

# Return to Practice Applicants Checklist

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

**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 Competence
- Competence Assessment Application,
- Employee/Supervisor/Referee section x3

**OR**

**Attestation of Competence**

*(If practised within the last three years)*

**The Attesting Occupational Therapists license to practice** (If they are registered in another country)

**Curriculum Vitae**

**Return to Practice Plan**

**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.*

- Updated copy of Passport **OR** NZ Drivers License
- Letter of Good standing from every registering authority
- Legal Evidence of Name Change enclosed

**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 last practiced in New Zealand, searching you by all of your current and previous names.*

**Payment Form**

- Annual Practicing Certificate (\$558)
- OR Three month Practicing Certificate (\$165)
- Competence Assessment Fee (\$59)

**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.](#)