

**CHIROPRACTORS REGISTRATION BOARD
OF VICTORIA**

Health Professions Registration Act (Vic) 2005

APPLICATION FOR INITIAL REGISTRATION

**PLEASE ENSURE THAT YOU CAREFULLY READ AND COMPLETE
THE ENTIRE FORM**

Dear Practitioner,

In order to apply for registration it is necessary to complete all pages of this form and return it with the registration fee of **\$400.00(Aust) (\$235.00 if under Mutual Recognition)**. This fee covers your application and registration fees for the next financial year or part thereof. All registrations expire on June 30th each year. Payment options are either by cheque, money order or bank draft. Please note that your application will be processed and considered by the Board as soon as possible, but an application cannot be processed unless it is complete.

Payments should be made payable to "CHIROPRACTORS REGISTRATION BOARD OF VICTORIA" and forwarded with this completed application to:

The Registrar
Chiropractors Registration Board of Victoria
G.P.O. Box 4831
MELBOURNE VIC 3000

YOUR DETAILS:

Family Name:.....Given Names.....

Date of Birth:.....(dd/mm/yyyy)...Place of Birth:.....Gender:.....

NOMINATED CONTACT ADDRESSES:

Please provide the address(es) from which you practise, your private address and your postal address. Only your practice address(es) will be put on the Register and be available to the public. The Board's privacy policy can be viewed at <http://www.chiroreg.vic.gov.au/foi.asp>

Private Address	Phone
Postcode	
Practice Address/es 1.	Phone
Postcode	
2.	Phone
Postcode	
3.	Phone
Postcode	
Contact Email Address/es:	Mobile
Postal Address:	
Postcode	

TYPE OF REGISTRATION

There are several types of registration specified by the Health Professions Registrations Act (see Frequently Asked Questions (FAQ): Types of Registration—at the end of this Document)

Please indicate the type of Registration you wish to apply for:.....

Are you applying by Mutual Recognition from another State? (Write YES/NO).....

If YES, in what other jurisdictions do you have registration as a Chiropractor?

Jurisdiction Registration Number Year first registered

.....
.....

CURRENCY OF PRACTICE (Penalties for non-disclosure apply)

Please note that the Health Professions Registration Act 2005 requires that you notify the Board if you have not practised for a period exceeding 2 years as at the date of your application for registration or renewal of registration. The Act provides penalties for non-disclosure. If you have not fulfilled this requirement, in order to satisfy the Board as to your competence to practise, please provide, on a separate sheet of paper, a full history of your experience in Chiropractic, your past training and any proposed future training along with the names and contact details of at least two referees. This does not apply to those who wish to register as non-practicing.

Do you satisfy the requirements for Currency of Practice?. (Write YES/NO).....

FITNESS TO PRACTISE

Are you an alcoholic or drug dependant person?

(Write YES/NO).....

Do you have a physical or mental impairment that may impair your ability to practise?

(Write YES/NO).....

If YES provide details (use a separate sheet of paper if necessary):

.....

.....

Have you ever been found guilty by a court of any offence in Australia or overseas or are any such proceedings pending? (Write YES/NO).....

If YES provide details (use a separate sheet of paper if necessary):

.....

Have you ever been committed for trial, convicted, or found guilty of an indictable offence? **(It is your responsibility to find out whether any offence you have been charged with is indictable or not. Penalties for non-disclosure apply)** (Write YES/NO).....

If YES provide details (use a separate sheet of paper if necessary):

.....

Have you ever been or are you due in the future to be, in Australia or overseas, subject to the disciplinary processes of either an employer, a professional body or a statutory authority (excluding this Board) with respect to your practise of Chiropractic or your conduct during a period of registration as a Chiropractor ? (this **includes** Courts and Tribunals unless on appeal from a finding of this Board)

(Write YES/NO).....

If YES provide details (use a separate sheet of paper if necessary):

.....

Have you had your registration as a chiropractor refused, not restored, cancelled or suspended in any jurisdiction? (Write YES/NO).....

If YES provide details (use a separate sheet of paper if necessary):

.....

FITNESS TO PRACTISE (cont.)

If English is not your first language, is your proficiency in English sufficient to practise competently and safely? (Write YES/NO).....

If NO provide details (use a separate sheet of paper if necessary):

.....

(In certain circumstances, the Board may require you to prove that your English language competence is of an acceptable IELTS level)

Are you otherwise disqualified from applying for registration under this Act?

(Write YES/NO).....

If YES provide details (use a separate sheet of paper if necessary):

Has your insurer ever paid damages or other compensation on your behalf to a person for alleged negligence in your practise as a Chiropractor or has a Court ever ordered such damages or compensation be paid ? (Write YES/NO).....

If YES provide details (including the amount of damages if not otherwise prohibited):

.....

.....

Have you had any conditions or restrictions placed on your registration as a Chiropractor in any jurisdiction? (Write YES/NO).....

If YES provide details (use a separate sheet of paper if necessary):

.....

.....

QUALIFICATIONS

What are your Chiropractic qualifications (including undergraduate qualifications):

<i>Degree/Diploma</i>	<i>University or College, etc</i>	<i>Year Conferred/Awarded</i>
.....
.....

.....

Additional Chiropractic qualifications that you wish to be noted:

<i>Degree/Diploma</i>	<i>University or College, etc</i>	<i>Year Conferred/Awarded</i>
.....
.....

.....

If this is the first time you have registered in Victoria, you must provide certified copies of your qualification(s) that entitles you to registration as a Chiropractor in this State. (See Frequent Asked Questions (FAQ): What is a certified copy? - at the end of this document) If you are a new graduate a letter from your educational institution testifying your successful completion of a suitable program will be suitable. If you are registering as an overseas trained practitioner, please also attach a certified copy of your certificate of competency issued by CCEA Inc.

PROFESSIONAL INDEMNITY INSURANCE

This section does not apply to those applying for Non-Practising registration.

Do you have the recommended level (\$10 million dollars) of professional indemnity insurance as described in the Board's guidelines?(Write YES/NO).....

If YES please provide a certified copy of the insurance policy that specifies you as being covered

If NO please provide a brief explanation:.....

.....

.....

100 POINTS OF IDENTIFICATION

With your application you must include original or certified copies of documents that constitute at least 100 points of identification. (see Frequently Asked Questions (FAQ): ‘What is a certified copy?’ - at the end of this document))

Group A: Each document is worth 70 points

- A fully certified birth certificate
- A current passport
- An Australian citizenship certificate.

Group B: Each document is worth 40 points (preferably containing a photograph of the applicant)

- A current license or permit issued under Australian law, eg. Driver's license
- Identification issued by Government authorities eg. one of the following:
 - ⇒ Public Service employee identification
 - ⇒ Evidence of your entitlement to financial benefits or other entitlements from the Commonwealth or a State or Territory Government
 - ⇒ A student identification card issued by an Australian educational institution
 - ⇒ A statement from your employer or an acceptable referee verifying your identity and certifying that they have known you by your name for at least twelve months. (Preferably with a photograph of you signed by the employer or referee).

Group C: Each document is worth 25 points

- Official correspondence addressed to you such as a public utility account (eg. gas, water, electricity), council rates, bank statement or similar
- Bankcard, Visa or other credit card
Any other document which in the opinion of the person to whom it is produced, provides similar verification of the applicant's identity.

Please itemise which documents you are providing certified copies of and their points value:

.....

.....

.....

.....

SELF DECLARATION AND CONSENT

I (*full name*).....

Of.....

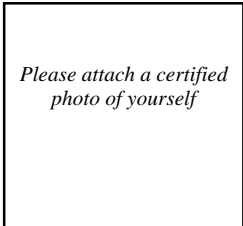
1. **I consent** to the Chiropractors Registration Board of Victoria making enquiries of, and exchanging information with, the authorities of other jurisdictions charged with the regulation of chiropractors regarding my registration as a Chiropractor and other matters relating to my registration
2. **I declare** that all of the information in this my Application for Registration is true and correct and is made in the belief that a person making a false declaration is liable to the penalties of perjury.

Signed:.....Date:.....

Witness:.....Date:.....

.....

.....



NB: Your witness must be a Justice of the Peace or other person specified by s107A of the Evidence Act 1958 (see FAQ ‘Who is an authorised person?’)

CONSENT TO A CRIMINAL HISTORY RECORD CHECK

Please note that there is no legal requirement for you to give your consent to the Board to conduct a criminal history record check. However, if you do not give this consent you MUST provide the Board with a National Police Certificate each year with your renewal at your own expense. If you choose to do this you should contact your nearest Police Station to apply for this certificate.

What is a Criminal History Record Check?

The Chiropractors Registration Board will conduct criminal record checks, called National Criminal History Record Checks (NCHRC) through CrimTrac, a Commonwealth Agency. CrimTrac was established by agreement between Australian Police Ministers and is part of the Commonwealth Attorney General’s Department.

A NCHRC is a report made following an examination of the records of criminal offences held by Australian police services. The local police service will examine its records to determine whether a person with your name and date of birth has been convicted or found guilty of an offence. A NCHRC is conducted in all Australian States and Territories.

Occasionally the NCHRC may receive criminal history information for a person with a similar name and/or date of birth to you. The NCHRC will write to you and ask you to verify that the information relates to you. If the information does not relate to you, it will be destroyed and CrimTrac will be advised of the error.

The Outcome of a Criminal History Record Check

If a check shows that there are no offences. i.e. If your NCHRC shows that you have not been convicted or found guilty of a criminal offence, then your application for registration will progress unimpeded.

If a check shows that there are offences, the facts and seriousness of each offence will be considered by the Board. Having a criminal history may not exclude you from registration as a Chiropractor. In cases where a criminal history exists, you will be offered an opportunity to make a submission on your own behalf to the Board .The Board will consider each case on its own merit.

DETAILS

NAMES by which I am, or ever have been, known (including changes by Deed Poll)

Current Surname:				Given Names:	
Prior Surname:				Given Names:	
SEX:	Male	or	Female	DATE OF BIRTH: / / (dd/mm/yyyy)	
PLACE OF BIRTH: Town or City			 State & Country	
PASSPORT NUMBER: (if applicable)				COUNTRY of issue:	
DRIVER’S LICENCE NUMBER:				STATE/TERRITORY of issue:	

CONSENT TO A CRIMINAL HISTORY RECORD CHECK (cont.)

Declaration:

I hereby:

1. Acknowledge that I am authorising the Chiropractors Registration Board of Victoria to conduct a National Criminal History Record Check on me for the purposes of me being eligible to be a Registered Chiropractor in the state of Victoria;
2. certify that the personal information I provide on this form relates to me and is true and correct;
3. consent to the Chiropractors Registration Board of Victoria forwarding the above details and this consent form to the CrimTrac Agency and/or to other relevant law enforcement agencies;
4. consent to Australian Police Services extracting from their records copies of criminal records relating to me pending before a court, and/or details of convictions or findings of guilt which have been recorded against me.
5. consent to the CrimTrac agency making enquiries to Australian Police Services and those Australian Police Services extracting their records details of criminal records relating to me pending before a court, and/or details of convictions or findings of guilt which have been recorded against me, and forwarding relevant information to the CrimTrac Agency;
6. consent to the CrimTrac Agency providing the relevant information to the Board;
7. acknowledge that any information provided by me on this form or by Australian Police Services as a result of my Criminal History Record Check may be taken into account by the Board in assessing my suitability to hold registration as a Chiropractor;
8. acknowledge that any information obtained as part of this process may be used by Australian Police Services for law enforcement processes including the investigation of any outstanding criminal offences.

This consent form shall remain active until I cease to be a registered Chiropractor in Victoria.

Applicants Signature:.....Date:.....

FREQUENTLY ASKED QUESTIONS (FAQ)

What are the Types of Registration?

GENERAL REGISTRATION

General registration is the most common form of registration that entitles you to practise in the state of Victoria. You can qualify for General Registration if you have been previously registered under the Health Professions Registration Act or have been previously registered as a Chiropractor in Victoria. The usual way by which applicants obtain registration is by completing an approved course of study or an examination set by the Board or its nominee for the purpose of registration. You should refer to the Act for other ways in which registration may be obtained.

SPECIFIC REGISTRATION

Specific Registration applies to a person who has completed a course of study and any supervised practise that does not qualify that person for General Registration. The only circumstances in which Specific Registration may be granted are:

- where the person seeks to fill a teaching or research position;
- where the person is an applicant from overseas wanting to exchange practise with a Victorian Chiropractor for a limited period;
- where the person is an applicant from overseas wanting to provide locum services for a Victorian Chiropractor;
- where the Board is satisfied that the person meets an identified need for Chiropractic services;
- to enable the person to undertake supervised practise or training in circumstances where Provisional Registration or Student Registration (see below) is not appropriate; and
- where the Board determines it is in the public interest to enable a person who has obtained his/her qualifications from overseas to practise in a specialty area.

With your application you will need to include a letter in support of your application for this type of registration and the names and addresses of at least 2 referees.

PROVISIONAL REGISTRATION

Provisional Registration applies to a person who seeks to qualify for General Registration not by having completed an approved course of study but by undertaking a period of supervised practice approved by the Board. In order to undertake this period of supervised practise Provisional Registration must be obtained.

With your application you will need to include a letter in support of your application for this type of registration and the names and addresses of at least 2 referees.

INTERIM REGISTRATION

An applicant who has applied for Provisional or General Registration may be granted interim registration if it is not practicable to wait until either adequate documentary evidence is received or the Board properly considers their application. This form of registration cannot be renewed.

With your application you will need to include a letter in support of your application for this type of registration and the names and addresses of at least 2 referees.

NON-PRACTISING REGISTRATION

Non-practising Registration applies to a person who does not intend to practise as a Chiropractor or provide chiropractic services.

FREQUENTLY ASKED QUESTIONS (FAQ)

What is a certified copy?

A certified copy of an original document is a copy of an original document which is verified as a true copy by an authorised person. Authorised persons are those noted under s107A of *The Evidence Act 1958 (Vic)* (see FAQ 'Who is an authorized person?')

In countries outside Australia, persons who certify or notarise documents are approved by the authorities in the country concerned. If you are uncertain, the nearest Australian Embassy, High Commission or Consulate can advise you.

To have your documents certified, you will need to give both the original and the copy to the person certifying the documents. Each page of the document must be certified separately, and must show clearly:

- the words 'certified true copy of the original',
- the signature of the certifying officer,

the name and address or provider/registration number of the certifying officer or notary printed legibly below the signature. The Chiropractors Registration Board of Victoria must be able to contact the certifying officer or notary directly if necessary.

If a Notarial Certificate is provided as a separate document (for example from a notary office in China), you must send **both** the notarial certificate **and** its attached copy of the original document

Who is an authorised person?

An authorised person is a person authorised to witness statutory declarations under s107A of the *Evidence Act 1958 (Vic)* are as follows:

- a Justice of the Peace or a Bail Justice;
- a Notary Public;
- a barrister and solicitor of the Supreme Court;
- a clerk to a barrister and solicitor of the Supreme Court;
- the Prothonotary or a Deputy Prothonotary of the Supreme Court;
- the Registrar or a Deputy Registrar of the County Court;
- the Principal Registrar, Registrar or Deputy Registrar of the Magistrates' Court;
- the Registrar of Probates or an Assistant Registrar of Probates;
- the Associate to a Judge of the Supreme Court or of the County Court;
- the Secretary of a Master of the Supreme Court or of the County Court;
- a registered Patent Attorney;
- a member of the police force;
- the sheriff or a deputy sheriff;
- a member or former member of either House of the Parliament of Victoria;
- a member or former member of either House of the Parliament of the Commonwealth;
- a councillor of a municipality;
- a senior officer of a Council;
- a registered medical practitioner;
- a registered dentist;
- a veterinary practitioner;
- a pharmacist;
- a principal in the Victorian government teaching service;
- the branch manager of a bank;
- a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants;
- the secretary of a building society;
- a minister of religion (not a civil celebrant);
- a Victorian public servant with authorisation to sign statutory declarations;
- a fellow of the Institute of Legal Executives (Victoria).

Section 53 of the *Evidence Act* authorises reproductions certified in another state as being admissible in Victoria.