



Occupational Therapy Board of New Zealand

Kaihaumanu Tūroro o Aotearoa

POLICY FOR LATE RENEWAL OF ANNUAL PRACTISING CERTIFICARE APPLICATIONS

Refer Health Practitioners Competence Assurance Act 2003 Part 2

Policy for late renewal of annual practising certificate applications

A practising year is from 1 April to 31 March. This policy applies to practitioners who submit a late application, i.e. after **31March** to renew their practising certificate for the following practising year.

Background

Section 30 (3) of the Health Practitioners Competence Assurance Act (HPCAA) 2003 allows practitioners who have submitted a complete application for a renewal of a practising certificate (from the previous year only), to be deemed to hold the practising certificate until a decision is made. However, practitioners who have not submitted a complete application by midnight on 1 April are not deemed to hold a practising certificate, and are therefore not legally entitled to practise.

Late applicants who practise before the approval of a new practising certificate, do so unlawfully.

If a practising certificate is subsequently issued, the issue date is not backdated to 1 April – rather the issue date is the date a complete application was **processed and approved** by the Registrar (under delegation) or the Board.

Policy

In order to facilitate the effective management of late renewal applications, the Board has adopted the following policy:

1. There is to be no backdating of the practising certificate issue date
2. The Board has delegated authority to the Registrar to determine practising certificate applications submitted within 4 weeks of 1 April where it is known that the practitioner has practised during that time
3. The Board requires the Registrar to refer to it those applications submitted more than 4 weeks after 1 April, only where it is known that the practitioner has practised without a practising certificate for more than 4 weeks since the expiry of the last practising certificate

Exclusions

If a practitioner has provided the OTBNZ with a complete application for a renewal of an annual practising certificate, before the end of 31 March, and that practitioner's online application made via the organisation on-line application system is received in 'draft' before the end of 31 March, that application will not be considered a late application for renewal for the purpose of this policy. It is important to have flexibility in considering on-line applications as system errors can occur.

For avoidance of doubt an application is considered complete when a practitioner answers all the questions in the application form, makes the payment and the Third Party has made their attestation, before the end of 31 March.

The Registrar will process this application in the usual manner and issue a practising certificate from 1 April.