | [Confirmation](#) | [Payment](#) | [Acknowledgement](#)

**Application**  
» [Enquire Applications](#)  
» [Registration](#)

**Application for Registration**

Note: All Fields marked with asterisk (\*) are mandatory.

**Current (Singapore) Employment Details**

\*Activity Status:   
If Not Working, state reason:   
If others, please specify:

**Proposed (Singapore) Employment Details**

Activity Status:   
Appointment:   
Name of Institution / Organisation:   
Nature of Work:   
Department / Division:   
Date Joined:   
Date Left:

### 8.3.3a FOR APPLICANTS WITH ONLY 1 PRACTICE PLACE:

8.3.3a.1 Once you have confirmed that you will be working at 1 practice place, please fill up the "Principal Place of Practice" section accordingly. When keying in your employment details, you may leave the "Date Joined" and "Date Left" fields blank. The AHPC will confirm this information with your Human Resource Department.

Click on the "Proceed" button to continue to the "Documents" section.

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**Application** ☒  
» [Enquire Applications](#)  
» [Registration](#)

Nature of Work: Clinical Service  
Department / Division:  
Date Joined:  
Date Left:

**Principal Place of Practice**

\*Appointment: Occupational Therapist  
\*Name of Institution / Organisation: Singapore General Hospital, Outram Road  
Outram Road  
Singapore 169608  
Nature of Work: Clinical Service  
Department / Division:  
Date Joined:  
Date Left:

**Secondary Place of Practice**

Name of Institution / Organisation	Appointment	Nature of Work	Department / Division	Date Joined	Date Left	Action
No Secondary Place of Practice added.						

[Add Secondary Place of Practice](#)  
[Save as Draft](#) [Proceed](#)

### 8.3.3b FOR APPLICANTS WITH MORE THAN 1 PRACTICE PLACE:

8.3.3b.1 If you will be working in more than 1 practice place under the same employer, please fill in the details of your principal place of practice i.e. the place where you will be practising most of the time. You may leave the "Date Joined" and "Date Left" fields blank.

Once done, please **click on the "Add Secondary Place of Practice" button** to provide the information required in your other places of practice.

**IMPORTANT:** As a therapist under supervised practice, you will need to ensure that you are practising at the same location as your assigned supervisor and supervised at all times.

The screenshot shows the 'Allied Health Professions Council' registration portal. The user is logged in as 'TESTING ONE'. The 'Principal Place of Practice' section is highlighted with a blue box. It contains fields for 'Appointment' (Occupational Therapist), 'Name of Institution / Organisation' (Men's Welfare Association (Ang Mo Kio), 123, Ang Mo Kio Avenue 6, Singapore 560123), 'Nature of Work' (Clinical Service), 'Department / Division', 'Date Joined', and 'Date Left'. Below this, the 'Secondary Place of Practice' section is visible, showing a table with columns for 'Name of Institution / Organisation', 'Appointment', 'Nature of Work', 'Department / Division', 'Date Joined', 'Date Left', and 'Action'. The 'Add Secondary Place of Practice' button is circled in blue.

8.3.3b.2 Clicking on the "Add Secondary Place of Practice" button will open up a new window. **Please fill in the mandatory information and then select "Save".** You may leave the "Date Joined" and "Date Left" fields blank.

#### Application for Registration

##### Secondary Place of Practice

The screenshot shows the 'Secondary Place of Practice' form. It contains fields for 'Appointment' (Occupational Therapist), 'Name of Institution / Organisation' (Men's Welfare Association (Towner Road), 107, Towner Road, #01-356, Singapore 321107), 'Nature of Work' (Clinical Service), 'Department / Division', 'Date Joined', and 'Date Left'. The 'Save' button is circled in blue.

8.3. After you click “Save”, you should see your secondary practice place details reflected on the application form. Please check to make sure that the information is accurate.

3b.3

Once confirmed, **click on the “Proceed” button to continue.**

MINISTRY OF HEALTH  
SINGAPORE  
Allied Health Professions Council

Welcome TESTING ONE (Last successful login: 17/02/2015 03:38:26 PM)

Change Password | Logout

Date Left dd/mm/yyyy

Application ☒

» Enquire Applications

» Registration

**Principal Place of Practice**

\*Appointment Occupational Therapist

\*Name of Institution / Organisation Asian Women's Welfare Association (Ang Mo Kio), 123, Ang Mo Kio Avenue 6  
123, Ang Mo Kio Avenue 6  
Singapore 560123

Nature of Work Clinical Service

Department / Division

Date Joined dd/mm/yyyy

Date Left dd/mm/yyyy

**Secondary Place of Practice**

Name of Institution / Organisation	Appointment	Nature of Work	Department / Division	Date Joined	Date Left	Action
Asian Women's Welfare Association (Towner Road) 107 Towner Road #01-356 Singapore 321107	Occupational Therapist	Clinical Service	-	01/04/2015	-	Delete

Add Secondary Place of Practice

Save as Draft Proceed

## 8.4 DOCUMENTS TAB

### 8.4.1 In the documents section, please prepare the following documents to be uploaded as part your application for registration.

Under "Mandatory Documents" please upload:

- Copy of NRIC (front and back), Passport, Work Permit or Employment Pass

**Singapore citizens and permanent residents should be uploading a copy of their NRIC and not any of the other identification documents.**

Under "Additional Documents" please upload:

- A passport photo of the applicant taken against a white background within the last 6 months
- Employment offer (printed on employer letterhead)
- AHPC Form SF2 (undertaking by supervisor). This form may be downloaded from AHPC's website at [http://www.healthprofessionals.gov.sg/content/hprof/ahpc/en/topnav/forms\\_downloads.html](http://www.healthprofessionals.gov.sg/content/hprof/ahpc/en/topnav/forms_downloads.html)

**Each file must be in JPEG or PDF format and should not exceed 1 MB.**

You should save these files in your computer at a known location so as to facilitate your uploading. File names should be clear and specific (i.e. "NRIC", "Passport photo", "Employment Offer" and "SF2" instead of "Document 1", "AHPC 1" etc.).

MINISTRY OF HEALTH SINGAPORE  
Allied Health Professions Council

Welcome TESTING ONE (Last successful login: 17/02/2015 03:38:26 PM) Change Password | Logout

Instruction Personal Qualifications Employment **Documents** Declaration Confirmation Payment Acknowledgement

**Application for Registration**

Note:

- File must be in JPEG( .jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB
- For Photograph, the dimensions must be 400 by 514 pixels

**Mandatory Documents**

Document Title NRIC or Work Pass or Passport

\*Upload Document

**Additional Documents**

Document Title	File
Academic Transcript	<input type="text"/> <input type="button" value="Browse..."/> <input type="button" value="Attach"/>

Documents Attached

No document attached

**8.4.2** When uploading your documents, please take note of the description of the document (i.e. NRIC or Work Pass or Passport) and upload the CORRECT item.

To begin, **select the “Browse” button to locate the appropriate file on your computer.** Once found, click on the “Attach” button. You would receive the message that your document has been updated successfully. You may upload multiple documents.

When all the required documents have been uploaded, please click “Proceed” to continue.

The screenshot displays the 'Allied Health Professions Council' registration portal. At the top, the Ministry of Health Singapore logo is on the left, and the Singapore Government logo with 'Integrity • Service • Excellence' is on the right. Below the logos, the text 'Allied Health Professions Council' is centered. A welcome message reads 'Welcome TESTING ONE (Last successful login: 17/02/2015 03:38:26 PM)'. On the right, there are links for 'Change Password' and 'Logout'. A navigation bar contains tabs for 'Instruction', 'Personal', 'Qualifications', 'Employment', 'Documents' (which is highlighted), 'Declaration', 'Confirmation', 'Payment', and 'Acknowledgement'. On the left, a sidebar shows 'Application' with sub-links for 'Enquire Applications' and 'Registration'. A 'MESSAGES' section in the center displays a green notification: 'Upload successfully', which is circled in blue. Below this, the 'Application for Registration' section contains a 'Note' with file requirements: 'File must be in JPEG(.jpg or .jpeg), PDF (.pdf)', 'Each file size must not exceed 1MB', and 'For Photograph, the dimensions must be 400 by 514 pixels'. The 'Mandatory Documents' section has a table with columns for 'Document Title' and 'File'. The first row is for 'NRIC or Work Pass or Passport', with an 'Upload Document' label and 'Browse...' and 'Attach' buttons. The 'Additional Documents' section has a similar table with a row for 'Academic Transcript' and 'Browse...' and 'Attach' buttons.

## 8.5 DECLARATION TAB

### 8.5.1 All fields are mandatory in the "Declaration" section. Please answer all questions.

**MINISTRY OF HEALTH SINGAPORE**  
**Allied Health Professions Council**

Welcome TESTING ONE (Last successful login: 17/02/2015 03:38:26 PM) [Change Password](#) | [Logout](#)

[Instruction](#) [Personal](#) [Qualifications](#) [Employment](#) [Documents](#) **[Declaration](#)** [Confirmation](#) [Payment](#) [Acknowledgement](#)

**Application**

- \* [Enquire Applications](#)
- \* [Registration](#)

### Application for Registration

Note: All fields are mandatory.

#### Declarations by Applicant

Please answer all questions. If you have answered "yes" to any of the questions, please provide full details in a separate document and upload supporting documents at the "Documents" tab, where applicable.

- 1 Have you ever been convicted, or been the subject of an inquiry or an investigation by any professional body, licensing, health authority or the police in Singapore or elsewhere, the subject matter of which may form the basis of professional misconduct or any improper conduct which may bring disrepute to the Allied Health profession?  
☐ No ☐ Yes
- 2 Have you ever suffered or are you suffering from any physical or mental illness, which impairs your fitness to practise as an Allied Health practitioner or even if your fitness to practise is not impaired, it will still require conditions being imposed on your registration or alternatively, prevents you from practising as an Allied Health practitioner without any restriction?  
☐ No ☐ Yes
- 3 Have you ever consulted a psychiatrist or are you currently undergoing psychiatric treatment?  
☐ No ☐ Yes
- 4 Have you, at any time before the submission of this application, ever been convicted in a court of law in Singapore or elsewhere of any offence?  
☐ No ☐ Yes
- 5 Have you ever been the subject of an inquiry or proceedings by a professional body, Health Authority or court of law in Singapore or elsewhere, involving or relating to any physical or mental illness suffered by you?  
☐ No ☐ Yes

☐ I declare that the particulars stated in this application and the documents attached are true and authentic, and the information contained herein remains unchanged to date. To the best of my knowledge and belief, I have not withheld any material fact.

☐ I acknowledge that the Allied Health Professions Council reserves all rights to withhold and/or to terminate my registration and/or take any action it deems fit, if any of the above information or documents tendered is found subsequently to be false. I am also aware that it is a criminal offence to make any false statements, to provide any false information and/or document(s) to the Allied Health Professions Council. I also understand and give my consent for the Allied Health Professions Council to make any enquiries or obtain any information & documents that it deems appropriate to establish my fitness to practise.

I agree to allow this application including all of the information contained, and declarations set out, in this application to be accessed by prospective employer.  
☐ No ☐ Yes

[Save as Draft](#) [Proceed](#)



**8.5.2** If you have answered “Yes” to any of the questions, please provide full details in a separate document and upload them at the “Documents” tab.

You may access the “Documents” tab by clicking on it. Similarly, please name the files clearly (e.g. “Declaration-Qn 1” etc.).

**MINISTRY OF HEALTH SINGAPORE**  
**Allied Health Professions Council**

Welcome TESTING ONE (Last successful login: 17/02/2015 03:38:28 PM) Change Password | Logout

Instruction Personal Qualifications Employment **Documents** Declaration Confirmation Payment Acknowledgement

**Application for Registration**

Note: All fields are mandatory.

**Declarations by Applicant**  
Please answer all questions. If you have answered "Yes" to any of the questions, please provide full details in a separate document and upload supporting documents at the "Documents" tab, where applicable.

1 Have you ever been convicted, or been the subject of an inquiry or an investigation by any professional body, licensing, health authority or the police in Singapore or elsewhere, the subject matter of which may form the basis of professional misconduct or any improper conduct which may bring disrepute to the Allied Health profession?  
☐ No ☒ Yes  
If Yes, please provide full details:  
 (0/500)

2 Have you ever suffered or are you suffering from any physical or mental illness, which impairs your fitness to practise as an Allied Health practitioner or even if your fitness to practise is not impaired, it will still require conditions being imposed on your registration or alternatively, prevents you from practising as an Allied Health practitioner without any restriction?  
☐ No ☒ Yes  
If Yes, please provide full details:  
 (0/500)

3 Have you ever consulted a psychiatrist or are you currently undergoing psychiatric treatment?  
☐ No ☒ Yes  
If Yes, please provide full details:  
 (0/500)

4 Have you, at any time before the submission of this application, ever been convicted in a court of law in Singapore or elsewhere of any offence?  
☐ No ☒ Yes  
If Yes, please provide full details:  
 (0/500)

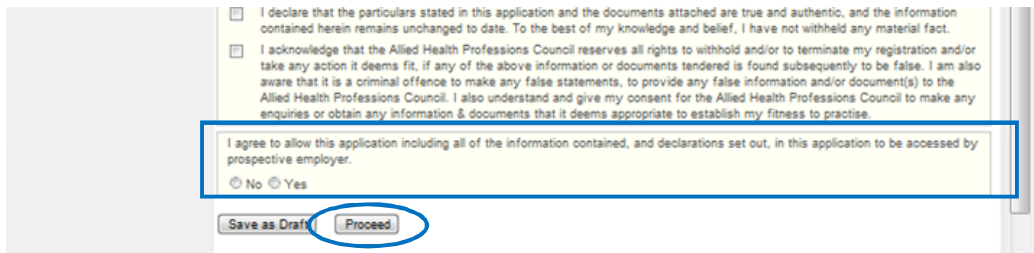
5 Have you ever been the subject of an inquiry or proceedings by a professional body, Health Authority or court of law in Singapore or elsewhere, involving or relating to any physical or mental illness suffered by you?  
☐ No ☒ Yes  
If Yes, please provide full details:  
 (0/500)

**8.5.3** Please take note of the last part of the “Declaration” section with the following statement:

**“I agree to allow this application including all of the information contained, and declarations set out, in this application to be accessed by prospective employer.”**

Clicking “No” would mean that your prospective employer would not be able to access your application and will not be able to submit any subsequent applications for a Practising Certificate on your behalf. You will need to write in to AHPC to request for access for your HR if you change your mind subsequently.

Click on the “Proceed” button to continue on to the “Confirmation” section.



The screenshot shows a web form with two unchecked checkboxes at the top. The first checkbox is followed by the text: "I declare that the particulars stated in this application and the documents attached are true and authentic, and the information contained herein remains unchanged to date. To the best of my knowledge and belief, I have not withheld any material fact." The second checkbox is followed by a longer declaration: "I acknowledge that the Allied Health Professions Council reserves all rights to withhold and/or to terminate my registration and/or take any action it deems fit, if any of the above information or documents tendered is found subsequently to be false. I am also aware that it is a criminal offence to make any false statements, to provide any false information and/or document(s) to the Allied Health Professions Council. I also understand and give my consent for the Allied Health Professions Council to make any enquiries or obtain any information & documents that it deems appropriate to establish my fitness to practise." Below these is a highlighted box containing the statement: "I agree to allow this application including all of the information contained, and declarations set out, in this application to be accessed by prospective employer." Under this statement are two radio buttons, "No" and "Yes", with the "Yes" button selected. At the bottom of the form are two buttons: "Save as Draft" and "Proceed". The "Proceed" button is circled in blue.

## 8.6 CONFIRMATION TAB

- 8.6.1 The “Confirmation” section allows you to review what you had previously keyed in your application for registration. Please check your information carefully to ensure that it is accurate and truthful. Once done, click on the “Confirm” button at the bottom of the page to continue.

The screenshot displays the AHP Council's online portal. The header includes the Ministry of Health Singapore logo and the Singapore Government tagline. A navigation bar at the top lists various tabs: Instruction, Personal, Qualifications, Employment, Documents, Declaration, Confirmation (highlighted), Payment, and Acknowledgement. A sidebar on the left contains links for 'Enquire Applications' and 'Registration'. The main content area, titled 'Application for Registration', shows 'Registration Details' with the user's role as 'Occupational Therapist'. Below this, a table lists the applicant's particulars.

Particulars Of Applicant	
Identification Type	Passport
Identification No.	456789
Salutation	Ms
Full Name as shown in NRIC/FIN/Passport	TESTING ONE
Surname / Family Name	ONE
Preferred Order of Name	-
Name in Chinese Character	-
Gender	Female
Race	Chinese

## 8.7 PAYMENT TAB

- 8.7.1 For "Payment," please confirm with your employer if they will be making payment for your registration on your behalf. Your employer will have to inform the AHPC that payment will be made on their end **before** you put in the online application. **Please note that if your employer is paying for your registration directly to the AHPC, you should not be able to access the "Payment" tab.**

For registrants who have to their own make payment, or pay in the first instance and claim from your employer subsequently, please have your eNETS or credit card ready. The AHPC only accepts payments by eNETS and credit card.

Click on "Proceed" to continue. You will be directed to a different site with instructions on how to submit your payment.

Once you have completed the payment process, you will be directed to the "Acknowledgement" tab.

The screenshot shows the AHPC website interface. At the top, there is a header with the Ministry of Health Singapore logo and the AHPC name. A navigation bar contains tabs: Instruction, Personal, Qualifications, Employment, Documents, Declaration, Confirmation, **Payment**, and Acknowledgement. The Payment tab is active. Below the navigation bar, there is a sidebar with 'Application' and 'Enquire Applications' links. The main content area is titled 'Application for Registration' and contains a table with fee information. A 'Proceed' button is highlighted with a red circle.

MINISTRY OF HEALTH SINGAPORE  
Allied Health Professions Council

Welcome TESTING ONE (Last successful login: 17/02/2015 03:38:26 PM)

Change Password | Logout

Instruction Personal Qualifications Employment Documents Declaration Confirmation **Payment** Acknowledgement

**Application for Registration**

Please note that the following fee(s) paid will not be refundable.  
If you encounter any problems making payment, please try again later. Your application will be saved as Draft in the Enquire Applications.

Fee Type	Unit Price (SGD)	Quantity	Amount Due (SGD)
(Occupational Therapist) Application for registration as an allied health professional under section 21(1)(b) of the Act	200.00	1	200.00

Please remember to select the <Click to complete this transaction> button after payment to successfully conclude the transaction. Do not close the browser window before an acknowledgement page indicating successful submission is displayed.

**Proceed** BillCollect Additional Button

## 8.8 ACKNOWLEDGEMENT TAB

### 8.8.1 Congratulations! You have successfully submitted your application.

The “Acknowledgement” tab provides you with your application number for reference. You may wish to print or save this page.

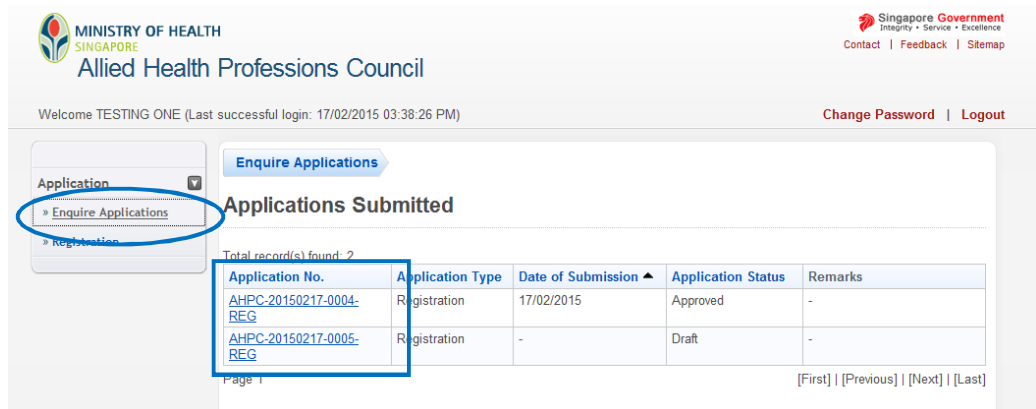
The screenshot shows the AHPC web portal. At the top, the Ministry of Health Singapore logo and the AHPC name are on the left, and the Singapore Government logo with 'Integrity • Service • Excellence' and links for 'Contact', 'Feedback', and 'Sitemap' are on the right. Below the header, a welcome message for 'TESTING ONE' is displayed. A navigation bar contains tabs for 'Instruction', 'Personal', 'Qualifications', 'Employment', 'Documents', 'Declaration', 'Confirmation', and 'Payment'. The 'Acknowledgement' tab is selected. On the left, a sidebar menu shows 'Application' with sub-links for 'Enquire Applications' and 'Registration'. The main content area is titled 'Application for Registration' and contains the following text: 'Please be informed that your application for registration has been submitted to Allied Health Professions Council on 17/02/2015. Please print / save a copy of this acknowledgement for your reference.' A blue box highlights the application number: 'Your application no. is AHPC-20150217-0004-REG.' Below this, it states: 'You may check the status of your application online using the same User ID and password. For any query, please email to [stg\\_admin@ahpc.gov.sg](mailto:stg_admin@ahpc.gov.sg) and quote the above application no. and name.' There is a link to 'Rate this service' and a 'Print' button.

After you have successfully submitted your application for registration, you can begin to track the status of your application. You may check on your application status by logging into the system and retrieving your application.

## 9. RETRIEVING YOUR APPLICATION

- 9.1 To retrieve your application, please log into the PRS and click on the “Enquire Applications” option on the left side of the screen. Then click on the application you wish to retrieve.

Please note that you will not have the option to delete any draft applications. The system will automatically delete incomplete applications after 30 days.



MINISTRY OF HEALTH  
SINGAPORE  
Allied Health Professions Council

Welcome TESTING ONE (Last successful login: 17/02/2015 03:38:26 PM)

Singapore Government  
Integrity • Service • Excellence  
Contact | Feedback | Sitemap

Change Password | Logout

Enquire Applications

Applications Submitted

Total record(s) found: 2

Application No.	Application Type	Date of Submission ▲	Application Status	Remarks
AHPC-20150217-0004-REG	Registration	17/02/2015	Approved	-
AHPC-20150217-0005-REG	Registration	-	Draft	-

Page 1 [First] | [Previous] | [Next] | [Last]

## 10. ENQUIRING ABOUT THE STATUS OF YOUR APPLICATION

You can check the status of your application after retrieving your application. The different application statuses include:

- 10.1 Pending processing:** AHPC has received your application and is in the midst of processing.



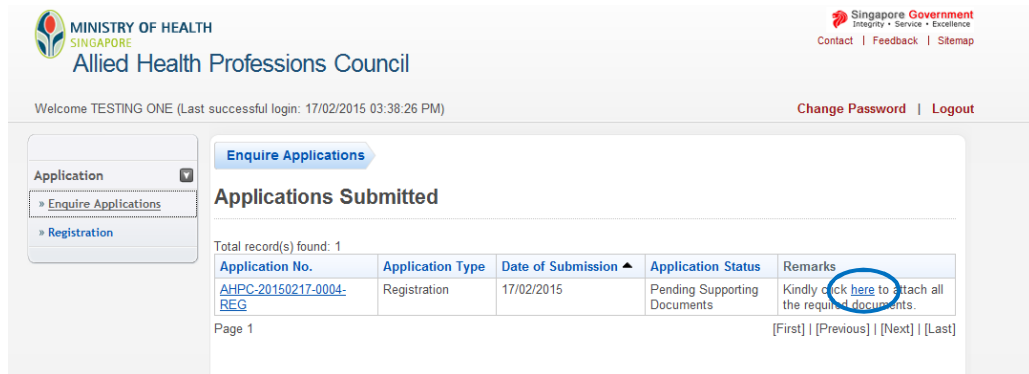
The screenshot displays the AHPC website interface. At the top, the Ministry of Health Singapore logo and the AHPC name are visible. A navigation bar includes links for 'Enquire Applications' and 'Registration'. The main content area, titled 'Applications Submitted', shows a table with one application record. The 'Application Status' column for this record is circled in blue, indicating 'Pending Processing'.

Application No.	Application Type	Date of Submission	Application Status	Remarks
<a href="#">AHPC-20150217-0004-REG</a>	Registration	17/02/2015	Pending Processing	-

Page 1 [First] | [Previous] | [Next] | [Last]

## 10.2.1 Pending supporting documents: Additional documents are required from the applicant in order to continue processing the application.

To find out which documents have yet to be submitted and to upload these documents to your application, Go to the remarks column, and click “Here”.



MINISTRY OF HEALTH SINGAPORE  
Allied Health Professions Council

Welcome TESTING ONE (Last successful login: 17/02/2015 03:38:26 PM)

Enquire Applications

Applications Submitted

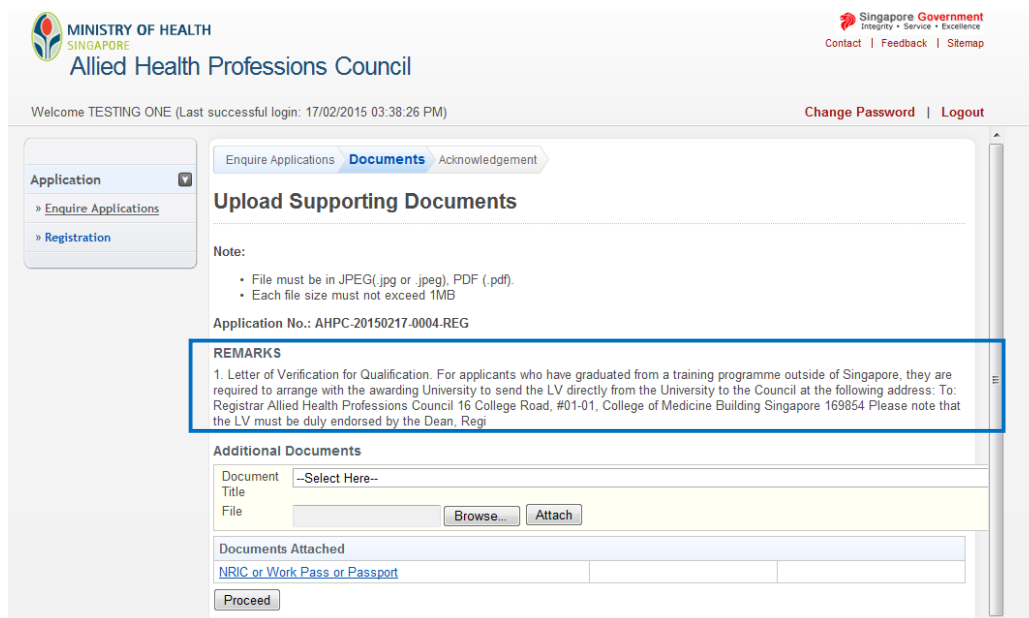
Total record(s) found: 1

Application No.	Application Type	Date of Submission	Application Status	Remarks
<a href="#">AHPC-20150217-0004-REG</a>	Registration	17/02/2015	Pending Supporting Documents	Kindly click <a href="#">here</a> to attach all the required documents.

Page 1 [First] | [Previous] | [Next] | [Last]

## 10.2.2 Under “Remarks” the AHPC will indicate the necessary documents to be uploaded so that we may continue to process your application. If you did not submit all the necessary documents, the missing ones will be indicated.

Please upload all your missing documents at once if more than 1 document has been requested for.



MINISTRY OF HEALTH SINGAPORE  
Allied Health Professions Council

Welcome TESTING ONE (Last successful login: 17/02/2015 03:38:26 PM)

Enquire Applications Documents Acknowledgement

Upload Supporting Documents

Note:

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

Application No.: AHPC-20150217-0004-REG

**REMARKS**

1. Letter of Verification for Qualification. For applicants who have graduated from a training programme outside of Singapore, they are required to arrange with the awarding University to send the LV directly from the University to the Council at the following address: To: Registrar Allied Health Professions Council 16 College Road, #01-01, College of Medicine Building Singapore 169854 Please note that the LV must be duly endorsed by the Dean, Regi

**Additional Documents**

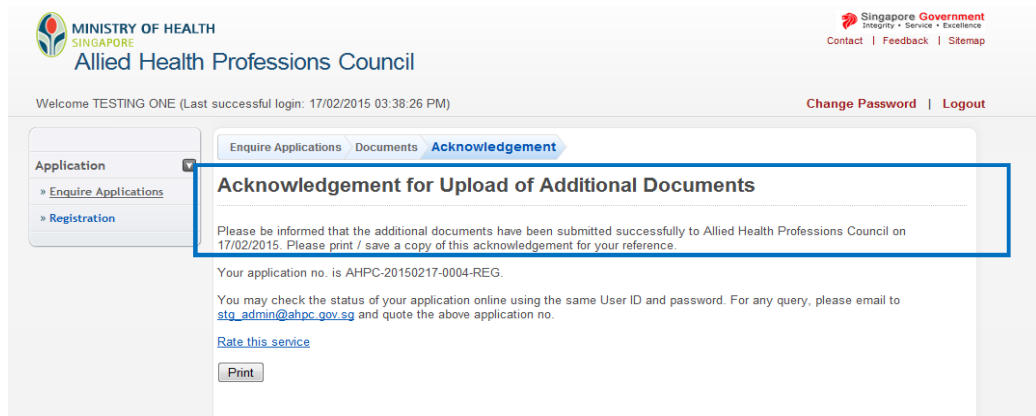
Document Title File

**Documents Attached**

Document Title	File
<a href="#">NRIC or Work Pass or Passport</a>	



- 10.2.3 Successfully uploading your documents will result in the notification that your documents have been submitted successfully to the AHPC. You will also receive an email notification. The status of your application will then be updated to, "Pending processing."



## 11. POSSIBLE REGISTRATION OUTCOMES

### 11.1 IPA: Your application for registration is under in-principle approval (IPA).

You will be issued with an IPA letter and you will need to approach the Ministry of Manpower (MOM) to complete the process of obtaining a Work Permit or Employment Pass or Special Pass before AHPC can continue to process your application.

Your employer will need to submit a soft copy of your approval from MOM via e-mail to the AHPC.



The screenshot shows the AHPC portal interface. At the top, there is a header with the Ministry of Health Singapore logo and the text 'Allied Health Professions Council'. To the right, there is a 'Singapore Government' logo and links for 'Contact', 'Feedback', and 'Sitemap'. Below the header, a welcome message reads 'Welcome TESTING ONE (Last successful login: 17/02/2015 03:38:26 PM)'. On the right side of the header, there are links for 'Change Password' and 'Logout'. The main content area is titled 'Applications Submitted' and shows a table with one record. The record has the following details: Application No. AHPC-20150217-0004-REG, Application Type Registration, Date of Submission 17/02/2015, and Application Status IPA (circled in blue). The Remarks column is empty. The table is preceded by 'Total record(s) found: 1'. At the bottom of the table, there are pagination links: '[First] | [Previous] | [Next] | [Last]'. On the left side of the main content area, there is a sidebar with a dropdown menu for 'Application' and two links: '» Enquire Applications' and '» Registration'.

Application No.	Application Type	Date of Submission	Application Status	Remarks
<a href="#">AHPC-20150217-0004-REG</a>	Registration	17/02/2015	IPA	-

**11.2 Pending Registration:** The AHPC has received all your documents and is in the midst of seeking approval.

Once the approval has been received, you will receive an e-mail from the AHPC informing you of the outcome of your application. This email will also include your new registration ID with the AHPC and an appointment to collect your registration certificate.

**11.2.1 If your employer is making the payment for you directly to the AHPC,** please come down to the AHPC on your appointment date to complete your registration process after you receive your outcome email.

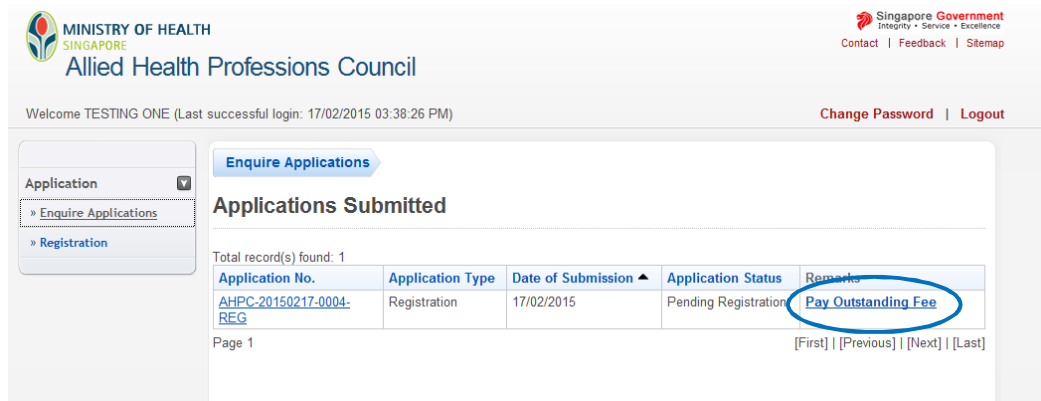
Please note that **AHPC has to be informed that your employer is making the payment for you and payment should be made 2 weeks before the release of your final examination results.**

The screenshot shows the AHPC portal interface. At the top, there is a header with the Ministry of Health Singapore logo and the AHPC name. A navigation bar includes links for 'Contact', 'Feedback', and 'Sitemap'. Below the header, a welcome message for 'TESTING ONE' is displayed. The main content area is titled 'Applications Submitted' and shows a table with one record. The record's status is 'Pending Registration', which is circled in blue. The table has columns for Application No., Application Type, Date of Submission, Application Status, and Remarks. The Application No. is 'AHPC-20150217-0004-REG'. The Application Type is 'Registration'. The Date of Submission is '17/02/2015'. The Application Status is 'Pending Registration'. The Remarks column is empty. The page number 'Page 1' is shown at the bottom left, and navigation links '[First] | [Previous] | [Next] | [Last]' are at the bottom right.

Application No.	Application Type	Date of Submission	Application Status	Remarks
<a href="#">AHPC-20150217-0004-REG</a>	Registration	17/02/2015	Pending Registration	-

- 11.2. 2a **If you are making payment for your practicing certificate on your own**, the PRS will indicate that you have to “Pay Outstanding Fee.” The fees include your application for a practicing certificate and practicing certificate fee. **It is important to note that you should make payment after receiving the outcome email and before you come down to the AHPC to collect your registration certificate.**

Please click on “Pay Outstanding Fee” to make your payment via credit card or E-NETS. You will be directed to a different site with instructions on how to submit your payment.



MINISTRY OF HEALTH SINGAPORE  
Allied Health Professions Council

Welcome TESTING ONE (Last successful login: 17/02/2015 03:38:26 PM) [Change Password](#) | [Logout](#)

[Enquire Applications](#)

Application ☒  
» [Enquire Applications](#)  
» [Registration](#)

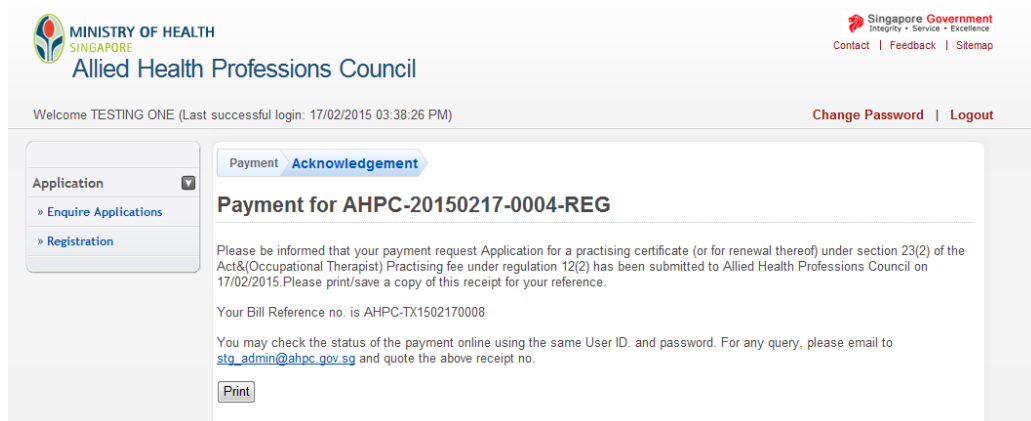
**Applications Submitted**

Total record(s) found: 1

Application No.	Application Type	Date of Submission	Application Status	Remarks
<a href="#">AHPC-20150217-0004-REG</a>	Registration	17/02/2015	Pending Registration	<a href="#">Pay Outstanding Fee</a>

Page 1 [First] | [Previous] | [Next] | [Last]

- 11.2. 2b Successful payment will bring you to the confirmation page below. Please save or print a copy of the receipt for your reference. Once payment is completed, please come down to the AHPC on your appointment date to complete your registration process.



MINISTRY OF HEALTH SINGAPORE  
Allied Health Professions Council

Welcome TESTING ONE (Last successful login: 17/02/2015 03:38:26 PM) [Change Password](#) | [Logout](#)

[Payment](#) [Acknowledgement](#)

**Payment for AHPC-20150217-0004-REG**

Please be informed that your payment request Application for a practising certificate (or for renewal thereof) under section 23(2) of the Act&(Occupational Therapist) Practising fee under regulation 12(2) has been submitted to Allied Health Professions Council on 17/02/2015. Please print/save a copy of this receipt for your reference.

Your Bill Reference no. is AHPC-TX1502170008

You may check the status of the payment online using the same User ID. and password. For any query, please email to [stg\\_admin@ahpc.gov.sg](mailto:stg_admin@ahpc.gov.sg) and quote the above receipt no.

[Print](#)

### 11.3 **Approved:** Your application for registration has been approved.

To complete the registration process, you will need to come down to our office to collect your registration certificate. You cannot start work until you have collected your registration certificate. The “Approved” status will be reflected after you have collected your registration certificate.

Your practicing certificate will be sent to you via registered mail to the preferred mailing address which you had provided.

The screenshot shows the AHPC website interface. At the top, there is a header with the Ministry of Health Singapore logo and the AHPC name. A navigation bar includes links for 'Contact', 'Feedback', and 'Sitemap'. Below the header, a welcome message for 'TESTING ONE' is displayed. The main content area is titled 'Applications Submitted' and shows a table with one record. The record's 'Application Status' is 'Approved', which is circled in blue. The table also lists the application number, type, and submission date. A sidebar on the left contains a menu with 'Enquire Applications' and 'Registration' options.

MINISTRY OF HEALTH SINGAPORE  
Allied Health Professions Council

Welcome TESTING ONE (Last successful login: 17/02/2015 03:38:26 PM)

Change Password | Logout

Enquire Applications

Applications Submitted

Total record(s) found: 1

Application No.	Application Type	Date of Submission	Application Status	Remarks
AHPC-20150217-0004-REG	Registration	17/02/2015	Approved	-

Page 1 [First] | [Previous] | [Next] | [Last]

## 12. FAQs

### 12.1 HOW TO SAVE YOUR APPLICATION

- 12.1.1 You will find a button labelled "Save as Draft" at the bottom of each page of the online application form except in the "Documents", "Confirmation", "Payment", and "Acknowledgement" pages. .

**To save your progress, scroll to the bottom of the page and click the "Save as Draft" button.**

Please note that you will be logged out of the system if it has been idle for 30 minutes. All your inputs will be lost if you did not save your progress. To prevent losing your work, please remember to save your application often.

The screenshot shows the 'Allied Health Professions Council' application form. The user is logged in as 'TESTING ONE'. The form is divided into sections: 'Application' (with links to 'Enquire Applications' and 'Registration'), 'Personal Information' (including Address Line 4, Contact No., Preferred mailing address, and Principal Practice Place Address), 'Information On Spouse' (including Full Name, Nationality, Occupation, and a section for 'If Spouse is working in Singapore' with fields for Company Name, Postal Code, Block/House No., Level - Unit No., Street Name, and Building Name), and 'If Spouse is a registered healthcare professional in Singapore' (with fields for Singapore Health Professional Entities, Registration No. / Identification No., and a question about applying for registration in Singapore). At the bottom of the form, the 'Save as Draft' button is circled in blue, next to a 'Proceed' button.

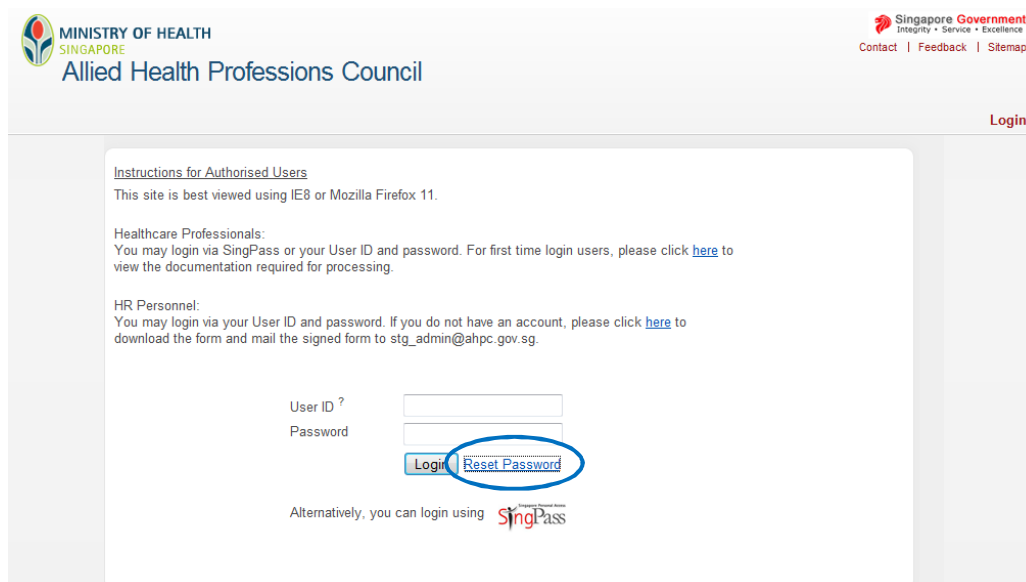
- 12.1.2 You will receive the message that your changes have been successfully saved. When you save the application online, the drafts will stay in your "Enquire Applications" records for 30 days. After 30 days, any incomplete applications will be automatically deleted by the system.

The screenshot shows the 'Allied Health Professions Council' application form after saving. The user is logged in as 'TESTING ONE'. The form is divided into sections: 'Application' (with links to 'Enquire Applications' and 'Registration'), 'Personal Information' (including Address Line 4, Contact No., Preferred mailing address, and Principal Practice Place Address), 'Information On Spouse' (including Full Name, Nationality, Occupation, and a section for 'If Spouse is working in Singapore' with fields for Company Name, Postal Code, Block/House No., Level - Unit No., Street Name, and Building Name), and 'If Spouse is a registered healthcare professional in Singapore' (with fields for Singapore Health Professional Entities, Registration No. / Identification No., and a question about applying for registration in Singapore). At the bottom of the form, the 'Save as Draft' button is circled in blue, next to a 'Proceed' button.

## 12.2 WHAT IF I LOSE MY PASSWORD?!

### 12.2.1 WHEN HOLDING ON TO TEMPORARY USER ID (I.E. X000000A)

- 12.2.1 Please click on the “Reset Password” link beside the Login button to begin the process of resetting your password. Clicking this link will prompt the system to send you a new password to the e-mail provided in your application for registration.



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Login

Instructions for Authorised Users  
This site is best viewed using IE8 or Mozilla Firefox 11.

Healthcare Professionals:  
You may login via SingPass or your User ID and password. For first time login users, please click [here](#) to view the documentation required for processing.

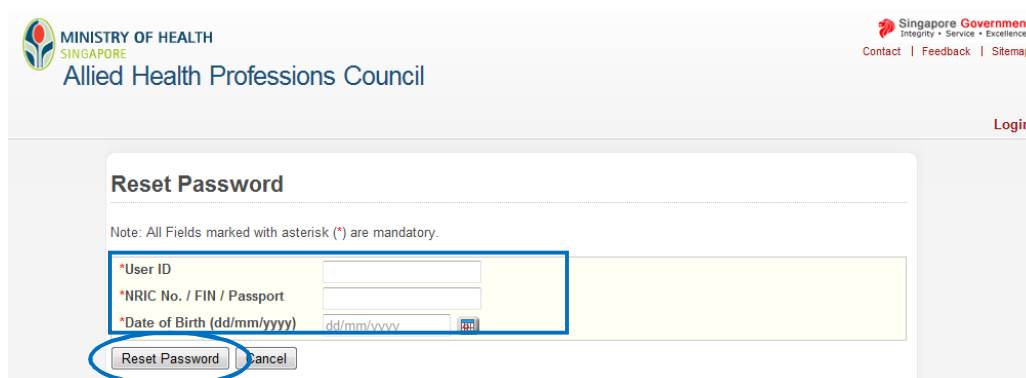
HR Personnel:  
You may login via your User ID and password. If you do not have an account, please click [here](#) to download the form and mail the signed form to [stg\\_admin@ahpc.gov.sg](mailto:stg_admin@ahpc.gov.sg).

User ID ?   
Password

Alternatively, you can login using 

- 12.2.2 You will have to complete 3 fields in order to reset your password. Please have on hand your NRIC number, date of birth and your AHPC user ID. Your user ID can be found in the first email you received from AHPC. If you have lost your user ID, please contact the AHPC at [AHPC@spb.gov.sg](mailto:AHPC@spb.gov.sg). It is important to note that in this situation, your application may be delayed.

After you have completed the 3 mandatory fields, please click on “Reset Password”.




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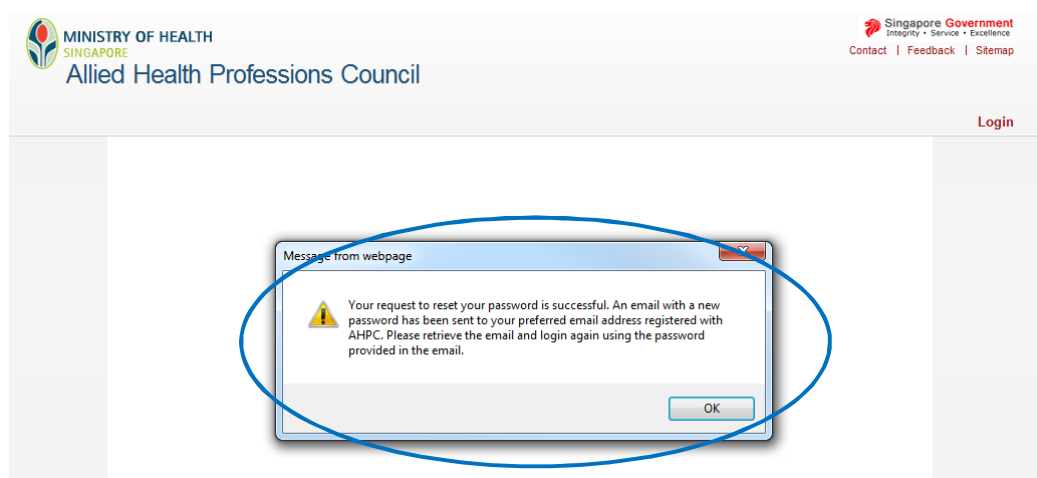
Login

**Reset Password**

Note: All Fields marked with asterisk (\*) are mandatory.

\*User ID   
\*NRIC No. / FIN / Passport   
\*Date of Birth (dd/mm/yyyy)  

- 12.2. A pop-up window will appear to inform you that an email with a new password has  
1.3 been sent to your preferred email address. Clicking “OK” will bring you back to the Log-  
in page.





## 12.2.2 WHEN HOLDING ON TO PERMANENT USER ID (YOUR REGISTRATION NUMBER)

- 12.2.2.1 Please click on the “Reset Password” link beside the Login button to have your reset password sent to the email you have provided in your application for registration.

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Login

Instructions for Authorised Users  
This site is best viewed using IE8 or Mozilla Firefox 11.

Healthcare Professionals:  
You may login via SingPass or your User ID and password. For first time login users, please click [here](#) to view the documentation required for processing.

HR Personnel:  
You may login via your User ID and password. If you do not have an account, please click [here](#) to download the form and mail the signed form to [stg\\_admin@ahpc.gov.sg](mailto:stg_admin@ahpc.gov.sg).

User ID ?   
Password

Login Reset Password

Alternatively, you can login using SingPass

- 12.2.2.2 You will have to complete 3 fields in order to reset your password. Please have on hand your NRIC number, date of birth and your AHPC user ID. Your user ID is your registration number with the AHPC and can be found on your registration certificate or practicing certificate. If you have lost your user ID, please contact the AHPC at [AHPC@spb.gov.sg](mailto:AHPC@spb.gov.sg).

After you have completed the 3 mandatory fields, please click on “Reset Password”.

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Login

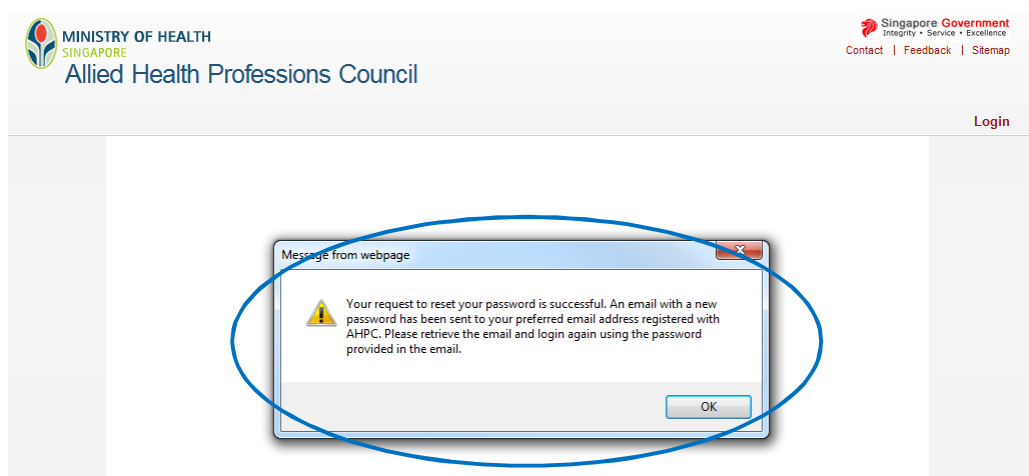
**Reset Password**

Note: All Fields marked with asterisk (\*) are mandatory.

\*User ID   
\*NRIC No. / FIN / Passport   
\*Date of Birth (dd/mm/yyyy)

Reset Password Cancel

- 12.2. A pop-up window will appear to inform you that an email with a new password has  
2.3 been sent to your preferred email address. Clicking “OK” will bring you back to the Log-  
in page.



## 12.3 MISCELLANEOUS

- Q:** I did not give NYP/NUS consent to provide my results to the AHPC. How does this affect my registration?
- A:** You will need to make arrangements with NYP/NUS to send to AHPC your examination outcome. As such, please expect the processing time for your application to take longer. NYP graduates who have given permission to their school to provide their results directly to the AHPC will have their applications processed within 2 working days from the date their examination results are released.
- Q:** What if I fail my final examination?
- A:** You will have to take and pass your supplementary examination before AHPC will continue to process your application for registration.
- Q:** I am a NYP graduate who passed my final examinations, given consent to NYP to provide my results to the AHPC and have submitted my online application for registration with all the required documents. It has been 2 days and I have not yet received my outcome. What should I do next?
- A:** Although you have passed your final examinations, you may not have met the requirements to graduate from NYP. Please check with NYP's registrar's office to ensure that you have no pending fees. You may also contact the AHPC at [AHPC@spb.gov.sg](mailto:AHPC@spb.gov.sg) for updates on the status of your application.
- Q:** Can I start practicing without my practising certificate?
- A:** If you have made payment for your practicing certificate and collected your registration certificate, you may start practicing.
- Q:** I am a NYP graduate who intends to go for a degree-conversion programme. Do I need to apply for registration now?
- A:** If you intend to work as an occupational therapist or a physiotherapist before going for your degree-conversion programme, you must apply for registration and a practising certificate with the AHPC. NYP graduates are granted 36 months on their registration to give them sufficient time to complete their degree-conversion programme while being registered with the AHPC.

Please note that all conditionally registered therapists are expected to complete a period of supervised practice and that NYP graduates must complete 1 year of supervised practice satisfactorily. If you practise as an occupational therapist or physiotherapist for 5 months before the start of your degree-conversion programme satisfactorily, you may complete the remaining 7 months when you return. If you do not practise for at least 5 months before starting on your programme, you will need to complete your 1 year of supervised practice upon your return.

**Q:** I am a NYP graduate going for a degree-conversion programme. Is it possible to apply for leave during the 5 months of supervised practice before starting on my degree-conversion programme?

**A:** If you are intending to take leave for more than a month (31 days), you must inform the AHPC. Please note that this may affect the duration of your supervised period.



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