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To NYP Occupational Therapy and Physiotherapy Students graduating in 2014

APPLICATION FOR REGISTRATION WITH THE ALLIED HEALTH PROFESSIONS COUNCIL FOR NYP GRADUATES

Congratulations. We note that you will be graduating from your professional programmes at Nanyang Polytechnic shortly, and we look forward to your contributions in your respective professions. This circular is intended to facilitate your registration application with the Allied Health Professions Council (AHPC) if you intend to practice as an occupational therapist or physiotherapist upon graduation. You may also wish to furnish a copy of this letter to your potential employer so that they are also well-informed of the requirements for your registration application.

STARTING WORK IN YOUR PROFESSION

2 Please note that unlike your colleagues who graduated prior to registration being introduced in April 2013, you cannot start practicing your profession when you complete your examinations. You will have to be registered, and applied for your practicing certificate (including payment of the relevant fees) **before** starting work in your profession.

ELIGIBILITY FOR REGISTRATION

3 As a new graduate from NYP, you will only be eligible for Conditional Registration with the Council. If you are working full-time, you will be required to complete one year of supervised practice satisfactorily and according to AHPC's requirements. The duration of your supervised practice will be 2 years if you are working part-time basis upon graduation. As a part-time practitioner on Conditional Registration, you will also be required to maintain a minimum of 20 hours of supervised practice per week for the full duration of your supervised practice period.

APPLYING FOR REGISTRATION

4 As you are required to work under supervision, you will need to secure an employment offer from an organization which is able to comply with the AHPC's Supervised Practice Guidelines before applying for registration. The Guidelines can be downloaded from "Forms & Downloads" at www.ahpc.gov.sg

Required documents

5 When applying for registration, you are responsible for completing the application form, and providing the following supporting documents:

- a) Recent passport size photograph
- b) Photocopy of NRIC or workpass (Photocopy of passport is accepted only if you do not have a NRIC or workpass)

Your completed application form and supporting documents listed above are to be submitted through your employer to AHPC. Your employer will need to provide the following documents:

- a) Letter of offer of employment
- b) SF2 – Supervisor Undertaking,

Source verification of your qualification

6 At the point of application, you will not be required to provide a photocopy of your diploma certificate¹ or arrange for your transcript to be sent from NYP to AHPC if you have consented for NYP to release your graduation information to AHPC for source verification of your qualification. However, we will only be able to complete your registration after NYP verify your graduation with AHPC. We have been informed by NYP that the information will only be available to AHPC when your results are confirmed and released.

Registration and Practising Certificate Fees

7 The fee for registration is \$200 and the application fee and practising certificate fees are \$20 and \$140 per year of part thereof. Arrangements for the payment of your registration and practising certificate fees should be discussed and resolved with your potential employers. Your application must be accompanied by the relevant fees to be considered complete.

¹ A photocopy of your diploma certificate will need to be provided when you apply for full registration subsequently.

Incomplete applications

8 Please note that incomplete application forms or applications without the necessary supporting documents listed in para 5 and the relevant fees will be returned to the mailing address indicated in the application form with the list of items that were missing. Please ensure that you have the complete set of supporting documents required and fees when you submit your application to ensure smooth processing of your application.

When can I expect to start work?

9 When your application form is complete with all its required supporting documents, with an employer who is able to meet the supervision requirements, the processing time to complete both your registration and practising certificate application will be at least 10 working days after the release of your results (Annex A). If there are clarifications required regarding your proposed supervisors or other issues affecting your registration, there will be delays in the processing of your application.

MORE INFORMATION AND FORMS DOWNLOAD

10 Please visit the AHPC website at www.ahpc.gov.sg for more information. You will also be able download the application forms for registration (RR1) and practising certificate (RR5), form for Undertaking by Supervisor (SF2), and Supervised Practice Guidelines from the website.

Thank you.

A handwritten signature in black ink, appearing to read 'Elaine Teo', with a stylized flourish extending from the end.

MS. ELAINE TEO
REGISTRAR
ALLIED HEALTH PROFESSIONS COUNCIL

ANNEX A

STEPS IN THE REGISTRATION AND PRACTISING CERTIFICATE APPLICATION PROCESS

