



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: Reference requirements

1.0 Purpose and Scope of Policy

1.1 The purpose of this policy is to:

- Set out the circumstances for which the Boards require applicants to provide written references with an initial application for registration; and
- Provide applicants with guidance to provide written references.

1.2.1 This policy applies to those applying for registration under the health practitioner registration Acts who have practiced in a jurisdiction, at any time during the 5 years prior to making application, where registration was not required.

1.3 This policy does not exclude the Boards issuing a notice to *any* applicant under the health practitioner registration Acts to provide verifiable written references to assist in making a decision about an application for registration.

1.4 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 Policy statement

2.1 The Boards require applicants unable to request a Certificate of Registration Status, because there is no government regulation authority to issue such a certificate, to provide two written references as verification of their practice status in accordance with the requirements at paragraph 3.

3.0 Requirements for Applicants

3.1 **At least one** of the persons providing the references should be a health practitioner in the profession with recent professional experience, and must state in the reference that they have **3 or more years experience** in the profession.

3.2 All referees must make a declaration that:

- they have known the applicant for at least 12 months
- they knew the applicant in practice.
- he/she is not related to the applicant, and has no vested interest in the applicant obtaining registration
- in their opinion, the applicant is of good character and standing, and to the best of their knowledge, there is no reason why the applicant would not safely and competently practise the profession.

3.3 The date of the reference must not pre-date the application date by more than 3 months.

Reference requirements

- 3.4 The referee must provide an address and contact telephone number as the Boards must be able to contact the referee directly to substantiate claims.

NOTE: Applications for registration contain a proforma reference for submission.

4.0 Timeframes

- 4.1 If references 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*.)

5.0 Policy review

- 5.1 This policy will be reviewed annually from the date of endorsement, with amendments to be proposed to Boards as required.
- 5.2 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