



HEALTH PROFESSIONS LICENSING AUTHORITY

TITLE: ENTITLEMENT TO REGISTRATION POLICY

EFFECTIVE DATE: May 2004 **REVIEWED:** September 2004 June 2006 March 2008

BOARD: OCCUPATIONAL THERAPISTS BOARD OF THE NORTHERN TERRITORY

Purpose

This policy has been developed to provide clear direction to staff of the Health Professions Licensing Authority, members of the Occupational Therapists Board of the Northern Territory and intending registrants regarding the entitlement to register as an Occupational Therapist in the Northern Territory.

Supporting policies

This policy should be considered in conjunction with the 'Health Professions Licensing Authority Registration Policy' and the Occupational Therapists Boards: "Recency of Practice Policy" and 'Registration of Occupational Therapists Working In Positions Not Identified as Occupational Therapist – Policy Statement'. Overseas trained occupational therapists are referred to the Council of Occupational Therapists Registration Boards (COTRB) website: www.cotrb.saboard.com.au

Who is entitled to register as an Occupational Therapist in the Northern Territory?

The Board will grant registration to Occupational Therapists who are able to provide evidence with their application as follows:

Section 22(a) Are eligible to apply

Occupational Therapists educated in Australia

1. Certified copy of qualification from an Australian or New Zealand University or other accredited educational institution;
2. 100 points of identification (refer Identification Validation Standard on this policy); and
3. Certified copy of registration certificate (if applicable);
4. Certified copy of current practising certificate (if applicable);
5. A recent passport size photo with the applicant's signature on the back; and
6. Certified copy of proof of name change (if applicable).

Occupational Therapist educated overseas

1. Certified copy of the Assessment Letter from the Council of Occupational Therapists Boards (Australia & New Zealand) Inc, confirming successful completion of Stage 1 Desk Top Assessment;
2. Certified copy of the 'Certificate of Practical Completion' or other evidence directly from COTRB confirming the successful completion of the Stage 2 Practice Audit (if completed);
3. 100 points of identification (refer Identification Validation Standard on this policy); and
4. Certified copy of registration certificate (if applicable);
5. Certified copy of current practising certificate (if applicable);
6. A recent passport size photo with the applicant's signature on the back; and
7. Certified copy of proof of name change (if applicable).

Section 22(b) and Section 22 (c) Have sufficient competence and capacity to practise

1. Declare that they have had the equivalent of 6 months full time employment as an Occupational Therapist in the last 5 years; (not applicable New Graduates);
2. Declare that they do not suffer any physical or mental illness that would prevent them from practising competently; and
3. Provide a written reference from their current employer or most recent employer (if not currently practising) dated within the previous 6 months (not applicable New Graduates).

Section 22(d) Have an adequate command of the English language

The Board has discretionary power to require an applicant to provide proof of English language competence at any time.

Section 22(e) Have adequate professional indemnity arrangements in place

Applicants are to make a declaration on their application form that if they intend to practise in the Northern Territory they will ensure that they have adequate professional indemnity arrangements in place.

Section 22(f) Are of good character

- Declare that they have not had their name suspended or removed from a register or been refused registration for any reason relating to their professional conduct;
- Declare that they have never been prohibited from or had any special condition imposed on their practise as a result of criminal, civil or disciplinary proceedings;
- Declare that they have not been charged or convicted of any offence;
- Declare that they do not know of any outstanding matter relating to their registration in any state/territory/country;
- Provide a written character reference dated within the last 6 months; and
- Provide a certificate of good standing from an Occupational Therapists Registration Board that they currently hold registration with or most recently held registration with.

New Graduates

A letter from a lecturer at the University where the course was completed attesting to the applicants good character.

Identification Validation Standard

The applicant must provide 100 points of identification with their application for registration as an occupational therapist in the Northern Territory. All documents must be an original or certified as a true copy of the original by a Board approved certifier. There are no exemptions to this standard. Applicants must provide at least one document that includes a photograph.

Category A document (70 points)

- Copy of current registration with an Australian Occupational Therapists Board

Category B document (70 points) Must provide only one from this category

- Front page of a current Australian passport; or
- Front page of any other passport with copy of current visa; or
- Birth Certificate/Birth Card (extract acceptable); or
- Citizenship certificate

Category C documents (40 points)

- License or permit issued under a law of Australia
- Identification card issued to a public service employee
- Identification card issued by a government department as evidence of a person's entitlement to a financial benefit
- Student card issued by an Australian tertiary education institution
- International English Language Testing System Test Report Form (IELTS-TRF) (with photograph only)

Category D documents (25 points)

- International Drivers Licence
- Medicare card
- Public utilities account (electricity bill, telephone bill)
- Rates notice.
- Credit card (maximum of two only), cash card or passbook issued by a financial institution
- Certificate of Good Standing/Verification of Registration Status. The document must be from the immediate previous regulatory authority. The document must be received directly from that regulatory authority, not from the applicant.
- Evidence of current occupational therapist registration with an overseas occupational therapists regulatory authority.