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Provisional to General Registration - Pharmacy Frequently Asked Questions

Smooth the path to unsupervised work

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Provisional to general registration- pharmacy

What is provisional to general registration?

Pharmacy interns with provisional registration seeking to work unsupervised as pharmacy practitioners in Australia, must obtain general registration before they are eligible to work unsupervised.

Transition from provisional to general registration has been streamlined to reduce the burden on registrants and cut down turn-around time for assessment of applications.

What does the new application form mean?

The revised application form removes duplication. You do not need to resupply information previously given to AHPRA.

Only when applicants have conditions on their registration or there has been a change to their status (for example, an impairment or criminal history), will applicants be required to provide further information.

IMPORTANT: If you obtained your current provisional registration before July 2010, you are not eligible to complete the online form. You must complete the application for general registration form (AGEN-60). You can obtain this form (only hard copy available) at www.pharmacyboard.gov.au/Registration/Forms.aspx.

Steps for transition from provisional to general registration ONLINE:

- Online applications will be available soon. Check the website regularly from mid November to make sure you know when online applications open. The online forms will be available at www.ahpra.gov.au/Registration/Provisional-to-General-Registration.aspx.
- After you apply online, AHPRA will send you an email confirmation that details what additional documentation you must provide after you have successfully completed your internship. This is evidence of successful completion of your:
 - Intern training program
 - Oral and written examinations
 - 1824 hours of approved supervised practice (see form SPWP-07)

Please allow at least four weeks for processing once you have provided all the required paperwork.

- When your documentation is received, AHPRA will process your application for general registration. When you have been granted general registration, AHPRA will update your registration status to general on the Register of Practitioners and send out a registration certificate.
- New general registrants are eligible to start working unsupervised as soon as their registration category has been updated to general registration on the Register of Practitioners.

Steps for transition from provisional to general registration PAPER BASED:

- Go to www.ahpra.gov.au/Registration/Provisional-to-General-Registration.aspx and follow the links to the Provisional to General Registration page for Pharmacy Interns
- Download, print and complete the form and provide the required supporting documentation. This being evidence of successful completion of your:
 - Intern training program
 - Oral and written examinations
 - 1824 hours of approved supervised practice (see form SPWP-07)
- Mail the form with supporting documentation to AHPRA Pharmacy Registration Team at GPO Box 9958 in the capital city of the state or territory in which you completed your course. Our full mailing addresses are available at <http://www.ahpra.gov.au/About-AHPRA/Contact-Us.aspx>

Please allow at least four weeks for processing once you have provided all the required paperwork.

- When your documentation is received, AHPRA will process your application for general registration. When you have been granted general registration, AHPRA will update your registration status to general on the Register of Practitioners and send out a registration certificate.
- New general registrants are eligible to start working unsupervised as soon as their registration category has been updated to general registration on the Register of Practitioners.

Who can apply for general registration?

All pharmacy interns with provisional registration who eligible for general registration.

When can I apply?

You can apply for general registration online now.

You can apply online before you complete your internship. AHPRA will then send you a confirmation email detailing the supporting documentation required. You should only send this documentation to AHPRA when it is complete. This will be after you have successfully finished your internship.

What if I finish my internship within one month of my current provisional registration expiry date?

If you are completing your internship before your current provisional registration expiry date, or within one month after your current provisional registration expiry date, you should apply for general registration now. If you will not finish within one month of your current provisional registration expiry date, apply to extend your provisional registration by contacting AHPRA customer service team on 1300 419 495 between 09:00am – 05:00pm local time. See next FAQ for further information.

What happens if I won't be finishing my internship this year?

If for any reason you will not be able to provide all evidence of successfully completing your internship within one month after the expiry of your provisional registration, please contact AHPRA customer service team on 1300 419 495 between 09:00am – 05:00pm local time. You will need to provide your provisional registration number, your name and date of birth and you will receive the appropriate form to enable you to apply to renew your provisional registration for further 12 months.

If your application for general registration is unsuccessful, or you are unable to provide all evidence within the relevant timeframes (see above), AHPRA will contact you directly and will work with you to renew your provisional registration.

Fees

How much will it cost?

There is an application fee to apply to change your registration from provisional to general. You will also need to pay the standard annual registration fee for general registration. For further information on exact fee amounts, please see the schedule of fees on the Pharmacy Board's website www.pharmacyboard.gov.au/Registration/Fees.aspx

Will I get a refund of my fees if I apply for general registration but do not complete my internship?

Yes. If you apply for general registration but do not successfully complete your internship or choose to withdraw your application after it has been processed, you will be required to pay the annual renewal fee for provisional registration only and not the fee for general registration. AHPRA will refund you the difference between the two amounts.

See 'What happens if I won't be finishing my internship this year?' question above for more information.

Registration standards

What are the Pharmacy Board's registration standards?

You can access this information here: www.pharmacyboard.gov.au/Registration-Standards.aspx

Supporting documentation lodgement

What supporting documentation do I need to provide to AHPRA to complete my general registration?

You will need to provide AHPRA with evidence of successful completion of your:

- Intern training program
- Oral and written examinations
- 1824 hours of approved supervised practice (see form SPWP-07)

Where do I send my supporting documents?

After you have applied online, and when you send in the supporting documentation, please mail it to the AHPRA Pharmacy Registration Team at GPO Box 9958 in the capital city of the state or territory in which you completed your course. Our full mailing addresses are available at www.ahpra.gov.au/About-AHPRA/Contact-Us.aspx

What if I have moved to a different state or territory since completing my course?

Please ensure that you mail your form to AHPRA *in the State or Territory in which you completed your internship*. Sending your application and/or supporting documentation to a different state or territory will cause a delay in processing your application.

What happens next?

How will I know if my application has been received?

As soon as AHPRA receives your application, it will be assigned to a registration team for processing. Make sure you have provided a valid email address with your registration, so AHPRA can send you an email confirming that we have received your application. You will also receive notification of what additional documentation is required to complete your registration.

What will AHPRA do when they receive my application?

After receiving your application and all required supporting documentation, AHPRA will:

- begin the registration process to smooth the path from provisional to general registration
- undertake a criminal history check and
- complete all the steps towards registration, pending confirmation of you successfully completing your internship and providing the supporting documentation.

After you complete your internship:

- You will need to provide AHPRA with the required supporting documentation. See 'What supporting documentation do I need to provide to AHPRA to complete my general registration?' above.
- Once this documentation has been received, AHPRA will finalise your general registration, send you an email confirming that you are registered, publish your name on the Register of practitioners and, in due course, mail you a hard copy Certificate of Registration.

- You then have general registration and are entitled to practise unsupervised when your registration details are updated and published on the Register of Practitioners.

How long will it take to process my application?

You need to allow at least four weeks for processing once AHPRA has received your application, including the required supporting documentation.

Registration

When will I be registered?

Once you have successfully completed your internship and provided AHPRA with the supporting documentation, AHPRA will finalise your application, send you an email confirming your general registration, publish your name on the Register of practitioners and, in due course, mail you a hard copy Certificate of Registration.

You are registered and entitled to practise unsupervised when you have been granted general registration and your details have been updated and published on the Register of Practitioners. The Register is published at <http://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx>

AHPRA will also send you an email to confirm your registration.

How will I know when I am registered?

When we have confirmed that you have been granted general registration, we will:

- update your details on the Register of Practitioners for your profession
- confirm by email to the address you provide that you have been granted general registration
- mail you a certificate of registration (this takes 4-6 weeks)

Can I start working unsupervised before I am generally registered?

No. You cannot work unsupervised as a registered health practitioner until you have been granted general registration. However, if you lodge your application before your current registration expiry date, your provisional registration will remain in effect until your general registration has been granted.

Can I work before I get a Certificate of Registration?

Yes. You can work as a registered pharmacist when you have been granted general registration and this is published on the Register of Practitioners <http://www.ahpra.gov.au/Registration/Registers-of-Practitioners.aspx>. You can also print out a certificate of registration status online through the AHPRA website.

Further information

If you require more information about provisional to general applications for registration - please:

1. Review the information published on our website www.ahpra.gov.au/Registration/Provisional-to-General.aspx.
2. Contact AHPRA by submitting an online enquiry www.ahpra.gov.au/about-ahpra/contact-us/make-an-enquiry.aspx. Please provide as much detail as possible so that we can direct your enquiry appropriately.
3. Speak with our Customer Service Team:
 - a. From within Australia on 1300 419 495 between 09:00am – 05:00pm Local Time
 - b. From overseas on +61 3 8708 9001 between 09:00am – 05:00pm Australian Eastern Standard Time