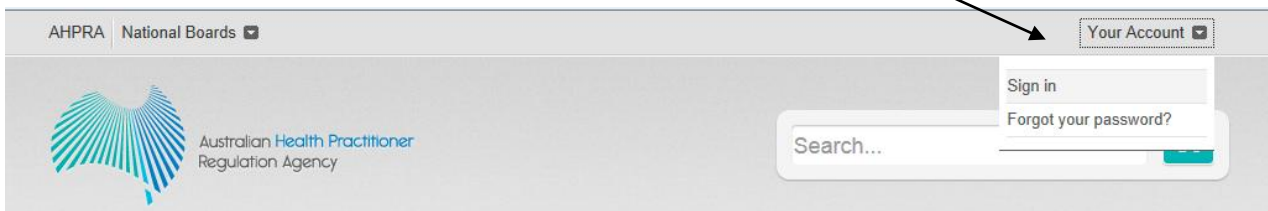


Steps for renewing online

Note: General, Non-Practising and Pharmacy Provisional registrants can renew online. All other registration types must submit a hard copy application for renewal and additional information.

1. To begin login to online services. To log in from any AHPRA or National Board website page, click 'Sign in' located at the top right corner.



2. The 'Health Practitioner/Employer Login' screen will display. Enter your User ID, date of birth and password. Then click 'Login'.

[HOME](#) » [ONLINE SERVICES](#)

Online Services

For Health Practitioners:

- [Renew your registration](#) [?]
- [Download your registration certificate](#) [?]
- [Update your contact details](#)

Note: Health practitioners with Limited or Provisional registration cannot renew online because of extra information requirements.

For Employers:

- [Check employee registration status](#) [?]
- [Convert legacy registration numbers](#) [?]
- [Update your contact details](#)

Note: If you are an employer of health practitioners but do not have a login, please use our [online enquiry form](#) to make a request.

Login

User ID: [?]

Date of Birth:
 - Day - - Month - - Year -

Password:

[Forgot your password?](#)

3. Your home page will display, showing your personal and current registration details.

Click 'Renew Registration' from either the left or right column.

HOME » REGISTRATION » PRACTITIONER SERVICES » PRACTITIONER HOME

Practitioner Home

IN REGISTRATION:

- Registers of Practitioners
- Registration Process
- Registration Standards
- Practitioner Services
- Practitioner Home
- Update Contact Details
- Renew Registration
- Certificate of Registration Status
- Check Own Registration

Employer Services

Other Health Regulation Agencies

Graduate Applications

Student Registrations

Provisional to General Information

Last successful log in: 28/11/2011 15:55

Your Details

Title:

Family Name: *Title, name and HPI-I number will appear here*

Given Name:

Middle Name:

HPI-I:

Your Registration Details as at 28/11/2011 3:55:35 PM

Registration Number:

Registration Status:

Profession:

Division: *Your current registration summary will appear here*

Registration Type:

Endorsements:

Conditions:

Undertakings:

Reprimands:

Current registration expiry date:

[Apply for registered nurse registration](#)

[Download registration certificate](#)

Online Services

Public

- [Register of Practitioners](#)

Secure Services

- [Renew Registration](#)
- [Amend Contact Details](#)
- [Change Password](#)

4. The 'Select Application' screen will display.

Select Application

A renewal application allows you to renew a registration or 'opt to not renew' — that is advise AHPRA that you do not wish to renew one or more of your current registrations.

A renewal application must be submitted for each profession. If you are registered in multiple professions, you need to submit an application for each profession. The exception is for Nurses and Midwives registered in both professions, who need only submit one application.

Provisional registration holders

If you hold a provisional registration and wish to apply for general registration, do not renew on this page. Instead, apply for general registration - return to [Practitioner Home](#), locate your provisional registration record, and select 'Apply for general registration'.

Enrolled Nurses wishing to register as a Registered Nurse

If you are an Enrolled Nurse and wish to apply for registration as a Registered Nurse, do not renew on this page. Instead, apply for registered nurse registration - return to [Practitioner Home](#), locate your Enrolled Nurse registration record and select 'Apply for registered nurse registration'.

Renewal Steps

Renew a registration

For each registration that you renew:

1. Check your contact details and update if necessary
2. Answer all mandatory disclosure questions
3. Complete the workforce survey
4. Select a payment option. Credit card, debit card, and BPAY payments are accepted.

Opt to not renew a registration

For each registration that you opt to not renew:

1. Confirm your decision to advise AHPRA that you do not wish to renew. **Note:** Your registration will remain active until its expiry date. You will no longer receive renewal reminders.

- Information relating to your renewal is displayed below the Renew Registration: Select Application.
- Click on the button 'Apply to renew' to or 'Opt to not renew' for each registration to begin, then click 'Next'. Note: If you click 'Cancel' at any point past this page no details of your application will be saved. You must complete your application for registration renewal in the one session.

Select Application

Applications for renewal

Nursing and Midwifery Board of Australia

Nurse - Registered Nurse (Division 1)	<i>Your current registration summary will appear here</i>	Action: * <input checked="" type="radio"/> Apply to renew [?] <input type="radio"/> Opt to not renew [?]
Midwife	<i>Your current registration summary will appear here</i>	Action: * <input checked="" type="radio"/> Apply to renew [?] <input type="radio"/> Opt to not renew [?]

[Back to Practitioner Home](#)

- If you 'Opt to not renew' a confirmation screen will appear asking for confirmation that you do not wish to renew the selected registration. If you tick the check box and click 'Next', your registration will expire following the registration lapsed date and you will no longer receive any further renewal reminders. This will be the end of the online application.

Opt to not renew: Confirmation

Registration details

Registration Number:
 Registration Status:
 Registration Expiry Date:
 Profession:
 Divisions:
 Registration Type:
 Endorsements:
 Conditions:
 Undertakings:
 Notations:
 Reprimands:

Your current registration summary will appear here

You have opted to not renew the registration detailed above

If you wish to apply for non-practising registration, complete an application for non-practising registration which is available on our [website](#). If you select to not renew your registration and send in an application for non-practising registration before the last day you are eligible to apply for renewal, your non-practising registration application will be processed rather than the request to not renew your registration.

By ticking the box below, you are acknowledging that you:

- understand that by not renewing your registration you will no longer be able to practise the profession in Australia after the registration lapsed date.
- understand that once your registration expires any endorsements, notations and conditions related to the specific type of registration will also expire.

If you wish to cancel this request to advise AHPRA you do not wish to renew your registration, select Cancel below to start the renewal application again.

If you change your mind following the completion of this form, please contact AHPRA to request a renewal application form to be sent to you.

Once you select Next you will continue the renewal process, or if this is your only registration due for renewal your online application will be complete.

I confirm that I do not want to renew this registration. *

[Cancel](#)

8. If you select to 'Apply to renew' please check and update your contact details if necessary.

Please provide complete and accurate address details, mobile phone number and email address to ensure AHPRA can contact you.

If the details are complete, scroll down to the bottom of the page and click 'Next'.

The screenshot shows the 'Contact Details' section of a renewal application. On the left, a 'RENEWAL STEPS' sidebar lists: Select Application, Contact Details (highlighted), Mandatory Disclosures, Workforce Survey, Summary of Renewal, Payment, and Complete. The main form area is titled 'Contact Details' and contains the following sections:

- Languages:** A section for 'Language spoken (other than English)'. It features a list box with options: African Languages, Afrikaans, Albanian, Arabic, and Armenian. A right-pointing arrow button is next to the list box, and an empty text input field is to its right.
- Email contact:** A section with an 'Email address:' label and an empty text input field. Below this is a paragraph: 'AHPRA is committed to environmental responsibility. This includes minimising the impact we have on the environment by reducing the amount of paper used for printing. One way that we are doing this is by using email to deliver registration renewal notices. However, some formal correspondence will be sent by post.' At the bottom of this section is a checkbox labeled 'Send my registration renewal notices to this email address and not via post'.
- Telephone contacts:** A section with a heading 'Please enter at least one telephone number below.*'. It contains three rows, each with a label and a dropdown menu followed by a text input field:
 - Work telephone: (?) with a dropdown menu set to 'Australia'.
 - Home telephone: (?) with a dropdown menu set to 'Australia'.
 - Mobile telephone: (?) with a dropdown menu set to 'Australia'.At the bottom of this section is a checkbox labeled 'Send me SMS text message reminders when my registration is due for renewal.'

To change the address of your principle place of practice, click 'Change' under 'Principle place of practice address'.

To change the address for correspondence, click 'Change' under 'Mailing address' if you have one specified.

The screenshot shows the 'Principal place of practice address*' form. It includes the following elements:

- A heading: 'Principal place of practice address*'
- A paragraph of instructions: 'Please provide your principal place of practice address below. Principal place of practice, for a registered health practitioner, means the address declared by the practitioner to be the address at which the practitioner is predominantly practising the profession; or if the practitioner is not practising the profession or is not practising the profession predominantly at one address, that is the practitioner's principal place of residence. Please note that the state/province, country, and postcode of your principal place of practice address will be displayed on the public register.'
- A large text area containing the message: 'Your current address will appear here' in red text.
- A section for 'Mailing address*':
 - Label: 'Send all formal correspondence to:'
 - Radio button options:
 - A specific mailing address
 - My principal place of practice address (above)
- At the bottom, there are two buttons: 'Next »' and 'Cancel'.

Once you have entered your address details the system will automatically display a list of possible matches from which you can select your address. Highlight your address from the list provided and click 'Accept'. You will then see that the address has been updated to your new address. If your address is not displayed click the link 'enter your address manually' to manually type in your address.

Principal place of practice address*

Please provide your principal place of practice address below. Principal place of practice, for a registered health practitioner, means the address declared by the practitioner to be the address at which the practitioner is predominantly practising the profession; or if the practitioner is not practising the profession or is not practising the profession predominantly at one address, that is the practitioner's principal place of residence. Please note that the state/province, country, and postcode of your principal place of practice address will be displayed on the public register.

Search for your address:

- 111 Bourke Street, CARRINGTON NSW 2294
- 111 Bourke Street, DUBBO NSW 2830
- 111 Bourke Street, GLEN INNES NSW 2370
- 111 Bourke Street, MAITLAND NSW 2320
- 111 Bourke Street, MOUNT AUSTIN NSW 2650
- 111-129 Bourke Street, MELBOURNE VIC 3000
- 111 Bourke Street, LEEDERVILLE WA 6007
- 111 Bourke Street, PICCADILLY WA 6430
- 111 Burke Street, WARRAGUL VIC 3820
- Barton Court, Unit 1 11 Bourke Street, BARTON ACT 2600

Note: If a suitable match is not returned, or you wish to enter an overseas address, please [enter your address manually](#).

Mailing address*

Send all formal correspondence to:

A specific mailing address

My principal place of practice address (above)

[Cancel](#)

Click 'Next' to continue to the next page of the application.

9. The 'Mandatory Disclosures' screen will display. All questions must be answered.

RENEWAL STEPS

- Select Application
- Contact Details
- Mandatory Disclosures**
- Workforce Survey
- Summary of Renewal
- Payment
- Complete

Mandatory Disclosures

Nurse - Enrolled Nurse (Division 2)

During your preceding period of registration, has there been any changes to your criminal history that you have not declared to AHPRA?*

Criminal history includes the following, whether in Australia or overseas, at any time:

- every conviction of a person for an offence
- every plea of guilty or finding of guilt by a court of the person for an offence, whether or not a conviction is recorded for the offence
- every charge made against the person for an offence.

Under the National Law, spent convictions legislation does not apply to criminal history disclosure requirements. Therefore, you must disclose your complete criminal history as detailed above, irrespective of the time that has lapsed since the charge was laid or the finding of guilt was made. The Board will decide whether a health practitioner's criminal history is relevant to the practice of the profession. For more information, view the full registration standard online at www.nursingmidwiferyboard.gov.au/Registration-Standards.aspx

Yes
 No

Do you have any criminal history that you have not disclosed to AHPRA (other than that disclosed in the question above)?*

In order for the Board to assess your suitability for registration, you must disclose your full criminal history. If you have any criminal history which you have not disclosed to AHPRA, please answer 'Yes' to this question and provide details.

Yes
 No

Do you meet the Board's recency of practice requirements?*

Practice: means any role, whether remunerated or not, in which you use your skills and knowledge as a health practitioner in your profession. Practice is not restricted to the provision of direct clinical care. It also includes using professional knowledge in a direct non-clinical relationship with clients, working in management, administration, education, research, advisory, regulatory or policy development roles and any other roles that impact on safe, effective delivery of services in the profession.

Recency of Practice: To ensure that you are able to practice competently and safely, you must have recent practice in the field in which you intend to work during the period of registration for which you are applying. The specific requirements for recency depend on the field of your practice, your level of experience and the length of absence from the field. If you propose to change your field of practice, the Board will consider whether your peers would view the change as a normal extension or variation within a field of practice, or a change that would require specific training and demonstration of competence. Practitioners who are unable to meet the recency of practice requirements will be required to submit a plan for re-entry to practice for the Board's consideration and may be required to complete specific education. For more information, view the full registration standard online

Note: If something needs to be disclosed for a question, you will be asked to provide details in the space provided. Details must be provided so that the renewal can be completed online but your disclosures will need to be assessed by AHPRA before your renewal is finalised.

Have you previously disclosed to AHPRA all known complaints made about you to: a registration authority; or another entity having functions relating to professional services provided by health practitioners or the regulation of health practitioners (in Australia or elsewhere)? If you are not aware of any complaints made about you please select N/A.*

Complaints* refer to matters other than those made since 1 July 2010, under the National Law and already reported to AHPRA.

Yes
 No
 N/A

Click 'Next' at the bottom of the page to continue once all questions have been completed.

10. The 'Workforce Survey' screen will display.

RENEWAL STEPS

- Select Application
- Contact Details
- Mandatory Disclosures
- Workforce Survey**
- Summary of Renewal
- Payment
- Complete

Workforce Survey

Workforce Survey Questions

Question 1:

Are you of Aboriginal or Torres Strait Islander origin?

- No
- Yes Aboriginal
- Yes Torres Strait Islander
- Both Aboriginal and Torres Strait Islander

Question 2:

If you are a Temporary Resident, please supply your visa category number (your 3- or 4-digit visa category number is printed on your visa):

Question 3:

Working in nursing covers clinical practice, research, administration or teaching. Which of the following statements best describes your working status last week?

- Working in nursing in Australia (including on leave for less than three months). GO TO Question 6.
- Working in nursing in Australia but currently on leave for three months or more. GO TO Question 6.
- Not working in nursing in Australia. GO TO Question 4.

Question 4:

Why were you not working in nursing in Australia last week?

- Working in nursing overseas. GO TO Question 5.
- Working, but not in nursing. GO TO Question 5.
- Not working in paid employment at all. GO TO Question 5.
- Retired from regular work. Thank you, no further workforce survey questions - please press the Next button.

Question 5:

LAST WEEK, did you take active steps to look for work in nursing in Australia (either full-time or part-time)? (Looking for work includes applying for work, enquiring about a job, answering an advertisement, registering with an employment agency, advertising for work, or contacting people about a job)

- No. Thank you, no further workforce survey questions - please press the Next button.
- Yes. Thank you, no further workforce survey questions - please press the Next button.

Question 6: For questions 6 -11, if you were on leave last week, answer for a typical week. Enter whole h

LAST WEEK, how many hours did you work in nursing in Clinical roles?

Note that it is not mandatory to complete the Workforce Survey.

Click 'Next' to continue.

[Next »](#) [Cancel](#)

11. The 'Renewal Summary' screen will display please verify all the details that you have provided. Click 'Next' to continue to the next screen to make your payment.

RENEWAL STEPS

- Select Application
- Contact Details
- Mandatory Disclosures
- Workforce Survey
- Summary of Renewal**
- Payment
- Complete

Summary of Renewal

Application summary

Registration details: To be renewed

Profession: Nurse - Enrolled Nurse (Division 2)

Registration number: _____

Mandatory disclosures

During your preceding period of registration, has there been any changes to your criminal history that you have not declared to AHPRA? _____

Do you have any criminal history that you have not disclosed to AHPRA (other than that disclosed in the question above)? _____

Do you meet the Board's recency of practice requirements? _____

During your preceding period of registration, have you met the Board's Continuing Professional Development (CPD) requirements? _____

Your answers to the mandatory disclosure questions will be displayed here

Contact details

Languages spoken (other than English): _____

Work telephone: _____

Home telephone: _____

Mobile telephone: _____

Email address: _____

Principal place of practice address: _____

Mailing address: _____

Your details will be displayed here

12. The 'Payment Options' screen will display. Choose a payment method and click 'Next'.

RENEWAL STEPS

- Select Registration
- Update Contact Details
- Mandatory Disclosures
- Workforce Survey
- Renewal Summary
- Payment Options
- Renewal Complete

Renew Registration: Payment Options

Please select a payment option below. Please note that your registration will not be renewed until payment has been received.

Note that the fee has been calculated to align with the new renewal cycles.

All payments are processed via a secure payment gateway. AHPRA will not store your payment details.

Fields that must be completed are marked with a red asterisk (*)

Payment Amount

Fee Type: Renewal of Registration
Renewal Fee:

Select Payment Method

Payment Method:*

Credit Card or Debit Card
 BPAY



[Next](#) [Cancel](#)

Credit/Debit Card Payment Method

If you had chosen to pay by credit card or debit card, please complete your card details and click 'Next'.

Secure Payments

Credit and debit card payments are processed via a secure payment gateway. AHPRA will not store your payment details. **All form fields are mandatory.**



Payment details

Fee type: Renewal of registration (late payment fee applies)
Payment amount:

Credit or debit card details

Card holder name:

Credit card number:

Expiry date (mm/yyyy):
01 / 2012

Card verification (CVN):
 [What's this?](#)

[Next »](#) [Cancel](#)

BPay Payment Method

If you had chosen to pay by 'BPAY', take note of the BPAY details – Biller Code and Reference number. Then click 'Next'.

Renew Registration: Payment Options

Please select a payment option below. Please note that your registration will not be renewed until payment has been received.

Note that the fee has been calculated to align with the new renewal cycles.

All payments are processed via a secure payment gateway. AHPRA will not store your payment details.

Fields that must be completed are marked with a red asterisk (*)

Payment Amount

Fee Type: **Renewal of Registration**

Renewal Fee:

Late Payment Fee:

Total Payable:

Select Payment Method


Payment Method:*

Credit Card or Debit Card

BPAY

BPAY Details

Please pay the registration renewal fee by BPAY using the following Biller Code and Reference Number. Your registration will not be renewed until payment is received.

	Biller Code: Ref:
Telephone & Internet Banking - BPAY® Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: www.bpay.com.au	

Next

[Cancel](#)

13. The 'Complete' screen will display. Depending on the payment method selected, either the BPay payment details or the credit/debit card payment details will display.

RENEWAL STEPS	Complete
Select Application	
Contact Details	
Mandatory Disclosures	
Workforce Survey	
Summary of Renewal	
Payment	
Complete	

Registration details	
Registration details: To be renewed	
Profession:	Nurse - Registered Nurse (Division 1)
Registration number:	
Mandatory disclosures	
AHPRA is required to assess your application because of your answers to the following Mandatory Disclosure question(s). AHPRA will advise you if further information is required, and the decision of your application. Your registration will remain in force until that decision is made.	
Has your right to practise at any facility at which health services are provided been withdrawn or restricted during the preceding period of registration because of your conduct, professional performance or health?	
Registration details: Not to be renewed	
Profession:	Midwife
Registration number:	
Expiry date:	05/03/2012

Payment summary	
Your payment has been successfully processed.	
Payment date:	08/03/2012
Total payment amount:	
Payment method:	Credit card or debit card

Tax Invoice	
Please print this page for your records.	
Receipt Number:	
Date of Issue:	08/03/2012
ABN:	
GST:	Nil

Receipt and Certificate of Registration	
If your application is successful, a receipt and your Certificate of Registration will be sent to your mailing address.	
Back to Practitioner Home	

If you have chosen BPAY, take a note of the BPAY details and then go to make your payment.

If your payment has been successfully made by credit card or debit card, the result will be dependent on your answers to the mandatory disclosures.

- If you have made no adverse disclosures, your renewal will be finalised immediately.
- If you have made adverse disclosures, your renewal will be assessed by AHPRA before it can be finalised. However you may continue to practise your profession while your renewal is being assessed.

Click 'Back to Practitioner Home' to return to your Practitioner Home page.