



**Occupational Therapy
Board of New Zealand**

TE POARI WHAKAORA NGANGAHAU O AOTEAROA

FOSTERING FAITH AND CONFIDENCE IN THE PROFESSION

**REGISTRATION INFORMATION FOR
PRACTITIONERS APPLYING UNDER THE
TRANS TASMAN MUTUAL RECOGNITION ACT
1997**

See also policy for Practitioners Applying Under the Trans-Tasman Mutual
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Registration Information for Practitioners Applying Under the Trans Tasman Mutual Recognition Act

Note: This information is for individuals who wish to practise in NZ; who are currently registered as occupational therapists with an Australian State or Territory and hold practising certificates entitling them to practise occupational therapy.

Introduction

The principle of the TTMRA is that an individual registered and entitled to practise their profession/occupation in a participating Australian jurisdiction, is entitled to be registered in New Zealand for the equivalent profession/occupation.

Registration under the TTMRA is a streamlined, quicker and less expensive application option for Australian registered practitioners.

In order to work legally as an occupational therapist in New Zealand, you must:

- be registered with the Occupational Therapy Board of New Zealand (OTBNZ), which is the regulatory body governing the practice of occupational therapy; *and*
- hold a current practising certificate.

Registration

When considering applications for registration the OTBNZ will consider

- whether the applicant meets the fitness to practise requirements as specified in s16 of the Health Practitioners Competence Assurance Act 2003 (HPCAA) ; and
- any declared health condition(s), disciplinary or competency issues and civil or criminal proceedings which may affect the applicant's fitness or competence to practise

Deemed registration

Under section 15 of the Trans-Tasman Mutual Recognition Act 1997 and subject to its provisions, an individual who is registered in an Australian jurisdiction as an occupational therapist, is entitled, after giving notice to the OTBNZ for the equivalent occupation:

1. to be registered in New Zealand for the equivalent occupation; and

2. pending such registration, to carry on the equivalent occupation in New Zealand

Once your complete application is accepted by the OTBNZ, you are deemed to be registered and you are entitled to practise the 'equivalent occupation', pending the OTBNZ's decision. Your deemed registration will cease, however, if the OTBNZ cancels or suspends it, or if you cease to hold a current practising certificate in any Australian jurisdiction

Practising Certificates

While registration is one-off, a practising certificate must also be applied for and renewed every year that you wish to practise. An annual practising certificate is valid from 1 April to 31 March each year.

Practising certificates are issued electronically by OTBNZ. Once issued your electronic practising certificate (ePC) will be available on your myOTBNZ account.

Processing time frame

The OTBNZ will consider your application on the papers. It may make further inquiries but must, within one month, decide whether to grant, grant conditionally, postpone (for up to six months) or refuse the grant of a practising certificate.

You will receive notice of the decision in writing. If your application is refused or postponed reasons will be given and you will be entitled to apply to the Trans-Tasman Occupations Tribunal for a review of that decision.

When practising in New Zealand, whether you are deemed to be registered here or hold a New Zealand practising certificate, you are subject to the [Health Practitioners Competence Assurance Act 2003](#)

Submitting your application:

1. Apply online;
2. Post in your documentation and fees to the OTBNZ

For avoidance of doubt, a complete application consists of:

- The registration and practising certificate applications fee(s); and
- All supporting documents.

You are required to provide the following documents- (please refer to the notes for further information):

1. Online application for registration and fee → www.otboard.org.nz;
2. Practising Certificate application and fee;
3. Curriculum vitae;→
4. Three fitness references → *submitted by the referees themselves*;
5. Originals or correctly certified copies of:
 - a. Birth certificate;
 - b. Passport or New Zealand driver's licence;
 - c. Legal evidence of name change (*if applicable*);
 - d. Current Australian practising certificate/certificate of registration;
 - e. Letter(s) of good standing;
6. Criminal convictions report/Police report
7. Additional Information (if applicable) on:
 - Health issues
 - Disciplinary issues
 - Convictions.

NOTES

1. Applications

Registration

Practising Certificate

2. Fees

The [fee](#) for registration is NZ \$280.00

An annual practising certificate is NZ \$500.00

A short term practising certificate is NZ \$190.00 – valid for three months

The OTBNZ accepts payment in NZ dollars only, by either:

- Cheque
- Credit/Debit cards (Visa or Mastercard)

Applicants should include a completed [Payment Form](#) with their fee.

3. Curriculum Vitae/Resume

Your curriculum vitae should provide information of your work history and experience.

Your work history should be recorded in chronological order beginning with the most current employment/practice/volunteer work. Please record the month and year you commenced and ended each work period. If there are periods during which you have not done any occupational therapy work, please document these and explain what you were doing during this period/s. Please also explain any gaps in your work history.

4. Fitness reference form

The OTBNZ Reference form allows your referees to attest to your fitness for registration.

Who can complete reference forms?

- At least two previous or current occupational therapy supervisors or managers, who are also occupational therapists who have known you for 12 months; *or*
- another health professional in good standing whom you have known for at least 12 months.

How do I submit them?

Each reference form must have the declaration section completed and signed by yourself, before you pass it on to your referees to complete.

Following completion, your referees must sign and submit the reference themselves to the OTBNZ in hard copy, or by email, if they are emailing from a work email address. The OTBNZ will not accept references submitted by yourself.

5. Requirements for certifying documents

A certifying official may be a Justice of the Peace, Commissioner for Oaths, Court Registrar, Solicitor or Notary Public, and must comply with all the following:

- 1) Sign the copy
- 2) Print his/her name under the signature

- 3) State his/her position or designation
- 4) Endorse the copy with his/her official stamp &/or seal (where applicable)
- 5) Provide his/her contact details to enable the OTBNZ to seek verification

Certified documents must also be sent in hard copy, not electronically or faxed, and the certification should be done on the same page as the document.

6. Certificate/Letter of Good Standing

- Please submit a letter of good standing from every registering authority with which you have been registered – no older than six months.
- This document is not the same as a certificate of registration. As well as confirming your registration with the authority, they advise whether there have been any complaints, investigations or disciplinary action taken during the time you were registered.

7. Criminal Convictions Report(s)/Police Reports

- You are required to submit a national level police report from every overseas jurisdiction you have lived in since adulthood (that is from the age of 17 years).

A police report must:

- Be dated no older than six months – *unless the applicant can satisfactorily demonstrate that they have not lived in that country since the date on the police report. This can be done by way of a statutory declaration.*
- Search you in every name you have ever been known by (including nicknames and aliases) – *unless the search has been done by fingerprint and the report contains a statement to this effect;*
- Be an original document or a correctly certified copy.

8. Translations

Documents not written in English must be accompanied by an official translation, which must be on official translation service letterhead, and bear

the appropriate signature or stamp, together with full address details. Refer to the OTBNZ's Requirements for Translating Documents [\[link\]](#)

9. Additional Information (if applicable) on:

- Health issues
- Disciplinary issues
- Convictions.

Please refer to the OTBNZ's Fitness Policy