



DIETITIANS BOARD

Te Mana Mātanga Mātai Kai

Late renewal of Annual Practising Certificates

Policy Statement

This document sets out Board policy concerning the late renewal of Annual Practising Certificates.

Policy: Late applications

Section 30 (3) of the Health Practitioners Competence Assurance Act 2003 allows practitioners who have submitted a complete application for a renewal of a practising certificate (from the previous year only), to be deemed to hold the practising certificate until a decision is made. However, practitioners who have not submitted a complete application by 23.59pm on 31 March are not deemed to hold a practising certificate, and are therefore not legally entitled to practise.

Late applicants who practise on or after 1 April before the approval of a new practising certificate, do so unlawfully. However, if a practitioner has confirmed receipt by the Board's office of a **complete** application prior to 23.59pm on 31 March, the practitioner does not need to wait to receive a physical certificate in the mail to continue practising.

For the avoidance of doubt, this policy does not apply to New Zealand graduates applying for their first annual practising certificate after completion of the registration process. Those practitioners can apply for their first APC at any time during the practising year.

'Duly completed application'

It is the Board's policy that a 'duly completed application' for the purposes of renewal of an annual practising certificate (section 26(2) and (3) of the Act) comprises receipt by the Board of:

- Correctly completed application form, including evidence of having met the Board's MyCCP criteria and, where applicable, successful completion of the prescribing update
- Payment of the correct fee, including any disciplinary levy

It is a practitioner's responsibility to ensure that any credit/debit card number provided for payment is active and that sufficient funds are available in the account. If a card is declined, an application will not be deemed complete until a successful payment is made. Similarly, if an employer indicates that it will pay the costs of renewal of an Annual Practising certificate, it is the practitioner's responsibility to ensure that the payment is cleared by the 31 March deadline.

Late certificates

It is the Board's policy that:

1. a practising certificate that is renewed late will not be backdated. This means that a practitioner may not practice legally after 31 March until such time as a late application is determined and an APC issued with the date of that determination.
2. where a late application is received after the 31 March deadline, the application will be referred to the Board's Competence and Fitness to Practise Committee for consideration. In this instance, the late processing fee will apply; a practitioner may be referred to a

Professional Conduct Committee.

Further information

All registered practitioners should be familiar with the provisions of the Health Practitioners Competence Assurance Act 2003.

The Board's policy *Registered practitioners: Requirement to hold an Annual Practising Certificate* and its guidance note *Understanding Registration and Annual Practising Certificates* should be read in conjunction with this policy.