



Application for an Annual Practising Certificate

This application is for practitioners who **have** practised in the last **two** years

Application made to the Registrar of the Dietitians Board for an Annual Practising Certificate (Section 26(1) of the Health Practitioners Competence Assurance Act 2003).

Note: It is illegal to practise without holding a current Annual Practising Certificate if you are a registered dietitian

Please read the supporting information prior to completing this form

PLEASE PRINT CLEARLY

Full name _____ Registration No 20-0 _____

An Annual Practising Certificate may be granted by the Dietitians Board when a Dietitian is registered. The Registrar will determine whether an Annual Practising Certificate (APC) is appropriate.

My current **Residential** address is:

My current **Postal** address is, if different from residential:

My current **Work** address:

Home telephone number:

Work telephone number:

Mobile number:

Ethnicity:

Main email address:

Secondary Email Address:

DECLARATION

I am / am not (please strike out one), as at the date of this application, practising as a dietitian

(Please note: The Health Practitioners Competence Assurance Act 2003, Section 7 (2) (b) specifically requires that it is illegal to practise, unless the health practitioner is currently holding a current practising certificate).

- 1) I have practised dietetics within the last three years
Please give details of the position(s) held: Dates, employer(s) and any Supervisor(s)

(Please tick)

Continue on a separate page: if required.

- 2) I am, or have been, participating in the Continuing Competency Programme.
Programme

(Please circle one)

If Yes, Please give details: Continue on a separate page: if required.

- 3) I will be participating in the Dietitians Board's Continuing Competency Programme.

(Please Tick)

Please note that participation in the programme is compulsory in order for you to be granted your annual practising certificate.

My learning objectives and planned activities for the forthcoming year are:

Continue on a separate page: if required.

4) I believe to the best of my knowledge that I am competent and fit to practise dietetics and that there are no mental or physical conditions I am aware of that may compromise that competence.

 Y N

(Please circle one)

If No please give details: Continue on a separate page if required.

5) I have read the information for applicants and I declare that the information included in this application form is true and correct.

 Y N

(Please circle one)

APPLICANT'S SIGNATURE:.....DATE:.....

PAYMENT DETAILS

Please select one of the below two options: (Please Tick)

Full year 1 April 2017 to 31st March 2018

APC fee is \$625 (includes \$50 Disciplinary Levy and GST)

OR

Part Year 1 December 2017 to 31 March 2018

APC fee is \$357 (includes \$50 Disciplinary Levy and GST)

I have paid by **Internet Banking**

(Bank Account for payment **03-0502-0254-940-000** please reference your registration number and surname)

CREDIT CARD: (tick one) Visa Mastercard

Card Number

Expiry Date: Month/Year _____/_____ Amount (NZ\$) _____

Cardholder's Name _____ Signature: _____

Information for Applicants applying for an Annual Practising Certificate

You are applying for an Annual Practising Certificate (APC) under the [Health Practitioners Competence Assurance Act 2003](#) (HPCA Act).

The Dietitians Board promotes and protects the public interest by providing for mechanisms to ensure that dietitians are qualified, competent and fit to practise their profession. To achieve this, the Dietitians Board provides frameworks for the regulation of the dietetic profession. The APC is one such mechanism under the HPCA Act.

An APC is renewed each year.

Under [section 7 \(2\)](#) of the HPCA Act no person may claim to be practising a profession as a health practitioner of a particular kind, or state or do anything that is calculated to suggest that the person practises or is willing to practise a profession as a health practitioner of that kind, unless the person is a health practitioner of that kind; and holds a current practising certificate of that kind.

For clarity - if you are a Registered Dietitian you should hold an APC if:

- You are using your knowledge and skills as a Dietitian
- Your job description requires you to be a Registered Dietitian
- The position you are employed in requires that you are a health professional
- You use your dietetic knowledge in your employment
- You are calling yourself a Dietitian (or representing in any manner that you are authorised to practise dietetics)

Practitioners who were on the Register as at 18 September 2004 are deemed to have the general Scope of Practice.

You will be treated as a holder of an Annual Practising Certificate under HPCA Act [section 26 \(1\)](#) from the date when the authority receives the application, including payment, until the date it is issued, or you are notified that it will not be issued.

Please spend time reading about your obligations, particularly related to participating in the Board's Continuing Competency Programme. Details of this, and other useful links, including the Health Practitioners Competence Assurance Act, are on the Board's website (www.dietitiansboard.org.nz).

The Scope of Practice and any practice conditions and endorsements will be noted on your APC.

Reasons for not being issued an Annual Practising Certificate.

There are grounds set out in the Act under [section 27 \(1\)](#) which the Registrar must submit an application to the authority for its consideration.

- the applicant has, at any time, failed to maintain the required standard of competence; or
- the applicant has failed to fulfil, or has failed to comply with, a condition included in the applicant's scope of practice; or
- the applicant has not satisfactorily completed the requirements of any competence programme that he or she has been ordered by the authority to complete; or
- the applicant has not held an Annual Practising Certificate of a kind sought by the application within the three years immediately preceding the date of the application; or
- the applicant is unable to perform the functions required for the applicant's profession because of some mental or physical condition; or
- the applicant has not, within the three years immediately preceding the date of application, lawfully practised the profession to which the application relates.

The Registrar may decline to issue a practising certificate until any outstanding fines, expenses, or fees are paid.