



Application for exemption from continuing professional development

Profession: **Occupational therapy**

The Health Practitioner Regulation National Law (the National Law)


The Occupational Therapy Board of Australia's (the Board) continuing professional development (CPD) registration standard requires all practitioners, except those with non-practising or student registration, to complete at least:

- 20 hours of CPD activities in each full registration period, or
- 5 hours for every three months of registration remaining in the registration period if you register part way through the registration period.

The Board has designed the standard to be flexible and able to be met by all practitioners except when exceptional circumstances exist.

The Board may grant a full or partial exemption or variation from the CPD requirements in exceptional circumstances where there is compelling evidence that the circumstances have prevented you from practising and created a significant obstacle to your ability to complete CPD. The Board takes the individual circumstances of each application into consideration when it decides whether to grant an exemption from CPD.

For more information about what circumstances the Board considers a significant obstacle to completing CPD, see the CPD guidelines and other supporting material published by the Board.




 **Your application for an exemption should be submitted as soon as possible after you identify the need for the exemption.**

Privacy and confidentiality

The Board and Ahpra are committed to protecting your personal information in accordance with the *Privacy Act 1988* (Cth). The ways the Board and Ahpra may collect, use and disclose your information are set out in the collection statement relevant to this application, available at www.ahpra.gov.au/privacy. By signing this form, you confirm that you have read the collection statement.


Ahpra's privacy policy explains how you may access and seek correction of your personal information held by Ahpra and the Board, how to complain to Ahpra about a breach of your privacy and how your complaint will be dealt with. This policy can be accessed at www.ahpra.gov.au/privacy

Symbols in this form

-  **Additional information**
Provides specific information about a question or section of the form.
-  **Attach document(s) to this form**
Processing cannot occur until all required documents are received.
-  **Signature required**
Requests appropriate parties to sign the form where indicated.

Completing this form

- Read and **complete all questions**.
- Ensure that **all pages** and required **attachments** are returned to Ahpra.
- Use a **black** or **blue** pen only.
- Print clearly in **BLOCK LETTERS**
- Place X in **all** applicable boxes:
- **DO NOT send original documents.**

 Do not use staples or glue, or affix sticky notes to your application. Please ensure all supporting documents are on A4 size paper.

SECTION A: Personal details

1. What are your personal details?

Title
 MR MRS MISS MS DR OTHER

Family name

First given name

Middle name(s)

Previous names known by (e.g. maiden name)

Registration number



Contact information

You can change your contact information at any time.

Please go to www.ahpra.gov.au/login to change your contact details using your online account.

2. What are your contact details?

Provide your current contact details below – place an next to your preferred contact phone number.

Business hours **Mobile**

After hours

Email

3. What is your residential address?



When you are not yet practising, or when you are not practising the profession predominantly at one address:

- your residential address will be recognised as your principal place of practice, and
- the information items marked with an asterisk (*) will appear on the public register as your principal place of practice.

Refer to the question below for the definition of principal place of practice.

Residential address **cannot** be a PO Box.

Site/building and/or position/department (if applicable)

Address (e.g. 123 JAMES AVENUE; or UNIT 1A, 30 JAMES STREET)

City/Suburb/Town*

State or territory (e.g. VIC, ACT)/**International province*** **Postcode/ZIP***

Country (if other than Australia)

SECTION B: Exemption details

4. How many hours of exemption are you requesting?



A full exemption is 20 hours.

Number of hours of exemption requested
 hours

5. From what date did the exceptional circumstances start?

Starting date of exceptional circumstances
 / /

6. Have the exceptional circumstances ended?

YES NO The exceptional circumstances are ongoing.

Date the exceptional circumstances ended
 / /

7. What date did you cease practice?

Date you ceased practice
 / /



8. Have you recommended practice?

YES

NO I have not recommenced practice.

Date you recommenced practice

DD / MM / YYYY

9. Please describe the exceptional circumstances and how they have prevented you, or will prevent you, from practising and completing the required CPD hours in the registration period.



You must include as much supporting evidence with your application as possible. Evidence may include:

- medical reports or certificates
- death certificates or correspondence from a medical practitioner or other relevant authority
- letters from your employer regarding absence from practice, or
- statutory declaration or other proof relevant to the circumstances identified in your request.

Details of the exceptional circumstances

Large text area with horizontal dashed lines for describing exceptional circumstances.



Attach a separate sheet if all your details do not fit within the space provided.

10. Please include any other relevant information that you wish the Board to consider.

Additional information for Board consideration

Large text area with horizontal dashed lines for providing additional information for Board consideration.



Attach a separate sheet if all your details do not fit within the space provided.

Signature

Date



SIGN HERE

DD / MM / YYYY

**Do not email this form.**

Please submit this completed form and supporting evidence using the Online Upload Service at www.ahpra.gov.au/registration/online-upload.
You may contact Ahpra on 1300 419 495

Information and definitions

CERTIFYING DOCUMENTS

DO NOT send original documents.

Copies of documents provided in support of an application, or other purpose required by the National Law, must be certified as true copies of the original documents. Each and every certified document **must**:

- be in English. If original documents are not in English, you must provide a certified copy of the original document and translation in accordance with Ahpra guidelines, which are available at www.ahpra.gov.au/registration/registration-process
- be initialled on every page by the authorised officer. For a list of people authorised to certify documents, visit www.ahpra.gov.au/certify.aspx
- be annotated on the last page as appropriate e.g. 'I have sighted the original document and certify this to be a true copy of the original' and signed by the authorised officer,
- for documents containing a photograph, the following certification statement must be included by the authorised officer, 'I certify that this is a true copy of the original and the photograph is a true likeness of the person presenting the document as sighted by me', along with their signature, and
- list the name, date of certification, and contact phone number, and position number (if relevant) and have the stamp or seal of the authorised officer (if relevant) applied.

Certified copies will only be accepted via the Online Upload Service at www.ahpra.gov.au/registration/online-upload. Photocopies of previously certified documents will not be accepted. For more information, Ahpra's guidelines for certifying documents can be found online at www.ahpra.gov.au/certify.aspx