

Overseas Qualified Applicants Checklist

Please submit this checklist with your completed application.

A: Submit an online registration application

B: Submit the following items to the OTBNZ

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.)

Competence Assessment Application

- Certificate of Completion, Foundation Course in Cultural Competency
- Competence Self-Assessment
- Employee/Supervisor/Referee section x3

Curriculum Vitae

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 Licence
- Letter of Good standing from every registering authority
- Legal Evidence of Name Change

University Documents

- Occupational Therapy Qualification Certificate
- Academic Syllabus (Course Description)
- Academic Transcript

Police Reports

Request for [Criminal Conviction History – Third Party](#) from

The NZ Ministry of Justice

Overseas Police Report

- Yes: Overseas Police Report(s) enclosed

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**
- Not applicable; English is my first language

Payment Form

- Registration Fee (\$690)
- Annual Practicing Certificate (\$558)
- QR 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.](#)