

## FAQ

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5 October 2011

### WA nurses and midwives due to renew registration on 31 December 2011

#### Background

Australia's National Registration and Accreditation Scheme (National Scheme) began on 1 July 2010.

The National Scheme is governed by nationally consistent legislation, the *Health Practitioner Regulation National Law Act* (the National Law) as in force in each state and territory.

Under the National Scheme, registration renewal dates are being aligned across Australia for each profession.

About 6000 nurses and midwives in Western Australia are due to renew their registration by **31 December 2011**.

Upon renewing, these practitioners will be registered until 31 May 2012 to align them to the annual national registration renewal date for the professions under the National Scheme.

Western Australian nurses and midwives who renew their registration by 31 December 2011 must renew their registration again by 31 May 2012. Nurses and midwives who renew their registration by 31 May 2012 will then be registered for 12 months.

The core role of the National Boards under the National Law is to protect the public.

#### When is my registration as a nurse or/and midwife due for renewal?

About 6000 nurses and midwives in Western Australia are required to renew their registration by **31 December 2011**.

The majority of nurses and midwives across Australia are not due to renew their registration until 31 May 2012.

Nurses and midwives can check their registration renewal date and details on the National Registers of Nurses and Midwives at [www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au).

#### How do I renew my registration?

Look out for renewal reminders from AHPRA as confirmation you can renew online. If practitioners provide AHPRA with their email address, reminders will be emailed at various times during the renewal period. Our aim is to make your renewal as easy and efficient as possible and online renewal is available at [Australian Health Practitioner Regulation Agency - Health Practitioner/Employer Login](#).

Hard copy renewal applications must be posted to AHPRA, GPO Box 9958 in your capital city. Make sure you allow enough time before your registration expires for your application to be received and checked by AHPRA as complete and ready to process.

### **Will AHPRA send me any other information?**

AHPRA will send you a registration renewal reminder by email or mail with your User ID to access online services and update your contact details. You can use your unique User ID to update your details at any time. If you don't have a User ID, complete an online enquiry form at [www.ahpra.gov.au](http://www.ahpra.gov.au) and select 'User ID' as the enquiry type and AHPRA will send you a new User ID and password. Your User ID, included on all correspondence from AHPRA, is not your registration number.

### **What if I have forgotten my password?**

You can get a new password by making an online enquiry at [www.ahpra.gov.au](http://www.ahpra.gov.au) or by phoning AHPRA on 1300 419 495.

### **How much is it going to cost to renew my registration?**

Due to the 6000 nurses and midwives in Western Australia renewing their registration for five months to 31 May 2012, the registration fee will be on a pro rata basis and outlined in your renewal reminder.

The Nursing and Midwifery Board of Australia's [fee](#) schedule outlines the cost of annual registration renewal for the 12 months a practitioner is registered.

### **Why can't I renew my registration so it is valid for three years?**

The *Health Practitioner Regulation National Law Act* (the National Law) states that the period of a practitioner's registration can be for no more than 12 months. This legislative requirement was in response to submissions received and considered during the development of the National Law.

### **Is there anything else I should do while online?**

Please check your details on the National Registers are correct and make sure AHPRA has your current contact information, including email and mobile, so you get annual registration reminders easily and efficiently. Set your email account to receive communications from AHPRA and the National Board to avoid misdirection to an account junk box.

### **What registration standards do I have to meet?**

All registered nurses and midwives must meet the National Board's Registration Standards available at [www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au).

### **What about CPD – how much CPD is required?**

The Nursing and Midwifery Board of Australia expects all practitioners to declare on their registration renewal form that they have met the requirements of the National Board's [CPD Registration Standard](#).

### Does my principal place of practice have to be published?

Yes. It is a requirement of the National Law that the suburb and postcode of the registrant's principal place of practice is published on the public register. The principal place of practice is defined as the address from which you predominantly practise the profession, or if not practising, or not practising predominantly from one address, then your home address.

There is power under the National Law for the National Board to not publish information if it believes this would present a serious risk to the health or safety of the practitioner. An [application form](#) is available on the National Board's website to enable you to apply to not have your principal place of practice included on the public register, if this is a significant concern to you.

### If I mailed my renewal application how do I know AHPRA received it?

Follow the prompts from the *Renewal Received Confirmation* webpage published on the [AHPRA website](#) under *Registration*. If your application has been received, you can continue to practise while your application to renew is being processed, even if this extends past your registration expiry date.

### What happens after I renew registration?

When you have renewed registration, AHPRA will send you a receipt, a certificate and a pop out wallet-sized card. These will be sent about one month after you renew. If AHPRA has any questions about your application we will contact you so please ensure your contact details are correct and current, including email and mobile telephone contacts.

An [online service](#) allows practitioners to print off a current copy of their registration certificate should this be needed by an employer.

### What happens if I do not renew my registration before it expires?

Under the National Law, health practitioners have a one-month late period after their registration expiry date to apply to renew. If an application is received by AHPRA before the end of the one-month late period, you will remain registered and able to practise. Your listing on the register will be updated when your application is processed.

An application for renewal in the late period will incur a [late payment fee](#). The late fee was suspended in the first year of the National Scheme but has been reinstated by all National Boards from 2011-12.

The late fee will apply to practitioners who do not renew by their registration expiry date and will be charged at up to 25 percent of the renewal fee. This recognises the additional costs of managing late renewals and will be payable in addition to the annual renewal fee.

If you do not renew your registration by the expiry date or within the following one-month late period, your registration will lapse. Your name will be removed from the National Registers under the National Law and you will not be able to practise.

If you wish to practise again you must submit a new application for registration. You should contact AHPRA to apply for a 'fast-track' application for registration if you wish to resume practice as soon as possible.

### **Is there a fee for a 'fast-track' application?**

The Nursing and Midwifery Board of Australia has agreed to maintain a 'fast-track' application process during 2011-12. Fast track is available for four weeks after the registration of a practitioner lapses if the practitioner wants to continue practising. The fast track fee will be 50 percent of the normal application fee for registration and is payable in addition to the annual renewal fee.

### **What if I don't want to renew my registration?**

You do not need to do anything except ignore future reminder notices. Alternatively you could tick the box on the registration renewal form acknowledging your intention to not renew registration and return this to AHPRA. Renewal reminders will stop being sent to you after your request has been processed.

If you do not renew your registration, you will receive a letter after your registration expiry date confirming that your registration has lapsed. Once your registration has lapsed, your name will be removed from the National Registers in accordance with the National Law and you will not be able to practise your profession in Australia. You will also be required to lodge a new application for registration should you seek to resume practice in the future.