

## **Did you know you can now apply online?**

### **Create an Ahpra portal account and complete your application**

[Click here to apply online](#)

Applying for registration is now available online.

Create an Ahpra portal account and complete your application.

#### **Applying online is easier, faster and more secure**

The online application form only asks questions relevant to your situation – saving you time.

Applying online also means you can

- easily access our new online ID verification
- track your progress as you complete each section of the application
- save as you go and lodge when it suits you
- check back in to see how assessment of your application is tracking.

For the best experience, please use a computer or laptop when applying online.

If you choose to use this form, we will need to follow up with you to ask you to validate some of the information you send us. This form will only be available for a short time.

#### **Keeping in contact**

We will let you know about important information to do with your application via your secure Ahpra portal.



# Application for endorsement of registration for scheduled medicines

Profession: Podiatry

Part 7 Division 8 of the Health Practitioner Regulation National Law (the National Law)

This form is to be used by registered podiatrists and podiatric surgeons to apply to have their registration endorsed for scheduled medicines.



**Do not use this form if you are applying for endorsement using the Board's transitional arrangements. A form for applying under the transitional arrangements is published on the Board's website.**

It is important that you refer to the *Registration standard: Endorsement for scheduled medicines*, guidelines and other documents relating to endorsement for scheduled medicines published on the Podiatry Board of Australia's (the Board's) website when completing this form. Registration standards, codes and guidelines can be found at [www.podiatryboard.gov.au](http://www.podiatryboard.gov.au)



**If you are applying for endorsement under Pathway B, this application will not be considered unless you:**

- have previously applied to commence supervised practice and submitted the required documents with that application and were advised in writing that the Board was satisfied you had met the prerequisites for supervised practice, and
- had three clinical studies assessed as satisfactory by the Board before you finished your period of supervised practice.



**This application will not be considered unless it is complete and all supporting documentation has been provided.** Supporting documentation **must** be certified in accordance with the Australian Health Practitioner Regulation Agency (Ahpra) guidelines. For more information, see *Certifying documents* in the *Information and definitions* section of this form.

## Privacy and confidentiality

The Board and Ahpra are committed to protecting your personal information in accordance with the *Privacy Act 1988* (Cth). The ways the Board and Ahpra may collect, use and disclose your information are set out in the collection statement relevant to this application, available at [www.ahpra.gov.au/privacy](http://www.ahpra.gov.au/privacy).

By signing this form, you confirm that you have read the collection statement. Ahpra's privacy policy explains how you may access and seek correction of your personal information held by Ahpra and the Board, how to complain to Ahpra about a breach of your privacy and how your complaint will be dealt with. This policy can be accessed at [www.ahpra.gov.au/privacy](http://www.ahpra.gov.au/privacy).

## Symbols in this form



### Additional information

Provides specific information about a question or section of the form.



### Attention

Highlights important information about the form.



### Attach document(s) to this form

Processing cannot occur until all required documents are received.



### Signature required

Requests appropriate parties to sign the form where indicated.

## Completing this form

- Read and **complete all questions**.
- Ensure that **all pages** and required **attachments** are returned to Ahpra.
- Use a **black** or **blue** pen only.
- Print clearly in **BLOCK LETTERS**
- Place X in **all** applicable boxes: **X**
- **DO NOT** send original documents.



Do not use staples or glue, or affix sticky notes to your application. Please ensure all supporting documents are on A4 size paper.

## SECTION A: Personal details



The information items in this section of the application marked with an asterisk (\*) will appear on the public register.

1. Do you currently hold general and/or specialist registration with the Board?

YES ☐

Registration number\*

P O D



All applicants **must** have general and/or specialist registration with the Board in order to apply for endorsement of registration for scheduled medicines.

NO ☐



You **must** attach your application for general or specialist registration.

**Note:** This is only applicable for applicants applying under Pathway A. Applicants applying under Pathway B must have been registered before they commenced their period of supervised practice for that pathway.



## 2. What is your name and birth details?

Title\* MR ☐ MRS ☐ MISS ☐ MS ☐ DR ☐ OTHER

Family name\*


First given name\*

Middle name(s)\*

Previous names known by (e.g. maiden name)

Date of birth  /  /

Country of birth

 If you have ever been formally known by another name, or you are providing documents in another name, you **must** attach proof of your name change unless this has been previously provided to the Board. For more information, see *Change of name* in the *Information and definitions* section of this form.

## SECTION B: Contact information



You can change your contact information at any time.

Please go to **[www.ahpra.gov.au/login](http://www.ahpra.gov.au/login)** to change your contact details using your online account.

## 3. What are your contact details?

Provide your current contact details below – place an ☒ next to your preferred contact phone number.

Business hours    ☐ Mobile    ☐

After hours    ☐

Email

## 4. What is your residential address?



When you are not yet practising, or when you are not practising the profession predominantly at one address:

- your residential address will be recognised as your principal place of practice, and
- the information items marked with an asterisk (\*) will appear on the public register as your principal place of practice.

Refer to the question below for the definition of principal place of practice.

Residential address **cannot** be a PO Box.

Site/building and/or position/department (if applicable)

Address (e.g. 123 JAMES AVENUE; or UNIT 1A, 30 JAMES STREET)

City/Suburb/Town\*

State or territory (e.g. VIC, ACT)/International province\* Postcode/ZIP\*

Country (if other than Australia)





## SECTION C: Endorsement pathway



Information about the Board's requirements for endorsement for scheduled medicines can be found in the Board's *Registration standard: Endorsement for scheduled medicines* and the *Guidelines: Endorsement for scheduled medicines*, which are published on the *Endorsement for scheduled medicines* page on the Board's website at [www.podiatryboard.gov.au](http://www.podiatryboard.gov.au)

### 7. Which pathway are you applying under?

#### Choose appropriate option

- ☐ Pathway A: Approved qualification pathway – **Go to Section C1**
- ☐ Pathway B: Supervised practice pathway for registered practitioners – **Go to Section C2**

## SECTION C1 (Pathway A): Approved qualification pathway



To be eligible for endorsement for scheduled medicines under Pathway A you must hold general and/or specialist registration with the Board and hold:

- an approved qualification for endorsement for scheduled medicines, **or**
- another qualification that the Board considers to be substantially equivalent to, or based on similar competencies to, an approved qualification for endorsement for scheduled medicines.

Approved qualification for endorsement for scheduled medicines for the purpose of Pathway A is defined in the Board's *Registration standard: endorsement for scheduled medicines*.

The Board's website contains information about the approved qualifications for endorsement for scheduled medicines under Pathway A, and the process for assessing whether qualifications are substantially equivalent to, or based on similar competencies to, an approved qualification for endorsement for scheduled medicines under Pathway A.

### 8. What type of registration do you hold?

#### Mark all options applicable to your application

- ☐ General registration – **Go to the next question**
- ☐ Specialist registration – **Go to the next question**
- ☐ Application for registration attached – **Attachment required below, then go to question 10**



You **must** attach your application for general registration.

### 9. What are the details of your qualifications for this application under Pathway A?

#### Qualification for endorsement for scheduled medicines under Pathway A

Title of qualification

Name of institution (University/College/Examining body)

Country

Start date

 / 

Completion date

 / 

### 10. Is your qualification an approved qualification for endorsement for scheduled medicines under Pathway A?

YES ☐

NO ☐ **Go to the next question**

#### Attachment required – then go to question 12



You **must** attach a certified copy of your original academic transcript and testimony or certificate that indicates completion of the qualification mentioned in this form.



11. Is your qualification one that has been assessed as substantially equivalent to (or based on similar competencies to) an approved qualification for endorsement for scheduled medicines under Pathway A?

YES ☐



You **must** attach a certified copy of the result of your assessment.

NO ☐



**You cannot proceed with this application.** The Board's website contains information about the process for having your qualification assessed to determine if it is substantially equivalent to, or based on similar competencies to, an approved qualification for endorsement for scheduled medicines under Pathway A.

12. Are you a recent graduate?



The Board's *Registration standard: Recency of practice* will apply to your application for endorsement for scheduled medicines under this pathway unless you are a recent graduate.  
For more information, see *Recent graduate* in the *Information and definitions* section of this form.

YES ☐

Go to Section D

NO ☐

Go to the next question

13. How long since you completed your qualification for endorsement for scheduled medicines under Pathway A?

Choose appropriate option – then go to Section D: Continuing professional development



Between one and three years



You **must** attach evidence of:

- at least one years' quota of CPD activities relevant to the endorsement, and
- any other relevant activities you have undertaken since your qualification for endorsement for scheduled medicines under Pathway A was awarded, including any additional education or training.



More than three years



You **must** attach:

- evidence of at least one years' quota of CPD activities relevant to the endorsement
- any other relevant activities you have undertaken since your qualification for endorsement for scheduled medicines under Pathway A was awarded, including any additional education or training, and
- a plan for professional development and re-entry to practice for consideration by the Board. Refer to information relating to re-entry to practice at [www.podiatryboard.gov.au/Policies-Codes-Guidelines](http://www.podiatryboard.gov.au/Policies-Codes-Guidelines)

## SECTION C2 (Pathway B): Supervised practice pathway for registered practitioners



As required by the Board's *Registration standard: Endorsement for scheduled medicines*, Pathway B includes the completion of a period of supervised practice.

Before you commence your period of supervised practice, you must apply to the Board to commence supervised practice and submit the following to the Board for approval:

- evidence that you hold an approved qualification in podiatric therapeutics or equivalent (that is not more than seven years old)
- evidence of having successfully completed 15 approved online case studies (completed not more than three years before), and
- a signed mentor agreement, and have been advised in writing that the Board is satisfied you have met the prerequisites for supervised practice.

During your period of supervised practice, you must submit three clinical studies to the Board for assessment. You must have three clinical studies assessed as satisfactory by the Board by the time you complete your period of supervised practice.

14. What date did you apply to commence supervised practice and submit:

- evidence of your approved qualification in podiatric therapeutics (or equivalent)
- evidence of successful completion of 15 approved online case studies, and
- a signed mentor agreement?

Date you applied to commence supervised practice and submitted supporting documents

/  /



15. What date were you advised in writing that the Board was satisfied you have met the prerequisites for supervised practice?

Date advised that you met the prerequisites for supervised practice

/    /

16. Have you had three clinical studies assessed by the Board as satisfactory?

YES ☐ Go to the next question

NO ☐



You cannot proceed with this application.

17. What type of registration do you hold?

Mark all options applicable to your application

☐ General registration

☐ Specialist registration



#### Attachments required

You **must** attach your portfolio of evidence, which must include as a minimum:

- evidence signed by you and your mentor, including clinical studies
- a signed certification of completion of supervised practice, and
- a reflective journal that includes a log of activities
- an evidence matrix.

## SECTION D: Continuing professional development

18. Do you commit to adhere to the continuing professional development requirements for podiatrists and podiatric surgeons with endorsement for scheduled medicines as required by the Board's *Continuing professional development registration standard*?

YES ☐

NO ☐

Please provide details below






## SECTION E: Obligations, consent and declaration



**Before you sign and date this form,** make sure that you have answered all of the relevant questions correctly and read the statements below. An incomplete form may delay processing and you may be asked to complete a new form. For more information, see the *Information and definitions* section of this form.

### Obligations of registered health practitioners

The National Law pt 7 div 11 sub-div 3 establishes the legislative obligations of registered health practitioners. A contravention of these obligations, as detailed at points 1, 2, 4, 5, 6 or 8 below does not constitute an offence but may constitute behaviour for which health, conduct or performance action may be taken by the Board. Registered health practitioners are also obligated to meet the requirements of their Board as established in registration standards, codes and guidelines.

#### Continuing professional development

1. A registered health practitioner must undertake the continuing professional development required by an approved registration standard for the health profession in which the practitioner is registered.

#### Professional indemnity insurance arrangements

2. A registered health practitioner must not practise the health profession in which the practitioner is registered unless appropriate professional indemnity insurance arrangements are in force in relation to the practitioner's practice of the profession.
3. A National Board may, at any time by written notice, require a registered health practitioner registered by the Board to give the Board evidence of the appropriate professional indemnity insurance arrangements that are in force in relation to the practitioner's practice of the profession.
4. A registered health practitioner must not, without reasonable excuse, fail to comply with a written notice given to the practitioner under point 3 above.

#### Notice of certain events

5. A registered health practitioner must, within 7 days after becoming aware that a relevant event has occurred in relation to the practitioner, give the National Board that registered the practitioner written notice of the event.

*Relevant event means—*

- a) the practitioner is charged, whether in a participating jurisdiction or elsewhere, with an offence punishable by 12 months imprisonment or more; or
- b) the practitioner is convicted of or the subject of a finding of guilt for an offence, whether in a participating jurisdiction or elsewhere, punishable by imprisonment; or
- c) appropriate professional indemnity insurance arrangements are no longer in place in relation to the practitioner's practice of the profession; or
- d) the practitioner's right to practise at a hospital or another facility at which health services are provided is withdrawn or restricted because of the practitioner's conduct, professional performance or health; or
- e) the practitioner's billing privileges are withdrawn or restricted under the *Human Services (Medicare) Act 1973* (Cth) because of the practitioner's conduct, professional performance or health; or
- f) the practitioner's authority under a law of a State or Territory to administer, obtain, possess, prescribe, sell, supply or use a scheduled medicine or class of scheduled medicines is cancelled or restricted; or
- g) a complaint is made about the practitioner to the following entities—
  - (i) the chief executive officer under the *Human Services (Medicare) Act 1973* (Cth);
  - (ii) an entity performing functions under the *Health Insurance Act 1973* (Cth);
  - (iii) the Secretary within the meaning of the *National Health Act 1953* (Cth);
  - (iv) the Secretary to the Department in which the *Migration Act 1958* (Cth) is administered;
  - (v) another Commonwealth, State or Territory entity having functions relating to professional services provided by health practitioners or the regulation of health practitioners.
- h) the practitioner's registration under the law of another country that provides for the registration of health practitioners is suspended or cancelled or made subject to a condition or another restriction.

#### Change in principal place of practice, address or name

6. A registered health practitioner must, within 30 days of any of the following changes happening, give the National Board that registered the practitioner written notice of the change and any evidence providing proof of the change required by the Board—
  - a) a change in the practitioner's principal place of practice;
  - b) a change in the address provided by the registered health practitioner as the address the Board should use in corresponding with the practitioner;
  - c) a change in the practitioner's name.

#### Employer's details

7. A National Board may, at any time by written notice given to a health practitioner registered by the Board, ask the practitioner to give the Board the following information—
  - a) information about whether the practitioner is employed by another entity;
  - b) if the practitioner is employed by another entity—
    - (i) the name of the practitioner's employer; and
    - (ii) the address and other contact details of the practitioner's employer.
8. The registered health practitioner must not, without reasonable excuse, fail to comply with the notice.





## Consent to nationally coordinated criminal history check

I consent to Ahpra and the National Board, at any time during the next 12 months, obtaining a written report about my criminal history through a nationally coordinated criminal history check. I acknowledge that:

- Ahpra and the National Boards may obtain a written report about my criminal history at any time during the next 12 months
- a complete criminal history, including resolved and unresolved charges, spent convictions, and findings of guilt for which no conviction was recorded, will be released to Ahpra and the National Board
- my personal information currently held by Ahpra and from this form will be provided to the Australian Criminal Intelligence Commission (ACIC) and Australian police agencies for the purpose of conducting a nationally coordinated criminal history check, including all names under which I am or have been known
- my personal information may be used by police for general law enforcement purposes, including those purposes set out in the Australian Crime Commission Act 2002 (Cth)
- my identity information provided with this application will be enrolled with Ahpra and used by Ahpra and the National Board when obtaining a written report about my criminal history at any time during the next 12 months
- if I have not provided any identity information with this application, and Ahpra needs to obtain a written report about my criminal history at any time during the next 12 months, I will provide the required identity information when requested by Ahpra
- Ahpra may validate documents in support of this application, or that I provide when requested at any time during the next 12 months, as evidence of my identity at any time during the next 12 months
- if and when this application for renewal of registration is granted, Ahpra may obtain a written report about my criminal history at any time during the next 12 months for the purpose of:
  - a) checking a statement made by me in this application for renewal,
  - b) an audit carried out by the National Board,
  - c) assessing my ongoing suitability to hold health practitioner registration, including if a complaint is made about me to Ahpra, or
  - d) considering an application made by me about my health practitioner registration, and
- I may dispute the result of the nationally coordinated criminal history check by contacting Ahpra in the first instance.

## Declaration

I **declare** that:

- the statements made, and any documents provided, in support of this application are true and correct, and
- I am the person named in this application and in any documents provided.

I make this declaration in the knowledge that a false declaration amounts to a contravention of the National Law and may lead to refusal of registration or health, conduct or performance action under the National Law.

I **confirm** that if I advertise any of my services or my business, the advertising\* complies with section 133 of the National Law and the National Board's Advertising Guidelines as it:

- Is not false, misleading or deceptive or likely to be misleading or deceptive
- does not offer a gift, discount or other inducement without stating the terms and conditions of the offer
- does not use testimonials or purported testimonials about the service or business
- does not create an unreasonable expectation of beneficial treatment, and
- does not directly or indirectly encourage the indiscriminate or unnecessary use of my services.

\*For information about advertising obligations please see the advertising resources page on:

<https://www.ahpra.gov.au/Publications/Advertising-hub.aspx>

I **acknowledge** that:

- the National Board may validate documents provided in support of this application as evidence of my identity
- failure to complete all relevant sections of this application for renewal of registration and to enclose all supporting documentation may result in this application not being accepted
- notices required under the National Law and other correspondence relating to my application for renewal of registration will be sent to me electronically to me via my nominated email address
- Ahpra uses overseas cloud service providers to hold, process, and maintain personal information where this is reasonably necessary to enable Ahpra to perform its functions under the National Law. These providers include Salesforce, whose operations are located in Japan and the United States of America.

I **undertake** to comply with the all relevant legislation and National Board registration standards, codes and guidelines.

I **understand** that personal information that I provide may be given to a third party for regulatory purposes, as authorised or required by the National Law.

Signature of applicant



SIGN HERE

Name of applicant

Date

 /  /



## SECTION F: Payment

You are required to pay an application fee.

Application fee:

**\$206**

=

Amount payable:

**\$206**

Applicants **must** pay 100% of the stated fees at the time of submitting the application.



### Registration period

The annual registration period for the podiatry profession is from 1 December to 30 November.

If your application is made between 1 October and 30 November this year, you will be endorsed until 30 November next year.

### Refund rules

The application fee is non-refundable.

19. Please complete the credit/debit card payment slip below.

### Credit/Debit card payment slip – please fill out

Amount payable

\$

Visa or Mastercard number

Expiry date

CVV

Name on card

Cardholder's signature



SIGN HERE



## SECTION G: Checklist

Have the following items been attached or arranged, if required?

Additional documentation		Attached
Question 1	Your application for general and/or specialist registration	<input type="checkbox"/>
Question 2	Evidence of a change of name	<input type="checkbox"/>
Question 8	Your application for general registration	<input type="checkbox"/>
Question 10	A certified copy of your approved qualification for Pathway A	<input type="checkbox"/>
Question 11	A certified copy of the result of your assessment	<input type="checkbox"/>
Question 13	Evidence of at least one year's quota of CPD activities relevant to the endorsement	<input type="checkbox"/>
Question 13	Evidence of any other relevant activities undertaken since you were awarded your qualification for scheduled medicines	<input type="checkbox"/>
Question 13	A plan for professional development and re-entry to practice	<input type="checkbox"/>
Section C2	Evidence signed by you and your mentor, including clinical studies	<input type="checkbox"/>
Section C2	A reflective journal that includes a log of activities	<input type="checkbox"/>
Section C2	A signed certification of completion of supervised practice	<input type="checkbox"/>
Section C2	An evidence matrix	<input type="checkbox"/>
Payment		
	Application fee	<input type="checkbox"/>



**Do not email this form.**

Please submit this completed form and supporting evidence using the Online Upload Service at [www.ahpra.gov.au/registration/online-upload](http://www.ahpra.gov.au/registration/online-upload).  
You may contact Ahpra on 1300 419 495

## Information and definitions

### CERTIFYING DOCUMENTS

**DO NOT send original documents.**

Copies of documents provided in support of an application, or other purpose required by the National Law, must be certified as true copies of the original documents. Each and every certified document **must**:

- be in English. If original documents are not in English, you must provide a certified copy of the original document and translation in accordance with Ahpra guidelines, which are available at [www.ahpra.gov.au/registration/registration-process](http://www.ahpra.gov.au/registration/registration-process)
- be initialled on every page by the authorised officer. For a list of people authorised to certify documents, visit [www.ahpra.gov.au/certify.aspx](http://www.ahpra.gov.au/certify.aspx)
- be annotated on the last page as appropriate e.g. 'I have sighted the original document and certify this to be a true copy of the original' and signed by the authorised officer,
- for documents containing a photograph, the following certification statement must be included by the authorised officer, 'I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me', along with their signature, and
- list the name, date of certification, and contact phone number, and position number (if relevant) and have the stamp or seal of the authorised officer (if relevant) applied.

Certified copies will only be accepted via the Online Upload Service at [www.ahpra.gov.au/registration/online-upload](http://www.ahpra.gov.au/registration/online-upload). Photocopies of previously certified documents will not be accepted. For more information, Ahpra's guidelines for certifying documents can be found online at [www.ahpra.gov.au/certify.aspx](http://www.ahpra.gov.au/certify.aspx)

### CHANGE OF NAME

You must provide evidence of a change of name if you have ever been formally known by another name(s) or any of the documentation you are providing in support of your application is in another name(s).

Evidence must be a certified copy of one of the following documents:

- Standard marriage certificate (ceremonial certificates will not be accepted)
- Deed poll
- Change of name certificate.

Faxed, scanned or emailed copies of certified documents will not be accepted.

### RECENT GRADUATE

Recent graduate is defined in the registration standard as:

*A person applying for endorsement for scheduled medicines under Pathway A on the basis of an approved qualification for endorsement for scheduled medicines (as defined in this registration standard and the ESM guidelines) that was awarded not more than 12 months prior to the date of their application.*

This means that if you do not apply for endorsement for scheduled medicines under Pathway A within 12 months of successfully completing the approved qualification for endorsement for scheduled medicines, you will have to meet the requirements of the Board's *Registration standard: Recency of practice* with respect to recent practice related to the endorsement for scheduled medicines.