



Application for Registration for Overseas Qualified Applicants Health Practitioners Competence Assurance Act 2003

The Physiotherapy Board is a Responsible Authority established under the HPCA Act. The Board's key function is to protect the health and safety of the public by setting the competencies for all physiotherapists registered to practise in New Zealand. Registration is a legal process. In order to gain registration you must meet all legal requirements, including demonstrating that you meet the Bi-national Australia and Aotearoa New Zealand Physiotherapy practice thresholds established by the Physiotherapy Board as the standard to practise autonomously as an entry level physiotherapist in New Zealand. Therefore, registration is not automatic or guaranteed.

Full details of the Bi-national Physiotherapy practice thresholds are available to download from [here](#)

Please read these Guidance Notes carefully and ensure you meet the eligibility requirements before you complete the Application Form (Part 1). Documentary evidence is required with your application; ensure you submit documents that comply with the set criteria on certification and translation in Sections Q and R of the Application Guidance Notes.

Only complete applications (accompanied by the application fee of NZ\$1,734.50 (inclusive of GST) will be accepted. Incomplete applications will be returned to you, and your application fee will NOT be refunded.

Ensure that you submit an Application Pack using the most current forms and templates.

Please note:

- Immigration to New Zealand is a separate process administered by the New Zealand Immigration Service.
- Overseas qualified physiotherapists with General (unconditional) registration and current entitlement to practise in any state of Australia may utilise the Trans-Tasman Mutual Recognition Act to gain registration in New Zealand. Please refer to the Physiotherapy Board's website for more information: <http://www.physioboard.org.nz/australian-qualified-physiotherapists>

IMPORTANT INFORMATION

Application documents are not returned	The documents you supply will be destroyed after the final outcome of your application. Therefore, please supply certified copies of documents rather than originals unless specified.
Confidentiality	The Physiotherapy Board treats all applications for registration as confidential.
Cost of application	The application fee is non-refundable. Fees must be paid in NZ dollars by bank draft or debit/credit card. Please make drafts payable to the Physiotherapy Board. Application fees are set by the Physiotherapy Board on a cost recovery basis. Please note: If an incomplete application is submitted, it will be returned to the applicant. The application fee will NOT be refunded.
Do not use an agent to represent you	The Physiotherapy Board will not accept agent or third party involvement in the application process (including family members). It is Board policy to deal directly with the applicant only, at all times.
Health Practitioners Competence Assurance Act 2003 (HPCA Act)	The Health Practitioners Competence Assurance Act (2003) governs the registration and practice of all health professionals in New Zealand. It covers registration, Annual Practising Certificates (APCs), scopes of practice, discipline, and competence assurance. The Act emphasises lifelong competence and participation in continuing professional development activities. <ul style="list-style-type: none"> • The term 'physiotherapist' is a protected title in New Zealand, meaning that only practitioners registered by the Physiotherapy Board are legally entitled to call themselves 'physiotherapists'. • There are currently no reciprocal international arrangements or accreditation of overseas physiotherapy courses. • The principal purpose of the HPCA Act is to protect the health and safety of members of the public (i.e. the New Zealand public). <p>To access a copy of the HPCA Act please refer to: www.legislation.govt.nz</p>
Physiotherapy Board	The Physiotherapy Board is responsible for registering all physiotherapists in New Zealand and issuing APCs. The Board sets standards of practice and upholds these through its recertification and disciplinary processes. It is illegal to call yourself a physiotherapist or work as a physiotherapist in any capacity in New Zealand (including voluntary work) without being registered with the Board.

Physiotherapy Competencies for Physiotherapy Practice in New Zealand

Full details of the Bi-national Physiotherapy practice thresholds are available to [download](#)

This Application Pack contains information along with forms and templates to be completed. You are asked to demonstrate how you currently meet or have met all of the Bi-national Physiotherapy practice thresholds. The thresholds include:

- **Foundational abilities** that assume, in addition to demonstrating threshold competence, all physiotherapists have completed a professional entry-level physiotherapy programme leading to a higher education qualification in physiotherapy.
- **Key competencies** that are grouped into seven thematic roles, and supported by **enabling factors** which describe the essential and measurable characteristics of threshold competence.
- **Essential components** which are behaviours that apply across the key competencies and enabling components.
- **Cultural competence.**

Practising physiotherapy

To be entitled to practise as a physiotherapist in New Zealand within the general scope of practice you are legally required to be registered **and** hold a current APC before taking up employment.

Prescribed qualification

The Physiotherapy Board does not accredit overseas physiotherapy qualifications.

The qualification prescribed under the HPCA Act for overseas educated applicants for registration within the general scope of practice: Physiotherapist, is:

A pass in an assessment set by the Physiotherapy Board for persons holding a physiotherapy qualification gained overseas;

The *assessment* is an assessment against the Bi-national Physiotherapy practice thresholds.

Purpose of Application

This application is for persons holding a physiotherapy qualification gained overseas who are seeking registration to practise as a physiotherapist in New Zealand within the general scope of practice: Physiotherapist.

Register

The Physiotherapy Board maintains the Register of physiotherapists. A limited amount of information held on the Register is available to the public.

Scope of Practice Physiotherapist

All health practitioners registered in New Zealand practise within a prescribed scope of practice.

The general scope of practice: Physiotherapist, describes the physiotherapy profession as follows:

Physiotherapy provides services to individuals and populations to develop, maintain, restore and optimise health and function throughout the lifespan. This includes providing services to people compromised by ageing, injury, disease or environmental factors. Physiotherapy identifies and maximises quality of life and movement potential by using the principles of promotion, prevention, treatment/intervention, habilitation and rehabilitation. This encompasses physical, psychological, emotional, and social wellbeing.

Physiotherapy involves the interaction between physiotherapists, patients/clients, other health professionals, families/whanāu, care givers, and communities. This is a people-centred process where needs are assessed and goals are agreed using the knowledge and skills of physiotherapists.

Physiotherapists are registered health practitioners who are educated to practise autonomously by applying scientific knowledge and clinical reasoning to assess, diagnose and manage human function.

The practice of physiotherapy is not confined to clinical practice, and encompasses all roles that a physiotherapist may assume such as patient/client care, health management, research, policy making, educating and consulting.

Privacy Statement

What information do we collect?

We collect personal information about you when we process your application for registration as a physiotherapist under the Health Practitioners Competence Assurance Act 2003 (the Act). The personal information we collect includes:

- information for the purpose of establishing your identity
- contact information
- details of your qualifications
- information about your competence and fitness to practise, including health information and information held by regulatory and law enforcement agencies.

Why do we collect personal information?

The information we collect helps us establish your identity and determine if you are eligible to be registered as a physiotherapist in New Zealand. We use the information to assess your qualifications, competence, and fitness to practise as a physiotherapist in New Zealand. We may also use the information to perform our functions under the Act and for other lawful purposes.

We collect personal information directly from you and may collect information from other sources, including educational, regulatory, and law enforcement agencies. If the information we require is not provided, we may be unable to process your application.

When may your personal information be disclosed?

Besides our staff, we share this information with assessors engaged to assess your application and advise us regarding your eligibility for registration. Information may also be disclosed in accordance with the Privacy Act 1993.

How is your privacy protected?

All relevant information about you is collected and is held by the Physiotherapy Board, Level 12, 10 Customhouse Quay, Wellington. You have the right to have access to any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to have access to your personal information, or to have it corrected, please email us at privacy@physioboard.org.nz, or write to our Privacy Officer at Physiotherapy Board, PO Box 10734, Wellington 6143.

Last updated: 20 March 2018

A PERSONAL DETAILS

Passport	Provide a correctly certified copy of the personal details page(s) of your current passport as evidence of identity and age, including any observations.
Change of name	Provide a correctly certified marriage certificate, deed poll, or statutory declaration.
Postal address	We will correspond with you at this address. If you change your address during the application process you are required to notify the Physiotherapy Board.

B ELIGIBILITY TO APPLY FOR REGISTRATION

Recency of practice criteria

Applicants who have graduated three or more years prior to the date of application for registration are required:

either

- to have worked as a practising physiotherapist (as a clinician, manager, educator or researcher) whether full-time or part-time, for any period of time during the three years immediately prior to submitting their application for registration;

or

- to provide evidence of successful completion of a formal course of university level physiotherapy study undertaken during the three years immediately prior to submitting your application for registration. This physiotherapy course of study is in addition to your primary physiotherapy qualification and must include clinical practice experience. For example a Graduate Diploma, a Postgraduate Diploma or a Masters Degree with a clinical component.

Notes:

- If you are applying for registration on this basis, your evidence must include: university issued course or qualification certificates, official academic transcript/personal record of achievement/diploma supplement and module/paper descriptors for all modules/papers undertaken as listed on your academic transcript.

Applicants must be able to show that their qualifications come within one of the categories below to establish eligibility to apply for registration.

I have a full time four-year undergraduate physiotherapy degree that is sufficiently similar to the New Zealand undergraduate physiotherapy degree programmes.

Applicants who have gained their primary physiotherapy qualification overseas who have a physiotherapy qualification from a **four year full time undergraduate degree programme sufficiently similar** to the physiotherapy curricula undertaken by undergraduates in New Zealand are eligible to apply for registration without showing evidence of additional post-qualification physiotherapy practice experience. [Note: the physiotherapy curricula undertaken by undergraduates in New Zealand have been developed to meet the Bi-national Physiotherapy practice thresholds (BNPT)].

I have a full time three-year (or four-year part time) undergraduate physiotherapy degree programme as my primary qualification

Applicants who have gained their primary physiotherapy qualification overseas who have a physiotherapy qualification from a **three year full time (or four-year part time) undergraduate degree programme** will require:

either

- a minimum of one year full-time post-qualification physiotherapy practice experience as a fully registered physiotherapist (i.e. with unconditional registration).

This experience must be gained in a professionally supported environment carried out under the supervision of a more senior physiotherapist and included observed practice and guidance for professional development.

Or

- Evidence of successful completion of a formal course of university level physiotherapy study additional to their primary physiotherapy qualification i.e. Graduate Diploma, Postgraduate Diploma or Masters Degree.

I have a graduate entry level physiotherapy qualification (accelerated programme) as my primary physiotherapy qualification

Applicants who have gained their physiotherapy qualification overseas who have a graduate entry qualification (accelerated programme) [i.e. either bachelor/masters/doctoral level] as their primary physiotherapy qualification will require:

either

- a minimum of one year full-time post-qualification physiotherapy practice experience as a fully registered (i.e. with unconditional registration) physiotherapist.

This experience must be gained in a professionally supported environment carried out under the supervision of a more senior physiotherapist and include observed practice and guidance for professional development.

Or

- Completion of competence examination(s) at a [New Zealand School of Physiotherapy](#).

Note

- The accelerated programme must reflect contemporary physiotherapy education and be sufficiently similar to the physiotherapy curricula undertaken by undergraduates in New Zealand;
- The minimum entry prerequisites for this graduate entry qualification must be a related bachelor degree. You must supply evidence that the course includes sufficient human science papers, for example: anatomy, physiology, pathology, psychology, biophysics, human development, biochemistry, histology, kinesiology, pharmacology.
- The curriculum for the graduate entry qualification must show a minimum level of learning that is similar to the undergraduate physiotherapy qualifications approved by the Board.

I have a Diploma of Physiotherapy as my primary physiotherapy qualification.

Applicants who have a Diploma of Physiotherapy (non- University based programme) will need to provide evidence of the successful completion of a formal course of University level physiotherapy study undertaken in a country with a similar healthcare system to New Zealand. For example - a Graduate Diploma, a Postgraduate Diploma or entry level Masters degree. This is in addition to your primary physiotherapy qualification, and must include supervised clinical experience.

Applications are assessed individually taking into account the similarity of the Diploma programme to the current NZ undergraduate programmes, the applicant's post qualification experience, further education and supporting evidence.

(Note: If your Diploma was awarded prior to 1995 please contact the Board as this provision may not apply to you).

CRITERIA

If you hold a physiotherapy qualification gained overseas and you have not previously been registered with this Board, your qualification must meet all of the following criteria:

Primary physiotherapy qualification

Your primary physiotherapy qualification is the course of study leading to your initial registration as a physiotherapist in the country or state where you gained your physiotherapy qualification.

Similarity to the curricula of the New Zealand undergraduate programmes

The curriculum studied by persons who have gained their primary physiotherapy qualification overseas must be sufficiently similar in theory and practice to the physiotherapy curricula undertaken by undergraduates in New Zealand over a minimum of four years of academic study.

Course objectives and learning outcomes

Course objectives and learning outcomes of your physiotherapy course of study must be clearly set out and reflect the thresholds for an entry level physiotherapists in New Zealand. Learning outcomes should reflect higher levels of learning, showing evidence of discussion, analysis, evaluation and critical review. Learning outcomes must be applicable to physiotherapy practice in New Zealand and should reflect competence in the assessment, clinical reasoning, planning and implementation of client management.

The assessment process employed in your course of physiotherapy study should overtly assess the achievement of learning outcomes.

<p>Foundational Abilities as described in the Physiotherapy practice thresholds</p>	<ul style="list-style-type: none"> • Knowledge of relevant anatomy, physiology, pathology, other biomedical sciences relevant to human health and function, and psychosocial and other determinants of health encompassing cardiorespiratory, musculoskeletal, neurological and other body systems within the context of physiotherapy and best available research evidence, and • knowledge and understanding of theoretical concepts and principles relevant to physiotherapy practice including evidence-based practice, and • knowledge and understanding of theoretical concepts and principles relevant to physiotherapy practice with clients across the lifespan, from birth to end of life care, who present with one or more problems such as pain and/or impairment or dysfunction contributing to impairment, activity limitations and participation restrictions, and • knowledge and understanding of theoretical concepts and principles relevant to physiotherapy practice across acute, rehabilitation and community practice in a range of environments and settings, and • competence to practise as a physiotherapist autonomously, as well as a member of an inter-professional team in relevant clinical situations, and • knowledge and understanding of theoretical concepts and principles relevant to physiotherapy practice in health promotion and facilitation of client self-management strategies to enhance their health and well-being.
<p>Research principles</p>	<p>Your course of physiotherapy study must provide a knowledge base in research including research methodologies, academic writing, statistical analysis and critical review of current literature. The integration of current evidence into practice must be overt within the curriculum.</p>
<p>Supervised physiotherapy practice</p>	<p>You must have gained around one thousand (1,000) hours of supervised physiotherapy practice during your course of physiotherapy education, in a variety of settings. The supervised practice component of the curriculum must be conducted under the guidance of registered physiotherapists approved by your school of physiotherapy.</p>
<p>Autonomous Practice</p>	<p>Your course of physiotherapy study should demonstrate the course participant's ability, on completion, to practise independently of other health professionals without referral and using a sound assessment, clinical reasoning, reflection and evaluation processes.</p>
<p>Clinical reasoning</p>	<p>Clinical reasoning is the process in which the physiotherapist, using clinical knowledge and professional judgement, formulates with the patient/client a potential treatment plan, continually reflecting on and involving the patient/client in adaptations to the plan for effective ongoing management.</p>
<p>Evidence informed practice</p>	<p>Evidence informed practice is the integration of current best evidence, individual practitioner experience and anecdotal experience plus patient/client involvement in the selection of effective management options and continual outcome evaluation.</p>
<p>Country/State of Registration</p>	<p>Your course of physiotherapy study should entitle you to be registered to practise as a physiotherapist in the country/state in which the course was undertaken.</p> <p>If, in order to be a practising physiotherapist in your country of qualification, you are required as a graduate of a physiotherapy programme to undertake further mandatory pre-registration examinations, the Board expects to receive evidence of your successful completion of such examinations.</p>
<p>Continuing Professional Development</p>	<p>Continuing Profession Development (CPD) is a process through which individuals undertake learning through a broad range of activities that maintains, develops, and enhances skills and knowledge in order to improve performance in practice.</p> <p>You must provide detailed evidence of your post-qualification experience as a physiotherapist and CPD to show that you meet all of the Bi-national Physiotherapy practice thresholds as required by the Board.</p>
<p>Required university issued qualification documentation</p>	<p>Provide original documents, copies stamped by the issuing university or correctly certified copies of university issued documents.</p> <p>Please note all documents received with an application remain the property of the Board once received. Information is held for reference and review and is not returned to the applicant. Therefore, please supply correctly certified copies of these university issued documents if you wish to retain the originals.</p>
<p>If your primary physiotherapy qualification was gained less than 15 years prior to submitting this application</p>	<p>University issued documentation that is required (these must be either original documents, copies stamped by the issuing university or correctly certified copies of university issued documents):</p> <ul style="list-style-type: none"> • your degree certificate/course qualification certificate; and • your complete official academic transcript/diploma supplement; and • an official and complete academic curriculum relating to your primary physiotherapy qualification clearly dated for the specific timeframe of your course of study; and • evidence confirming that you personally completed around 1000 hours supervised physiotherapy practice as part of your primary physiotherapy programme and details of practice settings and clinical bases covered.

If your primary physiotherapy qualification was gained more than 15 years prior to submitting this application

University issued documentation that is required (either original documents, copies stamped by the issuing university or correctly certified copies of university issued documents):

- your degree certificate/course qualification certificate; and
- your complete official academic transcript/diploma supplement; and
- evidence confirming that you personally completed around 1000 hours supervised physiotherapy practice as part of your primary physiotherapy programme and details of practice settings and clinical bases covered.

If you gained your primary physiotherapy qualification over 15 years prior to submitting an application for registration you may request an exemption from providing a complete academic curriculum; see page 4, section B1 of the Application Form.

If concerns about qualifications are raised at any stage during the application process an applicant who has been exempt from providing a curriculum will be required to provide a curriculum that meets Board criteria to further progress their application.

Prerequisite qualification

Your prerequisite qualification is the degree programme completed prior to your acceptance into a graduate entry (accelerated) physiotherapy programme and must be a related bachelor degree. There must be evidence of human science papers such as anatomy, physiology, pathology, psychology, biophysics, human development, biochemistry, histology, kinesiology, pharmacology.

If your pre-requisite qualification was gained less than 15 years prior to submitting this application

University issued documentation that is required (either original documents, copies stamped by the issuing university or correctly certified copies of university issued documents):

- your degree certificate; and
- your complete official academic transcript/diploma supplement; and
- an official and complete academic curriculum relating to your prerequisite qualification clearly dated for the specific timeframe of your course of study.

If your pre-requisite qualification was gained more than 15 years prior to submitting this application

University issued documentation that is required (either original documents, copies stamped by the issuing university or correctly certified copies of university issued documents):

- your degree certificate/course qualification certificate; and
- your complete official academic transcript/diploma supplement; and

If you gained your pre-requisite qualification over 15 years prior to submitting an application for registration you may request an exemption from providing a complete academic curriculum; see page 4, section B1 of the Application Form.

If concerns about qualifications are raised at any stage during the application process an applicant who has been exempt from providing a curriculum will be required to provide a curriculum that meets Board criteria to further progress their application.

Additional physiotherapy qualification

An additional physiotherapy qualification is a formal course of university level physiotherapy study additional to your primary physiotherapy qualification. If your eligibility for submitting an application to the Board is dependent on you holding a further physiotherapy qualification additional to your primary physiotherapy qualification i.e. the successful completion of a formal course of university level physiotherapy study, for example Certificates of Proficiency, a Graduate Diploma, a Postgraduate Diploma, or a Masters, include the following:

University issued documentation that is required (either original documents, copies stamped by the issuing university or correctly certified copies of university issued documents):

- your degree certificate/course qualification certificate; and
- your complete official academic transcript/diploma supplement; and
- an official and complete academic curriculum relating to your additional physiotherapy qualification clearly dated for the specific timeframe of your course of study; and
- evidence of supervised physiotherapy practice undertaken as part of your additional physiotherapy programme and details of practice settings and clinical bases covered.

C FITNESS FOR REGISTRATION

Legislative requirements	Under section 16 of the Health Practitioners Competence Assurance Act 2003 (HPCA Act) the Physiotherapy Board must seek information to ensure an applicant is fit to be registered as a physiotherapist.
Mental and physical fitness	New Zealand law requires physiotherapists to be mentally and physically fit to practise within the profession in New Zealand. Refer to the Application Form page 5, Section C.
Complete answers required	The Application Form includes questions covering: communication, physical and mental fitness, risk declaration, professional misconduct, police investigation, criminal convictions; as well as your educational record.

All of the questions must be completed – if any are left unanswered or the required, specified information is not included then your application may be returned and your application fee will be **NOT** be refunded.

Please note:

Making a declaration under section 16 about your fitness to practise does not necessarily mean that you will be refused registration. The Physiotherapy Board is required by law to consider whether having an issue of this nature will adversely affect your fitness to practise as a physiotherapist in New Zealand.

CRIMINAL CONVICTION RECORD

All applicants must provide an original current criminal conviction record (or its equivalent) issued by the relevant police authority in their current country of residence/practice.

For information on how to obtain this document refer to:

<https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/tools/police-certificates>

The record must be dated no earlier than 3 months prior to the receipt of your application. The Physiotherapy Board may request you to provide an up-to-date document, should your criminal conviction record become out of date during the application process.

If a conviction is disclosed on your criminal conviction record that would have been covered by the Criminal Records (Clean Slate) Act 2004 (had it occurred in New Zealand), then the Physiotherapy Board will treat this type of conviction as though it was in fact covered by the Clean Slate Act, and disregard this conviction when considering the individual's application.

If you have lived outside of your current country of practice in the last 10 years you must also provide:

- **An original current criminal conviction record (or its equivalent) issued by the relevant police authority in every other country that you have lived in for 12 months or more in the last 10 years.**

This does not apply if you were aged 17 or younger while you were living there. The record must be dated no earlier than 3 months prior to receipt of your application. The Physiotherapy Board may request you to provide an up-to-date document, should your criminal conviction record document become out of date during the application process.

Criminal conviction record – United Kingdom

Apply to The Association of Chief Police Officers (ACPO) Criminal Records Office (ACRO), by post or online, for a Police Certificate and provide the original current report to the Physiotherapy Board.

Further information about this process can be found on the ACRO website: https://www.acro.police.uk/police_certificates.aspx

Criminal conviction record – Republic of Ireland

The applicant will need to retrieve an 'Application for Police Certificate' form (For the information of Foreign Embassy or Consular Authority only) from their local Garda station. The form is then returned for the attention of the Local District Superintendent (a list is available through this site <http://garda.ie/Controller.aspx?Page=2742&Lang=1>).

Criminal conviction record – New Zealand

Apply to the Ministry of Justice in New Zealand using form "Request your own criminal conviction history form" for a criminal record check issued by the Ministry of Justice, and provide the original current report to the Physiotherapy Board.

Application forms and further information about this process can be found on the Ministry of Justice website: <https://www.justice.govt.nz/criminal-records/get-your-own/>

Criminal conviction record – U.S.A

Apply to either the FBI or an approved channeler for an Identity History Summary Check <https://www.fbi.gov/services/cjis/identity-history-summary-checks>

In addition to this you will need to provide a criminal conviction record issued by the state police department in the state where you currently reside and all other states you have previously resided in for 12 months or more while over the age of 18 within the last ten years.

Criminal conviction record – Australia

Apply to Australian Federal Police Criminal Records for a Police Certificate and Fingerprint Check and provide the original current report to the Board.

<https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>

FITNESS FOR REGISTRATION QUESTIONS

If you answer “Yes” to any of the questions in the Application Form Section C: Fitness for Registration, please read the following information carefully.

Convictions

If you have answered “Yes” to the Fitness for Registration question covering convictions, then you must also provide:

1. **A personally signed reflective statement on the template available on the Physiotherapy Board’s website at: <http://www.physioboard.org.nz/applying-registration>**

Describe:

- a. The circumstances leading to the conviction(s)
- b. The impact that this experience has had on you as a result
- c. How the experience will influence your future behaviour and choices
- d. Why you believe that each or any conviction does not reflect adversely on your fitness to practise as a physiotherapist in the future

You may include any further information you believe is relevant.

2. **The name and contact details of the referee who will be providing a character reference in support of your application.** Refer to the Physiotherapy Board requirements for suitable referees and character references detailed below.

You must arrange for a current character reference to be posted directly to the Physiotherapy Board by a suitable referee. This reference must:

- a. Show that the referee is aware of the circumstances and events leading to your conviction
- b. Include comment on whether or not they believe that your conviction does not currently, or will not in the future, reflect adversely on your fitness to practise as a physiotherapist in New Zealand.

Once all above items have been received the Physiotherapy Board will consider your application based on all information provided.

Physical and/or Mental Fitness Declaration

If you have answered “Yes” to the Fitness for Registration question covering physical and mental fitness, then you must also provide:

1.
 - a. Details of your condition or impairment, including duration and treatment of your condition or impairment
 - b. Your insight and understanding of your health condition and its triggers, if any
 - c. Your plan to manage your condition or impairment within your future practice of physiotherapy.

You may include any further information you believe is relevant.

2. **A current original supporting letter signed by your treating practitioner** confirming the details of your management, and including comment on whether or not they believe that your condition or impairment does not currently, or will not in the future, reflect adversely on your fitness to practise as a physiotherapist in New Zealand.

Communication Declaration

If you have answered “Yes” to the Fitness for Registration question covering communication, then you must also provide:

- a. Details of the issue your condition or impairment, including duration and treatment of your condition or impairment
- b. Your insight and understanding of your health condition and its triggers
- c. Your plan to manage your condition or impairment within your future practice of physiotherapy.

You may include any further information you believe is relevant.

Risk Declaration

If you have answered “Yes” to the Fitness for Registration question covering the risk declaration, then you must also provide:

- **A personally signed reflective statement detailing:**
 - a. Your insight and understanding of the risk factor(s) and the triggers
 - b. Details of strategies utilised in managing the risk factor(s)
 - c. Your plan to manage your risk factors within your future practice of physiotherapy

Professional Misconduct, Police Investigation, and/or Educational Record Declarations

If you have answered “Yes” to one or more of the Fitness for Registration questions covering: professional misconduct, police investigation, and/or educational record declarations, then you must also provide:

1. **A personally signed reflective statement describing the incident(s) or offending**
2. **The name and contact details of the referee who will be providing a character reference in support of your application.** Refer to the *Physiotherapy Board requirements for suitable referees and character references detailed below.*
You must arrange for a current character reference to be posted directly to the Physiotherapy Board by a suitable referee. This reference must show:
 - a. That the referee is aware of the circumstances and events leading to your declaration **and**
 - b. Why they believe that your circumstances do not currently, or will not in the future, reflect adversely on your fitness to practise as a physiotherapist in New Zealand.
3. **A certified copy of each of the following documents (where applicable):**
 - a. Relevant reports
 - b. Findings
 - c. Decisions
 - d. Orders
 - e. Endorsements on registration certificates and/or
 - f. Summons

Once all of the relevant required items have been received, the Physiotherapy Board will consider your application based on all information provided.

NOTES:

Suitable referees

Your referee must be a person who is in a position of responsibility and has known you for a minimum of 1 year (i.e. in their capacity as your employer, manager, supervisor or educator). This referee must have knowledge of the declaration you are making regarding your fitness for registration. Family members, friends and colleagues are **not** suitable referees.

Character references

Your referee may supply their character reference in any format they prefer as long as it meets the following criteria:

- The full name of the referee is clearly stated
- It is labelled as a character reference in support of your application for registration
- It indicates the referee’s relationship to you as the applicant
- It indicates the length of time the referee has known you
- It is signed and dated by the referee **and**
- If the reference is completed by your referee in their professional capacity, then it must be on the letterhead of their employing organisation.

D COMMUNICATION SKILLS

Communication and English Skills

In order to practise as a physiotherapist in New Zealand you must have an excellent command of the English language with the ability to comprehend and communicate effectively in English in a physiotherapy practice setting with both patients/clients and professional colleagues.

You must establish that your English language skills are sufficiently high to practise physiotherapy safely and effectively in New Zealand if:

- Your physiotherapy qualification was **NOT** instructed and examined entirely in the English language, **AND/OR**
- Your first language is **NOT** English

If concerns about English comprehension and communication are raised at any stage during the application process, you will be required to provide test results that meet Board criteria to further progress your application.

Academic IELTS & OET assessments

The Physiotherapy Board accepts two academic English language tests:

International English Language Testing System (IELTS) at the Academic level

- with an overall score of 7.5 and no grade less than 7 in each band.

Detailed information including locations, contact details and dates for IELTS examinations in New Zealand and overseas is available at www.ielts.org

Australian Occupational English Test (OET)

- with an A or B level in all four sections.

Detailed information including locations, contact details and dates for OET examinations is available at <http://www.occupationalenglishtest.org/>

Test results must be dated within the 2 years preceding the Physiotherapy Board’s receipt of your application. The Physiotherapy Board does not accept composite results from multiple examinations.

E EVIDENCE OF GOOD STANDING / VERIFICATION OF STATUS

Evidence of good standing as a physiotherapist

Provide evidence of your current/recent national or state registration and good standing in the form of a certificate of good standing (sometimes known as a letter of verification of status or a Certificate of Registration Status).

You must provide evidence of your registration and good standing from:

- The Physiotherapy regulatory authority in your country of qualification even if you have never practised there, and
- All other physiotherapy regulatory authorities you have worked within during the 3 years immediately prior to submitting your application, and
- If applicable, all other health profession regulatory authorities you have worked within during the 3 years immediately prior to submitting your application.

Please supply valid, **original** evidence of your national or state registration and good standing. The Physiotherapy Board **will not** accept copies (including certified copies of the original document).

The certificate of good standing/letter of verification of status should:

- provide evidence of your registration status and good standing
- indicate that there are no disciplinary actions pending or proceeding against you
- issued no more than 3 months prior to receipt by the Physiotherapy Board

If there is no statutory regulatory authority in one or more of the countries/states you qualified in, or worked in within the last three years (including any voluntary work experience, and regardless of the length of time you practised there), the Board will accept as proof of your good standing, the original current criminal record check (or equivalent) from those countries/states that you must provide with your application.

Please inform the Physiotherapy Board as soon as possible if your registration status in any other country or state changes while your application is being processed.

F VALIDATION OF WORK HISTORY FORMS

About the Validation of Work History form

Your Validation of Work History forms are a very important part of your application. The Physiotherapy Board requires Validation of Work History forms of a high standard that are completed fully and correctly.

*Refer to the Application Form
Pg. 9, Section F*

The validation must confirm your work history as a fully registered physiotherapist and provide information relating to your assessment, treating, evaluation methods and professional development.

Please provide the names and contact details of **THREE** persons supplying Validation of Work History forms, two of whom should be current or recent employers with a physiotherapy background who have current/recent knowledge of your clinical/professional practice.

If you are self-employed you may choose a referring doctor or a physiotherapy colleague/peer who has peer reviewed your practice.

Download the form, complete the first section and pass it on to your referee.

The completed and signed forms **must be sent by the referees, directly to:**

The Registrar
Physiotherapy Board of New Zealand
PO Box 10-734
Wellington 6143
New Zealand.

Forms sent with the Application Pack will be disregarded.

The Physiotherapy Board recommends that you provide your referees with stamped addressed envelopes to post the form to the above address. This will help prevent avoidable delays to the processing and assessment of your application.

If there are any concerns or questions raised from your Validation of Work History Forms regarding content, authenticity or any other issue, the Physiotherapy Board will write to your referees for clarification.

Note:

New/recent graduates of 4 year physiotherapy degree programmes that are sufficiently similar to the physiotherapy curricula undertaken by undergraduates in New Zealand, without post qualification physiotherapy experience, are not required to supply Validation of Work History forms with their applications. Instead the Physiotherapy Board requires confirmation of their fitness to practise from their university. See Section G for details.

G NEW/RECENT GRADUATES – CONFIRMATION OF FITNESS TO PRACTISE

About the Confirmation of Fitness to Practise forms

Refer to the *Application Form*
Pg. 11, Section G

New / recent graduates of 4 year physiotherapy degree programmes that are sufficiently similar to the physiotherapy curricula undertaken by undergraduates in New Zealand, without post registration physiotherapy experience, are required to supply confirmation of their fitness to practise from their university.

Download the form from the Physiotherapy Board's website, complete the first section and pass it on to your university referee.

The completed and signed forms **must be sent by the referee, directly to:**

The Registrar
Physiotherapy Board of New Zealand
PO Box 10-734
Wellington 6143
New Zealand.

Forms sent with the Application Pack will be disregarded.

The Physiotherapy Board recommends that you provide your academic referee with a stamped, addressed envelope to post the form to the above address. This will help prevent avoidable delays to the processing and assessment of your application.

Under section 19(2) of the HPCA Act the Physiotherapy Board may *"receive any information from, or question the applicant, or any other person, in respect of an application being considered"*. If there are any concerns or questions raised from your Confirmation of Fitness to Practise Form regarding content, authenticity or any other issue, the Physiotherapy Board will write to your referee for clarification.

H TREATY OF WAITANGI

Understanding the Treaty of Waitangi is integral to the Bi-national Physiotherapy practice thresholds. The Physiotherapy Board requires physiotherapists to be able to demonstrate their understanding of the Treaty of Waitangi and its importance and relevance to providing a high standard of health care in New Zealand.

I CULTURAL COMPETENCE

Cultural competence is an important factor when providing safe and effective physiotherapy services. Standards of cultural competence are integrated, either implicitly or explicitly, throughout all the Bi-national Physiotherapy practice thresholds, and are incorporated into the Physiotherapy Code of Ethics and Professional Conduct.

J SUPPORTING EVIDENCE

Refer to the Supporting Evidence Information Sheet for guidance on providing suitable supporting evidence.

K THRESHOLD TEMPLATES

Refer to the Threshold Template Information Sheet for guidance on completing your threshold templates.

Please check the Physiotherapy Board's website to ensure you have completed the current Application Form and templates. **Your application pack should include the following four sections with the documents in the following order:**

Section 1: Mandatory documents

- Application Form
- A correctly certified degree certificate(s)/university issued qualification
- A correctly certified copy of the personal details page of your passport (and any observations)
- Where applicable – Name change documentation
- A current, original Criminal Conviction Record (or equivalent)
- Current, original evidence of good standing
- Where applicable - English proficiency test results
- Current, original evidence of good standing
- Curriculum Vitae
- Validation of Work History forms (*to be sent directly to the Physiotherapy Board by your referees*), **or** Confirmation of Fitness to Practise form (*to be sent directly to the Physiotherapy Board by your referee*)
- Complete official academic transcript/diploma supplement(s)/personal record of achievement
- Evidence of personal completion of around 1,000 hours supervised physiotherapy practice in a variety of settings and areas covered, issued by your university

Section 2: Curriculum documents

- Complete official university issued academic curriculum/curricula/module/paper descriptors for all modules/papers undertaken as listed on your academic transcript/diploma supplement(s)

Section 3: Template documents

- Physiotherapy practice thresholds threshold templates
- The Treaty of Waitangi: Referenced Report
- Cultural Competence Reflective Statement

Section 4: Supporting Evidence

Applicants must provide items of strong supporting evidence to show how they have met/are meeting the Bi-national Physiotherapy practice thresholds. For each threshold template you must refer to 3-5 items of the strong supporting evidence you have chosen to provide. This may include reflective statements.

Refer to the Supporting Evidence information sheet.

Your application should be held together by clips or rubber bands. DO NOT send your documents in a bound copy or in any other type of file, folder or plastic sleeve.

Application documents will not be returned.

EXPLANATION OF TERMS

Complete official course or programme curriculum

The complete, official course or programme curriculum the Physiotherapy Board requires should be published by the university and available to each student.

Your course or programme curriculum should be dated as confirmation that the curriculum provided relates to **your** specific physiotherapy education qualification.

The curriculum must contain module/paper descriptors for all modules/papers completed and match the papers that are recorded on your official academic transcript.

Each module/paper descriptor should contain:

- a summary of the objectives of the paper
- the learning outcomes that show the expected level of learning
- the learning hours that are completed
- the content that will be learnt
- the methods of assessment that are used to assess the achievement of the learning outcomes
- reference to the evidence base of the teaching in regard to the texts **and/or**
- journal papers that inform the learning within the paper.

The curriculum should be validated by your university (i.e. stamped and signed or accompanied by a cover letter from the university confirming its relevance to your specific course of study) and should be an original document, a copy stamped by the issuing university or a correctly certified copy

Complete official academic transcript/diploma supplement

The complete official academic transcript/diploma supplement the Physiotherapy Board requires is a formal statement of an individual graduate's academic performance (personal record of achievement/statement of academic record) issued by the university. It must confirm the award of the qualification.

The Physiotherapy Board requires that your academic transcript/diploma supplement provide evidence of your successful completion of each module/paper undertaken, hours required and marks obtained. If grades (e.g. A, B, C etc.) are awarded rather than marks (e.g. 50%, 60%, 70% etc.), an explanation of the grading system must also be provided.

The Physiotherapy Board requires academic transcripts/diploma supplements that have been issued by the Academic Registry of a university, printed on specialised (such as tamper proof) headed paper, rather than a document produced and issued at faculty level. The academic transcript/diploma supplement should be an original document, a copy stamped by the issuing university or a correctly certified copy.

Confirmation of supervised physiotherapy practice

The confirmation of supervised physiotherapy practice which the Physiotherapy Board requires is a university issued formal statement such as a Clinical Hours Profile.

The document is often referred to as a Clinical Hours Profile and contains a summary of your clinical placements. The document is typically 1-2 pages long and includes detail of the dates and locations of your placements, areas of practice covered in each placement, number of hours completed at each placement and a total number of hours completed overall.

The clinical hour's document should be either an original document, a copy stamped by the issuing university or a correctly certified copy.

M CHECKLIST

The application form checklist is designed to ensure that you provide a complete application to the Board. Incomplete applications may be returned. Go through your application with the checklist to make sure you have included all of the required information and documentation.

N ITEMS OF MY OWN WORK

Items of my own work refers to items of supporting evidence that have been produced by you. Refer to the supporting evidence information sheet for examples of acceptable supporting evidence.

If you are providing items of your **own** work that are written in a language other than English, you may translate these yourself. Please provide the original and the translated version within your application.

O STATUTORY DECLARATION

Accuracy of Information

Please read carefully.

Under section 172 of the HPCA Act it is a criminal offence to make a false declaration and/or provide false or misleading information.

Under section 19 of the HPCA Act the Physiotherapy Board may, if it thinks fit for any reason, receive any information from any person in respect of an application being considered by the Physiotherapy Board.

Additionally, applicants are advised that the Physiotherapy Board may question any of the following persons and/or organisations as to the applicant's suitability for registration, including fitness for registration, verification of prescribed qualifications and/or competence to practice within the nominated scope of practice:

- The referee or referees nominated by the applicant
- The applicant's educational institution/s
- The applicant's physiotherapy regulatory authority overseas (if applicable)
- The applicant's listed professional organisations (if applicable)
- The applicant's current and/or previous employer/s (if applicable)
- Any other person or organisation notified by the Physiotherapy Board in any individual case.

Having your statutory declaration witnessed

If your statutory declaration is made in New Zealand, it must be made before a person entitled under the Oaths and Declarations Act 1957 to take statutory declarations e.g. a person enrolled as a Barrister and Solicitor of the High Court of New Zealand, Justice of the Peace, Notary Public, New Zealand Court Registrar or some other person authorised to administer an oath (see section 9 of Oaths and Declarations Act 1957.) If the declaration is made overseas, please see section 11 of Oaths and Declarations Act 1957. <http://www.legislation.govt.nz/act/public/1957/0088/latest/whole.html>

P PAYING THE APPLICATION FEE

The application for registration fee for overseas qualified physiotherapists applying for registration under the general scope of practice: Physiotherapist is NZ\$1,734.50. **Fees** must be paid in NZ dollars by bank draft or debit/credit card. Please make drafts payable to the Physiotherapy Board of New Zealand.

The application fee is administered upon receipt of your application. The fee is non-refundable.

Q CERTIFICATION REQUIREMENTS

Certifying your documents

Check these Guidance Notes carefully to ensure that you provide documents in the correct format. The Physiotherapy Board requires the originals of some documents; however, some documents can be certified copies of the original.

Certified copy

A certified copy of a document is a direct copy (photocopy) of an original document, with a statement signed by an official with the necessary legal power (such as a Justice of the Peace, Commissioner of Oaths, Solicitor or Notary Public) certifying that the official has seen the original and that the copy is a true copy of the original.

Physiotherapy Board certification criteria

When approaching an official to certify your documents please ensure that the authorising official complies with ALL of the following:

- (i) Signs the copy
- (ii) Prints his/her full name under the signature
- (iii) States his/her position or designation
- (iv) Endorses the copy with his/her official seal (where applicable)
- (v) Provides his/her full postal address to enable the Physiotherapy Board to seek verification
- (vi) Ensures that the certified copy being provided to the Physiotherapy Board includes a statement similar or identical to "Certified true copy of original document sighted".

Please note: The full postal details of the certifier must be provided.

If the certifier is not a Justice of the Peace, Commissioner of Oaths, Solicitor or Notary Public, the Physiotherapy Board will require proof they have the legal authority to certify documents such as a signed statement on the letterhead of the official including reference to the empowering legislation.

Certification of large documents

Certification of documents containing multiple pages is only acceptable in the following format:

- The front page is certified with the stamp, seal and signature etc. of the authorising official and **includes** a reference made by the official on the front page to the entire number of pages in the document (so the Physiotherapy Board can be assured no pages have been added or removed).

As you are likely to incur charges in order to certify your documents, it is in your interests to ensure that certification complies with ALL of the Physiotherapy Board's requirements as outlined above.

To achieve consistency in your paperwork (and reduce the likelihood of error) we recommend that you ask one official to both witness your statutory declaration and certify copies of your documents.

R TRANSLATIONS

If the documents you provide to the Physiotherapy Board are not in English you will need to have them translated at your own expense. You are required to provide the Physiotherapy Board with:

- The original (or certified copy of the original document) in the original language.
- A full English translation prepared by an official translation service.

The translations must be on official translation service letterhead and bear its signature/stamp. You must provide the original translation or a correctly certified copy of the translation. The full name and postal details of the translator **must** be provided.

If you are providing items of your **own** work that are written in a language other than English, you may translate these yourself. Please provide the original and the translated version within your application.

S WHAT HAPPENS NEXT?

How your application will be processed

Your application will be carefully checked by the Registration Team to see whether you have provided all the information required and that it is in the correct format.

- If your application is incomplete, it may be returned to you. No refund of your application fee will be made. However, you may be given an opportunity to resubmit a complete application at no charge, provided this new complete application is submitted to the Physiotherapy Board within 3 months. If this second application is also found to be incomplete, this too, will be returned and any subsequent applications will incur the full application fee of \$1,734.50 NZ.

- If your application is accepted for processing you may still be required to submit additional information at this stage.
- Complete applications will then be passed to the Registration Assessors.

The speed at which your application will be processed is dependent on your compliance with the Physiotherapy Board's requirements. It is important you supply the information requested in the correct format otherwise your application will incur delays.

How your application will be assessed

Your application will be assessed to determine whether you have sufficiently demonstrated that you meet the Physiotherapy Board's competency requirements and all legal requirements. Further evidence of competence may be required from you, including practical competence exam(s).

The Physiotherapy Board will contact you at each stage of the process to inform you of the progress of your application. You are welcome to contact the Physiotherapy Board throughout the processing and assessment of your application; however, this will not speed up the process. The best way to ensure your application is processed and assessed as quickly as possible is to provide ALL the information and documentation the Physiotherapy Board requires with your application. Missing or invalid information and documentation will result in the delay of the processing and assessment of your application.

All applications are treated equally and there is no possibility of applications being expedited or prioritised for assessment.

How long the application process will take from when the Physiotherapy Board accepts your application

The length of time taken to process and assess your application depends on the quality of the application you submit. You must meet the eligibility criteria and supply all the documentation required (original documents or correctly certified copies where necessary). The Physiotherapy Board accepts no responsibility for delays resulting from applicant error or omission or for failures in the postal system. On average, it takes at least 2 months to process and assess a complete and compliant application.

How you will know about the progress of your application

You will receive notification from the Physiotherapy Board at the following stages:

- once the Secretariat has received your application and the application fee has been deducted,
- once your papers have been checked by the Registration Team and further information is required,
- when your application is forwarded to the Registration Assessors for assessment of eligibility for registration,
- to inform you of the outcome of your application

Annual Practising Certificate (APC)

If you are successful in gaining registration, to legally practise physiotherapy in New Zealand you are required to hold a current APC. An APC specifies your scope of practice, any conditions on your scope of practice and the period of time it is valid for. Please view further information about applying for an APC at:

<http://www.physioboard.org.nz/your-practising-status>

Annual Practising Year

The New Zealand practising year is 1 April to 31 March. The maximum time an APC can be issued for is twelve months but if you apply for an APC to be issued part way through the practising year you will still be required to pay the full fee.