

GUIDANCE NOTES



Registration as a Physiotherapist within the Special Purpose Scope of Practice: Postgraduate Physiotherapy Student

This application is made under the Health Practitioners Competence Assurance Act 2003 (HPCA Act) for registration within the special purpose scope of practice: Postgraduate Physiotherapy Student.

The Physiotherapy Board is a statutory regulatory authority established under the HPCA Act.

Registration is a legal process to protect the public of New Zealand. The Board will only grant registration to physiotherapists who meet stated Board requirements.

Please read the Application Guidance Notes carefully and ensure you meet the eligibility requirements before you complete the Application Form. Documentary evidence is required with your application; ensure you submit documents that comply with the set criteria on certification.

Your application will only be accepted for processing if it is complete and accompanied by payment of NZ\$349.60 (inclusive of GST). Incomplete applications will be returned.

Please note that Immigration to New Zealand is a separate process administered by the New Zealand Immigration Service.

IMPORTANT INFORMATION

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, practising certificates, scopes of practice, discipline, and competence assurance.

- The term 'physiotherapist' is a protected title in New Zealand, meaning that only practitioners registered by the 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 provide mechanisms to protect the health and safety of members of the public (i.e. the New Zealand public).

For further information on the HPCA Act please refer to: www.legislation.govt.nz

Physiotherapy Board

The Board is responsible for registering all physiotherapists in New Zealand and issuing Practising Certificates. The Board sets standards of practice and upholds these through its recertification and disciplinary processes.

Scope of practice

All practitioners registered in New Zealand are required to have a scope of practice. A scope of practice describes what a health practitioner can and cannot do.

Persons who:

- Have gained their physiotherapy qualifications, and are registered or recognised elsewhere than in New Zealand; and
- Visit New Zealand for the purpose of participating in physiotherapy postgraduate study at an educational institution/organisation approved by the Physiotherapy Board;

must be registered in New Zealand. One option is to register within the special purpose scope of practice for postgraduate physiotherapy students.

The special purpose scope of practice for postgraduate physiotherapy students applies only to physiotherapy services undertaken as part of the postgraduate study on which the application is based. It does not extend to clinical practice or any other activity outside the postgraduate study.

Confidentiality

The Physiotherapy Board treats all applications for registration as confidential.

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.

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

Do not use an agent to represent you

The Board will not accept agent or third party involvement (including family members) in the application process. It is Board policy to deal directly with the applicant only at all times.

Cost of application

The application fee of NZ\$349.60 (including GST) is non-refundable. Fees must be paid in NZ dollars by either bank draft or debit/credit card. Please make drafts payable to the Physiotherapy Board of New Zealand. Application fees are set by the Board on a cost recovery basis.

Please note: Incomplete applications will not be processed and we will contact you.

Application documents are not returned

All documents received with an application remain the property of the Board once received.

Practising Certificate

The maximum time a practising certificate can be issued for is twelve months.

ELIGIBILITY TO APPLY FOR REGISTRATION

Please establish whether or not you are currently eligible to submit an application for registration within the special purpose scope of practice: Postgraduate Physiotherapy Student, by meeting the Board criteria below.

Offer of place at an educational institution/organisation approved by the Board

To be eligible to apply for registration within the Special Purpose Scope of Practice: Postgraduate Physiotherapy Student, you must have received a letter from an educational institution/organisation approved by the Physiotherapy Board confirming the offer of a place on a programme of postgraduate physiotherapy study and providing the start and finish dates for the postgraduate study.

Educational institutions/organisations approved by the Board

There are currently two educational institutions/organisations approved by the Board.

These are:

- **Auckland University of Technology**
- **University of Otago**

PERSONAL DETAILS

Passport

Please supply 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

If you have changed your name, evidence in the form of a correctly certified marriage certificate, deed poll, or statutory declaration must be provided.

Postal address

This will be the address that all Board correspondence will be sent to. If you change your address during the application process you are required to notify the Board in a personally signed statement. If you are granted registration you will be required to provide the Board with a residential and postal address in New Zealand.

CERTIFICATION REQUIREMENTS

Certifying your documents

Provide certified copies of all your mandatory documents unless otherwise specified in these guidance notes.

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; and
- (ii) Prints his/her full name under the signature; and
- (iii) States his/her position or designation; and
- (iv) Endorses the copy with his/her official seal (where applicable); and
- (v) Provides his/her full postal address to enable the Board to seek verification; and
- (vi) Ensures that the certified copy being provided to the Board includes the statement "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 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.

As you are likely to incur charges in order to certify your documents, it is in your interest to ensure that certification complies with ALL of the 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.

TRANSLATIONS

Translating your documents into English

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

You are required to provide the 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. The full name and postal details of the translator **must** be provided.

PHYSIOTHERAPY QUALIFICATION CRITERIA

Primary physiotherapy qualification

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

EVIDENCE OF GOOD STANDING / VERIFICATION OF STATUS

Evidence of good standing as a physiotherapist

The Board's expectation is that you have met and will provide evidence of completion of registration requirements in your country of qualification.

Please provide evidence of your current/recent national or state registration in the form of a certificate of good standing/letter of verification of status from ALL statutory physiotherapy regulatory authorities you have worked within, for the 3 years immediately prior to submitting this application.

Please supply valid, **original** evidence of your current/recent national or state registration. The Board **will not** accept copies (including certified copies of the original).

The certificate of good standing/letter of verification of status should provide evidence of your registration status and good standing with the statutory physiotherapy regulatory authority, and state that there are no disciplinary actions pending or proceeding against you.

The certificate of good standing/letter of verification of status must be valid on receipt by the Board and issued within the 3 months preceding the Board's receipt of your application.

Read the Board's requirements (below) for the documentation you will need to provide from your country/countries/state(s) of registration.

Please inform the Board as soon as possible if your registration status changes while your application is being processed.

United Kingdom

Physiotherapists registered in the United Kingdom at any time within the last 3 years must supply an original, current Certificate of Professional Status issued by the statutory regulatory authority the Health and Care Professions Council (HCPC).

USA

Physiotherapists registered in United States of America at any time within the last 3 years must supply an original, current Letter of Verification of Status/Licensure or Certificate of Good Standing from all State regulatory authorities you are/have been registered with within the last 3 years.

South Africa

Physiotherapists registered in South Africa at any time within the last 3 years must supply an original, current Certificate of Status issued by the regulatory authority the Health Professions Council of South Africa.

Canada

Physiotherapists registered in Canada at any time within the last 3 years must supply an original, current Letter of Verification of Status/Licensure or Certificate of Good Standing from all provincial/territorial regulatory authorities (Colleges of Physical Therapists) you are/have been registered with.

Other countries – with no statutory physiotherapy regulatory authority

If there is no statutory physiotherapy regulatory authority in any of the countries/states you qualified or worked in within the last three years (including any voluntary work experience), you must provide proof of your good standing in the form of an original current criminal record check or police clearance certificate from those countries/states.

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>

India

Physiotherapists who are/have been practising in India at any time within the last 3 years must apply to the Regional Passport Office of the Indian Ministry of External Affairs or the Office of the Deputy Commissioner/Superintendent of Police for the area of their residence and provide the **original** current report to the Board.

Republic of Ireland

Physiotherapists who are/have been practising in Republic of Ireland at any time within the last 3 years must apply to the Garda Síochána Authority under section 4 of the Data Protection Act 1988 for a search of the Garda Criminal Records Database for any criminal records held on you, and provide the **original** current report to the Board.

APPLYING WHILST LIVING IN NEW ZEALAND

Applying whilst living in New Zealand

Persons applying for registration who are living in New Zealand must apply to the Ministry of Justice for a search for any criminal records held using the form "Request your own criminal conviction history form" for a criminal record check, and provide the original current report to the Board. The record must be issued within the 3 months preceding the Board's receipt of your application.

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/>

Please inform the Board as soon as possible if your registration status changes while your application is being processed.

COMMUNICATION SKILLS

Communication and English Skills

You must have an excellent command of the English language with the ability to comprehend and communicate effectively in English.

The Board will accept the academic acceptance criteria and English language criteria that the educational institutions/organisations approved by the Board use to select their postgraduate physiotherapy students, who have not received their primary physiotherapy degree in New Zealand.

FITNESS FOR REGISTRATION

Legal and disciplinary history

You must provide details of your legal and disciplinary history. For example, this includes any convictions you may have, or any instances of investigation and consequent disciplinary outcomes. The Board will only register physiotherapists who can demonstrate that they meet the fitness for registration criteria.

Mental and physical fitness

New Zealand law requires applicants for registration to be mentally and physically fit.

STATUTORY DECLARATION

Statutory declaration

Pages 8-9 of the Application Form is a statutory declaration. A statutory declaration is made under oath before an official with the legal authority to take statutory declarations. It is up to you to ensure that the information you supply to the Board is true and correct. It is an offence to provide false or misleading information to the Board.

The statutory declaration must be dated no older than three months when we receive your application.

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>

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.

COMPILING YOUR APPLICATION PAPERS

The completed application must be presented in the format and order outlined here.

Your application should be compiled in this order:

- a. Completed Application Form
- b. Completed Checklist

Application form

Ensure that:

- all sections are completed; and
- the statutory declaration is appropriately signed and witnessed by you and the authorising official; and
- the full postal address of authorising official provided.

- all mandatory documents are supplied.

Checklist

Ensure that:

- all sections are completed.

Treaty of Waitangi

Ensure that:

- You have read all the information provided.

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

Additionally, applicants are advised that the 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 qualification 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 Board in any individual case.

WHAT HAPPENS AFTER YOU HAVE SUBMITTED YOUR APPLICATION?

How your application will be processed

Your application will be checked by staff to see whether you have provided all the information required, in the correct format and that you have sufficiently demonstrated that you meet the Board's criteria and all legal requirements.

- If your application is incomplete, your application will not be processed and we will contact you.
- Complete applications will be accepted for processing by the Board.

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

THE TREATY OF WAITANGI

Read the following information

Please read the Treaty of Waitangi information provided. You may wish to keep the information for future reference.

Te Tiriti o Waitangi

The Treaty of Waitangi and social policy

The principles of the Treaty of Waitangi are one of the foundations of New Zealand's society and economy.

Although the Treaty was signed in 1840, it is still regarded as an important document for all New Zealanders with implications for the relationships between Maori and Tauwiwi (later settlers), and the Government and tribes of New Zealand.

To understand the history of our country and the current patterns of social relationships between people we need to know about the Treaty, and the attitudes of the two principal parties at the time of the signing and subsequently. The following information does not deal with all the issues stemming from the Treaty.

Partnership between Maori and Europeans

In essence, the Treaty was a partnership between the Maori inhabitants of New Zealand and the British Government. The Treaty also provided for the establishment of the Westminster form of Government in New Zealand. While the Treaty had potential for a fair and even arrangement, inequalities between the partners quickly developed. Control, power and decision making passed from one partner to the other and even by 1852, with the passing of the Constitution Act, the effective administration of New Zealand had become the province of the European settlers. The Anglo-Saxon traditions of individual effort and industry and the promise of full citizenship to male settlers, left little room for those whose traditions and values had other origins.

By 1860 the European population at 79,000 had surpassed the declining Maori numbers and, with no regard for the concept of partnership declared only 20 years earlier, the Maori had become a political minority in their own country.

The future

Grievances from the past linger on: land, language, authority, self-determination. Even now they underpin much of the tension within Maori-Tauitiwi relations, although the situation has been considerably complicated by problems of unemployment, inflation, disparities in standards of living. Inequalities in fact occur in all major economic and social areas of New Zealand Society and dissatisfaction has led to calls for a re-examination of the basic values on which our social policies are based. A Maori cultural and political revival has reiterated the need for cultural perspectives to be part of that examination.

That there are problems which Maori and Tauitiwi must work out together, is apparent. Confrontation and conflict exist. Ways must be found to continue constructive discussion and a sharing of ideas.

At the centre of any major consideration for the improvement of race relations is the Treaty of Waitangi. It marked the beginning of nationhood and lies at the heart of many Maori grievances and claims of injustice.

The Historical Background to the Treaty

Early contact

Early contact between Maori and Tauitiwi began with the explorers and navigators who came to these shores. About the turn of the 19th century they were followed by the whalers and sealers and then by the traders. The missionaries followed them. Most of these enterprises and interests spread from Australia.

During this early contact period the Maori culture was dominant and Maori people controlled the land and the resources. The Maori began to lose some of this control as contact with British settlers increased. Diseases and the musket wars of the first three decades decimated the Maori population. There was lawlessness and disagreement among the new arrivals and between them and the Maori. On the advice of the missionaries, intervention was sought from Britain to provide law and order for both the settlers and the Maori. There was concern too at the interest in this country shown by France and other countries.

It was that advice that led to the signing of the Treaty of Waitangi. Initially, James Busby came from Australia to act as British Resident in 1833, but he was referred to as the "Man-of-war without guns" because of his lack of military or legal power.

Signing of the Treaty

In 1839 Captain William Hobson was sent to New Zealand to "treat with the Maoris". He was instructed to deal fairly with them and to protect their interests.

The document that resulted created much confusion for those who signed it. It was signed at Waitangi in February 1840, and afterwards by about 500 chiefs. There are two versions of the Treaty, Maori and English, and both are valid. The Treaty is legal but is not directly enforceable by the courts unless Parliament has so directed in an Act of Parliament. Parliament has set up the Waitangi Tribunal to hear and report on claims that the Treaty has been breached. When the two texts are interpreted differently the indigenous language text takes precedence.

Maori version of the Treaty

Ko te tuatahi

Ko nga Rangatira o te Wakaminenga, me nga Rangatira katoa, hoki, kihai i uru ki taua Wakaminenga, ka tuku rawa atu ki te Kuini o Ingarangi ake tonu atu te Kawanatanga katoa o o ratou wenua.

Ko te tuarua

Ko te Kuini o Ingarangi ka wakarite ka wakaee ki nga Rangatira, ki nga Hapu, ki nga tangata katoa o Nu Tirani, te tino rangatiratanga o o ratou wenua o ratou kainga me o ratou taonga katoa. Otiia ko nga Rangatira o te Wakaminenga me nga Rangatira katoa atu, ka tuku ki te Kuini te hokonga o era wahi wenua e pai ai te tangata nona te wenua, ki te ritenga o te utu e wakaritea ai e ratou ko te kai hoko e meatia nei e te Kuini hei kai hoko mona.

Ko te tuatoru

Hei wakaritenga mai hoki tenei mo te wakaetanga ki te Kawanatanga o te Kuini. Ka tiakina e te Kuini o Ingarangi nga tangata maori katoa o Nu Tirani. Ka tukua ki a ratou nga tikanga katoa rite tahi ke ana mea ki nga tangata o Ingarangi.

Translation of the Maori version of the Treaty

By Professor H Kawharu.

First article

The Chiefs of the Confederation and all the chiefs who have not joined that Confederation give absolutely to the Queen of England for ever the complete government over their land.

Second article

The Queen of England agrees to protect the Chiefs, the Subtribes and all the people of New Zealand in the unqualified exercise of their chieftainship over their lands, villages and all their treasures. But on the other hand the Chiefs of the Confederation and all the Chiefs will sell land to the Queen at a price agreed to by the person owning it and by the person buying it (the latter being) appointed by the Queen as her purchase agent.

Third article

For this agreed arrangement therefore concerning the Government of the Queen, the Queen of England will protect all the ordinary people of New Zealand and will give them the same rights and duties of citizenship as the people of England.

English version of the Treaty

First article

The Chiefs of the Confederation of the United Tribes of New Zealand and the separate and independent Chiefs who have not become members of the Confederation cede to Her Majesty the Queen of England absolutely and without reservation all the rights and powers of Sovereignty which the said Confederation or Individual Chiefs respectively exercise or possess, or may be supposed to exercise or to possess over their respective Territories as the sole Sovereigns thereof.

Second article

Her Majesty the Queen of England confirms and guarantees to the Chiefs and Tribes of New Zealand and to the respective families and individuals thereof the full exclusive and undisturbed possessions of their Lands and Estates Forests Fisheries and other properties which they may collectively or individually possess so long as it is their wish and desire to retain the same in their possession; but the Chiefs of the United Tribes and the individual Chiefs yield to Her Majesty the exclusive right of Preemption over such lands as the proprietors thereof may be disposed to alienate at such prices as may be agreed upon between the respective Proprietors and persons appointed by Her Majesty to treat with them in that behalf.

Third article

In consideration thereof Her Majesty the Queen of England extends to the Natives of New Zealand Her Royal protection and imparts to them all the Rights and Privileges of British Subjects.

Principles for Crown action on the Treaty of Waitangi

Principle 1**The Principle of Government: Kawanatanga Principle**

The Government has the right to govern and to make laws.

Principle 2**The Principle of self-management: Rangatiratanga Principle**

The iwi have the right to organise as iwi, and, under the law, to control their resources as their own.

Principle 3**The Principle of Equality**

All New Zealanders are equal before the law.

Principle 4**The Principle of Reasonable Cooperation**

Both the Government and the iwi are obliged to accord each other reasonable cooperation on major issues of common concern.

Principle 5**The Principle of Redress**

The Government is responsible for providing effective processes for the resolution of grievances in the expectation that reconciliation can occur.

Culturally Appropriate Practices

Four cornerstones of health

The development of culturally appropriate practices and procedures as an integral requirement in the purchase and provisions of health services:

Health for Maori people places emphasis on

- taha wairua (spiritual)
- taha whanau (family)
- taha hinengaro (mental)
- taha tinana (physical)

often described as the four cornerstones of health.

This all encompassing perspective of health and well-being contrasts with the traditional western model in which the physical aspects of health and sickness are emphasised.

Treaty of Waitangi Glossary

Hapu	An aggregation of families linked by ancestral ties; section of a tribe.
Iwi	Tribe or nation.
Kawanatanga	Governorship (derived directly from the English word).
Mana	Authority, influence, prestige.
Manuhiri	Those Maori people living outside their rohe or ancestral lands. Guest in the rohe of another iwi.
Marae	Tribal meeting place.
Rangatiratanga	Chieftainship or power of tribal self-regulation.
Tangata whenua	Original inhabitants of an area or country.
Taonga	Treasures - physical, social, cultural.
Tauiwi	Later settlers from any other country.
Taura here	Predominately urban-based groupings representing the members of a tribe living outside their rohe, taura here are concerned with the maintenance of tribal identity and links.
Whanau	Family, usually in an extended sense.

Further information:

The original Treaty of Waitangi is housed in Wellington	<p>Detailed information on the Treaty of Waitangi can be obtained from the Office of the Treaty Settlements in the Ministry of Justice in Wellington.</p> <p>All major libraries in New Zealand have extensive reading lists available regarding the Treaty. The following is a small selection:</p> <ul style="list-style-type: none"> • Whaiora: Maori Health Development, Mason Durie, 1994 • The Treaty of Waitangi, Claudia Orange, 1987 • The Waitangi Tribunal - The Conscience of the Nation, Paul Temm, 1990
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Acknowledgements

The Physiotherapy Board acknowledges the following source documents:

- The Treaty of Waitangi and Social Policy, The Royal Commission on Social Policy, 2nd Edition, 1988
- The Department of Health and the Treaty of Waitangi, Department of Health, 1990