

Medical renewal FAQ

July 2016

Frequently asked renewal questions for medical practitioners

The following frequently asked questions (FAQ) answer common queries that you might have about registration renewal. If this information does not provide you with what you are looking for, please contact our Customer Service Team on 1300 419 495.

When is my registration renewal as a medical practitioner due?

You are due to renew your general and/or specialist registration with the Medical Board of Australia annually by **30 September**. Look for a reminder to renew from AHPRA as confirmation that online renewal is open. You will get email reminders several times during the renewal period, so use our [online services](#) to check that AHPRA has your current contact details. Check the [national register](#) to confirm your registration details.

What registration standards do I have to meet?

As a medical practitioner in Australia, you must meet Medical Board [registration standards](#) when renewing your registration. These registration standards include criminal history, professional indemnity insurance (PII), recency of practice and continuing professional development (CPD). Before making any declarations, you must read the requirements for renewal of registration carefully. If you hold more than one specialty registration, you must ensure that you meet the CPD requirements for each when you apply to renew registration.

Have any of the registration standards changed since I last renewed?

Yes. A new *Professional indemnity insurance arrangements registration standard* took effect on 1 January 2016. Two substantive changes are that insurers no longer require Board approval and you must have appropriate retroactive cover for otherwise uncovered matters arising from prior practice undertaken in Australia. For more information, please refer to the related [news item](#).

What about revised standards that were published by the Board in February?

Revised continuing professional development (CPD) and recency of practice registration standards will take effect on 1 October 2016. They were published in February to support a smooth transition and do not apply to renewals of registration due by 30 September 2016.

The CPD standard has not changed significantly. Medical practitioners with general registration (who do not have specialist registration) must continue to complete a minimum of 50 hours CPD per year.

If registered as a specialist, you must continue to meet the CPD requirements set out by your relevant college. If you hold more than one specialty registration, you must still ensure that you meet the CPD requirements for each specialty when you apply to renew registration.

The recency of practice standard has changed and from 1 October 2016, you must practise within your scope of practice at any time for a minimum total of:

- four weeks full-time equivalent in one registration period, which is a total of 152 hours, or

- 12 weeks full-time equivalent over three consecutive registration periods, which is a total of 456 hours.

You are encouraged to review both of the revised standards, remembering that they apply **from** 1 October 2016. For more information about both revised standards, please refer to the related [news item](#).

What is the easiest way to renew my registration?

You can [renew online](#) and on time using your AHPRA user ID and password. If you experience any difficulties, please phone the Customer Service Team on 1300 419 495 and a team member will talk you through the process.

What if I don't know my user ID or have forgotten my password?

Your user ID is included in the registration renewal reminders sent by AHPRA. Alternatively, you can complete an [online enquiry form](#) and select 'Online Access – Practitioner' as the category type. You can get a new password by entering your user ID on our [reset your password](#) page. A new password is emailed within 15 minutes. You can use our secure [online services](#) to change the supplied password to one of your choosing.

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

See the [fees schedule](#) for costs of annual renewal and registration. There is an annual renewal fee for 12 months of registration. The fees are set at a level that enables the Board to effectively regulate medical practitioners in Australia and meet its legal responsibilities under the National Law. If you submit your application to renew in the one-month late period after 30 September, you will be charged a late payment fee.

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 your principal place of practice is published on the national register. A [form](#) is available if you believe that publishing information about you on the public register would pose a serious risk to your health or safety as a medical practitioner. The Board will consider each application individually.

Is there anything else I should do while online?

Yes, when renewing online you can also participate in a Health Workforce Australia survey. Your survey responses will help inform workforce planning and provide a comprehensive profile of Australia's current medical practitioner workforce.

Please check that your details on the [national register](#) are correct. Use the secure [online services](#) to make sure AHPRA has your current contact information, including email and mobile, to receive renewal reminders.

If you have not changed your email address you will automatically receive email reminders. If you have changed your email address, update your address with AHPRA so you receive reminders to renew.

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

You can choose the online option 'not to renew' or ignore future reminder notices. In order to ensure that everyone who intends to keep practising is reminded to renew, AHPRA will continue to send reminders to medical practitioners who:

- haven't lodged an application for renewal of registration, or
- don't opt online 'not to renew'.

If you do not renew your registration, you will receive a letter after the late period confirming that your registration has lapsed. Your name will be removed from the national register and you will not be able to practise medicine in Australia. If you want to resume practice in the future you will be required to lodge a new application for registration.

What happens after I renew registration?

Once your application is processed, your details will be updated on the national register. About one month later, AHPRA will send you a receipt, an A5 size certificate and a pop out wallet-sized card. There is also an [online service](#) so you can print out a current copy of your registration certificate should an employer need it before the A5 size hard copy certificate arrives.

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

You have a one-month late period after the registration expiry date during which you can apply to renew (by 31 October), under the National Law.

If AHPRA receives your application before the end of the one-month late period, you will remain registered and be able to practise within the scope of your registration. Your listing on the national register will be updated when processing of your application is complete.

If AHPRA receives your application during the one-month late period, you will incur a [late payment fee](#). This applies to all registrants who do not renew by the registration expiry date (**30 September**) and apply in October.

When am I at risk of my registration lapsing?

Your registration will lapse if you do not renew within one month of your registration expiry date. Your name will be removed from the national register under the National Law and you will not be able to practise.

If you wish to keep practising you must submit a fast track application for registration. [Fast track application forms](#) will be available on the Medical Board website or by phoning the Customer Service Team on 1300 419 495 during November.

If submitting a fast track application, you cannot practise until your application is processed and your registration details are updated on the national register.

Is there a fee for a fast track application?

Yes. A fast track application [fee](#) is payable in addition to the annual renewal fee. You must submit your application in the four weeks after your registration lapses if you wish to keep practising.