

# New Zealand Graduates Applying for Registration and a Practising Certificate Twelve Months After Graduation

**Please submit this checklist with your completed application.**

## **A: Submit an online registration application**

## **B: 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:**

*Please refer to the notes for the OTBNZ's requirements for certifying documents.*

- Birth Certificate
- Passport **OR** NZ Drivers License
- Attesting occupational therapist's license to practice.
- Post Graduate Certificate

## **Have you ever changed your name?**

- Yes: Legal Evidence of Name Change enclosed   
*(e.g. marriage certificate)*
- No, I have never changed my name

## 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.

## English Language information

- IELTS Results
- **OR**
- IELTS exemption application form (*please note your three supervisors must submit their endorsement forms to the OTBNZ directly*)
- **OR**
- Not applicable; English is my first language

Have you ever been registered with any other registering authority in New Zealand or overseas?

- Yes: Statement of Good Standing enclosed
- No, I have never been registered with any other registering authority

## Payment Form

- Registration fee (\$230)
- Annual Practicing Certificate (\$500) or
- Three month Practicing Certificate (\$190)

**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.](#)