

## Graduating soon? Responses to your questions

---

10 October 2016

### Our responses to the most commonly-asked questions from final-year students.

The Occupational Therapy Board of Australia (the Board) has compiled their responses to the most commonly-asked questions at their recent webinar, '*Graduating soon?*', held on Wednesday 28 September 2016.

#### **When do I need to be registered?**

The Board has issued a statement on its [website](#), *When should occupational therapists be registered?*, to help applicants decide whether or not they should be registered. This statement explains that it is up to each practitioner to decide whether or not to be registered, and sets out a number of factors to consider in deciding whether to register. This advice may answer a practitioner's question about whether they should be registered.

#### **When can I work as an occupational therapist?**

Once your education provider confirms that you have successfully completed your course, AHPRA will finalise your registration and send you an email confirming that you are registered. Your name will be published on the [Register of practitioners](#) and, in due course, you will receive a hard copy Certificate of Registration via post.

You cannot work as a registered health practitioner until you are registered and your name is published on the Register of practitioners.

#### **When should I submit my application for registration?**

If you are about to graduate, you should apply for registration four to six weeks before completing your course. This will help AHPRA to register you as a health practitioner soon as possible after your education provider advises AHPRA that you have successfully completed your course requirements. As soon as you are registered, your name will be published on the national [Register of practitioners](#) and you will be eligible to start work.

Your course is completed when you have completed all the academic requirements of the course of study which includes any required attendance, assignments, examinations, assessments, dissertations, practical experience and work experience in industry. If in doubt, your education institution should be able to tell you this date.

#### **What are the supporting documents that I'm required to submit with my application?**

When you apply online you will receive a *Next steps checklist* email within two working days to confirm your application. You **MUST** print your *Next steps checklist* email and include it as the coversheet with your supporting documentation. Supporting documents that you are required to submit with your application are:

- [Proof of identity](#)

- Proof of change of name if you provide one or more previous names in your application
- Academic qualifications if you have already received your qualification
- Evidence of English language skills that meet the Board's [English language skills registration standard](#)
- Signed and dated written statement relating to any disclosed criminal history in Australia and/or overseas, and
- Signed and dated written statement with details of any impairments that you disclosed and how that impairment is being managed.

Detailed guidance about all the supporting documents that you are required to submit in support of your application can be found on the [AHPRA website](#).

### **Where do I submit my application for registration?**

AHPRA requests that you begin your application process online and that supporting documents are submitted through the post.

You can access the online graduate application process through the [AHPRA website](#).

AHPRA has a legal obligation to verify your identity and, if applicable, check the evidence for other disclosures you make on your online application form about your English language skills, criminal history and/or impairments that could affect your capacity to safely practise your profession. That's why we need certified copies of your identity and other documents to be mailed to us.

Please mail your supporting documents with your *Next Steps Checklist* email printed out as the cover sheet (online applications) or with your hard copy application form to the AHPRA Registration Team for your profession at GPO Box 9958 in the capital city of the State or Territory in which you completed your course.

### **How long does it take to get registered after submitting all the supporting documents?**

If your application is considered complete, that is AHPRA has received all your supporting documents, the standard timeframe for the assessment of a complete application is up to 10 days for graduate applications.

However, it is important to note that the assessment process for registration takes time due to the requirements for criminal history check and other assessment criteria. The exact time can vary and depends on a number of factors, for example:

- Have you provided all the information and supporting documentation that AHPRA needs? Your application will take longer to process if it is not complete and correct.
- Have you made any disclosures (e.g. criminal history)? Your application may take longer because your profession's National Board needs time to consider your circumstances.
- Have you applied during a peak registration period? From time to time, AHPRA receives a large volume of registration requests (e.g. graduated students who are starting work, practitioners renewing their registration). During these times AHPRA may take more time to process your application.

### **How early can I submit my application for registration?**

If you are about to graduate, you should apply for registration four to six weeks before completing your course. This will help AHPRA to register you as a health practitioner soon as possible after your education provider advises us that you have successfully completed your course requirements.

Typically it is considered that your course is completed when you have completed all the academic requirements of the course of study which includes any required attendance, assignments, examinations, assessments, dissertations, practical experience and work experience in industry. If in doubt, your education institution should be able to tell you this date.

Our responses to the most commonly-asked questions from final-year students.

**How can I apply for registration when I have not received my academic transcript?**

While you will not have received your transcript four to six weeks before completing your course, AHPRA's recommendation is that new or soon-to-be graduates apply for registration four to six weeks before completing their course. Starting your application process early helps AHPRA to register you as a health practitioner soon as possible after your education provider advises us that you have successfully completed your course requirements.