

## APPLICATION GUIDANCE NOTES

New Zealand Qualified Applicants – Graduating Class of 2018



# Registration as a Physiotherapist within the General Scope of Practice for New Zealand Qualified Applicants

Read this guide BEFORE you begin to apply for registration as a physiotherapist within the general scope of practice: Physiotherapist under the Health Practitioners Competence Assurance Act 2003 (HPCA Act).

**If you qualified 12 months or more prior to applying for registration in New Zealand, please contact the Board before completing this form, as further information is required.**

It is illegal to call yourself a physiotherapist or to practise as a physiotherapist in New Zealand in any capacity, including voluntary work, without being registered **and** holding a current Annual Practising Certificate (APC) issued by the Board.

Please ensure that your application is completed correctly – if you provide documents that do not meet Board requirements OR you do not provide information that is required, we will contact you and your application will not be processed until a correct application is subsequently received. This could affect your date of entry into the workforce.

### YOU ARE REQUIRED TO PROVIDE:

- **Application Form:**
  - This must be complete, with all questions answered, the Statutory Declaration witnessed by an authorising official, and include (where applicable) any specific evidence required to accompany your answers on the Fitness for Registration section of your application form
- **Payment:**
  - The application for registration fee is \$354.00
- **Criminal conviction record:**
  - This must be issued by the New Zealand Ministry of Justice (and other overseas police authorities where applicable), original, and dated not more than 3 months prior to the date of receipt by the Board.
  - The New Zealand Ministry of Justice may email criminal conviction records to you. If you receive your record via email, you may forward to the Board the email that the Ministry of Justice sent you. You may forward the email to [registration@physioboard.org.nz](mailto:registration@physioboard.org.nz) with the criminal conviction record attached, rather than posting an original. We cannot accept a printed copy of the email that the Ministry of Justice sent to you.
  - It must include your full name (including middle name(s)) and any previous names.
- **Proof of identity:**
  - This can be either a certified copy of the personal pages of your current passport, or a certified copy of your birth certificate
- **Proof of qualification:**
  - This can be a certified copy of your degree certificate or a certified copy of your complete academic transcript of academic record confirming your successful completion of your undergraduate physiotherapy programme that is signed by an official of the university.
  - We are now accepting proof of qualification shared via My eEquals. You can submit either of the above to the Board by emailing [registration@physioboard.org.nz](mailto:registration@physioboard.org.nz) a link to your My eEquals profile.

**If you provide all of the items to the Board's requirements, then your application will be processed promptly.**

Completing an accredited physiotherapy course is not a 'guarantee' that you will become registered. The information required as part of this application process enables the Board to determine whether you are fit for registration and competent to practise before you can be registered. All the information required helps assure the Board that:

- Applicants are who they say they are;
- Applicants meet current legal and Board requirements; and
- The Board can contact applicants if needed

The registration process is confidential; therefore the Board can only provide information to you, the applicant

### ONLY COMPLETE THE APPLICATION WHEN YOU MEET THE FOLLOWING REQUIREMENTS:

- You have successfully completed an accredited course of study in physiotherapy within New Zealand
- You have (official) evidence to prove it

- You are of 'good character and reputation'.

## WHAT THE PHYSIOTHERAPY BOARD WILL DO:

If your application is complete:	If your application is incomplete or invalid:
<ul style="list-style-type: none"> <li>Your application is processed and considered</li> <li>Registration is granted and you are allocated a registration number - your unique identifier with the Board</li> <li>Your name and limited information about you is added to the New Zealand Register of Physiotherapists</li> <li>An Annual Practising Certificate (APC) is issued.</li> </ul> <p><b>Only then are you eligible to practise as a physiotherapist.</b></p>	<ul style="list-style-type: none"> <li>Your application may be incomplete because you have not: <ul style="list-style-type: none"> <li>Completed it; or</li> <li>Supplied appropriate documentation; and/or</li> <li>Supplied correctly certified copies; and/or</li> <li>Included payment.</li> </ul> </li> </ul> <p><b>The Board will contact you to remedy this.</b></p>

### Section 19 HPCA Act allows the Board to obtain information about applicants.

The Board may, for any reason, question any of the following persons and/or organisations as to your suitability for registration, including fitness for registration, verification of prescribed qualifications and/or competence to practise within the nominated scope of practice:

- your education institution/s
- your physiotherapy regulatory authority overseas (if applicable)
- your listed professional organisations (if applicable)
- your current and/or previous employers (if applicable)
- your referee(s)
- any other person or organisation notified by the Board in any individual case.

Please note that you may be required to provide a current Certificate of Good Standing issued by your university.

## PERSONAL DETAILS OF THE APPLICANT

You must supply a correctly certified copy of your current passport (personal details page only) or birth certificate as evidence of your identity and age. If you have changed your name you must supply evidence e.g. a certified copy of your marriage certificate or a statutory declaration as to the name you are currently known by and will use when practising physiotherapy.

### The Public Register of Physiotherapists

Once you are registered and issued with an APC, your details (those marked with  on the application form) will be added to the New Zealand Register of Physiotherapists.

The register is available for the public to view on the Board's website: [www.physioboard.org.nz](http://www.physioboard.org.nz) and lists all physiotherapists who are registered in New Zealand that hold a current APC.

## ACADEMIC QUALIFICATION

The Board must sight evidence of the successful completion of your undergraduate physiotherapy programme before registration can be granted.

## FITNESS FOR REGISTRATION

<b>Legislative requirements</b>	Under section 16 of the Health Practitioners Competence Assurance Act 2003 (HPCA Act) the Board must seek information to ensure an applicant is fit to be registered as a physiotherapist.
<b>Mental and physical fitness</b>	New Zealand law requires physiotherapists to be mentally and physically fit to practise within the profession in New Zealand.
<b>Complete answers required</b>	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.
	<b>All</b> of the questions must be completed – if any are left unanswered or the required, specified information is not included then your application will be returned.
<b>Please note:</b>	Making a declaration under section 16 about your fitness to practise does not necessarily mean that you will be refused registration. The 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.

#### All applicants must provide:

- An **original current** criminal conviction record issued by the New Zealand Ministry of Justice.

To obtain this document refer to the Ministry of Justice website at:  
<https://www.justice.govt.nz/criminal-records/get-your-own/>

The record must be dated not more than 3 months prior to the date of receipt by the Board.

The New Zealand Ministry of Justice may email your criminal conviction record to you. If you receive your record via email, you may forward to the Board the email that the Ministry of Justice sent you. You may forward the email to [registration@physioboard.org.nz](mailto:registration@physioboard.org.nz) with the criminal conviction record attached, rather than posting an original. We cannot accept a printed copy of the email that the Ministry of Justice sent to you. You are not required to disclose any convictions that are covered by the Criminal Records (Clean Slate) Act 2004.

#### If you have lived outside of New Zealand in the last 10 years for 12 months or more aged 18 and older 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 (while aged 18 and older) for 12 months or more in the last 10 years.

The record must be dated no more than 3 months prior to the date of receipt by the Board.

Please see the Immigration NZ website for details on how to request the correct certificate:

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

#### Criminal conviction records from the U.S.A

In addition to your FBI Identity History Summary Check 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.

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 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 your application.

#### Communication Declaration

If you have answered “No” to the Fitness for Registration question covering communication, then you must also provide:

- A personally signed statement describing your reasons

You may include any further information you believe is relevant.

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

#### 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 personally signed reflective statement detailing:

- 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;
- c. Details of strategies utilised in managing your condition or impairment; and
- d. Your management plan for your future practice of physiotherapy.

You may include any further information you believe is relevant.

2. A current 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.

#### 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); and
  - c. Your management plan for your future practice of physiotherapy.

## Professional Misconduct, Police Investigation, and/or Conduct Declaration

If you have answered “Yes” to one or more of the Fitness for Registration questions covering: professional misconduct, police investigation, and/or conduct, 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 Board requirements for suitable referees and character references detailed below.*

You must arrange for a current character reference to be posted directly to the 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 Board will consider your application based on all information provided.

## Criminal Conviction Declaration

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

1. A personally signed reflective statement (a template is available to download from the Board’s website: New Zealand Qualified Physiotherapists) describing:
  - 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; and
  - 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 Board requirements for suitable referees and character references detailed on page 4.*

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

- a. Show that the referee is aware of the circumstances and events leading to your conviction; and
- 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 Board will consider your application based on all information provided.

## 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:

- It is clearly named with the full name of the referee;
- 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.

## SCOPE OF PRACTICE

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 well being.*

*Physiotherapy involves the interaction between physiotherapists, patients/clients, other health professionals, families/whanau, 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.*

## STATUTORY DECLARATION

The application form incorporates a statutory declaration. A statutory declaration is a declaration 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 under s172 HPCA Act to provide false and misleading information to the Board. If it is subsequently shown that you have obtained registration fraudulently, your entry will be cancelled from the Register and you will be unable to practise as a physiotherapist in New Zealand and may face imprisonment and/or a large fine.

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

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

## CERTIFICATION REQUIREMENTS

**You will be required to send documents with your application form.**

These must be certified copies of the original documents.

**The Board only accepts photocopies of documents that have been correctly certified.**

Unfortunately New Zealand is not immune to document fraud. The Board looks at evidence from New Zealand and overseas every day. The Board must be sure that all documents are genuine.

Take this information along with you when you get your documents certified. We recommend that you ask one official to certify copies of your documents and witness your statutory declaration.

**Choose an official with the necessary legal power to certify your documents such as a Solicitor, New Zealand Court Registrar, an Officer gazetted to take statutory declarations, or a Justice of the Peace.**

The names and contact details of local Justices of the Peace are available in the Yellow Pages section of the telephone directory under the heading 'Justices of the Peace', or online at [www.jpfed.org.nz](http://www.jpfed.org.nz).

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

- Signs the copy; and
- Prints his/her name under the signature; and
- States his/her position or designation; and
- Endorses the copy with his/her official seal (where applicable); and
- Provides his/her **full** postal address to enable the Board to seek verification; and
- Ensures the certified copy provided to the Board includes the statement: "Certified true copy of original document sighted".

**The most common problem is when a certifier does not provide his/her full postal address.**

You may be charged a fee for certification so it is up to you to make sure you get everything that you require – check that the certifier has provided **all** of the above.

## TRANSLATIONS

Documents not in English must be accompanied by an official English translation. Make sure your translation is on official translation service letterhead and bears the service's signature/stamp (and full address details)

## HOW MUCH DOES AN APPLICATION FOR REGISTRATION COST?

The \$354.00 fee (including GST) covers the administrative and Board approval processes for registration.

The appropriate payment must accompany the application. Fees must be paid in New Zealand dollars by credit/debit card or bank draft.

## ANNUAL PRACTISING CERTIFICATE (APC)

Physiotherapists who are registered in New Zealand are legally required to hold a current Annual Practising Certificate (APC) issued by the Board before they can practise. The APC year runs from 1 April to 31 March.

If you wish to practise from 1 April 2019, you will need to apply, and pay the current fee, for an Annual Practising Certificate for the practising year 2019/2020.

The Board contacts all registered physiotherapists in February each year seeking clarification of each individual physiotherapist's intention to practise in New Zealand during the new practising year commencing 1 April.

### Health Practitioner Index (HPI) Number

You will be issued a Health Practitioner Index (HPI) number by the Ministry of Health. HPI numbers uniquely identify every health professional currently practising in New Zealand. In the future this will allow practitioners to share information by authenticating their access to various health information systems.

## YOUR FUTURE RELATIONSHIP WITH THE PHYSIOTHERAPY BOARD

### THE PHYSIOTHERAPY BOARD IS A REGULATORY AUTHORITY CONSTITUTED BY THE HEALTH PRACTITIONERS COMPETENCE ASSURANCE ACT 2003 (HPCA ACT).

The HPCA Act governs the registration and practice of physiotherapists and other health professionals. The Act emphasises lifelong competence and involvement in continuing professional development activities.

The 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.

Once you become registered and during the course of your physiotherapy career the Board will contact you regarding: your Annual Practising Certificate; legislative updates; the Recertification Programme and provide you with regular newsletters.

Renewing your Annual Practising Certificate is linked to recertification activities – meaning you must meet the minimum requirements of the Recertification Programme to be issued with an APC. Information about recertification is available on our website: <https://www.physioboard.org.nz/i-am-registered/recertification-audit>

The Board needs to be assured that physiotherapists are engaging in Continuing Professional Development (CPD) activities that are relevant and appropriate to their area of practice and skill level. Annually the Board undertakes an audit of randomly selected physiotherapists' CPD activities.

The Board is totally separate from Physiotherapy New Zealand (PNZ). PNZ is your professional association with voluntary membership.

### **REMEMBER: THE NAME 'PHYSIOTHERAPIST' IS A PROTECTED TITLE IN NEW ZEALAND**

This means only practitioners registered by the Board are legally entitled to call themselves 'physiotherapists'.

## 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](mailto:privacy@physioboard.org.nz), or write to our Privacy Officer at Physiotherapy Board, PO Box 10734, Wellington 6143.

Last updated: 20 March 2018

## ONGOING RESPONSIBILITIES

Once registered you will be expected to abide by the Board's *Physiotherapy Code of Ethics and Professional Conduct* (available on the Board's website) and keep up to date with **all** legislation affecting the everyday practice of a physiotherapist. The *Physiotherapy Code of Ethics and Professional Conduct* can be viewed at the Board website at: <http://www.physioboard.org.nz/publications-1>

### **Familiarise yourself with:**

- Recertification requirements: [www.physioboard.org.nz](http://www.physioboard.org.nz)
- Changes to the Board's requirements via our newsletters and website: [www.physioboard.org.nz](http://www.physioboard.org.nz)
- Health Practitioners Competence Assurance Act 2003: [www.legislation.govt.nz](http://www.legislation.govt.nz)
- Health Information Privacy Code 1994: [www.privacy.org.nz](http://www.privacy.org.nz)
- Code of Health and Disability Services Consumers' Rights: [www.hdc.org.nz](http://www.hdc.org.nz)
- Accident Compensation Corporation: [www.acc.co.nz](http://www.acc.co.nz)

Registrants of the Board are required to inform the Board of any changes to your contact details. Once registered, you will be given login details. Either log on to <http://www.physioboard.org.nz/dashboard> and update your details; or you can email us on [registration@physioboard.org.nz](mailto:registration@physioboard.org.nz) with the changes.

## CONTACTING THE BOARD

**Website:** [www.physioboard.org.nz](http://www.physioboard.org.nz)

**Postal address:** The Physiotherapy Board of New Zealand  
PO Box 10734  
  
Wellington 6143

**Physical address:** The Physiotherapy Board of New Zealand  
Level 12 Maritime Tower  
10 Customhouse Quay  
Wellington 6011

**If you have any further questions please contact the Board:**

Telephone: 04 471 2610

Email: [registration@physioboard.org.nz](mailto:registration@physioboard.org.nz)

**KEEP THESE GUIDANCE NOTES HANDY AS A REFERENCE**