

Renewal for Victorian chiropractors

17 September 2010

Are you due to renew by 30 September 2010?

If so, you should soon receive a letter from AHPRA which will contain a renewal form. Chiropractors are not able to renew on line. AHPRA has mailed out renewal notices this week to chiropractors who are due to renew their registration by 30 September 2010. This mainly applies to Victorian chiropractors and a few in other States and Territories.

How do I know if I need to renew?

To find out if you are due to renew your registration, go to www.ahpra.gov.au and click on online services in the top right corner, then 'Check the Register' and follow the prompts to check your registration status and your registration renewal date. This will tell you if you should expect a letter and are due to renew by the end of the month.

What does the renewal process involve?

The online renewal option is not available for chiropractors at this time.

Paper renewals

AHPRA is now processing a large number of postal applications and has made the following arrangements to make this as smooth as possible for registrants.

Complete applications

If you have sent AHPRA a complete application for renewal of registration:

- It will be processed and approved
- AHPRA will send you a letter confirming your renewal has been approved
- AHPRA is updating registrant details on the public register as a priority. If there is a delay in these details being published on the online public register, you can use your confirmation letter from AHPRA as evidence of renewal of registration until the register is updated.

Incomplete applications

If you have sent AHPRA an application for renewal of registration that is not complete:

- AHPRA will return the application to you by mail so you can complete it and return it to AHPRA by 30 September 2010
- You can also return the completed application form to AHPRA in your capital city.

Applications requiring follow-up

If you have submitted an application that needs to be assessed, AHPRA will contact you directly. This is sometimes the case when an incomplete application has been submitted or it requires further clarification on



some details. Registrants who have lodged an application to renew may continue to practise while their renewal is decided.

What if I don't renew on time?

You should try to renew your registration by the due date. Under the National Law, if you do not renew on time, you will remain registered for a one month 'grace period'. You can renew during this time (i.e. until 31 October 2010).

If you are due to renew by 30 September and you do not renew your registration by 31 October, your name will be removed from the Register and you will not be registered to practise.

The Board has no discretion under the National Law to extend registration to any practitioner who has not renewed within the one month 'grace period'. If you wish to practise again you must make a new application for registration and meet all the requirements under the National Law. This includes providing proof of identity and qualifications and criminal history checks.

Communicating with you

As part of the national registration scheme, all registered practitioners will have new registration numbers, and a user ID and password so they can login and update their personal details. The Board encourages all chiropractors to please log in and add your email address to your contact details, so we can communicate with you regularly.

If you have further queries....

You can call the AHPRA contact centre on 1300 419 495 or use the inquiry form on the website at www.chiropracticboard.gov.au .