

New Zealand Graduates Applying for A Practising Certificate Twelve Months After Registration

Please submit this checklist with your completed application.

Submit the following items to the OTBNZ in hard copy

Enclosed N/A

Please tick off each item to ensure you have included all information.

Practising certificate application form

Only if you have not already applied for this online with your registration application. (Not needed if only applying for registration.)

Letter of Explanation

Professional Development Plan

Refer to policy for details on the above.

Or

If you have practised overseas for at least two of the last three years

Attestation of Competence

Curriculum Vitae

Information on post-graduate course of study

Fitness References x 3

(First section of form filled out by applicant and sent to referee, then submitted to OTBNZ from the referees directly.)

Original or correctly certified copies of:

- Legal Evidence of Name Change enclosed
- Letter of Good standing from every registering authority
- Post Graduate Certificate

Police Reports

Request for **Criminal Conviction History – Third Party** from

The NZ Ministry of Justice

Have you ever lived overseas?

- Yes: Overseas Police Report(s) enclosed
- No, I have never lived overseas

A current police report is required from every country you have lived in since you were 17, searching you by all of your current and previous names.

Payment Form

- Re-Registration fee if removed from register (\$322)
- Annual Practicing Certificate (\$558) or
- Three month Practicing Certificate (\$165)

Additional Information (if applicable) on:

- Health issues
- Disciplinary issues
- Convictions

Submitting your application to the Board

You should attach **all** relevant documents to this checklist before submitting them to the Board. It is good practice to keep a copy of all the documents you send for your own records. The Board cannot take responsibility for items lost in the mail. [Our contact details.](#)