

APPLICATION GUIDANCE NOTES

New Zealand Qualified Applicants – Graduating Class of 2019



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).

Points to note:

- You may only apply for registration once you have successfully completed an accredited course of study in physiotherapy within New Zealand, and have official evidence as proof (either a transcript which states that your degree is completed or conferred, or a degree certificate).
- 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.
- If you are a part of the Graduating Class of 2019 and apply for registration prior to 31 March 2020, you will be issued an APC at no extra cost, which will expire on 31 March 2020. You will need to renew your APC if you wish to continue practising from 1 April 2020. If you apply for registration from 1 April 2020, you will be required to pay both the application for registration fee, and the application for an APC fee. The APC application fee is currently \$555.50.
- Please ensure that your application is completed correctly, and all required documentation is provided – 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.
- The registration process is confidential; therefore, the Board can only provide information to you, the applicant. We cannot speak to any prospective employers about your application.

Applying for Registration:

You can apply for registration online at: <https://mypbnz.physioboard.org.nz> and you must provide:

Application Details:

- This includes personal details, fitness for registration questions and a declaration.

Payment:

- The application for registration fee is \$354.00

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, and can be uploaded online.

Evidence of change of name (where applicable):

- You must provide a certified copy of evidence of your name change, which can be uploaded online.

Criminal conviction record (New Zealand):

- All applicants must provide a current criminal conviction record issued by the New Zealand Ministry of Justice.
- This must be issued by the New Zealand Ministry of Justice and dated within three months when received by the Board.
- To obtain this document refer to the Ministry of Justice website at: <https://www.justice.govt.nz/criminal-records/get-your-own/> - please note that the processing time is up to 20 working days
- This record must include your full name (including middle name(s)) and any previous names, or names that you are known by).
- The New Zealand Ministry of Justice will most likely email criminal conviction records to you. If you receive your report as a PDF document via email, then you can upload this PDF online. We cannot accept a printed copy of the email that the Ministry of Justice sent to you.

- If you were posted your criminal conviction record, you can either post us the original, or upload a certified copy of the original online.
- You are not required to disclose any convictions covered by the Criminal Records (Clean Slate) Act 2004.

Criminal conviction record (overseas) (where applicable):

- You will need to provide a certified copy of a criminal conviction record if you have lived in a country other than New Zealand for 12 months or more, within the last ten years, while you were aged 18 or over. The certified copy can be uploaded online.
- This record must be dated within three months when received by the Board, and must include your full name (including middle name(s)) and any previous names, or names that you are known as).
- We accept the same documents as Immigration New Zealand, please see their 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>
- 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.
- **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, within the last ten years, while you were aged 18 or over.

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 accept proof of qualification shared via My eQuals. You can submit a link to your My eQuals profile on your online application.

Fitness for Registration information (where applicable):

- You are required to answer questions related to your fitness for registration, and you may need to provide further information, depending on your answers to the questions. Please see pages 3-4 below, for further information regarding *Fitness for Registration*.

Certificate of Good Standing (*sent directly from your educational institution*):

- As part of your application, the Board must also receive a *Certificate of Good Standing* from your educational institution, which includes information about you, including (but not limited to) information regarding health conditions and conduct.

Useful Information:

Timeframes:

- Most complete applications can be processed within 1-2 working days. If you are making a fitness for registration declaration within your application, there may be a delay in deciding on your application. Please contact us if you have any queries about the timeframes.
- Please note that the Board will be closed for the holiday break from Friday 20th December 2019 and we will reopen on Monday 6th January 2020.
- If registered, you will be allocated a registration number – this is your unique identifier with the Board.
- 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 Public Register of Physiotherapists:

- If you are registered and issued with an APC, some of your details will be added to the New Zealand Register of Physiotherapists.
- The register is available for the public to view on the Board’s website <https://www.physioboard.org.nz/search-register> and lists all physiotherapists who are registered in New Zealand that hold a current APC.

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.

Fitness for Registration:

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| Legislative requirements | 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. |
| Mental and physical fitness | New Zealand law requires physiotherapists to be mentally and physically fit to practise within the profession in New Zealand. |
| Complete answers required | The application includes questions covering: communication, physical and mental fitness, risk declaration, professional misconduct, police investigation, criminal convictions; as well as your educational record. |
| Please note: | Making a declaration under section 16 about your fitness for registration does not necessarily mean that you will not be granted 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. |

Communication Declaration

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

- A statement describing your reasons and any further information you believe is relevant.

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:

- A reflective statement giving details of your condition or impairment, including duration and treatment of your condition or impairment; your insight and understanding of your health condition and its triggers; details of strategies utilised; and your management plan for your future practice of physiotherapy; and
- A recent supporting letter signed by your current treating practitioner confirming the details of your management, any medication you are currently taking, and including a comment on whether or not they believe that your condition or impairment does not currently, or will not in the future, impair your ability to perform the functions required for the practice of physiotherapy.

Risk Declaration

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

- A reflective statement detailing your insight and understanding of the risk factor(s) and the triggers, details of strategies utilised and 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:

- A reflective statement describing the incident(s); and
- A character reference emailed to registration@physioboard.org.nz or posted directly to the Board by a referee who has knowledge of the incident/offending (*please see the note below regarding suitable referees and character references*); and
- A certified copy of each of the relevant reports, findings, decisions, orders and (where applicable) endorsements on registration certificates

Registration, certification or licensing outside New Zealand

If you have answered “Yes” to the Fitness for Registration question covering registration, certification or licensing outside New Zealand, then you must also provide:

- A reflective statement describing the circumstances.

Criminal Conviction Declaration

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

- A personally signed reflective statement using [the Board's template](#), describing, the circumstances leading to the conviction(s); the impact that this experience has had on you as a result; how the experience will influence your

future behaviour and choices; and 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.

- A character reference emailed to registration@physioboard.org.nz or posted directly to the Board by a referee who confirms they have knowledge of the incident and includes their 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 (*please see the note below regarding suitable referees and character references*).

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 email their reference to registration@physioboard.org.nz and 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, wherever there may be an issue of public health and safety.

[Gazette Notice](#) dated 11 December 2008

Certification Requirements:

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.

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 online at 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).

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 10, 95 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: 16 September 2019

Contacting the Board:

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| Physical/Courier Address: | Postal Address: |
| Level 10 | PO Box 10734 |
| Todd Building | Wellington 6143 |
| 95 Customhouse Quay | New Zealand |
| Wellington, 6011 | |

Phone: 04 471 2610

Email: registration@physioboard.org.nz

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’.