



**QUICK REFERENCE GUIDE FOR
REGISTRATIONS**

JUNE 2018

VISION

Quality Health Care Standards for all

MISSION STATEMENT

To enhance the quality of health by developing strategic policy frameworks for effective co-ordination and guidance of the professional boards in:

- Setting health care standards for training and discipline in the professions registered with Council;
- Ensuring ongoing professional competence and
- Fostering compliance with those standards.

MOTTO

Protecting the public and guiding the professions.

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1 STATUTORY MANDATE

The Health Professions Act, 1974 (“the Act”) provides for the objects and functions of the Council and the following sections are relevant for registrations, erasures and restorations:

- (a) section 17 of the Act, Registration a prerequisite for practising;
- (b) Section 18 of the Act, Keeping of registers;
- (c) Section 19 of the Act, Removal of name from, and restoration to, register;
- (d) Section 19A of the Act, Suspension of health professionals and revocation of such suspension;
- (e) Section 23 of the Act, Issue of duplicate registration certificate, certificate of status, extract from register or certificate by registrar;
- (f) Section 24 of the Act, Registration of persons who hold qualifications prescribed for registrations;
- (g) Section 24 (A) of the Act; Performance of Community Service;
- (h) Section 25 of the Act, Registration of persons who hold qualifications not prescribed for registration;
- (i) Section 29 of the Act, Registration of certain persons for education and training purposes;
- (j) Section 30 of the Act, Registration of certain persons so as to enable them to engage in post-graduate studies;
- (k) Section 35 of the Act, Registration and use of additional qualifications, registration of specialists, persons in subspecialities, professional categories and additional professional categories.

2 CERTIFICATES FOR ALL REGISTERS ISSUED IN TERMS OF SEC 23 OF THE HPA.

NB: In terms of section 23 of the Health Professions Act, 1974 (Act No. 56 of 1974) the Registrar may only issue certificate of status to registered practitioners and those that are voluntarily erased from the register. Foreign qualified who had limited registration and whose registration expired, may be issued with a certificate of status.

a) CERTIFICATE OF STATUS FOR ALL REGISTERS

- Practitioner should be actively registered;
- A written request stating the address where the certificate should be sent to;
- Submit an affidavit stating that he is not convicted of any criminal offence against his/her name and that he/she was never barred from practising his/her profession;
- **Proof of the relevant fee as outlined on the fees webpage for the relevant profession.**
- Certificate may be sent per courier at an extra cost: local courier R124 and overseas at R588
- Certificate may be submitted electronically to another regulatory body;
- COS will be issued with 10 working days as the Legal Department has to verify the status of the practitioner and advise Registrations Department if the COS will be endorsed or not.

b) CERTIFIED EXTRACT FROM THE REGISTER (DUPLICATE QUALIFICATION CERTIFICATE)

- Practitioner should be actively registered;
- A written request for a CEX and stating the address where it should be sent to;
- **Proof of the relevant fee as outlined on the fees webpage for the relevant profession.**
- Certificate may be sent per courier at an extra cost, local courier R124 and overseas at R588

c) INTERN DUTY CERTIFICATE

- May only be issued to medical practitioners who performed internship in South Africa and submitted their log book and form 10A;
- **Proof of the relevant fee as outlined on the fees webpage for the relevant profession.**
- IDC will be issued within 10 working days as Records need to locate the file.

APPLICATIONS FOR REGISTRATION OF A RECOGNISED ADDITIONAL QUALIFICATION FOR PRACTITIONERS IN THE PROFESSIONS OF MEDICINE; MEDICAL SCIENCE; DENTISTRY; DENTAL THERAPY; ORAL HYGIENE; AND EMERGENCY CARE

NB: We may only register qualifications that have been promulgated in terms of the HPA, 1974 as amended. A new application of a qualification that is not promulgated should be submitted to the relevant Professional Board for consideration and approval. Once approved, it should be submitted for ratification by Council. The ratified qualification should be sent to the Legal Department for the process of getting promulgated.

- Original form 19 (duly completed and section C completed by the training institution where qualification has not yet been conferred);
- **Proof of the relevant fee as outlined on the fees webpage for the relevant profession.**
- Notarized copy of qualification.

APPLICATIONS FOR REGISTRATION OF A RECOGNISED ADDITIONAL QUALIFICATION FOR ANY OTHER HEALTH PRACTITIONER

- Form 19 ((duly completed and section C completed by the training institution where qualification has not yet been conferred);
- **Proof of the relevant fee as outlined on the fees webpage for the relevant profession.**
- Notarized copy of degree certificate.

3 MEDICAL AND DENTAL BOARD (MEDICINE)

3.1 REQUIREMENTS FOR REGISTRATION AS A STUDENT IN MEDICINE

- The student should apply within 2 months of registration with the University in South Africa;
- Duly completed original form 53 MDB (no alteration on section C of the form);
- A clear copy of ID document;
- Registration fee as published on the website (penalty fee as published on the website and charged per month in respect of each month or part of month which application is submitted later than two months after date of registration at University).

3.2 REQUIREMENTS FOR REGISTRATION AS A VISITING / ELECTIVE STUDENT

- Original form 8MDB (section A and C)
- Form to be completed by the training institution overseas and a South African University.
- Application must be submitted via the University in South Africa.
- Registration fee as published on the website

3.3 REQUIREMENTS FOR REGISTRATION AS A STUDENT INTERN

- Must be registered as Medical student – if not must first be registered as Medical student (pay registration fee and penalty fee).
- Duly completed original form 39 (no alteration on section C of the form);
- Copy of MP-S registration certificate with the Health Professions Council of South Africa.
- Registration fee as published on the website.

3.4 REQUIREMENTS FOR REGISTRATION AS AN INTERN (SOUTH AFRICAN QUALIFIED)

- Must be registered as student intern (only pay registration fee and no penalty fee).
- Duly completed original form 23 MDB (no alteration on section C of the form);
- A copy of IN-S registration certificate with the Health Professions Council of South Africa;
- Registration fee as published on the website;
- Intern logbook fee of **R100.00** and re-issue of a lost logbook is **R150.00**;
- A pro rata annual fee as outlined on the website

3.5 REQUIREMENTS FOR REGISTRATION AS A MEDICAL PRACTITIONER IN THE CATEGORY: PUBLIC SERVICE – COMMUNITY SERVICE – SA QUALIFIED PRACTITIONER WHO COMPLETED INTERNSHIP TRAINING IN SOUTH AFRICA.

- Duly completed original form 11 A duly completed
- Duly completed original form 10A (completion of 24 months' internship training) correctness of rotations. No alteration to this document will be accepted;
- Duly completed and signed off logbook;
- A copy of ID document.
- Registration fee plus pro rata annual fee as published on the website.

3.6 DOCUMENTATION REQUIRED FOR REGISTRATION IN THE CATEGORY: INDEPENDENT PRACTICE – GENERAL PRACTITIONER (SA QUALIFIED)

- The application may be emailed OR faxed to the HPCSA;
- Combined Form 27 Com Serve duly completed the applicant and the clinical manager / Medical Superintendent bearing the official stamp of the institution;
- Otherwise Form 23 and copy of report of completed Community Service signed by Clinical Manager / Medical Superintendent indicating the exact dates of community service and bearing the official stamp of the institution.
- No registration fee required, only an annual fee must be paid and such annual fee is published on the website.

3.7 GUIDELINES FOR REGISTRATION OF REGISTRARS

- Should be registered in the category Independent practice;
- Should be a holder of a recognised post with a teaching university in South Africa;
- Submit the original application form 9;
- Registration to ensure post number is confirmed on the records kept in Council, which in fact are updated on a year to year basis over the duration of the registrar's studies;
- Training Institutions update registrar post number by submitting to Council, form 9 for duration of study.

3.8 GUIDELINE FOR REGISTRATION AS A SPECIALIST (S A QUALIFIED AND TRAINED)

- Should be registered in the category Independent Practice when starting training as a registrar;
- Should hold a recognised post with a teaching university in South Africa and post number should be recognised by MDB;
- Should have the recognised, relevant additional qualification registered against his name;

- Original form 21 duly completed and outlining the professional history commencing from internship, documentary evidence of 12 months' experience (outside time) in any or more of the disciplines of medicine (after 1 July 1998 the period of community service will be recognized for this purpose);
- Original form 57 duly completed and bearing the date stamp of the university (No alteration to this document may be accepted);
- If training was conducted in a number of teaching hospitals with different training post numbers, each teaching hospital should confirm training by completing a different form 57 (e.g. if training was at Steve Biko and at Universitas hospital then Steve Biko hospital should complete its form 57 and Universitas hospital should also complete its own form 57).

Up to date registration and pro rata annual fees are on the website;

NB: Foreign Qualified practitioners' applications should be submitted to PETM or PETD for consideration.

3.9 GUIDELINE FOR REGISTRATION AS A SUBSPECIALIST SA QUALIFIED AND TRAINED

- Should have been registered as a specialist before starting the training as a Subspecialist;
- Should have the relevant and recognised additional qualification registered;
- Original form 21 duly completed and outlining the professional history commencing from internship;
- Original form 57 duly completed and bearing the date stamp of the university (No alteration to this document may be accepted);
- If training was conducted in a number of teaching hospitals with different training post numbers, each teaching hospital should confirm training by completing a different form 57 (e.g. if training was at Steve Biko and at Universitas hospital then Steve Biko hospital should complete its form 57 and Universitas hospital should also complete its own form 57).

NB: Foreign Qualified should be submitted to PETM or PETD for consideration.

4 MEDICAL AND DENTAL PROFESSIONS BOARD DENTISTRY

4.1 REQUIREMENTS FOR REGISTRATION AS A STUDENT DENTISTRY

- Should register with the HPCSA within 2 months of registering with the university in South Africa;
- Original duly completed form 53.
- A copy of ID document.
- Registration fee as published on the website (penalty fee published on the website and charged as a rate per month in respect of each month or part of month which application is submitted later than two months after date of registration at University).

4.2 REQUIREMENTS TO REGISTER AS A DENTAL PRACTITIONER TO PERFORM COMMUNITY SERVICE (SA)

- Must be registered as Dental student. If not he/she must first register as student and pay the penalty fee.
- Original duly completed Form 14A.
- A copy of DP-S registration certificate with the Health Professions Council of South Africa.
- Registration fee of plus pro rata annual fee.

4.3 REQUIREMENTS TO REGISTER IN INDEPENDENT PRACTICE – DENTAL PRACTITIONER (SA)

- The application may be emailed OR faxed to the HPCSA;
- Combined Form 27 Com Serve duly completed the applicant and the clinical manager / Medical Superintendent bearing the official stamp of the institution;
- Otherwise Form 23 and copy of report of completed Community Service signed by Clinical Manager / Medical Superintendent indicating the exact dates of community service and bearing the official stamp of the institution.
- No registration fee required, only an annual fee must be paid.

5 GUIDELINES FOR REGISTRATION OF FOREIGN QUALIFIED MEDICAL AND PRACTITIONER

These guidelines are intended to assist an applicant who wishes to apply for registration with the Medical and Dental Professions Board.

5.1.1 INTERN / MEDICAL PRACTITIONERS

The following procedure should be followed by foreign qualified Medical practitioners:

- Step 1: Submission the ECFMG International Credentials services (EICS)
- Step 2: Submit application to HPCSA Registrations Department including all the relevant documentation, such as an endorsement letter issued by FWMP for **sitting the examination**, proof of having done internship and certificate of good standing from a regulatory authority other than HPCSA.
- Step 3: **If approved**, to sit for the Board examination, you will be notified of the date of examination and venue; pay the examination fee of R 5686-00 (in 2018) and complete form 79A. Proof of payment and the form should be Telefax to +27 (0)12 338 9459.
- Step 4: Allow two weeks after sitting the examination for the results to be made available.
- Step 5: If successful and on receipt of written confirmation of your success from the Board, obtain a letter of endorsement towards **employment and allocation** from the National Department of Health.

Step 6: Present endorsement letter, registration fee and pro rata annual fee at Registrations Department for registration in the relevant category.

STAGE 1 APPLICATION

- a. Any foreign qualified applicant must hold a qualification entitling such applicant to practise Medicine or Dentistry in another country.
- b. The education and training the applicant has received must meet the requirements of the Board for the education and training required from candidates qualifying in South Africa. The Board will establish whether an applicant meets the prescribed minimum core curriculum for medicine/dentistry in South Africa.
- c. Please note that **separate** applications should be prepared and submitted to –
 - the Health Professions Council of South Africa;
 - the Department of Health in South Africa – See Form 176 DOH
 - the Education Commission for Foreign Medical Graduates: International Credentials Services (ECFMG), Philadelphia, United States of America – See Form 176 ECFMG.
- d. The following documents must be submitted to the Board at the address provided below:
 - i. the complete verification report ECFMG International Credentials services (EICS)
 - ii. The attached application form, form 12, duly completed.
 - iii. Copy of degree certificate or other basic qualification in medicine/dentistry and a sworn translation in English (Copies will **only be accepted if certified by an attorney in his/her capacity as a notary public and bearing the official stamp**. Copies certified by a Commissioner of Oaths **will not be accepted**. Only original translations of the required documents done by a sworn translator and duly sealed and notarised will be accepted. In addition to such English translations, legible copies of the original documents, certified and duly sealed by a Notary Public should be submitted.
 - iv. Documentary proof of internship training or equivalent training/experience, issued by the relevant institution(s). See attached document.
 - v. Foreign Qualified Health Practitioners who obtained their medical qualifications in any other language except in English to submit their certificate from International English Language Testing System (IELTS) demonstrating their English Proficiency at overall **Band score 7** before their application can be considered to do the examination. The IELTS band 7 indicates that they can use and understand fairly complex language particularly in familiar situations
 - vi. A recent original Certificate of Status (Certificate of Good Standing) not older than three months from the date of issue, indicating that the applicant is in good standing, issued by the foreign registration authority where the applicant is currently registered.
 - vii. A copy of a valid Passport or Identity Document as proof of current citizenship, duly certified by a notary public as indicated above.
 - viii. A letter of endorsement in support of the application for registration issued by the Department of Health. Applications should be directed to The Program Manager, **Department of Health, National Department of Health, Private Bag X828,**

Pretoria, 0001, RSA. Applicants who fail to secure the support of the Department of Health towards an application for registration or employment will not be eligible for registration.

NB: In addition to the above minimum requirements, applicants may further be required to submit the following documentation (in English) to the Board:

- i. An original academic record or transcript of record issued by the university or educational institution reflecting course content in respect of each year of study (copies of original documents will only be accepted if duly certified by an attorney in his/her capacity as a **NOTARY PUBLIC and bearing the official stamp**).
- ii. A detailed curriculum of the applicant's course of study, specifying courses, content of education (theory) and training (practical/clinical), duration and mode of examination/evaluation.
- iii. Documentary proof of postgraduate/work experience in medicine or dentistry issued by the relevant employers. In the case of supporting evidence regarding experience and appointments held, such documents must specify the exact nature and extent of work performed and the periods during which the appointments were held.
- iv. Proficiency in English is mandatory to communicate with patients and to be enabled to partake meaningfully in the Board's Examination. Candidates from English speaking countries and candidates with English as a first or second language qualification on secondary school level qualify in terms of this standard. Candidates who do not qualify are requested to obtain the Graded academic competence in terms of the International English Language Test System (IELTS) Band 7 (Annexure A). The candidate's academic written and verbal skills relating to academic language are informally assessed during the Board's examination when applicable.

B STAGE 2 EXAMINATION

Each attempt at the board examination consists of

Theory section (MCQ)

- Has two parts: A medical section and an ethics section
- The overall pass rate shall be 50% percent for the theory section with a subminimum of 45% each for medical section and ethics section. If the ethics examination is conducted separately it shall be valid for the period indicated.

Practical section (OSCE)

- Should the candidate pass the theory section, the candidate qualifies for the practical section. Two opportunities shall be offered to the candidate for the practical section. The second opportunity at the practical section should be within one year after the first opportunity;
- One attempt is thus one opportunity at theory section followed by two opportunities at the practical section.

Number of attempts

- The candidate shall be offered three attempts to be successful in the board exam.
- A fourth attempt may be considered at the discretion of the Board one year after the unsuccessful third attempt.

- Board examination shall be conducted twice a year, May/June and October/November.

NB: Non-exam track candidates who have not been in active clinical practice for ten years or more will be required to write the board exam.

C STAGE 3 REGISTRATION

Candidates will receive a letter advising whether or not they were successful in the examination. Successful candidates qualify for registration in the **category Intern or Public Service Supervised Practice** by submitting a copy of the letter issued by the Registrations Department on behalf of the Board, a formal offer of employment issued by the Department of Health, the prescribed registration fee as well as the documentation listed in the letter.

Applicants are further required to pay a **pro-rata annual fee** in addition to the registration fee.

No registration certificate will be issued without all requested documentation being submitted.

5.1.2 FOREIGN QUALIFIED DENTAL PRACTITIONERS

The following documents must be submitted to the Board at the address provided below:

- i. The application form 12, duly completed.
- ii. Copy of degree certificate or other basic qualification in medicine/dentistry and a sworn translation in English (**Copies will only be accepted if certified by an attorney in his/her capacity as a notary public and bearing the official stamp. Copies certified only by a Commissioner of Oaths will not be accepted. Only original translations of the required documents done by a sworn translator and duly sealed and notarised will be accepted. In addition to such English translations, legible copies of the original documents, certified and duly sealed by a Notary Public should be submitted. Alternatively original documents together with copies could be submitted for verification by the relevant Council staff. In view of possible damage or loss of such documents it is not advisable to send such documents by mail.**
- iii. Proof of internship training or equivalent training/experience, issued by the relevant institution.
- iv. A letter of endorsement in support of the application issued by Department of Health.
- v. Proof of registration as a Dental Practitioner by the regulatory body in the country origin
- vi. A recent original certification of status (certificate of good standing) issued by the foreign authority where the applicant is currently registered with the preceding three months.
- vii. A copy of a valid Passport or Identity Document as proof of current citizenship, duly certified by a notary public.
- viii. Dental Practitioners are currently required to have all the academic qualifications evaluated in order to determine their status in relation to recognised qualifications. A request for an evaluation should be submitted to the South African Qualifications Authority at the following address:

SAQA (Evaluation of Qualifications)
 Postnet Suite 248
 Private Bag X 06
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Waterkloof
0145
Republic of South Africa

Tel: (012) 431 5000

E-mail address: saqainfo@saqa.co.za

Such a request must be sent **directly** to the **South African Qualifications Authority** and be accompanied by:

- a. Certified copies of all degree/diploma certificates or similar academic qualifications;
- b. Official transcripts of records in respect of each qualification referred to in (a) above;
- c. The prescribed evaluation fee payable to the **South African Qualifications Authority**.

Address/Enquiries

Duly completed, compliant applications should be posted by registered mail to:

The Registrar
HPCSA
P O Box 205
PRETORIA
0001

5.1.3 ALL FOREIGN QUALIFIED DENTISTS ARE REQUIRED TO MEET THE FOLLOWING REQUIREMENTS:-

- a. Proficiency in English is mandatory to communicate with patients and to be enabled to partake meaningfully in the Board's Examination. Candidates from English speaking countries and candidates with English as a first or second language qualification on secondary school level qualify in terms of this standard. Candidates who do not qualify are requested to obtain the Graded academic competence in terms of the International English Language Test System (IELTS) Band 7 (Annexure A). The candidate's academic written and verbal skills relating to academic language are informally assessed during the Board's examination where applicable.
- b. Successful completion of an Ethical and Jurisprudence examination, managed by the Board in collaboration with the Schools of Dentistry/Oral Health.
- c. Candidates who do not qualify for fast tracking and need to register for Public Service Community service are required to enrol for and pass the Board's Examination for registration with the HPCSA in the category of Public Service. This exam is managed by the Board in collaboration with the Universities according to the prescription of the Board's Rules and Regulations

Board Examination for foreign qualified dental practitioner in the Board's Examination track (Dental) for Public Service

This is for foreign-qualified practitioners The Board's dental examination is organised into three parts, theoretical and practical. The examination will be conducted on the Board's behalf by one of the South African dental schools. Unless otherwise stated, the examination will take place once a year, the time to be determined by the Board in collaboration with the dental school assisting the Board.

Part I This comprises MCQs in bioethics to test the candidate's knowledge of the ethical guidelines of the HPCSA. Candidates must pass Part I to be eligible for Part II.

Part II This comprises two written papers and will assess the integrated knowledge of all domains of clinical dentistry, including the theoretical and biological aspects which are considered vital knowledge for the general dentist to practice safely without hazard to the patient. Papers may comprise any combination of different types of assessment such as multiple choice questions, extended matching questions, short answer responses to complex case presentation, radiographic diagnosis and any other forms of assessments the Board may determine. Candidates must pass Part II to be eligible for Part III.

Exemption: exemption from Part II will be granted if the candidate has passed equivalent examinations set in other countries for foreign-qualified practitioners. Examples are the UK Overseas Registration Examination (UK); the National Board Dental Examination (USA); the Written Examination of the Australian Dental Council. Candidates may apply to the Board for the recognition of other similar examinations.

Part III This will comprise practical examinations testing the following clinical skills in a skills laboratory on simulated models. Endodontics: Procedures to be carried out on an extracted bicuspid tooth are access cavity, canal preparation and obturation. Candidates will be supplied with appropriate instrumentation which will include an air turbine, speed increasing handpiece, hand and rotary instrumentation and obturation materials.

Operative dentistry: A two-surface composite restoration on a posterior typodont tooth. Candidates will be supplied with a speed-increasing handpiece, an appropriate matrix system and restorative materials.

Maxillo-Facial and Oral Surgery: (a) to demonstrate the administration of an inferior alveolar nerve block anaesthetic; (b) to demonstrate the placement of forceps for the extraction of all teeth; (c) to demonstrate / explain the surgical extraction of roots and third molars.

Prosthodontics: (a) to survey a cast of a partially edentulous case and to draw suitable designs for an acrylic- and metal-based removable partial denture; (b) to carry out a preparation for a ceramo-metal crown on a posterior typodont tooth; (c) to carry out a preparation for an all-ceramic crown on an anterior typodont tooth and to fabricate a provisional crown for that tooth. Candidates will be supplied with the following:

For part (a): a surveyor and a template for the design;

For part (b): a speed-increasing handpiece, with appropriate burs

For part (c): a speed-increasing handpiece, with appropriate burs; a straight handpiece with appropriate burs for the provisional; a thermoformed coping of the unprepared teeth; a polyethyl methacrylate for the provisional crown with suitable instrumentation; access to a laboratory for completion of the provisional crown. Candidates may bring their own instruments and burs and are highly advised to use magnification in the form of appropriate loupes.

A pass for each of the above assessments is required in order for the candidate to pass Part III.

Exemption: exemption from Part III will be granted if the candidate has passed equivalent examinations set in other countries for foreign-qualified practitioners. Examples are the Part 2 of the Overseas Registration Examination (UK); the National Board Dental Examination (USA); the Practical Examination of the Australian Dental Council. Candidates may apply to

the Board for the recognition of other similar examinations.

A maximum of three (3) attempts may be made to pass each Part of this examination. A fourth attempt may be considered at the discretion of the Board one year after the unsuccessful third attempt. The applicant is expected to undergo further training during this period. It is the responsibility of the applicant to obtain such training and provide proof thereof. Once the Board examination has been passed, the candidate will be registered in the category of Supervised Practice in an accredited dental training institution for a minimum of 12 months in order to become familiar with the clinical profile of patients in South Africa and to show competence in all areas of general dental practice.

5.2 REGISTRATION IN THE CATEGORY EDUCATION

- a. Registration is restricted to the specific purpose of registration and is time limited. Such an application should further be supported by the Foreign Workforce Management Programme of the National Department of Health. Applications must be accompanied by –
- i. proof of the applicant holding an appropriate qualification in medicine in the country of origin (attach a copy of degree certificate certified by a Notary Public and (if applicable) a sworn translation thereof in English);
 - ii. verification of credentials by the Educational Commission for Foreign Medical Graduates International Credentials Services (to be obtained by the applicant at own cost);
 - iii. a recent original Certificate of Status (Certificate of Good Standing), not older than 6 months, issued by the foreign Regulatory Authority;
 - iv. a recommendation on the applicant's registrability submitted by the Head of the relevant department and the Dean of the University/research institution based on –
 - a. the institution's assessment of the applicant's *curriculum vitae*;
 - b. an assessment of his/her abilities to practise successfully in South Africa as an educator/trainer/researcher;
 - c. the applicant having complied with all the requirements of the institution for employment as an educator/trainer/researcher;
 - v. the application form for registration, duly completed;
 - vi. the prescribed registration fee and *pro rata* annual fee as advised on the HPCSA website.

Please note that persons with registration in the category Education are only permitted to practice in accordance with their appointment at the relevant educational institution.

5.2.1 REGISTRATION IN THE CATEGORY POSTGRADUATE STUDY OR EXCHANGE REGISTRARS

Applications for such registration should be recommended by the Dean of the School of Medicine or Health Sciences of a South African University.

Such application should further be supported by the Foreign Workforce Management Programme of the National Department of Health.

Applications must be accompanied by –

- i. proof of the applicant holding a basic qualification in medicine in the country of origin (attach a copy of degree certificate certified by a Notary Public and a sworn translation thereof in English);
- ii. a letter submitted by the Dean of the School of Medicine or Health Sciences of a South African University confirming that the applicant would be appointed in a self - funded post as well as a recommendation for registration in the said category specifying -
 - a. the nature of the proposed study; if applicant is registering for a course recognized for specialist or subspecialist registration, the applicant may be required to pass a competence examination as required by the Board;
 - b. the level of such study;
 - c. the expected duration of the proposed study;
- iii. a letter issued by the Department of Health confirming that all requirements and contractual arrangements have been complied with, to permit the applicant to undergo the proposed postgraduate study in South Africa and that the applicant agreed in writing that he or she would, on completion of his or her education and training, return to their country of origin. If the applicant subsequently wishes to stay in the country, he/she will have to comply with all the requirements for the registration category that the applicant is applying for.
- iv. A recent original Certificate of Status (Certificate of Good Standing), not older than 6 months, issued by the foreign Regulatory Authority;
- v. Verification of credentials by the Educational Commission for Foreign Medical Graduates(ECFMG) with the following being verified, at applicant's own cost:
 - a. Medical Diploma
 - b. Academic Transcript
 - c. Medical Registration with your Council
 - d. Post Graduate training certificates if applicable
- vi. the attached application form for registration, duly completed;
- vii. The prescribed registration fee and *pro rata* annual fee – rates applicable at time of registration are obtainable on the HPCSA website.

5.2.2 REGISTRATION IN TERMS OF SECTION 29 OF THE HPA

Registration in this category allows applicant to “participate in a healthcare relief or assistance programme of a temporary nature at the recommendation and under the supervision of a South African healthcare provider agency or any organisation recognised by the professional board concerned.”

Registration is short-term in nature (one year or less) and does require an endorsement letter from the Foreign Workforce Management Programme of the National Department of Health

The application must be accompanied by –

- i. proof of the relevant practitioner holding an appropriate qualification in medicine in the country of origin (attach a copy of degree certificate certified by a Notary Public and a sworn translation thereof into English);
- ii. a recent original Certificate of Status (Certificate of Good Standing), not older than 6 months, issued by foreign Registration Authority;
- iii. a recommendation for registration by the South African Health Care Provider Agency based on –
 - aa. the Agency’s assessment of the practitioner’s *curriculum vitae*;
 - bb. an assessment of the practitioner’s abilities to practise successfully in South Africa;
 - cc. the period for which the practitioner will require such registration;
 - dd. an undertaking by the South African Health Care Provider Agency to supervise the practitioner during the said period of registration;

- iv. an affidavit, issued by the South African Health Care Provider Agency confirming that the applicant would only be employed as a volunteer for the duration of such registration without being remunerated.
- v. The attached application form for registration in the Category Volunteer Services duly completed
- vi. The prescribed registration fee and *pro rata* annual fee as advised on the HPCSA website.
- vii. A notarised copy of Passport.

Registration in the category Volunteer Services will be for an initial maximum period of one year only. Such registration could, however, be extended by the Board on a year-to-year basis. In case of registration for a period longer than 6 months, the applicant must have their qualifications verified by ECFMG International Credential Services. If extension of registration beyond six months is contemplated, the practitioner should make the appropriate application for verification of credentials with ECFMG, within the initial six months.

5.2.3 REGISTRATION AS A MEDICAL PRACTITIONER OR DENTIST IN THE CATEGORY MILITARY SERVICE

Registration restricted to the specific purpose of registration and is time limited and confined to military health care services.

The application should be supported by the Foreign Workforce Management Programme of the National Department of Health

The application must be accompanied by –

- i. proof of the relevant practitioner holding an appropriate qualification in medicine in the country of origin (attach a copy of degree certificate certified by a Notary Public and a sworn translation thereof in English);
- ii. a recent original Certificate of Status (Certificate of Good Standing), which is not older than 6 months, issued by foreign Regulatory Authority;
- iii. a recommendation for registration issued by the Surgeon-General based on –
 - aa. the Surgeon-General's assessment of the practitioner's curriculum vitae;
 - bb. an assessment of the practitioner's abilities to practise successfully in South Africa;
 - cc. the period for which the practitioner will require such registration;
- iv. the application Form 12 for registration, duly completed;
- v. the prescribed registration fee as advised on the HPCSA website.

5.2.4 REGISTRATION AS A MEDICAL PRACTITIONER OR DENTIST IN THE CATEGORY VOLUNTEER SERVICES

- a. An application for such registration must be submitted by the relevant South African Health Care Provider Agency, approved by the Board. The application should further be supported by the Foreign Workforce Management Programme of the National Department of Health.
- b. The application must be accompanied by –
 - i. proof of the relevant practitioner holding an appropriate qualification in medicine or dentistry in the country of origin (attach a copy of degree certificate certified by a Notary Public and a sworn translation thereof into English);
 - ii. a recent original Certificate of Status (Certificate of Good Standing) issued by foreign Registration Authority;
 - iii. a recommendation for registration by the South African Health Care Provider Agency based on –
 - the Agency's assessment of the practitioner's *curriculum vitae*;
 - an assessment of the practitioner's abilities to practise successfully in South Africa;
 - the period for which the practitioner will require such registration;
 - an undertaking by the South African Health Care Provider Agency to supervise the practitioner during the said period of registration;
 - iv. an affidavit, issued by the South African Health Care Provider Agency confirming that the applicant would only be employed as a volunteer for the duration of such registration without being remunerated.
 - v. The application Form12 for registration in the Category Volunteer Services, duly completed.
 - vi. The prescribed registration fee as outlined on the website.
- c. Registration in the category Volunteer Services will be for an initial period of one year only. Such registration could, however, be extended by the Examinations Committee of the Board on a year-to-year basis for a further period of one year.

5.3 REGISTRATION UNDER GOVERNMENT-TO-GOVERNMENT AGREEMENT

Registration in this category is provided for in terms of a government to government agreement between South Africa and the country from which applicant comes from.

Registration is restricted to a period agreed upon by the two countries and such registration may further be restricted to an agreed upon field of practice.

Application is strictly per recommendation from the National Department of Health after the necessary professional competence evaluations are conducted, in general terms, in the applicant's country of origin.

The individual applicant is subjected to peer review by South African reviewers/counterparts, mainly to assess language competence. ECFMG credential reports may not be necessary.

If the applicant subsequently wishes to stay in the country, he/she will have to comply with all the requirements for the registration category that the applicant is applying for.

6 REGISTRATION IN THE CATEGORY INDEPENDENT PRACTICE

In order to obtain registration in the category **INDEPENDENT PRACTICE**, persons registered in the category Public Service must have:

- (a) complied with the qualification requirements for registration in terms of regulation 2(2) of the Regulations relating to the registration of persons who hold qualifications not prescribed for registration;
- (b) (i) complied with the requirements of section 25(3A) of the Act; which requires the applicant to be a South African citizen or has attained permanent residence status in terms of the immigration Act 2002 (Act no. 13 of 2002);
(ii) in the case of a foreign qualified South African citizen, performed community service in terms of section 24A of the Act in respect of a profession to which community service applies;
- (c) passed the applicable examination as determined by the board for registration in the category of independent practice. For those required to write the Board Examination (Medical practitioners/Specialists) and were successful there will be no further requirement to pass any other applicable examination, and
- (d) complied with such other requirements as may be determined by the professional board concerned, for registration in the category, Independent Practice.

These requirements include:

- i. applicant must have completed the period of service specified in the Foreign Workforce Management Programme endorsement letter in public service (including 12 months of community service where applicable) in the category public service;
- ii. If such a

specification is not made the applicant must have served in public service in the registration category of public service (including 12 months of community service where applicable) for a minimum period of 5 years (60 months).

Complied with CPD requirements.

7 MEDICAL SCIENTISTS MEDICAL AND DENTAL BOARD

7.1 REQUIREMENTS FOR REGISTRATION AS AN INTERN GENETIC COUNSELOR

1. Original duly completed form 26 GCIN
2. Original / Notary Public copy of MSc Hons or proof of registration for BSc Hons.
3. Registration fee as published on the website.
4. A copy of ID document.
5. Copy of marriage certificate (if applicable)
6. Application must be submitted to Committee Coordinator for Medical Scientists.

7.2 REQUIREMENTS FOR REGISTRATION AS A GENETIC COUNSELOR

1. Original duly completed form 24 GC and Form 36 GC
2. Original / Notary Public copy of BSc Hons.
3. Detailed curriculum Vitae.
4. Proof of two years internship training.
5. Registration fee plus pro rata annual fee as published on the website.
6. A copy of ID document
7. Copy of marriage certificate (if applicable).
8. Application must be submitted to Committee Coordinator for Medical Scientists.

7.3 REQUIREMENTS FOR REGISTRATION AS A STUDENT MEDICAL SCIENTIST

1. Must register within 2 months from date of registration with the university;
2. A clear copy of identity document;
3. A copy of my marriage certificate (should you wish to register in your married surname);
4. Registration fee as published on the website. **Note:** Medical Science students are not charged a penalty fee as the majority of them start by studying a BSc degree with no specific focus on taking up a career in medical science.

7.4 REQUIREMENTS FOR REGISTRATION AS AN INTERN BIOLOGICAL SCIENTIST

1. Original duly completed form 26 MSIN

2. Original / Notary Public copy of MSc Hons or proof of registration for BSc Hons.
3. Registration fee as published on the website
4. A copy of ID document for first time registration.
5. Copy of marriage certificate (if applicable).
6. Application must be submitted to Committee for Medical Scientists.

7.5 REQUIREMENTS FOR REGISTRATION AS A MEDICAL BIOLOGICAL SCIENTIST

1. Original duly completed form 36 MS and Form 24 MS
2. Original / Notary Public copy of BSc Hons.
3. Curriculum Vitae
4. Proof of two years internship training (Form 36 MS duly completed)
5. Registration fee plus pro rata annual fee as published on the website.
6. A copy of ID document.
7. Copy of marriage certificate (if applicable).
8. Application must be submitted to Committee for Medical Scientists.

7.6 REQUIREMENTS FOR REGISTRATION AS AN INTERN MEDICAL PHYSICIST

1. Original duly completed form 26 PHIN
2. Original / Notary Public copy of BSc Hons or proof of registration for BSc Hons.
3. Registration fee as published on the website.
4. A copy of ID document.
5. Copy of marriage certificate (if applicable).
6. Application must be submitted to Committee Coordinator for Medical Scientists.

7.7 REQUIREMENTS FOR REGISTRATION AS A MEDICAL PHYSICIST

1. Original duly completed form 24 PH and Form 36 PH.
2. Original / Notary public copy of BSc Hons or equivalent thereof.
3. Curriculum Vitae.
4. Registration fee plus pro rata annual fee as published on the website.
5. Copy of Identity document.
6. Copy of registration certificate as an intern.
7. Copy of marriage certificate, should applicant wish to register in her married surname.

8. Application must be submitted to Committee Coordinator for Medical Scientists.

8 CLINICAL ASSOCIATES MEDICAL AND DENTAL BOARD

8.1 REQUIREMENTS FOR STUDENT REGISTRATION

1. Must register within two months of registering with an accredited university in South Africa;
2. Original duly completed application form 53MDB;
3. Clear copy of ID;
4. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than two months after date of registration at University).

8.2 REQUIREMENTS FOR REGISTRATION AS A CLINICAL ASSOCIATE

1. Original duly completed form 23 or notarized copy of degree certificate together with original duly completed form 24;
2. Copy of marriage certificate should you wish to register in your marriage surname;
3. Registration fee of R plus pro rata annual fee.
4. Register in the category Supervised Practice.

9 DENTAL ASSISTING, DENTAL THERAPY AND ORAL HYGIENE

9.1 REQUIREMENTS FOR REGISTRATION AS A STUDENT – DENTAL THERAPISTS

a) FIRST REGISTRATION AS STUDENT (TT-S)

1. Original duly completed form 53 DOH.
2. A copy of ID document or birth certificate.
3. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than two months after date of registration at University).

b) RE-REGISTRATION AFTER INTERRUPTION OF STUDIES FOR ONE YEAR OR MORE

1. Original certificate of registration as student.
2. Certificate of resumption of study issued by University.
3. Re-registration fee as published on the website

c) RE-REGISTRATION AFTER INTERRUPTION OF STUDIES FOR LESS THAN A YEAR

Certificate issued by Training Institution with an indication of enrolment and year of study.

9.2 REQUIREMENTS FOR REGISTRATION OF DENTAL THERAPISTS (TT)

a) SA QUALIFICATION

- i. Original form 23 duly completed by applicant and training institution OR Form 24 duly completed and original Degree in Dental Therapy or a copy certified by a Notary Public.
- ii. A copy of ID document or birth certificate.
- iii. Registration fee plus pro rata annual fee as published on the website.
- iv. A copy of registration certificate with the HPCSA.
- v. Registered in the category: **Supervised Practice**.

b) APPLICATION TO ENTER INTO PRIVATE PRACTICE

- i. Must have been in Supervised Practice for more than a year;
- ii. Original form 189 to be submitted to Board for approval;

c) FOREIGN APPLICATIONS

- i. Form 176 (refer to Committee Coordinator of the Board for submission of the application to the Professional Board).
- ii. Examination fee as published on the website
- iii. Original or Notarised copy of SAQA evaluation report;
- iv. proof of successful completion of the final examination for dental therapists at an accredited training institution in South Africa;
- v. a letter of endorsement in support of the Foreign Workforce Management Program (FWMP) of the National Department of Health. Applications may be directed to: The Program Manager, FWMP, CIVITAS Building / National Department of Health, Private Bag x 2828, Pretoria (applicable only to non-South African citizens).
- vi. a copy of your qualification certificates duly certified by a **NOTARY PUBLIC**, i.e. an attorney in his/her capacity as a notary public and bearing the official stamp. Copies certified by a Commissioner of Oath will not be accepted;
- vii. a copy of a valid passport or identity document as proof of current citizenship duly certified by a notary public as indicated above;
- viii. proof of payment of the relevant registration fee plus pro rata annual fee as published on the website.

9.3 REQUIREMENTS FOR REGISTRATION OF STUDENT DENTAL ASSISTANT

- i. Must register with the HPCSA within 4 months of registering with the accredited university;
 - ii. Original duly completed form 53 DOH by the student and the university;
 - iii. Copy of Identity document.
- 5.** Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

9.4 REQUIREMENTS FOR REGISTRATION OF DENTAL ASSISTANTS

- i. Original duly completed form 24 DA and notarized copy of qualification or;
- ii. Original duly completed form 23 DOH;
- iii. Copy of marriage certificate should you wish to register in your marriage surname;
- iv. Registration fee plus pro rata annual fee as published on the website.

9.5 REQUIREMENTS FOR REGISTRATION OF STUDENT – ORAL HYGIENIST (OH-S)

- i. Must register with four months of registering with an accredited university in South Africa;
- ii. Original duly completed form 53 DOH.
- iii. Clear copy of ID document.
- iv. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

9.6 REQUIREMENTS FOR REGISTRATION AS AN ORAL HYGIENIST (OH)

- i. Original form 23 duly completed by the applicant and the university or;
- ii. Original form 24, duly completed and original qualification certificate or a copy certified by a Notary Public.
- iii. A copy of ID document with a clear photograph.
- iv. Registration fee plus pro rata annual fee as published on the website.
- v. A copy of registration certificate with the Health Professions Council of South Africa.
- vi. Registered in the category: **Supervised Practice**

9.7 REQUIREMENTS FOR REGISTRATION AS AN ORAL HYGIENIST (EXPANDED FUNCTION)

- i. Original form 23 duly completed by the applicant and the university or;
- ii. Original Form 24 and original qualification certificate or a copy certified by a Notary Public.
- iii. Form 19 duly completed.
- iv. A copy of ID document or passport with a clear photograph.
- v. Registration fee plus pro rata annual fee as published on the website.
- vi. Registered in the category: **Supervised Practice/ or Supervised (Expanded Function).**

9.8 REQUIREMENTS FOR REGISTRATION IN THE CATEGORY INDEPENDENT PRACTICE

1. Supervised Practice for more than a year;
2. Original form 189 A;
3. **Must have obtain a first aid level 3 certificate from a training institution approved by SAQA and that all the Health and Welfare SETA. First Aid Level 3 be accepted**

4. Applications must be submitted to the Board for approval.

A registered Oral Hygienist may only practice independently, his or her profession:

- i. After serving a period of at least one year under control and supervision of a registered dentist, dental therapist or another oral hygienist, and with approval of the board;
- ii. The supervisor has to be registered with the HPCSA for at least **one (1) year** in the category independent practice (uninterrupted)
- iii. After obtaining any of the qualifications in Oral Hygiene approved by the Board, and if obtained prior to 2001, must have also obtained a further qualification in expanded clinical functions in Oral Hygiene offered by any of the examining authorities approved by the Board;
and
- iv. **After successfully completing First Aid Level 3 training at a training institution approved by any SAQA and that all the Health and Welfare SETA. First Aid Level 3 be accepted;**

An original certificate issued by a recognized provider of first aid level 3 has to be submitted together with the application form. A copy of the certificate will be accepted only if it is notarized by a **NOTARY PUBLIC** i.e. an attorney in his/her capacity as a Notary Public and bearing the stamp.

- v. An original form 189 A bearing the official stamp of the employer/supervisor is acceptable for registration.

9.9 REQUIREMENTS FOR REGISTRATION OH FOREIGN QUALIFIED

- i. Form 176 (refer to Committee Coordinator of the Board for submission of the application to the Professional Board).
- ii. Original or Notarised copy of SAQA evaluation report;
- iii. proof of successful completion of the final examination for dental therapists at an accredited training institution in South Africa;
- iv. a letter of endorsement in support of the Foreign Workforce Management Program (FWMP) of the National Department of Health. Applications may be directed to: The Program Manager, FWMP, CIVITAS Building / National Department of Health, Private Bag x 2828, Pretoria (applicable only to non-South African citizens).
- v. a copy of your qualification certificates duly certified by a **NOTARY PUBLIC**, i.e. an attorney in his/her capacity as a notary public and bearing the official stamp. Copies certified by a Commissioner of Oath will **not** be accepted;
- vi. a copy of a valid passport or identity document as proof of current citizenship duly certified by a notary public as indicated above;
- vii. Proof of payment of the registration fee plus pro rata annual fee as published on the website.

10 PROFESSIONAL BOARD FOR EMERGENCY

10.1 REQUIREMENTS FOR REGISTRATION OF STUDENT EMERGENCY CARE TECHNICIANS (ECT S)

- a. Must register within four months of registering with an accredited training institution;
- b. Original duly completed form 53 EMB.
- c. Clear copy of ID document.
- d. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

10.2 REQUIREMENTS FOR REGISTRATION OF EMERGENCY CARE TECHNICIANS (ECT)

- i. Original form 23 EMB duly completed by the applicant and training institution or;
- ii. Original form 24 EMB duly completed together with original qualification certificate or a copy certified by a Notary Public.
- iii. A copy of ID document or passport with a clear photograph.
- iv. Registration fee plus pro rata annual fee as published on the website.
- v. Register in the category **Independent Practice**.

10.3 REQUIREMENTS FOR REGISTRATION OF STUDENT EMERGENCY CARE PRACTITIONER (ECP S)

- i. Must register within four months of registering with the accredited training institution;
- ii. Original form 53 duly completed;
- iii. Clear copy of ID document;
- iv. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

10.4 REQUIREMENTS FOR REGISTRATION AS EMERGENCY CARE PRACTITIONERS (ECP)

- i. Form 23 EMB duly completed by the applicant and the training institution or;
- ii. 24 EMB, duly completed by applicant or training institution, with original qualification certificate or a copy certified by a Notary Public;
- iii. A clear copy of ID document, or passport with a clear photograph
- iv. Registration fee plus pro rata annual fee as published on the website;
- v. Register in the category **Independent Practice**.

10.5 REQUIRMENTS FOR REGISTRATION BASIC AMBULANCE ASSISTANTS (BAA)

No student registration required.

a) SA QUALIFICATIONS

- i. Original grade 12 (matric) certificate (or a copy certified by an attorney in his/her capacity as a **Notary Public**);
- ii. Original duly completed form 23 EMB duly completed by applicant and training institution or;
- iii. Original duly completed form 24 EMB together with the original qualification certificate or a copy certified by a Notary Public;
- iv. Practitioners name must appear on the moderated and verified student results sheet, authorized by the secretary of the Board;
- v. A clear copy of ID document;
- vi. Registration fee plus pro rata annual fee as published on the website.
- vii. Register in the category: **Supervised Practice**

b) FOREIGN QUALIFICATIONS

Form 315 EMB (refer to Secretary of the Board for submission of the application to the Professional Board)

10.6 REQUIREMENTS FOR REGISTRATION AMBULANCE EMERGENCY ASSISTANTS (ANA)

No student registration required.

a) SA QUALIFICATIONS

- i. If practitioner was first registered as BAA, the BAA registration must be in order (annual fee must be paid up to date before processing ANA registration)
- ii. Original form 23 EMB duly completed by the applicant and training institution or;
- iii. Original duly completed form 24 EMB together with original qualification certificate or a copy certified by a Notary Public;
- iv. Practitioners name must appear on the moderated and verified student results sheet, authorized by the secretary of the Board;
- v. A copy of ID document with a clear photograph.
- vi. Registration fee plus pro rata annual fee as published on the website.
- vii. Registered in the category: **Independent Practice.**
- viii. BAA registration should be deactivated.

b) FOREIGN QUALIFICATIONS

Form 315 (refer to Secretary of the Board for submission of the application to the Professional Board)

10.7 REQUIREMENTS FOR REGISTRATION AS STUDENT PARAMEDIC (ANT-S)

- i. Must register within four months of registration with a training institution in South Africa;

- ii. Original duly completed form 53 ANT-S;
- iii. Clear copy of ID document;
- iv. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

10.8 REQUIREMENTS FOR REGISTRATION OF PARAMEDICS (CRITICAL CARE ASSISTANTS) (ANT)

a) SA QUALIFICATION

- i. If client was registered first as ANA, the ANA registration must be in order (annual fee must be paid up to date before processing the ANT registration)
- ii. Form 23 EMB or 24 EMB, duly completed by applicant or training institution/Technikon, with original qualification certificate or a copy certified by a Notary Public
- iii. A copy of ID document;
- iv. Registration fee plus pro rata annual fee as published on the website;
- v. Register in the category **Independent Practice**.

b) NON SOUTH AFRICAN QUALIFICATIONS (FOREIGN)

Form 315 (refer to Secretary of the Board for submission of the application to the Professional Board)

10.9 REQUIREMENTS FOR REGISTRATION AS OPERATIONAL EMERGENCY ORDERLY (OECO)

No student registration required

NB:Practitioner are not allowed to have both ANA and OECO actively registered at a time. ANA is for practising within the republic of South Africa whilst OECO is for military deployment.

a) SA QUALIFICATIONS

- i. Original form 23 EMB duly completed by the applicant and training institution or;
- ii. Original duly completed form 24 EMB together with original qualification certificate or a copy certified by a notary public;
- iii. Copy of ID document or passport with a clear photograph
- iv. Registration fee plus pro rata annual fee as published on the website.
- v. Registered in the category: **Independent Practice**.

b) NON SOUTH AFRICAN QUALIFICATIONS (FOREIGN)

Form 315 (refer to Secretary of the Board for submission of the application to the Professional Board)

10.10 REQUIREMENTS FOR REGISTRATION BY FOREIGN QUALIFIED PRACTITIONERS APPLYING TO BE REGISTERED AS BASIC LIFE SUPPORT, INTERMEDIATE LIFE SUPPORT AND ADVANCED PARAMEDICS

The following has to be submitted with the application to be registered:

- i. Proof of payment of an application handling fee of **R3000.00 (Non-refundable)**. Application for registration Form 315 must be submitted to the secretary of the Board for consideration by the Education Committee.
- ii. Copies of qualification certificates certified by a **NOTARY PUBLIC**, i.e. an attorney in his/her capacity as a notary public and bearing the official stamp. Copies certified by a Commissioner of Oaths will **not** be accepted. Only original translations of the required documents done by a sworn translator and **duly** sealed and notarised will be accepted. In addition to such English translations, legible copies of the original documents, certified and duly sealed by a **Notary Public** should be submitted.
- iii. Non-South African citizens are required to submit a letter of endorsement in support of the application for registration issued by the Foreign Workforce Management Program (FWMP) of the National Department of Health. Applications should be directed to The Program Manager, FWMP, CIVITAS Building, Corner Thabo Sehume and Bloed Streets National Department of Health, Private Bag X828, Pretoria, 0001. Fax numbers: 012312 0535/0635
- iv. A detailed official curriculum of the course of study, specifying courses, content of education (theory) and training (practical), duration and mode of examination/evaluation.
- v. A recent original Certificate of Status (Certificate of Good Standing), indicating that the applicant is in good standing, issued by the foreign registration authority where the applicant is currently registered issued **within the preceding three months**.
 - a. A copy of a valid passport or identity document as proof of current citizenship, duly certified by a **NOTARY PUBLIC** as indicated above.
 - b. Original or notarized copy of SAQA evaluation report.

11 ENVIRONMENTAL HEALTH PRACTITIONERS

11.1 REQUIREMENTS FOR REGISTRATION OF STUDENT ENVIRONMENTAL HEALTH PRACTITIONERS

- i. Must register within four months from the date of registering with a university in South Africa;
- ii. Original duly completed form 53;
- iii. A clear copy of ID document;
- iv. Registration fee as published on the website (penalty fee is payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

11.2 REQUIREMENTS FOR REGISTRATION AS ENVIRONMENTAL HEALTH PRACTITIONERS

a) SA QUALIFICATION (HI) [COMMUNITY SERVICE]

- i. Original form 23 Community Service, duly completed by applicant and University.
- ii. A copy of ID document.
- iii. Registration fee plus pro rata annual fee as published on the website.
- iv. A copy of registration certificate with the Health Professions Council of South Africa.

- v. Registered in the category: **Public Service-Community Service**
- 1. Graduate Environmental Health Practitioners who further their studies after completing their National Diploma will not be subjected to board examination when they register after two (2) years of completion of their post graduate studies.
- 2. Graduate Environmental Health Practitioners who have not been placed for community service for more than two (2) years will not be subjected to undertake the board examination when they come for registration irrespective of the period they stay after qualifying without registering with Council.
- 3. Environmental Health Practitioners who practice without registering are to undertake the board exam before registration.

b) INDEPENDENT PRACTICE

- i. The application may be emailed OR faxed to the HPCSA;
- ii. Combined Form 27 Com Serve duly completed the applicant and the clinical manager / Medical Superintendent bearing the official stamp of the institution;
- iii. Otherwise Form 23 and copy of report of completed Community Service signed by Clinical Manager / Medical Superintendent indicating the exact dates of community service and bearing the official stamp of the institution.
- iv. No registration fee required, only an annual fee must be paid. The pro rata annual fee amount is available on the website.

c) FOREIGN QUALIFICATIONS

All foreign qualified professionals are required to sit for an examination.

Form 176 duly compiled applications may be sent to: (the attention of the Secretary of the Board for submission of the application to the Professional Board)

The Registrar
HPCSA
P O Box 205
PRETORIA
0001

11.3 REGISTRATION OF ADDITIONAL QUALIFICATIONS

- i. Original form 19 and original certificate or a copy certified by a Notary Public.
- ii. Registration fee as published on the website

11.4 REQUIREMENTS FOR REGISTRATION AS ENVIRONMENTAL HEALTH ASSISTANTS

The registration of environmental health assistants without a formal qualification was confirmed by the Board as follows:

- i. A practicing environmental health assistant with less than 2 year's experience would have to undergo a 3 months mentoring period under the guidance and supervision of a qualified and registered environmental health practitioner, to be followed by an assessment, upon successful completion of which such applicant would qualify for registration with Council;
- ii. A practicing environmental health assistant with more than 2 year's experience as environmental health assistant would have to undergo an assessment upon successful completion of which they would qualify for registration with Council;

- iii. A practicing environmental health assistant who qualified for registration through the process in i and ii above could be registered in a supplementary register if such applicant had not completed a formal qualification;
- iv. Duly completed application form, Form 176 EHP ASST
- v. Examination fee of as published on the website.
- vi. Proof of payment of the registration fee as published on the website
- vii. Annual fee as published on the website.

12 MEDICAL TECHNOLOGY

12.1 REQUIREMENTS FOR REGISTRATION OF STUDENT – MEDICAL TECHNOLOGIST (MT-S)

- i. Must register with four months of registering with an accredited university in South Africa;
- ii. Original duly completed form 53 GT.
- iii. Clear copy of ID document.
- iv. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

RE-REGISTRATION AFTER INTERRUPTION OF STUDIES FOR ONE YEAR OR MORE

- i. Certificate issued by University confirming resumption of study.
- ii. Registration fee as published on the website.

12.2 REQUIREMENTS FOR REGISTRATION OF MEDICAL TECHNOLOGIST (MT)

- i. Original form 23 and 24 MT and original National Diploma in Biomedical Technology or a copy certified by a Notary Public (**NOT** Biotechnology or any other qualification).
- ii. Certificate issued by SMLTSA confirming successful completion of examination
- iii. Original form 25 duly completed for practical training of 12 months.
- iv. A copy of ID document.
- v. Registration fee plus pro rata annual fee as published on the website.
- vi. A copy of registration certificate with the Health Professions Council of South Africa.
- vii. Upon completion of the education and training requirements, practitioners are registered in the category: **Independent practice – Microbiology, Hematology, etc.**
- viii. In order to enter into **Private practice** practitioners apply as per Form 133 after 2 years of practice, directly to the Secretary of the Professional Board.

12.3 REQUIREMENTS FOR REGISTRATION AS A MEDICAL LABORATORY SCIENTIST

- i. Original application form 23 duly completed by applicant and training institution;

- ii. Original duly completed form 25 confirming 12 months of training;
- iii. A letter issued by the SMLTSA confirming that the applicant has passed the Board examination;
- iv. Clear copy of ID document;
- v. An original letter issued by the UOT confirming that the applicant has FULFILLED the requirements for the BSc in Medical Laboratory Science.

12.4 FOREIGN QUALIFICATION / BSc GRADUATES

Form 176 MT (refer to Secretary of the Board); applicants have to approach a University in South Africa for equivalence of the qualification and submit the application to the Professional Board for consideration.

12.5 REQUIREMENTS FOR REGISTRATION OF STUDENT MEDICAL TECHNICIANS (GT-S)

- i. Must register within four months of registering with a training institution;
- ii. Original duly completed form 53
- iii. Letter from the lab confirming commencement date.
- iv. A copy of ID document.
- v. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than two months after date of registration at University).

*For a list of accredited training institutions (laboratories) see form 75

12.6 REQUIREMENTS FOR REGISTRATION OF MEDICAL TECHNICIANS (GT) IN THE CATEGORY OF VIROLOGY / MYCOBACTERIOLOGY / IMMUNOLOGY

In order to be registered as a qualified medical technician the applicant is required to have been registered as a student medical technician for a period of not less than 24 months. Proof to that effect should be reflected on Form 25.

- i. Original Form 24GT duly completed.
- ii. Original Form 25 with 24 months of training.
- iii. Certificate issued by the Society of Medical Laboratory Technologists of South Africa (SMLTSA) confirming successful completion of examination.
- iv. Copy of ID document.
- v. Registration fee plus pro rata annual fee as published on the website.
- vi. A copy of registration certificate with the Health Professions Council of South Africa.

6.5.1 REGISTRATION IN CELLULAR PATHOLOGY:

- i. Medical technologists **may be registered** in the category:

**Histopathological technique
Cytotechnology or
Cytogenetics**

- ii. Medical technicians **may be registered** in the category:

**Histopathology
Cytotechnology**

- iii. Medical technologists / technicians **are not registered** in the collective field of **Cellular pathology**.
- iv. Schematic breakdown:

CELLULAR PATHOLOGY (General collective field)		
CYTOGENETICS (Field of specialization)	of	CYTOTECHNOLOGY (Field of specialization)
		HISTOPATHOLOGICAL TECHNIQUE (Field of specialization)

12.7 REQUIREMENTS FOR REGISTRATION OF LABORATORY ASSISTANTS

Regulations relating to the registration of Laboratory Assistants were promulgated by the Minister of Health on 20 April 2007 and applicants were registered in terms of the Grand Father Clause on an individual basis. Laboratory Assistants who had been employed in the field for 5 years or more were considered for registration as Supplementary Laboratory Assistants under the 'grandfather clause' provided they comply with certain conditions.

The cut-off date for registration of Laboratory Assistants under the grandfather clause was 31 March 2009 and an article was placed in the Newsletter on these requirements. No further applications for registration as Lab Assistants in terms of the Grandfather Clause will be considered as that provision came to an end on **31 March 2009**.

Persons now wishing to qualify for registration as lab Assistants will have to enroll as student Lab Assistants at a laboratory and do practical training for a period of at least 12 months before enrolling for the SMLTSA examination.

Laboratory Assistants are permitted to choose one of the following elective categories for registration but will not be registered in that category:

- viii. Clinical Pathology/Media
- ix. Histology/Cytology
- x. Blood transfusion

These professionals are registered in terms of Supervised Practice and work under supervision of a medical technologist.

Student Medical Technicians, who were unsuccessful in the Board examination, will be permitted to write the Board examination for Laboratory Assistants in order to qualify as such, after registration as a student Laboratory Assistant.

Laboratory Assistants are required to obtain 10 CEUs per year of which at least 2 should be on Ethics, human rights and medical law and thus 20 with at least 4 CEUs on Ethics, human rights and medical law per 24 month period in terms of the CPD requirements.

In order to register as a Laboratory Assistant, the following documentation must be submitted:

- (ii) Original form 24 LA duly completed;
- (iii) Original form 25 duly completed confirming 12 months training;

- (iv) Copy of ID document;
- (v) Proof of payment of the registration fee plus pro rata annual fee as published on the website
- (vi) Certificate in Laboratory Assistance from the Society of Medical Laboratory Technologists of South Africa (SMLTSA) confirming successful completion of examination.

13 OCCUPATIONAL THERAPY

PROFESSIONS WITH THE BOARD

- Occupational Therapy
- Medical Orthotics / Prosthetics
- Music Therapy
 - Drama
 - Dance
 - Art
 - Music

DIFFERENT REGISTERS

OT	Occupational Therapist
OS	Medical Orthotics / Prosthetics
SOT	Supplementary Occupational Therapist
SOS	Supplementary Medical Orthotics / Prosthetics
OB	Orthopaedic Footwear Technicians
OTT	Occupational Therapy Technicians
AOS	Assistant Medical Orthotics / Prosthetics & Leatherworks
OTB	Occupational Therapy Assistants
OTE	Medium Therapists (Arts Therapist)
OSA	Orthopaedic Technical Assistants

LIST OF EDUCATIONAL INSTITUTIONS

Occupational Therapy

Dept. of Occupational Therapy:	University of Pretoria
Dept. of Occupational Therapy:	University of Stellenbosch
Dept. of Occupational Therapy:	University of Western Cape
Dept. of Occupational Therapy:	University of the Orange Free State
Dept. of Occupational Therapy:	University of the Witwatersrand
Dept. of Occupational Therapy:	University of Durban – Westville
Dept. of Occupational Therapy:	Medical University of South Africa
Dept. of Occupational Therapy:	University of Cape Town

Medical Orthotics / Prosthetics

Dept. of Sport Rehabilitation and Dental Sciences Tshwane University of Technology Pretoria

Arts Therapy

Dept. of Music University of Pretoria

13.1 REQUIREMENTS FOR REGISTRATION AS STUDENT – OCCUPATIONAL THERAPIST (OT- S)

- i. Must register with four months of registering with an accredited university in South Africa;
 - ii. Original duly completed form 53.
 - iii. Clear copy of ID document.
 - iv. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).
- a) RE-REGISTRATION AFTER INTERRUPTION OF STUDIES FOR ONE YEAR OR MORE**
- i. Original certificate of registration as student
 - ii. Certificate of resumption of study issued by University
 - iii. Registration fee as published on the website
- b) RE-REGISTRATION AFTER INTERRUPTION OF STUDIES FOR LESS THAN ONE YEAR**
- i. Certificate of resumption of study issued by University

13.2 REQUIREMENTS FOR REGISTRATION OF OCCUPATIONAL THERAPIST (OT)

a) SA QUALIFICATION [COMMUNITY SERVICE]

- i. Form 23 (Community Service) duly completed by applicant and University.
- ii. Original letter or certified copy from the Department of Health for Community Service, if available.
- iii. Copy of ID document.
- iv. Registration fee plus pro rata annual fee as published on the website.
- v. Registered in the category: **Public Service (Community Service)**

b) INDEPENDENT PRACTICE

- i. The application may be emailed OR faxed to the HPCSA;
- ii. Combined Form 27 Com Serve duly completed the applicant and the clinical manager / Medical Superintendent bearing the official stamp of the institution;
- iii. Otherwise Form 23 and copy of report of completed Community Service signed by Clinical Manager / Medical Superintendent indicating the exact dates of community service and bearing the official stamp of the institution.
- iv. No registration fee required, only an annual fee must be paid.

c) FOREIGN QUALIFICATIONS

All foreign qualified occupational therapists are required to sit for an entry examination in order to determine their registrability (refer to Board Manager).

13.3 REQUIREMENTS FOR REGISTRATION OF OCCUPATIONAL THERAPY TECHNICIAN (OTT)

- i. Form 24 and original proof of one year practical experience and 50 hours training provided by training institution.
- ii. A copy of ID document.
- iii. Registration fee plus pro rata annual fee as published on the website.
- iv. Registered in the category: **Supervised Practice**

13.4 REQUIREMENTS FOR REGISTRATION STUDENTS ARTS THERAPIST, UP, DUT AND WITS

- i. Must register with the Council within four months of registering the university;
- ii. Original form 53 duly completed;
- iii. A clear copy of ID document;
- iv. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than two months after date of registration at University).

13.5 REQUIREMENTS ARTS THERAPISTS; UP, DUT AND WITS

- i. Form 23 duly completed by applicant and University.
- ii. Copy of ID document.
- iii. Registration fee plus pro rata annual fee as published on the website.
- iv. Registered in the category: **Independent Practice**

14 MEDICAL ORTHOTICS / PROSTHETICS

14.1 REQUIREMENTS FOR REGISTRATION AS STUDENT MEDICAL ORTHOTICS / PROSTHETICS (OS-S)

- i. Original Form 53 duly completed
- ii. A clear copy of ID document.
- iii. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

14.2 REQUIREMENTS FOR REGISTRATION AS AN INTERN MEDICAL ORTHOTIST / PROSTHETIST

- i. copy of my certificate as a student with the Health Professions Council of South Africa;
- ii. Form 26A OS duly completed;
- iii. My original diploma/degree (a copy will only be accepted if certified by an attorney in his/her capacity as **Notary Public** and bearing the official stamp) Copies certified by a Commissioner of Oaths **will not be accepted**.
- iv. Registration fee as published on the website. **Please attach a copy of the proof of payment.**
- v. A letter from the supervising medical orthotist and prosthetist, stating that he/she is willing to act as supervisor for the intern and stating the period of internship involved;
- vi. A letter from the Head of the training institution indicating that the intern will be accommodated for the full duration of the internship as well as the exact period of the internship;
- vii. A letter from the Head of Department of the supervising university stating that the university will act as supervising university and that the Department will ensure that the training is undertaken in accordance with the approved internship programme.
- viii. A clear copy of identity document.

14.3 REQUIREMENTS FOR REGISTRATION AS MEDICAL ORTHOTIST / PROSTHETIST (OS)

- i. Original duly completed form 23 or 24 and original National Diploma or a copy thereof certified by a Notary Public.
- ii. A copy of ID document.
- iii. Original form 27 –OS.
- iv. Registration fee plus pro rata annual fee as published on the website.
- v. A copy of your registration certificate with the Health Professions Council of South Africa.
- vi. Registered in the category: **Independent Practice**.

14.4 REQUIREMENTS FOR REGISTRATION OF ORTHOPAEDIC FOOTWEAR TECHNICIANS (OB)

No student registration required.

- i. Original Form 24 duly completed.
- ii. A copy of ID document.
- iii. Letter from Head of approved unit, stipulating that he/she had completed a minimum of three years' practical training.
- iv. Registration fee plus pro rata annual fee as published on the website.
- v. Registered in the category: **Supervised Practice**

14.5 REQUIREMENTS FOR REGISTRATION OF ORTHOPAEDIC TECHNICAL ASSISTANT (OSA)

- i. Original Form 24.
- ii. Original Form 27 OS (training institution to be confirmed with Board Manager) or a letter issued by the Head of approved unit, stipulating that he/she had completed a minimum of two year's practical training.
- iii. Copy of ID document.
- iv. Registration fee plus pro rata annual fee as published on the website.
- v. Registered in the category: **Supervised Practice**

14.6 REQUIREMENTS FOR REGISTRATION OF FOREIGN QUALIFICATIONS

- i. All foreign qualified professionals are required to sit for an examination.
- ii. Refer to the Committee Coordinator for Board approval.

15 OPTICAL DISPENSERS

15.1 REQUIREMENTS FOR REGISTRATION OF STUDENT OPTICAL DISPENSER (OD S)

- a. Must register with four months of registering with an accredited university in South Africa;
- b. Original duly completed form 53.
- c. Clear copy of ID document.
- d. Registration fee as published on the website (penalty fee is payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

15.2 REQUIREMENTS FOR REGISTRATION OF OPTICAL DISPENSER (OD)

- i. Original form 23 duly completed.
- ii. Copy of ID document.

- iii. Registration fee plus pro rata annual fee as published on the website.
- iv. Registration in the category: **Independent Practice.**

NOTE:

Optical Dispensers, who wish to register as Optometrists, have the following options, namely:

- i) Join an optometry programme with any of the Universities; or
- ii) Sit for a Board examination to confirm his/her competency

Thereafter application can be submitted on Form 23 and following the registration requirements as per paragraph 10.2 below.

16 OPTOMETRISTS

16.1 REQUIREMENTS FOR REGISTRATION OF STUDENT OPTOMETRIST

a) FIRST REGISTRATION AS STUDENT OPTOMETRIST (OP-S)

- i. Must register with four months of registering with an accredited university in South Africa;
- ii. Original duly completed form 53.
- iii. Clear copy of ID document.
- iv. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

b) RE-REGISTRATION AFTER INTERRUPTION OF STUDIES FOR ONE YEAR OR MORE

- i. Original certificate of registration as student.
- ii. Certificate of resumption of study issued by University.
- iii. Registration fee as published on the website

c) FOREIGN QUALIFICATIONS

All foreign qualified professionals are required to sit for an examination.

Form 176: duly completed applications may be sent to (the attention of the Board Manager for submission of the application to the Professional Board):

The Registrar
 HPCSA
 P O Box 205
 PRETORIA
 0001

16.2 REQUIREMENTS FOR REGISTRATION AS AN OPTOMETRISTS (OP)

SA QUALIFICATION

- i. Original form 23 duly completed by the applicant and university or 24 and original Degree Certificate or a copy certified by a Notary Public attorney.
- ii. Copy of ID document.

- iii. Registration fee plus pro rata annual fee as published on the website.
- iv. Register in the category: **Independent Practice.**

16.3 REQUIREMENTS FOR APPLICATION OF APPROVAL FOR A MOBILE PRACTICE

Duly completed applications may be sent to (For the attention of the Board Manager for submission of the application to the Professional Board):

The Registrar
HPCSA
P O Box 205
PRETORIA
0001

17 PSYCHOLOGY

17.1 REQUIREMENTS REQUIRED FOR REGISTRATION OF STUDENT PSYCHOLOGIST (PSS)

- i. Must register within four months of starting the M1 programme with the university.
- ii. Original Form 53 PSS duly completed.
- iii. A clear copy of ID document.
- iv. Proof of registration from University as M1 student indicating category of registration and date of enrollment.
- v. Notarized copy of Honours Degree or Form 23 duly completed by University.
- vi. Academic record for Honours (only if Psychology is not stated as field of study on Honours Degree or Form 23).
- vii. The prescribed registration fees as published on the website.

17.2 REQUIREMENTS FOR REGISTRATION AS AN INTERN PSYCHOLOGIST (PSIN)

- i. An original Honours Bachelor's degree certificate (a copy will only be accepted if certified by an attorney in his/her capacity as **Notary Public** and bearing the official stamp.) Copies certified by a Commissioner of Oaths **will not be accepted**.
- ii. An official letter from the University confirming that the applicant has successfully passed an examination at the end of the first year of his/her Masters study confirming the category (i.e. Counselling of the recognised directed Masters degree course for which the student enrolled, confirmed by the Head of Department of Psychology and Registrar Academic).
- iii. A copy of the Masters degree certificate (where applicable certified as in 1 above) or Form 23, duly completed.
- iv. An original academic record issued by the University where the applicants degree was obtained (if Psychology is not indicated as the field of study on the original degree certificate/Form 23).
- v. The prescribed registration fees as published on the website.
- vi. A clear copy of identity document.
- vii. A copy of the applicant's marriage certificate (should the applicant wish to register in her married surname).
- viii. A copy of the certificate as a student with the Health Professions Council of South Africa.
- ix. A detailed internship programme compiled according to a time schedule (weekly basis) indicating the percentage of time allocated towards each activity, the client spectrum as well as the different psychological tests which will be used in the case of a training institution not being accredited by the Professional Board for training of intern psychologists.

- x. A letter from the supervising senior psychologist, registered in the same category, wherein it is confirmed that he/she would be willing to act as a supervisor for the duration of the internship.
- xi. A letter from the training institution consenting to accommodate the candidate as intern for the duration of the internship.
- xii. A letter from the supervisor of the Department of Psychology of the University agreeing to act as such for the duration of the internship.

NB: Please note that these letters serve to safeguard the position of the intern psychologist and also ensure that the minimum training criteria is being met.

NB:** A senior psychologist is a person registered with the Professional Board in the relevant category for a period of at least three years.

NB:** In order to act as supervisor University, the University must offer recognised Masters training in the applicable category.

Registration as a Psychologist can be obtained in one or more categories, namely: Clinical Psychologist, Counselling Psychologist, Educational Psychologist, Industrial Psychologist or Research Psychologist.

17.3 REQUIREMENTS FOR REGISTRATION AS PSYCHOLOGIST (PS)

- i. Original Form 24 PS and Form 27 PSY duly completed.
- ii. Academic record of Masters (if Psychology is not stated as field of study on original Masters Degree or Form 23).
- iii. Notarized copy of Masters Degree or Form 23 duly completed by University.
- iv. The prescribed registration and pro-rata annual fees.
- v. Form 27 should be verified from Form 77 for the approved internship programme and no alteration may be accepted.

17.4 PERFORMING OF COMMUNITY SERVICE

- i. Clinical Psychologists are the only category of practitioners registered under the ambit of the Board that are required to perform 12 months compulsory Community Service.
- ii. As from 1 January 2019, Intern Clinical Psychologists will be required to write the National Board Examination prior to commencement with Community Service.

17.5 REQUIREMENTS FOR REGISTRATION OF STUDENT PSYCHOMETRIST (PMTS)

- i. Must register within four months of registering with an accredited university in South Africa.
- ii. Original Form 53 duly completed.
- iii. A clear copy of ID document.
- iv. The prescribed registration fees as published on the website.

17.6 REQUIREMENTS FOR SITTING THE NATIONAL BOARD EXAMINATION FOR PSYCHOMETRISTS (PMT)

- i. An accredited 4- year B Psych or a B Psych equivalent in Psychology accredited by the Board that incorporates an approved 6 month/ or 720-hour face-to-face practicum.
- ii. Practical hours in the application of Psychometry must be recorded in a logbook and countersigned by the supervisor.
- iii. Passing the National Board Examination and register as Psychometrist within 2 years after successfully completing a B Psych or a B Psych Equivalent qualification.

The National Board Examination is conducted annually (first Wednesday of February, June and October of each year). The closing date for the February examination is 15 December, 30 April for the June examination and for the October examination is 31 August annually (No late entries will be accepted). Applicants must pass the Board Examination (70%) to register as a Psychometrist.

17.7 REQUIREMENTS FOR REGISTRATION AS A PSYCHOMETRIST (PMT)

- i. Original Form 24 PMT duly completed or Form 23.
- ii. A clear copy of ID document.
- iii. Academic record of the B Psych or B Psych Equivalent Degree.
- iv. A copy of B Psych or B Psych Equivalent Degree certified by a Notary Public.
- v. The prescribed registration and pro-rata annual fees as published on the website.
- vi. A letter confirming that the candidate has passed the Board Examination.

17.8 REQUIREMENTS FOR REGISTRATION OF STUDENT REGISTERED COUNSELLORS (SRC)

- i. Must register within four months of registering with an accredited university in South Africa.
- ii. Original duly completed Form 53.
- iii. A clear copy of ID document.
- iv. The prescribed registration fees as published on the website.

17.9 REQUIREMENTS FOR REGISTRATION AS REGISTERED COUNSELLORS (PRC)

- i. Form 24 RC duly completed.
- ii. A letter confirming that the candidate has passed the Board Examination.
- iii. Copy of the 4 -year Bachelor's degree in Psychology or B Psych Equivalent certified by a Notary Public attorney, bearing the official stamp.

OR

- iv. Form 23 duly completed (only if degree has not been conferred)
- v. Original academic record (a copy will only be accepted if certified by a Notary Public attorney, bearing the official stamp);
- vi. The prescribed registration and pro-rata annual fees as published on the website.

17.10 REQUIREMENTS for application for registration by PERSONS with non-South african (FOREIGN) QUALIFICATIONS

- i. All applications for registration from candidates with a non-South African (Foreign) qualification in the field of psychology have to be considered on an ad hoc basis.
- ii. **Form 91** has to be completed (Annexure A, B and C to be fully completed) and submitted together with the following supporting evidence:
 - a. A certified copy of the applicant's identity document/passport;
 - b. Copies of all degree certificates and transcripts certified by an attorney in his/her capacity as a **NOTARY PUBLIC** and bearing the official stamp and a sworn translation thereof into English) (for practitioners from Non-English-speaking countries);
 - c. The calendar of the candidates educational institution, published in the year in which the candidate commenced his/her studies, indicating the syllabus of the programme completed;
 - d. Supporting evidence – experience obtained, dates, places etc.
 - e. Proof of registration with a foreign professional body/Lisencure. Original Letter of Good Standing from the registering authority abroad (not older than 6 months);
 - f. Qualification in another language – submit letter from International English Language Testing System. Band score 6 (they can use and understand complex English fairly well);
 - g. Original valid letter of endorsement in support of the application for registration issued by the Foreign Workforce Management Program (FWMP) (Not applicable to SA citizens and Permanent Residents) Contact the National Department of Health on www.health.gov.za/;
 - h. SAQA evaluation of qualification (Visit <http://www.saqa.org.za/> to obtain foreign qualification evaluated. Please note that HPCSA requirements and verification are not replaced by the SAQA Certificate of Evaluation).
 - i. Proof of payment of a non-refundable administration fee **of R 4000.00**.

FOREIGN QUALIFICATION

Refer applicant to the Manager of the Professional Board for Psychometry for submission of the application to the Board.

18 PHYSIOTHERAPY

PROFESSIONS WITHIN THE BOARD.

- Physiotherapy
- Podiatry.
- Biokinetics.

PT	Physiotherapists
CH	Podiatry
BK	Biokineticists
SPT	Supplementary Physiotherapists
SCH	Supplementary Podiatrists
SBK	Supplementary Biokineticists
PTA	Assistant Physiotherapists
MA	Masseurs
RM	Remedial Gymnasts

18.1 REQUIREMENTS FOR REGISTRATION OF STUDENT – PHYSIOTHERAPISTS (PT-S)

a) FIRST REGISTRATION AS A STUDENT

- i. Must register with four months of registering with an accredited university in South Africa;
- ii. Original duly completed form 53.
- iii. Clear copy of ID document.
- iv. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

b) RE-REGISTRATION AFTER INTERRUPTION OF STUDIES FOR ONE YEAR OR MORE

- i. Original certificate of registration as student.
- ii. Certificate of resumption of study issued by University.
- iii. Registration fee as published on the website

c) RE-REGISTRATION AFTER INTERRUPTION OF STUDIES FOR LESS THAN ONE YEAR

- i. Form 41.
- ii. Certificate of resumption of study issued by University.

18.2 REQUIREMENTS FOR REGISTRATION OF PHYSIOTHERAPISTS (PT)

a) SA QUALIFICATIONS (COMMUNITY SERVICE)

- i. Original duly completed form 23 (Community Service).
- ii. Clear copy of ID document.
- iii. Registration fee plus pro rata annual fee as published on the website.
- iv. A copy of registration certificate with the Health Professions Council of South Africa.

- v. Register in the category: **Public Service: Community Service.**

b) INDEPENDENT PRACTICE

- i. The application may be emailed OR faxed to the HPCSA;
- ii. Combined Form 27 Com Serve duly completed the applicant and the clinical manager / Medical Superintendent bearing the official stamp of the institution;
- iii. Otherwise Form 23 and copy of report of completed Community Service signed by Clinical Manager / Medical Superintendent indicating the exact dates of community service and bearing the official stamp of the institution.
- iv. No registration fee required, only an annual fee must be paid.

c) FOREIGN QUALIFICATIONS

- i. All foreign qualified Physiotherapists are required to sit for an examination concluded by the Board, twice per year.
- ii. Form 49.
- iii. Form 146.
- iv. Certificate of Status, issued by foreign registration authority not older than 6 months from date of issue.
- v. Original certificate of Qualifications or copy thereof certified by Notary Public Attorney.
- vi. SAQA evaluation report;
- vii. Copy of passport (or ID document where applicable).

18.3 REQUIREMENTS FOR REGISTRATION OF PHYSIOTHERAPY ASSISTANT STUDENTS (PTA-S)

- i. Must register with four months of registering with an accredited university in South Africa;
- ii. Original duly completed form 53.
- iii. Clear copy of ID document.
- iv. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

18.4 REQUIREMENTS FOR REGISTRATION OF PHYSIOTHERAPY – ASSISTANTS (PTA)

- i. Original duly completed form 24 or form 23 duly completed by the training institution.
- ii. Certificate from educational institution (approved by Board Manager)
- iii. Copy of ID document.
- iv. Registration fee plus pro rata annual fee as published on the website.
- v. Register in the category: **Supervised Practice**

19.1 REQUIREMENTS FOR REGISTRATION OF STUDENT – PODIATRISTS (CH-S)

a) FIRST REGISTRATION AS STUDENT

- i. Must register with four months of registering with an accredited university in South Africa;
- ii. Original duly completed form 53.
- iii. Clear copy of ID document.
- iv. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

b) RE-REGISTRATION AFTER INTERRUPTION OF STUDIES FOR ONE YEAR OR MORE

- i. Original certificate of registration as student.
- ii. Certificate issued by University indicating date of enrolment and year of study.
- iii. Registration fee as published on the website

c) RE-REGISTRATION AFTER INTERRUPTION OF STUDIES FOR LESS THAN ONE YEAR

Certificate issued by University indicating date of enrolment and year of study.

19.2 REQUIREMENTS FOR REGISTRATION OF PODIATRIST (CH)

a) SA QUALIFICATION

- i. Original duly completed Form 23 or 24 and original National Diploma or a copy certified by a Notary Public Attorney.
- ii. Clear copy of ID document.
- iii. Registration fee plus pro rata annual fee as published on the website.
- iv. A copy of registration certificate with the Health Professions Council of South Africa.
- v. Register in the category: **Independent Practice**

b) FOREIGN QUALIFICATIONS

- i. Form 176 - (refer to the Committee Coordinator for submission of the application to the Professional Board)
- ii. Original qualification or a copy certified by a Notary Public Attorney.
- iii. Detailed information on the nature and content of the education and training, issued by the institution.
- iv. Certificate of Good Status issued by foreign registration authority.

NOTE:

No registration or other fee is payable with the initial application. Once the applicant had successfully completed the examination or met the requirements determined by the Professional Board, the Board will issue a letter to the applicant with an indication of the registration fee, pro rata annual fee and other requirements to be met in order to obtain registration in public service, community service or relevant registration category.

20 BOKINETICIST

20.1 REQUIREMENTS FOR REGISTRATION AS STUDENT–BOKINETICIST (BK-S)

- i. Must register with four months of registering with an accredited university in South Africa;
- ii. Original duly completed form 87.
- iii. Clear copy of ID document.
- iv. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

20.2 REQUIREMENTS FOR REGISTRATION AS AN INTERN BOKINETICIST

- i. Original duly completed Form 26 BKIN.
- ii. Copy of ID document.
- iii. A letter from the supervising bokineticist, stating that he/she is willing to act as supervisor for the intern and stating the period of internship involved;
- iv. A letter from the Head of the training institution indicating that the intern will be accommodated for the full duration of the internship as well as the exact period of the internship;
- v. Registration fee as published on the website

Form 160 BK Guidelines for Internships in Biokinetics should be provided to Interns.

(a) FOREIGN REGISTRATION

- i. All foreign qualified Bokineticists are required to sit an entry examination presented by the SA Association for Biokineticists.
- ii. Refer to Board Manager for submission of the application to the Professional Board.

20.3 REQUIREMENTS FOR REGISTRATION AS BOKINETICIST (BK)

- i. Original form 23 duly completed by the applicant and the university or 24BK and original Honors Degree certificate or a copy certified by a Notary Public Attorney.
- ii. Recommendation of Internship completed by SA Association for Biokinetics.
- iii. Copy of ID document.
- iv. Register in the category: **Independent Practice**
- v. Registration fee plus pro rata annual fee as published on the website.

21 RADIOGRAPHERS

21.1 REQUIREMENTS FOR REGISTRATION OF STUDENT RADIOGRAPHERS (DR-S)

- i. Must register within four months from date of registration with the university in SA;
- ii. Form 53 duly completed
- iii. Copy of ID document.
- i. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

21.2 RE-REGISTRATION AFTER INTERRUPTION OF STUDIES FOR ONE YEAR OR MORE

- i. Certificate issued by University confirming resumption of study.
- ii. Registration fee as published on the website.

21.3 REQUIREMENTS FOR REGISTRATION OF RADIOGRAPHERS (DR)

a) SA QUALIFICATION

- i. Original duly form 23 duly completed by the training institution and the applicant
- ii. Copy of ID document.
- iii. Registration fee plus pro rata annual fee as published on the website.
- iv. Upon completion of the educational and training requirements, practitioners are registered in the category: **Public Service: Community Service-Diagnosis, Therapy** etc.

21.4 REQUIREMENTS FOR REGISTRATION IN INDEPENDENT PRACTICE

- i. The application may be emailed OR faxed to the HPCSA;
- ii. Combined Form 27 Com Serve duly completed the applicant and the clinical manager / Medical Superintendent bearing the official stamp of the institution;
- iii. Otherwise Form 23 and copy of report of completed Community Service signed by Clinical Manager / Medical Superintendent indicating the exact dates of community service and bearing the official stamp of the institution.
- iv. No registration fee required, only an annual fee must be paid. Annual fee rate is published on the website
- v. In order to enter into **Private Practice**, practitioners apply per Form 165 directly to Board Manager after two years of practice.
- vi. A copy of registration certificate with the Health Professions Council of South Africa.

b) FOREIGN QUALIFICATION

- i. Form 177.

- ii. Refer applicant to Board Manager for submission of the application to the Professional Board.

c) ADDITIONAL QUALIFICATIONS / CATEGORIES

- Radiographers normally qualify in the category “**diagnostic**”.
- **New categories have been added in undergraduate training. As of 2017, Radiographers will qualify in Diagnostic, Ultrasound, Therapy and Nuclear Medicine.**
- If another qualification (eg) BTech or Honors Degree in “diagnosis” is obtained in addition to the initial qualification in “diagnosis”, the BTech or Honors Degree or other qualification is registered as an **additional qualification** (form 19) or Notarised copy of degree.
- The same rule would apply for any other discipline, category or field namely that the qualification is registered as an additional qualification, if the initial Degree or Diploma was obtained in that discipline (Form 19).
- If another qualification (eg) BTech or Honors Degree in another field, discipline or category e.g. “nuclear medicine, therapy or ultrasound” is obtained in addition to the initial basic qualification in “Diagnosis” this qualification is reflected as an **additional category** only.
- If a further qualification in another discipline is obtained in addition to the initial basic qualification as well as a registered additional qualification as outlined above, such qualification is registered as an **additional qualification**.

21.5 REQUIREMENTS FOR REGISTRATION OF SUPPLEMENTARY DIAGNOSTIC RADIOGRAPHERS UPGRADING TO RADIOGRAPHERS (DR)

Practitioners have to register with University to obtain either a National Diploma or Degree in Radiography. Then after completion of the qualification they have to submit the following for registration as radiographer:

- (i) Original form 23 duly completed by the applicant and the university or form 24 together with the original qualification or a notarized copy by a Notary Public Attorney;
- (ii) Clear copy of Id document;
- (iii) Registration fee plus pro rata annual fee as published on the website;

The practitioner may then be registered in the category **Independent Practice** as they do not have to do Community Service seeing that they worked under supervised practice before upgrading to Radiographers.

22 CLINICAL TECHNOLOGY

22.1 REQUIREMENTS FOR REGISTRATION OF STUDENT – CLINICAL TECHNOLOGISTS (KT-S)

- i. Must register with four months of registering with an accredited university in South Africa;

- ii. Original duly completed form 53.
- iii. Clear copy of ID document.
- iv. Registration fee: **R186.00** (penalty fee of **R85.00** per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

22.2 REQUIREMENTS FOR REGISTRATION OF ASSISTANT CLINICAL TECHNOLOGISTS (KT-A)

- i. Original form 23 or 24 KT and original National Diploma in Clinical Technology issued by University.
- ii. Copy of ID document.
- iii. National Higher Certificate in Clinical Technology issued by University.
- iv. Registration fee plus pro rata annual fee as published on the website.
- v. Category of registration: **Supervised Practice: Critical Care, Pulmonology** etc.

22.3 REQUIREMENTS FOR REGISTRATION OF CLINICAL TECHNOLOGISTS (KT)

NB: who obtained National Diploma prior to 1 April 2002.

- i. Original Form 23 or 24 and original National Diploma in Clinical Technology or a copy thereof certified by a Notary Public Attorney.
- ii. Copy of ID document.
- iii. Registration fee plus pro rata annual fee as published on the website.
- iv. Category of registration: **Private Practice: Critical Care, Pulmonology** etc.

22.3.1 REQUIREMENTS FOR REGISTRATION OF CLINICAL TECHNOLOGISTS (KT)

N.B: who obtained National Diploma after 1 April 2002

- i. Original form 23 duly completed by the applicant and university or 24 and original National Diploma in Clinical Technology or a copy thereof certified by a Notary Public Attorney.
- ii. Copy of ID document.
- iii. Registration fee plus pro rata annual fee as published on the website.
- iv. Category of registration: **Supervised Practice: Critical Care, Pulmonology** etc.
- v. A copy of registration certificate with the Health Professions Council of South Africa.

22.4 REQUIREMENTS FOR REGISTRATION OF GRADUATE CLINICAL TECHNOLOGISTS (KT-G)

- i. Original form 23 duly completed by the applicant and university or 24 and original National Diploma in Clinical Technology or a copy thereof certified by a Notary Public Attorney.

- ii. Clear copy of ID document.
- iii. KT-G is a build-up from KT. The KT registration is supposed to automatically de-activate, however due to system errors it remains active. Therefore, erased KT 19(1) (C) from date of registering KT-G.
- iv. Registration fee plus pro rata annual fee as published on the website.
- v. Category of registration: **Private Practice: Critical Care, Pulmonology** etc.

22.5 REQUIREMENTS FOR REGISTRATION OF STUDENT – ELECTRO-ENCEPHALOGRAPHIC TECHNICIANS (EE-S)

- i. Original form 53 duly completed.
- ii. Clear copy of ID document.
- iii. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

22.6 REQUIREMENTS FOR REGISTRATION OF ELECTRO-ENCEPHALOGRAPHIC TECHNICIANS (EE)

- i. Original form 24.
- ii. Copy of ID document.
- iii. Documentary evidence issued by the Board Manager, that the applicant was successful in the examination.
- iv. Registration fee plus pro rata annual fee as published on the website.
- v. Category of registration: **Supervised Practice: Critical Care Pulmonology** etc.

22.7 REQUIREMENTS FOR FOREIGN QUALIFICATIONS

- i. Form 176.
- ii. Refer to Board Manager for submission of the application to the Professional Board.

23 SPEECH, LANGUAGE AND HEARING PROFESSIONS

- Speech Therapy
- Audiology
- Hearing Aid Acoustics
- Audiometricians

DIFFERENT REGISTERS

STA	Speech Therapists & Audiologists
SSTA	Supplementary Speech Therapists & Audiologists
ST	Speech Therapists
AU	Audiologists

NB: The Professional Board for Speech Therapy and Audiology resolved in 2005 that professionals who are already registered as a Speech Therapist and Audiologist may apply to be registered as either a Speech Therapist **OR** Audiologist. The applicant has to complete an application form, pay the

applicable registration fee and submit a request to be voluntarily erased as Speech Therapist and Audiologist (STA).

The application will then be referred to Registrations to be processed. The annual fee payment of the applicant must be in order as a Speech Therapist and Audiologist before he/she can be registered in the new register (ST or AU).

23.1 REQUIREMENTS FOR REGISTRATION OF STUDENT- SPEECH THERAPISTS AND AUDIOLOGISTS

a) FIRST REGISTRATION AS STUDENT

- i. Must register with four months of registering with an accredited university in South Africa;
- ii. Original duly completed form 53.
- iii. Clear copy of ID document.
- iv. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

b) RE-REGISTRATION AFTER INTERRUPTION OF STUDIES FOR YEAR OR MORE

- i. Original certificate of registration as student.
- ii. Certificate of resumption of study issued by University
- iii. Registration fee as published on the website.

c) RE-REGISTRATION AFTER INTERRUPTION OF STUDIES FOR LESS THAN ONE YEAR

Certificate of resumption of studies issued by the University.

23.2 REQUIREMENTS FOR REGISTRATION OF SPEECH THERAPISTS AND AUDIOLOGIST

a) SA QUALIFICATIONS

- i. Original Form 23 Community Service duly completed.
- ii. Copy of ID document or passport.
- iii. Register in the category **Community Service**
- iv. Registration fee plus pro rata annual fee as published on the website.
- v. A copy of registration certificate with the Health Professions Council of South Africa.

b) FOREIGN QUALIFICATIONS

- i. All foreign qualified Speech Therapist are required to sit for an entry examination in order to determine their registrability.
- ii. Refer to Board Manager of the Professional Board.
- iii. Original qualification or a copy certified by a Notary Public Attorney.
- iv. Copy of ID document or passport with a clear photograph.
- v. HSRC evaluation.
- vi. Registration fee plus pro rata annual fee as published on the website.
- vii. Recent original Certificate of Good Status issued by regulatory authority.

23.3 REQUIREMENTS FOR REGISTRATION OF SPEECH AND HEARING COMMUNITY WORKERS

- i. Original duly completed application Form 24/23
- ii. Original Diploma in Speech and Hearing Therapy (Community work), University of the Witwatersrand or a copy certified by a Notary Public Attorney.
- iii. Copy of ID document.
- iv. Registration fee plus pro rata annual fee as published on the website.
- v. A copy of registration certificate with the Health Professions Council of South Africa.

23.4 REQUIREMENTS FOR REGISTRATION OF AUDIOMETRITIAN (AU)

- i. Original duly completed Form 24/23.
- ii. Original qualification or a copy thereof certified by a Notary Public Attorney.
- iii. Copy of ID document.
- iv. Registration fee plus pro rata annual fee as published on the website.

- v. A copy of your registration certificate with the Health Professions Council of South Africa.

23.5 REQUIREMENTS FOR REGISTRATION OF SPEECH AND HEARING CORRECTIONISTS

- i. Original duly completed Form 23/24.
- ii. Original Diploma in Remedial Education (Speech and Hearing impaired), University of Cape Town or a copy certified by a Notary Public Attorneys.
- iii. Copy of ID document.
- iv. Registration fee plus pro rata annual fee as published on the website.
- v. A copy of registration certificate with the Health Professions Council of South Africa.

23.6 REQUIREMENTS FOR REGISTRATION OF HEARING AID ACOUSTICIANS (GAK).

- i. Letter confirming that applicant passed the Board exam.
- ii. Original Form 24 duly completed.
- iii. Original Diploma in Hearing Aid Acousticians – University of Johannesburg or a copy certified by a Notary public.
- iv. Copy of ID document.
- v. Registration fee plus pro rata annual fee as published on the website.

24 DIETETICS

24.1 REQUIREMENTS FOR REGISTRATION AS STUDENT IN DIETETICS (DT S)

- i. Must register within four months from date of registration with the university;
- ii. Original Form 53 duly completed.
- iii. Copy of ID document.
- iv. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

24.2 REQUIREMENTS FOR REGISTRATION OF DIETETICS (DT)

(a) SA QUALIFICATIONS (COMMUNITY SERVICES).

- i. Original Form 23 Com Service duly completed.
- ii. Copy of ID document.
- iii. Original or certified letter of employment from the Department of Health for Com Service.
- iv. Registration fee plus pro rata annual fee as published on the website.
- v. Category of registration: **Public Service (Community Service).**

- vi. A copy of your student registration certificate with the Health Professions Council of South Africa.

(b) INDEPENDENT PRACTICE.

- i. The application may be emailed OR faxed to the HPCSA;
- ii. Form 27 Com Serve duly completed by the applicant and the clinical manager / Medical Superintendent bearing the official stamp and date of the institution;
- iii. Or Form 23 and copy of report of completed Community Service signed by Clinical Manager / Medical Superintendent indicating the exact dates of community service and bearing the official stamp of the institution.
- iv. No registration fee is required, only an annual fee must be paid. Pro Rata annual fee rate is available on the website.

(c) FOREIGN QUALIFICATIONS

All foreign qualified Dietitians are required to sit for an entry examination in order to determine their registration. All application received to be submitted to the Registration Department.

25 NUTRITIONISTS (NT)

25.1 REQUIREMENTS FOR REGISTRATION AS STUDENTS IN NUTRITION (NT S)

- i. Must register within four months from date of registration with the university;
- ii. Original Form 53 duly completed.
- iii. Copy of ID document.
- iv. Registration fee as published on the website (penalty fee is also payable at a rate per month in respect of each month or part of month which application is submitted later than four months after date of registration at University).

25.2 REQUIREMENTS FOR REGISTRATION OF NUTRITIONISTS (NT)

(a) SA QUALIFICATIONS

- i. Original Form 23 duly completed;
- ii. A copy of ID document;
- iii. Proof of payment of the registration fee plus pro rata annual fee as published on the website;
- iv. Proof of registration as student;
- v. Qualification certificates certified by a Notary Public Attorney.

26 EXEMPTIONS FROM PAYMENT OF ANNUAL FEES
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A health professional may be exempted from payment of the annual fee if he /she turns **71 before 31 March** of the year. If he /she only turns **71 on 1 April or thereafter**, he/she will be exempted from

paying the annual fee from the **following financial** year. If no ID number or copy of the ID document is on file, the health professional has to submit a copy thereof with the request to be exempted.

THE FOLLOWING REGISTERS ARE EXCEPTIONS AND MAY APPLY FOR EXEMPTION IF THEY TURN 66 BEFORE 1 APRIL ACCORDING TO THE SAME PRINCIPLE AS ABOVE:

Environmental Health Practitioners
Medical Technologists,
Medical Technicians,
Radiographers,
Supplementary Diagnostic Radiographers
Dietitians,
Nutritionists.

27 VOLUNTARY ERASURE FROM THE REGISTER

- Any health professional may apply for voluntary erasure from the register. The application should be in writing and it should reach Council **before 31 March** of the year that he / she wishes to be voluntarily erased. If application is made after 1 April of that year the annual fee for that year must first be paid and then voluntary erasure be requested with effect from the following year.
- When application for restoration is submitted on Form 18, proof of payment of **ONLY** the applicable annual fee has to be submitted. If practitioner was practicing his/her profession outside SA, a detailed CV indicating that the profession was practiced, a certificate of standing issued by the regulatory authority where the applicant had been working as well as copies of any CPD activities attended during the preceding 24 months should be submitted to be restored.
- If a person requested voluntary erasure and applies for restoration within the same financial year he/she has to pay the full annual fee for that year
- Most Professional Boards resolved that practitioners who had been off the register for a period exceeding two years, and who had **not** been practicing their profession should meet certain requirements as specified by the Boards. Please see the attached table for more specific detail in this regard.

28 RESTORATION OF THE NAME OF A PROFESSIONAL TO THE REGISTER

If the name of a person was erased from the register an application for restoration form (Form 18) must be duly completed and returned together with any requirement from the Professional Board and the restoration fee to Council which is as follows:

The restoration fee payable is calculated in terms of the regulations promulgated in the Government Gazette Notice No. R1560 of 31 October 2003 thereby amended on 11 November 2005 Notice No. R1089:

The restoration fee payable by a practitioner if he / she applies for the restoration of his her name to the register from which it was removed under section 19 (1) (d) of the Act-

- a. within a period of six months after the erasure / suspension date, shall be equivalent to twice the applicable annual fee for the current year, plus all outstanding fees, if any;
- b. after a period of six months, but within 12 months of the date of erasure / suspension, shall be equivalent to four times the applicable annual fee for the current year, plus all outstanding fees, if any ;
- c. after a period of more than 12 months of the erasure /suspension date, shall be equivalent to five times the applicable annual fee for the current year, plus all the outstanding fees if any.

PLEASE NOTE: Applications for restorations received from practitioners who have been erased from the register for a period exceeding two years and who were not practicing their profession in another country, has to comply with the special restoration guidelines as approved by the relevant Professional Board. A table with the resolutions of each of the professional boards in this regard is below.

ANNEXURE B: RESTORATION OF HEALTH PROFESSIONALS WHO WERE OFF THE REGISTER FOR 2 YEARS AND WHO HAVE NOT PRACTISED THEIR PROFESSION

Professional Board	Resolution
<p>Dental Therapy and Oral Hygiene</p> <p>Dental Assistants, Oral Hygienists and Dental Therapists</p> <p>Dental Therapists and Oral Hygienists whose names have been off the register for more than 2 years</p> <ul style="list-style-type: none"> • Oral Hygienists • Dental Therapists • Dental Assistants <p>Dental Therapists and Oral Hygienists whose names have been off the register for six (6) years and longer</p>	<p>Submission of the following documents:</p> <p>i. A duly completed application for restoration form (Form 18) - Dental Assistants, Oral Hygienists and Dental Therapists</p> <p>ii. Proof of payment of the restoration fees and all other relevant outstanding fees - Dental Assistants, Oral Hygienists and Dental Therapists</p> <ul style="list-style-type: none"> • Work under supervision for at least one (1) year under a Dentist, Oral Hygienist or Dental Therapist, registered in the category “independent practice” and registered with the HPCSA for at least one (1) year and the registration must be active. • Work under supervision for at least one (1) year under a Dentist or Dental Therapist, registered in the category “independent practice” and registered with the HPCSA for at least one (1) year and the registration must be active. • Dental Assistants are registered in the category “supervised practice” and have to work under direct supervision at all times and therefore, they are not required to submit confirmation of completion supervised period. • Applications from Dental Therapists and Oral Hygienists whose names had been off the relevant register for six(6) years and longer, or who have not registered with the HPCSA within six (6) years must undergo an assessment at a Board recognised Higher Education Institution • Dental Therapists, Oral Hygienists and Dental Assistants will also be required to accrue the necessary Continuing Education Units (CEU’s) according to the CPD guide-lines and will be included in an audit within a year of restoration.

<p>Dietetics</p> <p>DT Dietician SDT Supplementary Dietician NT Nutritionist SNT Supplementary Nutritionist</p>	<p>Health professionals who have been erased for more than 2 yrs up to 4 yrs may be restored under the following conditions:</p> <ul style="list-style-type: none"> • Submission of proof of payment of the restoration fees and the duly completed application form, Form 18; • Health professionals have to obtain the necessary 30 CEU's within 12 months of restoration; • Health professionals will then be audited after 12 months to ensure that they have accrued the 30 CEUs; <p>Health professionals who have been erased for more than 4 years may be restored after successful passing of the Board examination.</p>
<p>Emergency Care Personnel</p> <p>ANA Ambulance Emergency Assistant ANT Paramedic BAA Basic Ambulance Assistant ECP Emergency Care Practitioner ECT Emergency Care Technicians ECA Emergency Care Assistants OECO Operational Emergency Care Orderly</p>	<p>RESTORATION GUIDELINES</p> <ol style="list-style-type: none"> Persons whose names have been erased/suspended from the register or did not register in the relevant register for 2 years and more, but less than four years have to successfully complete a refresher course at an accredited education and training provider; Persons whose names have been erased/suspended from the register or did not register in the relevant register for 4 years and more, but less than 8 years have to successfully complete the full set of final examinations at an accredited education and training provider; Basic Ambulance Assistants, Ambulance Emergency Assistants and Paramedics (CCAs) who completed the short course training and whose names have been erased/suspended from the register or did not register in the relevant register for 8 years and longer have to redo the full course at an accredited education and training provider; Persons who obtained the National Diploma, the B Tech degree and the Bachelor degree in Emergency Medical Care and are registered as Paramedics and Emergency Care Practitioners and whose names have been erased / suspended or did not register in the relevant registers for 8 years and longer have to undergo an examination/assessment, to be determined by the Board. The Emergency Care Providers referred to in (i). to(iv). above will also be required to accrue the necessary Continuing Education Units (CEU's) according to the CPD guidelines and will be included in an audit within a year of restoration.

<p>Environmental Health Practitioners</p> <p>FI Food Inspector HI Environmental Health Officer</p>	<ul style="list-style-type: none"> All applications must be submitted to the Board Manager who will submit it to the Education Committee of the Board. The applications should include the proof of payment of the restoration fees and duly completed Form 18. Practitioners who were off the register and had been out of practice for longer than 2 years need to pass the Board exam before they may be restored to the register.
<p>Medical and Dental Profession</p> <p>AN Anaesthetists' Assistant BE Biomedical Engineer DP Dentist GR Genetic Counsellor HA Health Assistant KB Clinical Biochemist MP Medical Practitioner MW Medical Biological Scientist PH Medical Physicist SMW Supplementary Medical Scientist</p>	<p>In the event of practitioners' names having been erased in terms of Section 19 of the Act (Act 56 of 1974) whilst the practitioner was actively practising his/her profession abroad: Such applications be dealt with administratively and restored to the register on receipt of penalties paid as well as a recent Certificate of Good Standing and proof of having worked as a medical or dental practitioner, medical scientist or clinical associate.</p> <p style="text-align: center;">Medical and Dental Practitioners</p> <p style="text-align: center;"><i>Determination of Competence to practice the profession: criteria based on the time spent not practising.</i></p> <p>After determination of fitness to practice as per step one of the Procedure of this Policy:</p> <ol style="list-style-type: none"> Five years or less: administrative compliance to complete the required applications and payment of appropriate fees. Five to ten years: applicant to spend a minimum of 12 months in supervised practice and thereafter to be assessed administratively for compliance with the requirements of supervised practice of this Policy. If there is doubt concerning such compliance Administration will refer the matter to the relevant sub-committee of the Board. Ten years or more: applicant to take the relevant Board examination for competence. If successful, to spend a minimum of 12 months in supervised practice and thereafter to be assessed administratively for compliance with the requirements of supervised practice of this Policy. If there is doubt concerning

such compliance Administration will refer the matter to the relevant sub-committee of the Board.

Medical Scientists (Medical Biological Scientists, Medical Physicists and Genetic Counsellors):

Determination of Competence to practice the profession: criteria based on the time spent not practising.

After determination of fitness to practice as per step one of the Procedure of this Policy:

- a. Five years or less: administrative compliance to complete the required applications and payment of appropriate fees
- b. Five to ten years: applicant to spend a minimum of six (6) months, and a maximum of twelve months calculated as three months per year erased or suspended in supervised practice and thereafter to be assessed administratively for compliance with the requirements of supervised practice of this Policy. If meeting the requirements the matter will be referred to the Medical Science Committee of the Board for final approval.
- c. Ten years or more: applicant to take the relevant Board examination for competence. If successful, to spend a minimum of 12 months in supervised practice and thereafter to be assessed administratively for compliance with the requirements of supervised practice of this Policy. If there is doubt concerning such compliance Administration will refer the matter to the Medical Science Committee of the Board.

Clinical Associates

Determination of Competence to practice the profession: criteria based on the time spent not practising.

After determination of fitness to practice as per step one of the Procedure of this Policy:

	<ol style="list-style-type: none"> a. Five years or less: administrative compliance to complete the required applications and payment of appropriate fees. b. Five to ten years: applicant to spend a minimum of 12 months in supervised practice and thereafter to be assessed administratively for compliance with the requirements of supervised practice of this Policy. If there is doubt concerning such compliance Administration will refer the matter to the relevant sub-committee of the Board. c. Ten years or more: applicant to take the relevant Board examination for competence. If successful, to spend a minimum of 12 months in supervised practice and thereafter to be assessed administratively for compliance with the requirements of supervised practice of this Policy. If there is doubt concerning such compliance Administration will refer the matter to the relevant sub-committee of the Board.
<p>Medical Technology</p> <p>CT Cyto-Technician GT Medical Technician MT Medical Technologist MLS Medical Laboratory Scientist SGT Supplementary Medical Technician</p>	<p>A PRACTITIONER WHOSE NAME HAS BEEN ERASED FROM THE REGISTER AND HAD NOT BEEN PRACTISING FOR A PERIOD OF MORE THAN TWO YEARS WILL BE REQUIRED TO WORK UNDER SUPERVISION IN AN HPCSA ACCREDITED LABORATORY FOR A PERIOD EQUIVALENT TO SIX MONTHS (1000 HOURS).</p> <ul style="list-style-type: none"> • Complete Restoration Form 18. • Payment of restoration fees and any other fees outstanding. • The applicant be restored in terms of supervised practice immediately on submission of the application form (Form 18,18A,18C, 18 D) and payment of penalty fees; • They have to work under supervision of a registered Medical Technologist at an accredited laboratory, for a period of at least six (6) months; • The supervisor should on completion of the period of 6 months, submit a progress report with a recommendation as to the lifting of restrictions or a further period of supervised practice; and • The progress report will be considered by the Professional Board or Education Committee • During the period of supervised practice the applicant will not be allowed to be self-employed or practising in his or her own private practice. •

	<p>PRACTITIONERS WHO WERE ERASED FROM THE REGISTERS FOR 2 YEARS OR MORE AND <u>HAVE PRACTISED</u> THEIR PROFESSION - RESTORE UPON RECEIPT OF THE FOLLOWING</p> <ul style="list-style-type: none"> • Duly completed application for restoration form (Form 18) and applicable Restoration Fees • Proof of practising their profession – CV or letter from the previous employer confirming employment with dates specified. • COS (Recent certificate of good status from the country where he/she has practised) not older than 3 months. • Proof of CPD attended to during preceding 24 months
<p>Occupational Therapy, Medical Orthotics and Prosthetics and Arts Therapy</p> <p>AOS Assistant Medical Orthotist and Leatherworker AT Arts Therapist OB Orthopaedic Footwear Technician OS Medical Orthotist and Prosthetist OSA Orthopaedic Technical Assistant OT Occupational Therapist OTB Occupational Therapy Assistant OTE Single Medium Therapist (Occupational Therapy) OTT Occupational Therapy Technician SOS Supplementary Medical Orthotist and Prosthetist) SOT Supplementary Occupational Therapist</p>	<p>A. Restoration after Removal or Suspension of name from the register for a period of three years or less</p> <p>If a practitioner's name was removed from the register or his or her registration suspended for a period of <u>three years or less</u> – irrespective of whether he or she practised or not - the restoration application will be dealt with administratively subject to submission of the following:</p> <ul style="list-style-type: none"> • Completion of required restoration form (Form 18) • Payment of the applicable fees and any other outstanding fees <p>The Board reserves the right to institute disciplinary action against practitioners who had practised their profession in South Africa without being registered.</p> <p>B. Restoration after Removal or Suspension of name from the register for a period of more than three years – (Practising)</p> <p>If a practitioner's name was removed from the register or his or her registration suspended for a period of <u>more than three years</u> and he or she was practising the profession (within or outside South Africa) his or her name will be restored without further requirements subject to receipt of the following:</p> <ul style="list-style-type: none"> • Completion of required restoration forms (Form 18 and Form 18 A OCP) • Payment of the applicable fees and any other outstanding fees • A summary of activities during the period of erasure

- Information regarding employment issued by the relevant employers. Evidence regarding experience and appointments held must specify the exact nature and extent of work performed and the periods during which the appointments were held
- A summary of CPD activities completed during the period of erasure as per the Continuing Professional Development policy of Council
- Original documentary evidence of undergraduate and / or postgraduate studies since erasure of name from the register (if applicable).
- If the applicant was registered outside South Africa since erasure of his/her name from the register, an original Certificate of Status (Certificate of Good Standing), issued by the foreign registration authority within the preceding three months.

C. Restoration after Removal or Suspension of name from the register for a period of more than three years – (Non-practising)

If a practitioner's name was removed from the register or his or her registration suspended for a period of more than three years and he or she **was not practising** the following procedure would apply:

- Completion of the required application forms (Form 18 and Form 18 A OCP)
- Payment of restoration fees.
- The practitioner would be restored in the category supervised practice for a period of at least six months (Equivalent to at least 1000 hours)
- Apply to the Board as per the guidelines in Form 18 B OCP for approval of the supervising practitioner by completing and submitting Form 18 C OCP
- Once the Education subcommittee had granted approval of the supervising practitioner the period of supervised practice could commence
- Submission of a report by the supervisor upon completion of period of supervised practice – Form 18 D OCP Supervisory Report
- If the standard of the report is not accepted by the Board a portfolio should be compiled as per Form 18 E OCP Portfolio Guidelines
- Submission of the portfolio by the supervising practitioner as per Form 18 F OCP Portfolio Submission Form.

Upon receipt of a positive supervisory report or portfolio by the supervisor to the satisfaction of the Education Subcommittee, his or her name will be restored to the category of registration that applied prior to the erasure of his or her name from the register.

D. Restoration of Names of Assistants and Technicians

	<p>Separate guidelines apply in the case of the restoration of names of assistants and technicians in view of the fact that they are only entitled to practise under supervision.</p>
<p>Optometry and Optical Dispensing</p> <p>OD Dispensing Optician OP Optometrist OR Orthoptist SOD Supplementary Optical Dispenser SOP Supplementary Optometrist</p>	<ul style="list-style-type: none"> • Restoration Form (Form 18) • Restoration Fees and any other fees outstanding • A health professional may be restored in the category Supervised Practice for a period of at least six months • Submission of a report by the supervisor to the Chairperson of the Education Committee as to the competency of the health professional or whether a further period of supervised practice is recommended • Upon submission of a successful report from the supervisor, the health professional may be restored to the category Independent Practice if he/she was registered in that category prior to the erasure • Accrue the necessary CEUs as per the CPD Guidelines • The health professional be included in a CPD Audit after the period of supervised practice to ensure that this requirement is adhered to <p>Practitioners who were off the register and had been out of clinical work for longer than 5 years need to pass the Board exam before they may be restored to the register.</p> <p>Examinations are conducted each year in March and September.</p>
<p>Physiotherapy, Podiatry and Biokinetics</p> <p>BK Biokineticist OH Podiatrist MA Masseur PT Physiotherapist PTA Physiotherapy Assistant PT-T Physiotherapy Technician RM Remedial Gymnast SBK Supplementary Biokineticist SCH Supplementary Podiatrist SPT Supplementary Physiotherapist</p>	<p>Restoration after maximum of two years off the register</p> <ul style="list-style-type: none"> • Restoration Form (Form 18). • Restoration Fees and any other fees outstanding. <p>Restoration after more than two years AND was not practicing</p> <ul style="list-style-type: none"> • Restored under supervision for a period of at least 6 months; • Completion of Form 18PPB • Payment of restoration fees and any other outstanding fees • Adhere to guidelines relating to Supervised Practice – see below • Submit Portfolio following completion of period of Supervised Practice • Submission of report by supervisor regarding competency of health professional or whether a further period of supervision is needed; <p>a. a registered practitioner in the relevant profession had to supervise him or her during this period and report to the Board regarding his or her competence upon completion of the period of supervised practice by submitting a <u>portfolio</u> in respect of his or her activities during the period of supervised practice. The report should include an</p>

	<p>indication whether a further period of supervision was required. In the case of a negative report the Executive Committee of the Board would deal with the matter;</p> <p>b. the supervisor has to be registered with the Council and practising in South Africa for a minimum period of at least two years. The applicant is not required to apply to the Board for approval of the supervisor.</p> <ul style="list-style-type: none"> • The portfolio to be submitted by the supervisor upon completion of supervised practice over a period of six months (Form 18 PPB Portfolio) should amongst others reflect the number and summary of cases and conditions to which they had been exposed, treatment modalities used as well as CPD activities performed during the period of supervised practice. (Please also see detailed Guidelines in this regard) • Health professional should be included in CPD audit after supervision to ensure requirement is adhered to. <p>Restoration after more than two years AND practicing</p> <ul style="list-style-type: none"> • Form 18PPB • Payment of applicable fees and other outstanding fees • A summary of activities, employment, non-employment in and outside the profession during erasure period • Original documentary evidence of work experience issued by the relevant employers • A summary of CPD activities undertaken during period of erasure • Original documentary evidence regarding undergraduate and or postgraduate studies undertaken during erasure period • If applicant was registered outside South Africa, a recent original Certificate of Status issued by foreign regulatory authority. COS must not be more than 3 months <p><u>Restoration of names of Assistants / Technicians:</u></p> <ul style="list-style-type: none"> • Restoration Form (Form 18) • Restoration Fees and outstanding annual fees (if any) • Restore without further requirements (supervised practice)
<p>Psychology</p> <p>PM Psycho-Technician PMT Psychometrist PRC Registered Counsellor PS Psychologist</p>	<p>Restoration within two years of erasure</p> <ul style="list-style-type: none"> • Restoration Form (Form 18) • Restoration Fees and any other fees outstanding <p>Restoration after two years or more of erasure</p> <ul style="list-style-type: none"> • Restoration Form (Form 18) • Restoration Fees and any other fees outstanding • Submit written request to sit for the Board exam.

	<ul style="list-style-type: none"> • Restored upon successful completion of the Board Examination
<p>Radiography and Clinical Technology</p> <p>DR Radiographer EE Electro-Encephalographic Technician KT Clinical Technologist KTG Graduate Clinical Technologist RLT Radiation Technologist RSDR Restricted Supplementary Diagnostic Radiographer SDR Supplementary Diagnostic Radiographer SEE Supplementary Electro-Encephalographic Technician SKT Supplementary Clinical Technologist SRLT Supplementary Radiation Technologist</p>	<p>RESTORATION OF HEALTH PROFESSIONALS WHO WERE OFF THE REGISTER FOR 2 YEARS AND WHO HAVE <u>NOT</u> PRACTISED THEIR PROFESSION</p> <ul style="list-style-type: none"> • Restoration Form (Form 18) • Restoration Fees and any other fees outstanding • Restored under supervision for a period of 6 months; • Submission of report by supervisor regarding competency of health professional or whether a further period of supervision is needed; • Upon submission of successful supervisory report, health professional may request to work Independently again; • Health professional has to accrue necessary CEUs as per CPD Guidelines; and • Health professional should be included in CPD audit after supervision to ensure requirement is adhered to. <p>PRACTITIONERS WHO WERE ERASED FROM THE REGISTERS FOR 2 YEARS OR MORE AND <u>HAVE PRACTISED</u> THEIR PROFESSION - RESTORE UPON RECEIPT OF THE FOLLOWING</p> <ul style="list-style-type: none"> • Duly completed application for restoration form (Form 18) and applicable Restoration Fees • Proof of practising their profession – CV or letter from the previous employer confirming employment with dates specified. • COS (Recent certificate of good status issued by the Regulatory authority in the country where he/she had been practising) not older than 3 months. • Proof of CPD attended to during preceding 24 months.
<p>Speech, Language and Hearing Professions</p> <p>AM Audiometrician AU Audiologist GAK Hearing Aid Acoustician SAU Supplementary Audiologist SGAK Supplementary Hearing Aid Acoustician SGG Community Speech and Hearing Workers SGK Speech and Hearing Correctionist SSTA Supplementary Speech Therapist and Audiologist ST Speech Therapist</p>	<ul style="list-style-type: none"> • Restoration Form (Form 18) • Restoration Fees and any other fees outstanding • A health professional may be restored in the category Supervised Practice for a period of at least six months • Submission of a report by the supervisor to the Chairperson of the Education Committee as to the competency of the health professional or whether a further period of supervised practice is recommended • Upon submission of a successful report from the supervisor, the health professional may be restored to the category Independent Practice if he/she was registered in that category prior to the erasure

STA Speech Therapist and Audiologist STB Speech Therapy Assistant	<ul style="list-style-type: none"> • Accrue the necessary CEUs as per the CPD Guidelines • The health professional be included in a CPD Audit after the period of supervised practice to ensure that this requirement is adhered to <p>Applicants, who had been off the register and had not been practicing their profession and had not been engaged in CPD for more than 3 years, have to pass the Board exam before they may be restored to the register.</p>
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PRACTITIONERS WHO WERE ERASED FROM THE REGISTERS FOR 2 YEARS OR MORE AND HAVE PRACTISED THEIR PROFESSION - RESTORE UPON RECEIPT OF THE FOLLOWING

- Duly completed application for restoration form (Form 18) and applicable Restoration Fees
- Proof of practising their profession – CV or letter from the previous employer confirming employment with dates specified.
- COS (Recent certificate of good status issued by the Regulatory authority in the country where he/she had been practising) not older than 3 months.
- Proof of CPD attended to during preceding 24 months.