



<b>HEALTH PROFESSIONS LICENSING AUTHORITY</b>	
<b>TITLE: Processing of applications for registration during the annual renewal period</b>	
<b>EFFECTIVE DATE: June 2004</b>	<b>REVIEWED: JUNE 2008</b>
<b>BOARD: All Health Practitioner Registration Boards</b>	

### **Purpose**

The purpose for this policy is to provide clear direction to staff at the Health Professions Licensing Authority and intending registrants regarding the processing of applications and the associated fees, when applications for registration<sup>1</sup> under the *Health Practitioners Act* or the *Mutual Recognition Act* are received during the Annual Renewal Period.

### **Definition**

The Annual Renewal Period commences on 1 August and continues to the close of business (COB) on 30 September in each calendar year.

### **Procedure**

With some exceptions<sup>2</sup>, applicants for registration who lodge their applications with the Health Professions Licensing Authority between the dates of 1 August and 30 September will (subject to the application meeting all the Board's requirements for registration) be issued with an annual practising certificate current until 30 September in the following year. For example, Mr C forwards an application for registration on 22 August 2008. He meets all the requirements for registration. He will be issued with registration and an annual practising certificate that will expire on 30 September 2009.

Applicants for registration who lodge their applications prior to the 1 August will be issued with an annual practising certificate that expires on 30 September in the year the application was received. For example, Ms B lodges an application for registration on 28 July 2008. She meets all the requirements for registration. She will be issued with registration and an annual practising certification that will expire on 30 September 2008. Ms B will be forwarded an application to renew her practising certificate in early August 2008.

---

<sup>1</sup> "Registered" is taken to mean any practitioner who is registered, enrolled or authorised to practise in a restricted practice area.

<sup>2</sup> This Policy does not apply to applicants seeking registration for short periods only; to registrants where the relevant Board has determined a different due date; or to Radiographers (radiographers are registered on a calendar year basis).