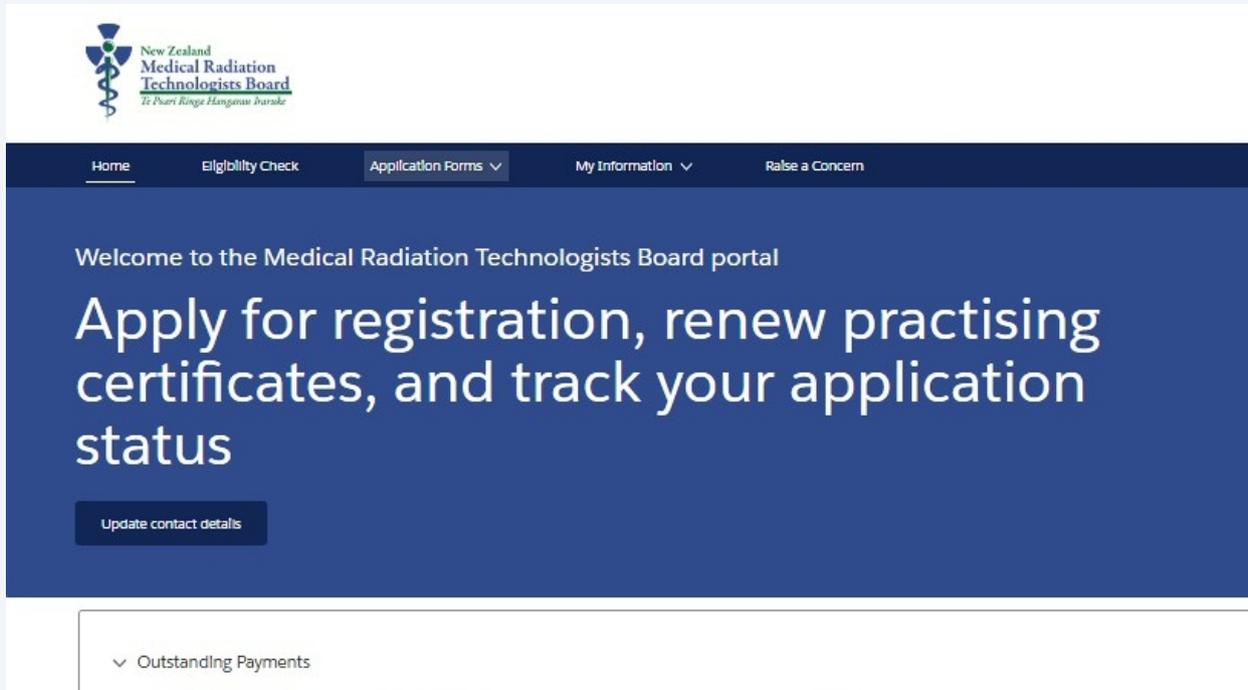


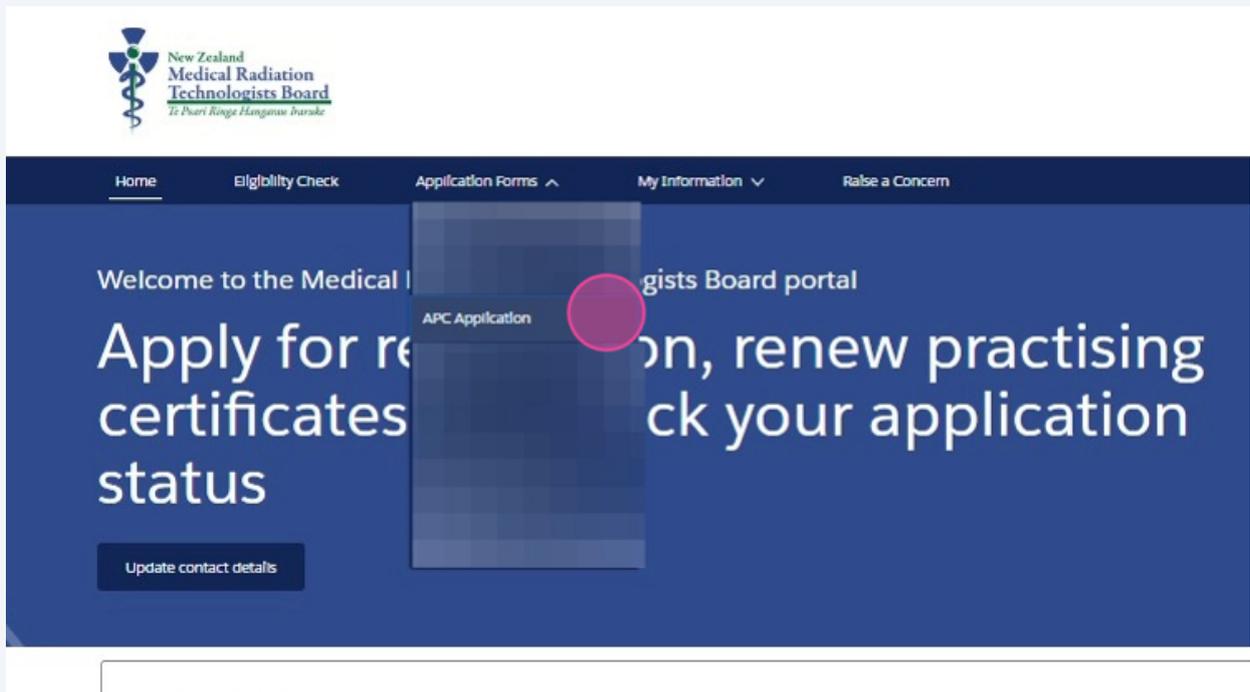
How to apply for an APC

1

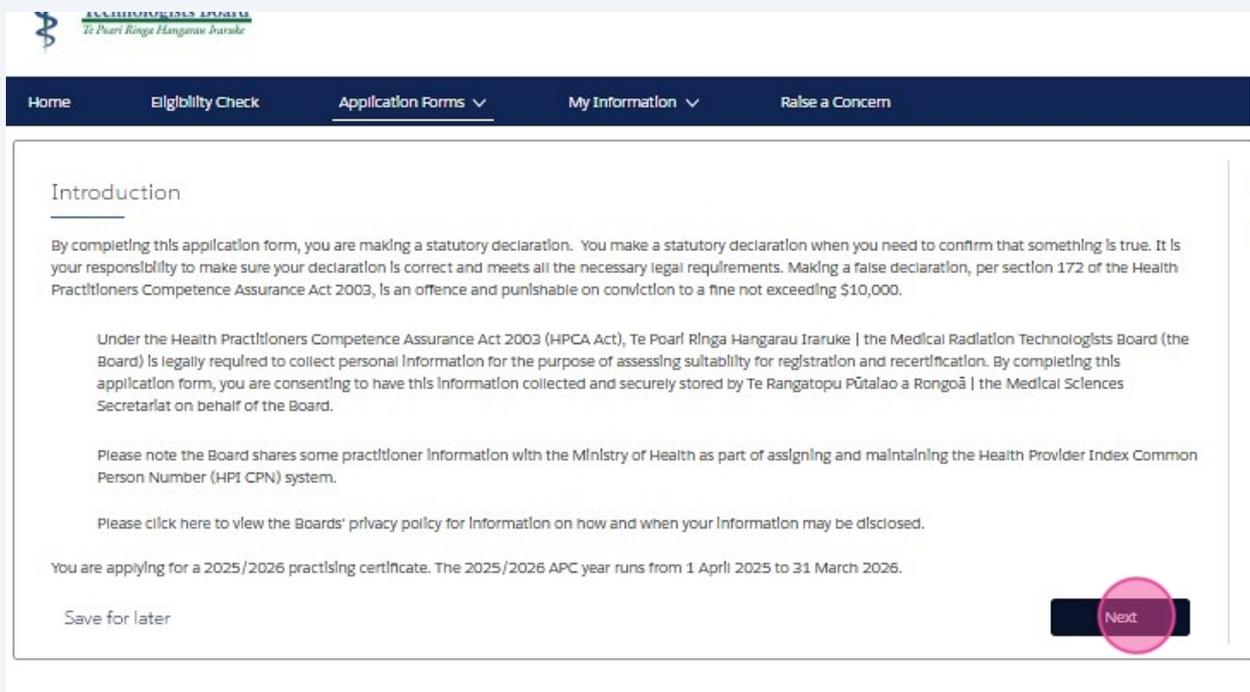
On the Medical Radiation Technologists Board (the Board) website, login to your profile, and click "Application Forms"



2 Click "APC Application"



3 The first page of the form covers statutory declarations and how we may use the information provided in the form.



4

You will have an opportunity to update any contact details that may have changed since you last made contact with the Board.



Home Eligibility Check **Application Forms** My Information Raise a Concern

Contact Details

Please review your contact details and ensure they are current and correct.

- You are required to enter your current work address (if applicable).
- Please provide a personal email address as your primary contact address.

Current Details

First Name	Middle Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Email Address	Secondary Email Address	Honorific/Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
Preferred name/known as	Previous Names	Mobile Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

5

Next, select the scope of practice you want your Annual Practising Certificate (APC) to cover.

Note: You must apply for an APC in one scope at a time. Once your certificate is issued, you can apply through your online portal to add another practising scope.



Home Eligibility Check **Application Forms** My Information Raise a Concern

Scope of Practice

Select the scope of practice you wish to apply for a practising certificate in. If the scope you would like to apply for is not shown, please email the Board at mrt@medsci.co.nz.

You are applying for a new practising certificate.

Select Scope of Practice

6

The form will make specific checks of your information to determine whether Return-to-Practice documents are required. You may be asked whether you have worked overseas or in another regulated profession since you gained registration or last held an APC with the Board.

Note: your application will be checked by one of our team to confirm the correct documents have been requested. Additional information may be requested after your submission of the application.

More information on Return-to-Practice requirements is available on our website.



The screenshot shows the 'Returning to Practice' section of an online application form. The navigation bar at the top includes 'Home', 'Eligibility Check', 'Application Forms', 'My Information', and 'Raise a Concern'. The main content area is titled 'Returning to Practice' and includes a sub-header: 'Your APC application is subject to the Return to Practice policy. Please provide the following documents if applicable.' Below this, there are four upload fields, each with an 'Upload Files' button and 'Or drop files' text:

- *Criminal record check from any overseas country you have lived in for 12 months or more since ceasing practice in New Zealand
- *Letter of Good Standing from the Responsible Authority you have been working under
- Updated CV
- Two professional references

On the right side, a 'Steps' progress indicator shows a vertical line with circular markers. The steps are: 'Introduc...', 'Contact t...', 'Scope of', 'Additlor', 'Relevant', 'Fitness to', 'Review A', 'Payment', and 'Proceed t...'. The 'Additlor' step is currently active, indicated by a blue circle.

7

Next, you will be asked to declare that you understand the relevant policies to your practice.

The screenshot shows the 'Relevant Policies' step of the application process. The page header includes the New Zealand Medical Radiation Technologists Board logo and navigation links: Home, Eligibility Check, Application Forms (selected), My Information, and Raise a Concern. The main content area is titled 'Relevant Policies' and contains four checkbox questions:

- I have read, and I understand the recertification CPD policy (this policy sets out the recertification requirements for medical imaging and radiation therapy practitioners' engagement in continuing professional development (CPD)).
- I have read, and I understand the Competence Standards (this document sets out the minimum requirements used to guide practitioners and ensure they are competent to practise).
- I have read, and I understand the Code of Ethical Conduct (this document sets out the standards of conduct or behaviour expected of registered medical imaging and radiation therapy practitioners).
- I have read, and I understand the Cultural Competence Policy (this document sets out the expectations of registered medical imaging and radiation therapy practitioners in respect of cultural competence).

Below the questions is a paragraph of text: "The Medical Radiation Technologists Board is one of eighteen New Zealand health responsible authorities appointed by the Minister of Health under the Health Practitioners Competence Assurance Act 2003 (the Act). The principal purpose of this Act is to protect the health and safety of members of the public by providing for mechanisms to ensure that health practitioners are competent and fit to practise their professions."

At the bottom left is a 'Save for later' link. At the bottom right are 'Previous' and 'Next' buttons. On the right side, a 'Steps' progress indicator shows the current step 'Relevant Policies' highlighted in blue, with other steps like 'Introduction', 'Contact Details', 'Scope of Pract', 'Additional Inf', 'Fitness to Prac', 'Review Applc', 'Payment', and 'Proceed to Pay' listed below it.

8

Then, you must declare that you are fit to practice. If you answer "False" or "Yes" to these questions, you will be required to provide further information.

The screenshot shows the 'Fitness to Practice' step of the application process. The page header is identical to the previous screenshot. The main content area is titled 'Fitness to Practice' and contains five radio button questions:

- To my knowledge I have no mental or physical conditions that may impact on my competence and fitness to practise within this scope of practice.
 True False
- To my knowledge, there are no personal or professional matters the Council should be aware of that may affect my fitness to hold a practising certificate.
 True False
- I am not subject to any disciplinary proceedings relating to my conduct.
 True False
- I have not previously had any application for registration declined by a professional body or registration authority?
 True False
- Since you last held an APC with the Medical Radiation Technologists Board, have you taken extended leave for four weeks or longer due to an illness or injury?
 Yes No

At the bottom left is a 'Save for later' link. At the bottom right are 'Previous' and 'Next' buttons. On the right side, a 'Steps' progress indicator shows the current step 'Fitness to Practice' highlighted in blue, with other steps like 'Introduction', 'Contact Details', 'Scope of Practice', 'Additional Information', 'Relevant Policies', 'Review Application', 'Payment', and 'Proceed to Payment' listed below it.

9

You will be asked to check that all information provided in the application form is true and correct, and to complete some final declarations.

The screenshot shows the 'Review Application' step of the application process. The header includes the board's logo and navigation links: Home, Eligibility Check, Application Forms (selected), My Information, and Raise a Concern. The main content area is titled 'Review Application' and contains the instruction: 'Please review the information you have submitted in your application and ensure it is all correct.' Below this is a 'Final Declarations' section with two checkboxes: 'I declare all information within this application is true and correct...' and 'I understand my responsibilities as a registered practitioner according to the Code of Ethical Conduct'. A 'Save for later' link is present. On the right, a 'Steps' sidebar shows a progress list: Introduction, Contact Details, Scope of Practice, Additional Info, Relevant Policies, Fitness to Practice, Review Application (highlighted with a blue circle), Payment, and Proceed to Pay. 'Previous' and 'Next' buttons are at the bottom.

10

Finally, some payment-related declarations,

The screenshot shows the 'Payment' step of the application process. The header is identical to the previous step. The main content area is titled 'Payment' and contains the instruction: 'The fee required for this application is determined according to the Medical Radiation Technologists Board's gazetted fees.' Below this is a 'Payment Declarations' section with three checkboxes: 'I am completing this application from within New Zealand' (Yes/No), 'I agree to pay all required fees for this application and understand the fees are non-refundable.', and 'I understand that my APC application will not be processed until payment has been completed.' A 'Save for later' link is present. On the right, a 'Steps' sidebar shows a progress list: Introduction, Contact Details, Scope of Practice, Additional Information, Relevant Policies, Fitness to Practice, Review Application, Payment (highlighted with a blue circle), and Proceed to Payment. 'Previous' and 'Next' buttons are at the bottom.

11

And then you must complete payment. Your application will not be considered until you have completed payment.

If you are unable to make payment immediately, you can do so later. Your application has been lodged in the system, and an outstanding payment will now be visible on the home page of your portal.

The screenshot shows the New Zealand Medical Radiation Technologists Board portal. The header includes the logo and navigation links: Home, Eligibility Check, Application Forms, My Information, and Raise a Concern. The main content area is titled 'Proceed to Payment' and contains the following text: 'You will be charged 724.5 NZD for this application.' and 'When completing your payment, please do not close the browser until we have confirmed your payment was completed successfully.' A prominent black button labeled 'Proceed to Payment Gateway' is highlighted with a pink circle. Below the button is a 'Save for later' link. On the right side, a 'Steps' sidebar lists the application process: Introduction, Contact Details, Scope of Practice, Additional Information, Relevant Policies, Fitness to Practice, Review Application, Payment, and Proceed to Payment (which is currently selected and highlighted with a blue circle).