

Guide to completing registration forms

Please read the following information and the guidelines before completing any forms. The guidelines are available at:

www.sct.org.nz/Registration/CPB%20Guidelines.pdf

If you have any further questions please contact us at: registration@sct.org.nz

Application for Registration (initial or upgrade)

Complete an initial application if you have never been registered with the CPRB before.

The upgrade of registration form is to be used when you have had provisional registration and have now completed your training and meet the qualification, certification and work experience requirements listed on page 6 & 7 of the guidelines. There are no longer levels of registration.

Along with your initial or upgrade of registration application you should also complete an annual practicing certificate form. The only exemption to this is if you are not currently working. You need to apply for an annual practicing certificate every year. You do not need to apply for registration each year.

Personal details and registration status

Your registration number and status are only required for an upgrade application. If you do not know your registration number or current registration status this can be found from the register on the SCT website: www.sct.org.nz/Registration

Relevant membership with a professional body must be obtained or simultaneously applied for.

Those who work in the cardiac field you must be a member of SCT, membership application forms are available at www.sct.org.nz/forms.

Those who work in the respiratory field must be a member of ANZSRS, membership forms are available at www.anzsrs.org.au/membership.html

Those who work in the sleep field must be a member of ASTA, membership forms are available at www.sleepaus.on.net/membership.html

If you work in more than one field you should be a member of all of the relevant professional bodies.

Current and previous qualifications

Please state the full name of any work related qualifications, including any option/specialty/pathway/module.

If you are undertaking the Post Graduate Certificate/Diploma in Medical Technology please supply proof of your acceptance by Otago University (a letter from the university confirming your enrolment will suffice).

If you have international qualifications their may be a delay in processing your application while the board obtains further information on the course.

Certified copies of all qualifications

Certified means a copy of the original which has been sighted, and confirmed to be the same as the original, by a notary (such as a Justice of the Peace) or a member of the registration board. The certified copy must be identified with the stamp and signature of the notary person or signed by the registration board member. A copy of a certified copy is not acceptable. Qualifications issued by SCT (NZ) do not need to be certified.

Relevant work experience - current and previous employment details:

All sections must be completed including start and finish dates for **each** position and the hours worked per week for each job. If your hours of work changed several times in the course of the job please list this information in the additional information section.

Practical Training section

This section only needs to be completed if you are enrolled in the Certification of Clinical Physiologists (CCP) programme or the Certificate of Physiological Measurement (CPM).

Registration fee payment

Fees may be paid by a personal or bank cheque / internet banking / international money order.

Note that the following forms of payment are NOT acceptable: cash / credit card
Invoicing the hospital will no longer take place. It is standard for other professions to pay the fees upfront and to be refunded by their employer. Please contact your manager to find out how to claim this refund.

You may wish to attach a brief CV with your application.

Annual Practising Certificate Application

An APC must be completed each year if you are currently working. If you are on parental leave you do not need to complete an APC until you return to work.

Personal details and registration status

If you do not know your registration number or current registration status this can be found from the register on the SCT website: www.sct.org.nz/Registration

Current CPD balance

This information will be provided from last years application. If it is not provided please contact the CPRB secretary for this information.

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Qualifications

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Clinical supervisor's declaration

This must be signed by a person who you are responsible to on a day to day basis for the practical/clinical work that you perform. For those in leadership roles this may be a work colleague at a similar level to you clinically or a physician.

APC fee enclosed

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