



**Occupational Therapy
Board of New Zealand**

TE POARI WHAKAORA NGANGAHAU O AOTEAROA

FOSTERING FAITH AND CONFIDENCE IN THE PROFESSION

Registration and practicing certificate information for Recent New Zealand Graduates

This document contains information for practitioners who:

- **have graduated from a New Zealand school of occupational therapy in the last 12 months**
- **Wish to apply for registration and a practising certificate**

In order to work legally in New Zealand, the Health Practitioners Competence Assurance Act (HPCA Act) requires that you:

- register with the Occupational Therapy Board of New Zealand (OTBNZ), your regulatory body governing the practice of occupational therapy; and
- hold a current practising certificate. Your practicing certificate is renewed every year

The OTBNZ is required to ensure that all practitioners with a current practising certificate are fit and competent to practise.

For more information see: [New Graduate Policy](#)

Step 1: Online application

Complete an online application for registration on the OTBNZ [website](http://www.otboard.org.nz) (www.otboard.org.nz). From the 'I am a student' button make an online application and follow the online instructions.

I am studying to be an Occupational Therapist



Congratulations on becoming qualified.

To practise in Aotearoa New Zealand you need to become registered with us. It's illegal to practise without registering and getting a practising certificate. When you are ready to make your registration application, please click the 'Online Application' button in the sidebar.

Take a look at the documents below to learn about the New Graduate registration process.

Registration Information

[New Graduate Registration Information](#) (PDF, 599KB, 12 pages)

Information for New Graduate applicants applying for registration and practising certificate.

[New Graduate Checklist](#) (PDF, 452KB, 1 page)

A checklist for New Graduate applicants to help you organise your registration and practising certificate application.

ONLINE APPLICATION
GENERAL INFORMATION
SUPERVISION, COMPETENCE AND FITNESS
RESOURCES FOR SAFE PRACTICE
FORMS
USEFUL ORGANISATIONS

You cannot start work as an occupational therapist until you are registered with the OTBNZ and hold a practising certificate.

Step 2: Proof of identity

We require proof of your identity. Please supply a copy of your:

- Birth certificate, *and*
- Passport or New Zealand driver's license
- Evidence of any name changes, if you have changed your name (eg, Marriage/civil union certificate)

You do not have to supply certified copies unless requested by the OTBNZ.

Step 3: Fitness for Registration

Practitioners are required to demonstrate they are 'fit and proper person' to work as an occupational therapist.

Record of criminal convictions

A New Zealand criminal convictions report is required for registration. Complete a [NZ request and consent](#) form and include this with your application to the OTBNZ for processing.

If you have lived overseas you will need to supply a police report from every country you have lived in for more than six (6) months since you were 17 years old. Please see the [Police Report Policy](#) for further information on what is required.

You are required to declare any convictions on your application and you will need to supply further information to the OTBNZ for consideration prior to registration. Please see the [Police Report Policy](#) for what is required.

Police reports must be no older than 6 months at the time of application or the OTBNZ may request an updated report.

English Language requirements

Applicants whose first language is not English need to provide evidence of English proficiency by way of an exam or application for an exemption. Please refer to the [English Language Policy](#) for further information.

Physical and mental health

Applicants who have a physical or mental health condition or injury that may affect their ability to practise are required to declare this.

The OTBNZ requires information that explains:

- The diagnosis and details of the health condition/s
 - treatment plan, including the strategies used to manage each condition
 - The extent to which the health condition/s impact on the practitioners ability to practise as an occupational therapist

The OTBNZ may also require:

- A letter from any treating medical practitioner/specialist covering the points above
- An explanation from current/previous employer as to how the health condition is being managed in the workplace
- A copy of the proposed job description
- A copy of any proposed return to work or health management plan
- Any other information the OTBNZ deems relevant.

For further information see our [fitness](#) policy.

Certificate of good standing

Applicants who have been registered with another regulatory authority in New Zealand or overseas (eg, Dental Council, Law Society) will need to provide a certificate of good standing from the relevant regulatory body. Applicants will need to provide details of any complaints, investigations or disciplinary action taken while registered/licensed.

Certificates of good standing must be no older than 6 months when received by the OTBNZ.

Step 4: Qualifications and competence

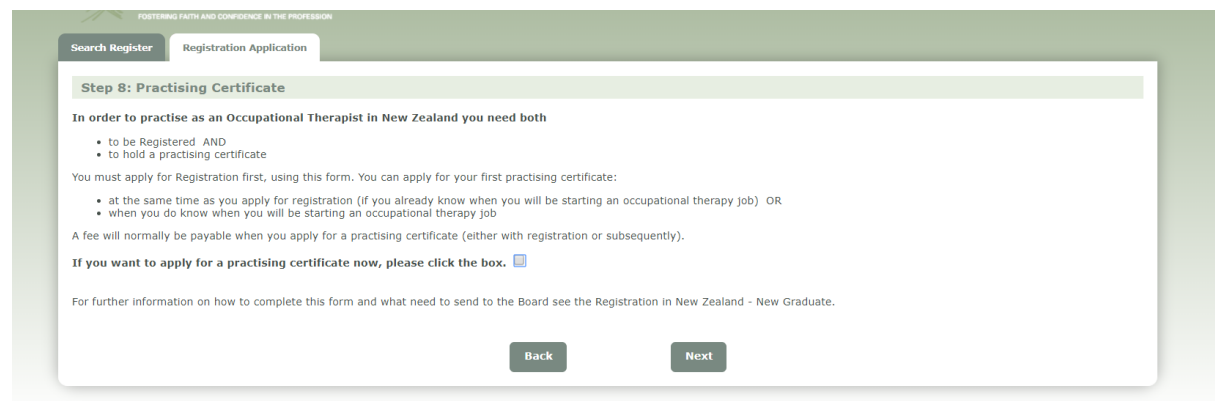
Qualification Confirmation and Fitness Reference from your School

The OTBNZ receives lists of graduating students eligible for registration from the New Zealand occupational therapy schools. This informs the OTBNZ which applicants are competent to practise as an occupational therapist. Registration cannot occur until we receive this information from the school. The school may also provide the OTBNZ with any other information they are aware of which may affect your registration.

Application for practising certificate

Registration occurs as a one-off activity at the beginning of your career. You must also hold a practicing certificate to work as an occupational therapist. It is your responsibility to renew your practising certificate every year by 1 April if you wish to continue practising in New Zealand.

You can apply online for a practising certificate at the same time as your registration by clicking the box in step 8. The OTBNZ will issue a short term practising certificate at no charge to new graduates who apply between finishing their course and 31 March the following year. This practising certificate is valid for up to 4 months. The renewal process starts in mid-February each year and closes on 1 April.



The screenshot shows a web interface for the OTBNZ Registration Application. At the top, there are two tabs: "Search Register" and "Registration Application". Below the tabs, the page is titled "Step 8: Practising Certificate". The main content area contains the following text:

In order to practise as an Occupational Therapist in New Zealand you need both

- to be Registered AND
- to hold a practising certificate

You must apply for Registration first, using this form. You can apply for your first practising certificate:

- at the same time as you apply for registration (if you already know when you will be starting an occupational therapy job) OR
- when you do know when you will be starting an occupational therapy job

A fee will normally be payable when you apply for a practising certificate (either with registration or subsequently).

If you want to apply for a practising certificate now, please click the box.

For further information on how to complete this form and what need to send to the Board see the Registration in New Zealand - New Graduate.

At the bottom of the form, there are two buttons: "Back" and "Next".

NOTE: This initial practising certificate will expire on 31 March. If you wish to practise after this date you will need to complete an online renewal of your practising certificate for the next practising year.

Requirements for new graduates

Condition on Scope of Practice

Recent New Zealand graduates are registered with the condition 'New Graduate' on their scope of practice. This condition is noted on the public register, and on individual practitioners' practising certificates.

The 'New Graduate' condition requires practitioners to receive weekly supervision for the first 12 months of practice in New Zealand. Supervisors must be registered occupational therapists with a current practising certificate and no condition on their scope of practice. It is a good idea to discuss your supervision requirements with any prospective employers. More information about supervision can be found in the [supervision, competence and fitness](#) section of our website.

It is your responsibility to arrange a supervisor, maintain a supervision log and apply for the removal of your condition when it is due.

ePortfolio

The ePortfolio is part of the OTBNZ's recertification programme to comply with section 41 of the HPCA Act. When you commence practising, you are required to participate in the ePortfolio. It is an online platform that permits you to demonstrate continuing competence, goals and development activities, via the practitioners-only area of the website.. Participation in the ePortfolio is a compulsory requirement while you are practising. For further information see the [ePortfolio handbook](#).

<i>Approved by: Andrew Charnock</i>	<i>Last review: Nov 2018</i>
<i>Version: 1.1</i>	<i>Review by: Nov 2019</i>

New graduate applicant checklist

Please submit this checklist with your completed application

Name: _____

Date: _____

Please note:

- You may email your completed application directly to enquiries@otboard.org.nz
- In some cases we may contact you and require you to provide original or certified copies of documents.
- Incomplete applications will result in delayed processing

See Page			Enclosed	Not required
2	Online application	<i>Completed online</i>		
7	Payment form			
Proof of identity				
2	Birth certificate	<i>Copy</i>		
2	Passport OR NZ driver's license	<i>Copy</i>		
2	Evidence of any name change(s)	<i>If required</i>		
Fitness for registration				
2	NZ convictions report	<u>Request for criminal convictions - third party</u>		
2	Overseas police report/s	<i>Current police report from every country you have lived in for more than 6 months since you were 17, searching by all current and previous names</i>		
2	Convictions explanation	<i>If required</i>		

3	Health issues explanation	<i>If required</i>		
3	English language test results or application for exemption	<i>If required</i>		
3	Letter of Good Standing from every registering authority	<i>If required</i>		
3	Disciplinary issues explanation	<i>If required</i>		

How long will my application take to process?

The practising certificate application process does not usually exceed 10 working days in total from the time the OTBNZ receives a fully complete application and notification from the occupational therapy school. This should be taken into account when making employment plans.

How do I pay for my application?

The registration processing fee for New Graduate practitioners is currently [NZD \$230].

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

- Bank cheque
- Credit/Debit cards (Visa or Mastercard)

You will need to complete a [payment form](#) to indicate your method of payment.

Where do I send my application?

Email address:

enquiries@otboard.org.nz

Or

Courier address:

Occupational Therapy Board of New Zealand
Level 5, 22-28 Willeston Street,
Wellington 6011
New Zealand

Postal address:

Occupational Therapy Board of New Zealand
PO Box 9644
Marion Square
Wellington 6141
New Zealand