

## FREQUENTLY ASKED QUESTIONS (FAQs) for 'APC RENEWALS ONLINE' (February 2012)

Please also refer to the 'Frequently Asked Questions' for 'My CCP' on the website and the February 2012 Newsletter

**IMPORTANT:** Once you have the following box on your screen, under '*Welcome to your CCP*':  
*"Congratulations, you have achieved the necessary credits to gain your Annual Practising Certificate (APC). Please pay before 15 March, in order to receive your APC by 1<sup>st</sup> April. Whether you are planning to practise Dietetics or not, please continue to the next section. Continue"*,  
this means you have done sufficient credits and you are able to proceed with renewing your APC online.

### A. PAYMENTS/APC APPLICATIONS:

Q. What methods may I use to pay for renewing my APC online?

A. You may pay by credit card (Visa or Master card) or by making the declaration online and sending a cheque.

Q. I have done 15 plus credits, including a 3 credit activity and at least one activity in each category, but I don't have the 'Congratulations' box, so cannot yet proceed with an on-line renewal. What should I do?

A. Please check again that you have fulfilled the requirements, and then contact the Registrar.

Q. My employer pays for my/our APC(s) - what form will this take?

A. Your employer will only be able to make a payment by cheque.

If your employer is paying your fee/for others, it is essential that one person takes responsibility to ensure that the Board gets all the completed documentation\* (and names of all applicants) at the same time as the payment. Please DO NOT just trust this is being done: follow up and make sure it is under control well before 15 March.

Q. If I want to apply to renew my APC online, but my employer will be paying, how will this work?

A. Once the screen shows:

*"Congratulations, you have achieved the necessary credits to gain your Annual Practising Certificate (APC). Please pay before 15 March, in order to receive your APC by 1 April. Whether you are planning to practise Dietetics or not, please continue to the next section. Continue"*,

then please proceed to follow the steps online to renew your APC.

\*However, on page 4 (the final stage), under 'Payment via Cheque' you will need to click the appropriate button to print off the documentation, which must be sent to the Board with the payment from the employer.

Q. Some of my colleagues want to apply in a different way to me, but our employer is paying one bulk cheque for us all. How will this work?

A. If a cheque is to pay for more than one person, the documentation for each applicant may EITHER be printed off during the end of the online application process (page 4); OR by downloading the three pages of the 'APC renewal application form' from the website.

As long as the correct documentation (including the 'My CCP summary' for those downloading the forms from the website) has been received for you all at the same time as the payment, it should be fine. The 'responsible' person will need to check all this carefully.

Q. My employer is paying the APC fee for several dietitians, but one of my colleagues has not yet completed his/ her 'My CCP'. What should we do?

A. All documentation needs to be sent at the same time (including the cheque) to enable the applications to be processed, (prior to the APCs being issued). The person taking responsibility for sending in all the correct documentation will need to ensure you all complete the learning goals/credit activities and write these up.

If a dietitian cannot complete the 'My CCP requirements in time, I suggest that he/she pays his/her own APC fee and asks for it to be reimbursed.

Q. My employer pays some of my fee and I pay some-because I work in two places. May I still apply for my APC online?

A. \*You may complete the application declaration pages online, but on page 4 (the final stage) you will need to click the appropriate button to print off the paperwork. This documentation must be sent with your own part payment, the part payment from the employer and documentation for any other applicants, all at the same time. You will need to pay by cheque(s).

Q. Are personalised APC Renewal Application forms being posted this year?

A. No. You either apply online, or download the forms (three pages to be completed) from the website.

Q. I don't like working online-is there another way I can apply for an APC this year?

A. Yes, by printing off the Renewal Application (3 pages) from the 'Practitioners: APC Renewals' page on the website - send this with a summary of your 'My CCP' and the payment.

<http://www.dietitiansboard.org.nz/practitioners#annual-practising-certificate-apc-renewal>

Don't forget to fill in all parts/phrases in the application form.

Q. My employer will want a tax invoice as well as a receipt. What do we do?

A. Tax invoices are not issued separately. Receipts are automatically issued to the person the APC is for, and contain the GST number as well as amount and date.

Q. Do I receive an immediate receipt when paying online?

A. No. You will get your receipt as the top part of the APC, as per usual.

You do get confirmation by email immediately that you have undertaken the process, however.

## **B. SUPERVISION**

Q. I am under Practice Supervision\* (because I am a new graduate/ an overseas trained dietitian, or I have returned to work after a period of more than three years). Does my Practice Supervisor need to do anything?

A. Yes. If you are working under Section 1 of the Practice Supervision agreement, please ask your supervisor to email the Board before your APC can be issued, stating that:

1. *Learning goals were reviewed with the participant( confirming your name)*
2. *If you have been working long enough (eg 3 months or more) to have gained some credits, the supervisor also needs to confirm that credits have been reviewed and appear to accurately reflect the value of learning activities.*

NB: The Registrar will be emailing Supervisors asking them to do this.

Q. I am a Dietitian Prescriber and/or a Prescribing Supervisor - do I have to send anything extra to go with my, or my supervisee's, APC renewal application?

A. No: Dietitian Prescribers will be monitored during the year.

## **C. PRO-RATA APPLICATIONS**

Q. I am under Practice Supervision\* (because I am a new graduate/ an overseas trained dietitian, or I have returned to work after a period of more than three years). Those who have worked for less than one year and who are able to claim credits on a pro-rata basis, will need to:

- i) Advise the Registrar, so she can manually allow you access applications online, OR
- ii) Download an APC Renewal application form from the 'Practitioners' page on the Board website:  
<http://www.dietitiansboard.org.nz/practitioners#annual-practising-certificate-apc-renewal>

If the latter, please post the completed (three pages) application form with the payment of \$552.00 and 'My CCP' summary.

#### **D. GENERAL**

Q. May I fax or scan you the forms for processing?

A. No, I am sorry, we are only able to accept the original documentation (posted) or applications made online for processing.