



New Zealand
**Medical Radiation
Technologists Board**
Te Poari Ringa Hangarau Iraruke

Policy

Practising Certificate Policy

Effective DD MM YYYY

Policy Title	Practising Certificates
Reference Number	2025XXXX MRTB Practising Certificates
Scope	This document applies to all registered medical imaging and radiation therapy practitioners applying for a practising certificate in New Zealand

Associated Policy Documents
Registration Policy
Return to Practice Policy

Revision Schedule			
Version Number	Version Date	Approved By	Next Review
One	2014	Medical Radiation Technologists Board	2017
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Introduction

1. This document sets out the Medical Radiation Technologists Board's (the Board) policy on the issue of practising certificates to registered medical imaging and radiation therapy practitioners.

Policy overview

2. No medical imaging or radiation therapy practitioner may practise in New Zealand unless they are registered under the Health Practitioners Competence Assurance Act 2003 (the Act) within a scope of practice defined by the Board and hold a current practising certificate (section 8 of the Act).
3. Upon receipt of a complete application for an annual practising certificate (APC) and the required fee, the Registrar must issue an APC unless they believe on reasonable grounds that the applicant does not fulfil any of the requirements in Section 27 (1) of the Act.

Definition of practice

4. The Board defines practice as any role, whether remunerated or not, in which the individual uses their skills and knowledge as a practitioner in their regulated health profession. Practice is not restricted to the provision of direct clinical care. It also includes using professional knowledge in a direct non-clinical relationship with patients or clients, working in management, administration, education, research, advisory, regulatory or policy development roles and any other roles that impact on the safe and effective delivery of medical imaging and radiation therapy services.
5. Regardless of the role, practitioners are required adhere to the [Competence Standards for Medical Imaging and Radiation Therapy Practice](#) and other applicable legislation, standards and policy.

Recency of Practice

6. A practitioner who, within the 3 years immediately prior to the date of application, has not held a practising certificate in New Zealand will be subject to the Board's Return to Practice policy available on the Board's website.
7. Practitioners who have not applied for their first practising certificate within 12 months of registration may be required to provide updated documentation prior to a practising certificate

being issued.

Practitioner responsibility

8. Holding a current practising certificate permits medical imaging and radiation therapy practitioners to practise in their registered scope(s) of practice in accordance with any conditions as listed on their certificate.
9. It is the individual practitioner's responsibility to ensure they hold a current practising certificate when they are practising medical imaging or radiation therapy in New Zealand.

Restrictions on issuing a practising certificate

10. If the Registrar believes that any of the grounds in section 27(1) of the Act apply, they must determine whether they are able to consider and issue the APC under delegation. In any other case, the Registrar must submit the application to the Board (section 27).
11. The Registrar or the Board may propose to decline to issue an APC if satisfied that any information contained in the application is false or misleading. In this instance the applicant must be given full details of the reasons for the decision, and an opportunity to make a written submission to be heard on the matter before a final decision is made (section 27[4]).
12. Should the applicant have any unpaid fines, costs, or expenses as ordered by the Health Practitioners Disciplinary Tribunal, the Registrar may decline to issue an APC until the outstanding fine, costs or expenses are paid in full. The applicant may request the Board to review such a decision (sections 26[4] and [5]).
13. When considering an APC application, the Board must be satisfied the applicant meets the required standards of competence. To satisfy that criterion, the Board may include conditions on the applicant's scope of practice or vary any existing conditions.
14. If the Board declines to issue an APC under section 29 of the Act, it may instead issue an interim practising certificate for a specified period but not exceeding 12-months (section 31).

Timeframes for issue of a practising certificate

15. Practising certificates are issued for up to 12-months and cannot be backdated. It is therefore important that practitioners apply to have their practising certificate renewed before their current practising certificate expires.
16. All practising certificates issued by the Board are valid for a maximum period of 12-months

between 1 April and 31 March of the following calendar year (often referred to as an *APC year*). Regardless of the type of practising certificate, all certificates expire on 31 March of each year.

17. The Board manages an APC renewal process in February and March of each year, during which time all practitioners who intend to continue practising in Aotearoa New Zealand from 1 April of that year, are expected to make an online application to have their APC renewed to permit them to continue practising legally.
18. While the Board alerts all practitioners who hold a current practising certificate of the need to renew their certificate, it is each practitioner's responsibility to ensure they complete their application (inclusive of the fee payment) prior to 31 March.

Renewing after 1 April

19. The Board acknowledges that there are situations and circumstances where a practitioner may not renew their practising certificate during the annual renewal period. All practitioners are reminded that they are required to hold a certificate in order to practise their profession.
20. When a practitioner has failed to apply to renew their certificate before 31 March and has continued to practise between 1 April and 7 April of that year, the decision to grant a practising certificate may be referred to the Registrar for consideration.
21. When a practitioner has failed to apply to renew their certificate before 31 March and subsequently makes an application after 7 April and there is evidence of ongoing practise, the application will be referred to the Registrar for consideration.
22. Practitioners who have not practised but who renew their certificate later in the year may have their application referred to the Registrar for consideration.

Completed application and "Deemed to Hold"

23. The Board cannot consider incomplete applications. For an application to be considered as complete, it must be received through the online application portal on the Board's website. The applicant must answer all questions inclusive of statutory declarations *and* pay the required application fee. Individual practitioners will be contacted by the Board if any additional information is required.
24. If a practitioner has completed their renewal application *and* paid the required fee before their current practising certificate expires, they are deemed to hold a current practising certificate. This means that even if the processing of their application is delayed, they can continue to work. This remains in effect from the date the completed application and fee payment was received until the date the new certificate is issued, or the applicant is notified a certificate will not be issued.

Practising without a current certificate

25. Practising without a current practising certificate is an offence under the HPCA Act and can incur a fine of up to \$10,000. It is also a breach of a practitioner's ethical and professional obligations.
26. If it comes to the Board's attention that a practitioner has been practising without a current practising certificate, the matter may be referred to a professional conduct committee.