



Chiropractors Board of Queensland



Dental Board of Queensland



Dental Technicians and Dental Prosthetists Board of Queensland



Medical Radiation Technologists Board of Queensland



Occupational Therapists Board of Queensland



Optometrists Board of Queensland



Osteopaths Board of Queensland



Pharmacists Board of Queensland



Physiotherapists Board of Queensland



Podiatrists Board of Queensland



Psychologists Board of Queensland



Speech Pathologists Board of Queensland

Policy and Procedure: Certificates of Registration Status: Accepting verification documents from other registering authorities

1.0 Purpose and Scope of Policy

1.1 The purpose of this policy is to define the Boards' standard for accepting documents that provide verification of an applicant's registration status. This policy applies to those applying for registration under the relevant registration Act who are currently or have previously been registered as a health practitioner.

1.2 This policy does not apply to those applicants who are currently registered in Australia or New Zealand if they apply for registration under the mutual recognition legislation.

2.0 Introduction and relevant legislation

2.1 Each health practitioner registration Board has a statutory responsibility, in determining an applicant's eligibility for registration, to ensure that applicants for registration are fit to practise the profession. To meet this responsibility, Boards must ensure that a practitioner's current registration status in their previous jurisdiction(s) of registration is considered at the time of application. A Certificate of Registration Status (or equivalent) is a document prepared by registering authorities to provide the required information.

2.2 As part of an overall risk management framework the Boards maintain quality standards for acceptance of Certificates of Registration Status (or equivalent). These standards balance the need for efficient registration processes with protecting the public and maintaining public confidence in the health professions.

3.0 Definition of 'Certificate of Registration Status' and documents deemed equivalent

3.1 A Certificate of Registration Status is a document issued by a registering authority and forwarded directly to another registering authority following a request by an applicant. It is issued if the applicant has current or has had previous registration with the registering authority. A Certificate of Registration Status contains information which relates to the applicant's current registration status at the time of the request, their rights to practise, any conditions that may be attached to their right to practise and any information which relates to their professional conduct.

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3.2 The following are acceptable equivalent documents to a Certificate of Registration Status provided the minimum requirements stipulated in paragraph 4 are met:

- Certificates of Good Standing (COGS)
- Licensure Verification Certificates
- Confirmation Statements
- Certificates of Professional Conduct
- Certificates of Identity

3.3 The Boards do not accept statements of standing from professional associations.

3.4 A document that does not include the minimum requirements stipulated in paragraph 4 is not acceptable.

4.0 Requirements for Certificates of Registration Status (or equivalent)

4.1 It is a mandatory requirement for all applicants who are currently registered outside Queensland, or have previously been registered outside Queensland, to arrange for Certificates of Registration Status (or equivalent) to be provided to the relevant Board.

4.2 The minimum **content requirements** that Certificates of Registration Status (or equivalent) must include are:

- The full name of the health practitioner
- The date the practitioner was first issued registration in that jurisdiction
- The date that the registration expired/lapsed (if relevant)
- The current registration status (i.e. details of any conditions or undertakings that apply to the practitioner's registration in that jurisdiction)
- The name of the issuing authority (i.e. the jurisdiction(s) of registration)
- Details of any preliminary disciplinary actions or investigations — current or proposed
- Details of any conditions or undertakings that apply to the practitioner's registration
- Any other information recorded on the register relevant to the Board's determination to grant registration (i.e. the practitioner's qualifications).

4.3 A Certificate of Registration Status (or equivalent) from each jurisdiction in which the practitioner has practiced in the **past 5 years**, wherever possible, is required in terms of **extent of registration history**. (NB: Should the Board require you to provide Certificate prior to this period, you will be advised in writing.)

4.4 A Certificate is **valid for 3 months from the date of issue** and must be valid at the time of application (i.e. the date the Board receives the application).

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- 4.5 The documents must be **original** and **sent by mail directly from the issuing regulatory authority to the respective Board**. Any documents presented in person or sent directly from the applicant, employer organisation or any other source will not be accepted. Faxes or other electronic means will only be accepted in exceptional circumstances, and where satisfied the fax has come directly from the source, as determined by the Director Registration Services Program, who will put a submission to the Board for consideration.
- 4.6 For documents issued in a language other than English, the Board will seek **translation**. The application will not be complete, and therefore will not be processed, until this translation has been provided to the Board.
- 4.7 It is the **applicant's responsibility** to stipulate these above requirements when requesting Certificates of Registration Status (or equivalent) from the relevant authorities. If the Boards receive verification documents that do not meet policy requirements, the processing of applications will be delayed and the obligation will be on the applicant to follow-up with the issuing regulatory authority.

5.0 Fees

- 5.1 Registering authorities may charge a fee for issuing a Certificate of Registration Status. The applicant is responsible for the costs of issuing certificates.

6.0 Exemptions

- 6.1 In some circumstances applicants will be unable to request a Certificate of Registration Status (or equivalent). For example, where an applicant has practiced in a jurisdiction(s) where there is no government regulation authority. Applicants in these circumstances are required to provide written references as verification of their status. These must be provided in accordance with the directions given in the relevant application and its guidelines.
- 6.2 For applicants under refugee status, a statutory declaration to the Board, with documentary evidence to support their application for an exemption, will be considered for an exemption to this policy.

7.0 Timeframes

- 7.1 If all Certificates of Registration Status (or equivalent) are not received, or do not meet the requirements detailed above, the Board will forward a letter of incomplete application to the applicant outlining the further information required. No further processing of the application will occur until the outstanding information is provided. (See policy *Incomplete applications*.)

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8.0 Policy review

- 8.1 This policy will be reviewed annually from the date of endorsement, with amendments to be proposed to Boards as required.
- 8.2 The Director, Registration Services Program will be responsible for conducting the review of the policy and recommending amendments to the Boards.

Commencement date: 1 July 2009
Review date: July 2010