



## **INFORMATION and CHECKLIST**

### **Return Date for APC Renewal Applications for 2010:**

Friday 19 March 2010

Completed APC application forms, payment and documentation must be returned to the Board by this date.

Annual Practising Certificates (APCs) for the 2010/2011 APC year will be mailed by the Board during March.

### **Reminders**

Please note:

1. The Declaration on the APC Renewal application form must be true and correct, signed, and with one statement in **every phrase** struck out.
2. As indicated on the APC Credit Summary form:
  - The minimum number of credits you need to submit for one year is **ten** but there is no maximum. If you have worked for less than a year, you would need to have achieved the minimum number of credits on a pro rata basis.
  - By signing the declaration, you are validating that you have done at least the required minimum of credits, but remember you need 75 credits over 5 years.
  - All documentation must be correctly completed/payments cleared before an APC can be granted.
3. All payments for APC renewal, which are received at the Board's office after 1 April 2010, will be subject to the additional fee of \$150.00, totalling **\$600.00**. This includes payments sent in late by your employer.

NB: It is **your** responsibility to ensure that payment has been made in time. If you practise without a current APC from 1 April 2010, you will be practising illegally. The Board has been provided with a legal opinion that it must place tougher conditions on those who are late paying their APC Renewal fees, from 2010. This includes notifying the employer whenever possible, that the dietitian is no longer legally able to work as a dietitian, or call herself/himself a dietitian.

4. If you do not intend to practise for a few months, please advise the Board in writing (by email or by returning the form by 31 March) that you will be inactive, then later send the payment and documentation (downloaded from the website) when you wish to start again.
5. Ethnicity - please confirm your Ethnicity on the application form.
6. Date of birth/contact details - please ensure all the merged details are correct.
7. Qualifications - please check your qualifications are correct. These are on the Board's website under 'view register': <http://www.dietitiansboard.org.nz/register.aspx>
8. Please note: Cheques take five working days to clear, therefore if you/your employer intend paying by cheque, your APC Renewal documentation/cheque must be received by the due date.

### **Checklist**

#### **HAVE YOU REMEMBERED TO INCLUDE?**

- The completed and signed application form (with all five questions in the Declaration answered, all contact details checked and the 'Ethnicity' category filled in)?
- Completed Remittance Advice
- Payment by cheque or credit card
- The completed 2010 Ministry of Health Workforce Survey
- The APC Credit Summary - signed and validated

*Please ensure you have enclosed all the paperwork in the reply paid envelope, and return it to the Dietitians Board, PO Box 10-140, Wellington 6143, by **Friday 19 March 2010**.*