



Application for registration examinations form

under section 5(1)(c) of the *Health Professions Registration Act 2005*

(Acupuncturists & Chinese herbal medicine practitioners)

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This application form should be read in conjunction with the CMR Board's *Guidelines on Registration Examinations* available at
<http://www.cmr.vic.gov.au/registration/exams.html>

Privacy statement

The right to privacy is a value that is highly regarded by Australians. The CMR Board takes privacy seriously and is committed to protecting the privacy of individuals. This includes health and other confidential information, which is necessary for the CMR Board to carry out its functions under the HPR Act. The CMR Board will take all reasonable steps to protect individual information from loss, misuse or unauthorised disclosure or destruction.

The CMR Board endeavours to balance the rights of privacy with the need to be accountable and transparent in its dealings. Certain information will not be available under freedom of information laws. This includes private information relating to another individual, the CMR Board's internal working documents and material obtained in confidence.

The CMR Board's full privacy policy is available on the website at www.cmr.vic.gov.au or from the office on (03) 9499 3800.

Introduction

What this application form covers

This application form is for use by practitioners who wish to apply to sit the general registration examinations in one or more of the following divisions of the Register of Chinese Medicine Practitioners:

- Chinese herbal medicine practitioners
- Acupuncturists.

This application form is for persons who are eligible to sit the examinations. For information on eligibility requirements see Part C (page 6).

How to complete this application form

Questions

- Using ink not pencil, answer ALL relevant questions on the application form.
- Tick boxes, or circle where required.
- Read the relevant APPENDIXES as you work your way through the form.
- Print your answers in ENGLISH.
- If necessary, attach ADDITIONAL SHEETS of paper to complete your answers.
- KEEP A PHOTOCOPY of your application form for your records.
- Consider using registered post to ensure safe arrival.

Additional sheets

- Write and sign your name on each additional sheet.
- Attach each additional sheet securely to the application form.

Supporting documents

LIST ALL THE ITEMS that you are attaching to your application, including:

- additional sheets;
- certified copies of supporting documents, and
- certified translations.
- DO NOT send originals.
- Check the list carefully and ensure that all the required supporting documents are attached to your application.

To obtain a certified copy, take the original and a photocopy to a person who is authorised to certify true copies (for a list of such persons see <http://www.cmr.vic.gov.au/registration/authtowit.html>). This service is free.

Certified translations

If a supporting document is not in English, in addition to a certified copy of the document itself (see above), you will ALSO need to attach a certified copy of an English language translation, prepared by an Australian Government authorised translation service. Contact the National Accreditation Authority for Translators and Interpreters on (03) 9642 3301 for the name of a suitable translation service.

Application fee

Enclose the required application fee of \$50. Your cheque or money order should be made out to the 'Chinese Medicine Registration Board of Victoria'. Please do not send cash.

The application fee is not refundable. The full application fee applies whether or not you are deemed eligible to sit the examinations and whether or not you then proceed.

Statutory declaration (see Part D)

- SECURE all your attachments (including all additional sheets, certified copies of supporting documents, and certified translations) to the application form.
- SIGN the Statutory declaration (with attachments) before an authorised witness (for a list of authorised persons, see <http://www.cmr.vic.gov.au/registration/authtowit.html>)

Postal address

Send all of the required items to the following postal address:

The Registrar, Chinese Medicine Registration Board of Victoria
PO Box 5088
Alphington, VICTORIA, 3078
Australia

Checklist

Required Item	Done?
Completed application form	
Additional sheets (where required) securely attached, with your name and signature on each sheet	
Certified copies of supporting documents	
Certified translations (where applicable)	
Statutory declaration (with all attachments), signed before an authorised witness	
Application fee	
Passport sized photo	

After the Board receives your application

The Board will consider the information contained in your application form and attached documents. Sometimes, the Board will seek further information from you. If the Board decides to allow you to sit the examinations, you will then be advised and invoiced for your examination fees (see Appendix 4 in the *Guidelines on Registration Examinations* for details).

Queries

If you have any questions about how to complete this application form, or any other questions in relation to your application for registration, please contact the Registrar of the Chinese Medicine Registration Board of Victoria, Ms Debra Gillick, or her Personal Assistant, as follows:

Postal Address: PO Box 5088, Alphington, Victoria, 3078, AUSTRALIA

Phone: (03) 9499 3800

Fax: (03) 9499 8688

Email: admin@cmrb.vic.gov.au

Updated Information (Website)

Updated information about the application process and about the examinations will be posted on the Board's website <http://www.cmrb.vic.gov.au/registration/exams.html>.

If you pass and apply for general registration

Section 6(2) of the HPR Act sets out a number of grounds that the CMR Board may take into account when deciding whether to grant or refuse general registration to an applicant.

In addition, the CMR Board has the power to regulate standards of practice (section 118(1)(d)) and to impose any condition, limitation or restriction it thinks is appropriate upon the person's registration (section 6(3)).

Section 18(8) of the HPR Act sets out grounds upon which the CMR Board may refuse renewal of general registration.

Other information which will be required, to ensure compliance with the HPR Act includes:

- section 3 provides the definition of 'unprofessional conduct',
- sections 4(2)(c) and 6(2)(d) for information related to: claims for alleged negligence; offences
- section 6(2)(a) relates to applicant's 'character'
- section 6(2)(b) relates to whether an alcoholic or drug-dependent applicant is fit to practise
- section 6(2)(c) relates to whether an applicant's physical or mental incapacity significantly impairs their fitness to practise
- section 6(2)(e) relates to unfinalised proceedings
- section 6(2)(f) relates to English proficiency (see Appendix 2 of the *Guidelines on Registration Examinations*)
- section 6(2)(g) relates to any suspension, cancellation of an applicant's right to practise in another jurisdiction
- section 34 relates to duty of a registered practitioner to disclose information about claims for medical negligence and indictable offences and recency of practice.

Part A Applicant's details

1 Personal details

Title: Mr Ms Miss Mrs Dr Prof Other (specify):

Gender: Male Female

Given names: 1st 2nd

Family name:

Date of birth (day/month/year):

2 Other names

Are there any other names by which you are CURRENTLY known and/or have PREVIOUSLY been known (e.g. maiden name, alias)?

Yes No If yes, please provide details below:

Given names: 1st 2nd

Family name:

3 CMR Board registration/reference number (if applicable)

4 Contact details

The following information is required for the purposes of correspondence from the CMR Board.

Contact address:

.....

..... Postcode

Phone:

Mobile:

Fax:

Email:

4 Division/s of the Register

In which division/s of the Register do you intend to apply for registration?

Acupuncturist

Chinese herbal medicine practitioner

Part B Which examination

Which theory papers to you intend to sit at the next round of examinations? Please refer to sections 2.2 and 2.3 and Appendix 4 of the *Guidelines on registration examinations*.

- Acupuncture paper
- Chinese herbal medicine paper
- Common paper
- Resit theory examination as previously advised by the Board. Provide details of the subsections or paper/s that you wish to resit at this round of examinations.

OR

- Resit clinical examination

Part C Eligibility

1 Qualifications

To be eligible to sit the exam/s, the applicant must possess a minimum qualification of an Advanced Diploma in Chinese medicine either:

- accredited¹ under the Australian Qualifications Framework; or
- recognised as the equivalent by the National Office of Overseas Skills Recognition (NOOSR – see Appendix 1 in the *Guidelines on registration examinations* for details);

and

- that includes sufficient study in Chinese medicine, biomedical sciences and supervised clinical training.²

¹ The term ‘accredited’ in this context refers to the process of course assessment and approval conducted by an Australian Commonwealth, State or Territory educational authority.

² The CMR Board reserves the right to reject an examination application if it deems the Chinese medicine qualification to be inadequate.

Table: Qualifications

Course	Institution	Date that you completed your course and became eligible for graduation
My documents were already provided with a previous application	<input type="checkbox"/>	Tick this box if your documents are already on file

Certified Copies

Please attach certified copies of evidence of your graduation status, including awards (i.e. certificates, diplomas, degrees) or a ‘Letter of Course Completion’ (from Student Administration) AND your transcript of academic record (showing subjects, results, hours and/or credit point value and years of study).

2 Proficiency in English

What is your first language?

Only answer the following questions if English is NOT your first language. Please refer to Appendix 2 of the *Guidelines on registration examinations* for details of the CMR Board’s *Policy on English language*.

What evidence do you have or will you be providing of your competence in English?

- IELTS (International English Language Testing System). Only the academic test is acceptable and the minimum acceptable result is 6.0 in each component. Level attained
- OET (Occupational English Test). The minimum requirement is B-level in all four sections. Level attained
- TOEFL (American Test for English as a Foreign Language). This will only be accepted if the test included the spoken component. The minimum requirement is 237 (test of written English 4.5). Level attained

Other (please provide details)

- I have successfully completed Chinese medicine post-secondary education of at least 2-years full-time, for which English is the language of instruction.
- I have original evidence of successful completion of another test, which can be demonstrated to be of an equivalent standard to one of the acceptable tests

Certified copies

Please attach a certified copy of proof of the English language skills claimed above or of any other documentary evidence that you wish the CMR Board to take into consideration.

Part D Statutory declaration

The following declaration MUST be signed before a properly authorised witness.

I DECLARE as follows, knowing that:

- a person making a false declaration in Victoria is liable to the penalties for perjury (in accordance with the *Evidence Act 1958*) and outside Victoria as per relevant legislation
- it is also an offence under section 83(a) of the *Health Professions Registration Act 2005* (HPR Act) to obtain registration fraudulently or by false representation or declaration.

1 Proof of identity

I am the applicant specified in this application form.

2 Required items

The following items form part of my registration application as relevant;

- this completed application form;
- additional sheets and accompanying documents securely attached, with name and signature on each sheet;
- my application fee; and
- this statutory declaration (with all attachments), which I am now signing before an authorised witness.

3 Application form and accompanying documents are true and correct

To the best of my knowledge and belief, all information (application and attachments) I have provided to the Chinese Medicine Registration Board of Victoria (CMR Board) is true and correct.

4 I fully understand the document I am signing

Dated this _____ day of _____ 20_____

Signature of applicant: _____

(print name of applicant here) _____

Signed in the presence of: _____

(print name of authorised witness³ here) _____

³ Being a person who is authorised under the *Evidence Act 1958* to witness Statutory Declarations in Victoria, or if outside Victoria, a person authorised by law where the declaration is made. See <http://www.cmrb.vic.gov.au/registration/authtowit.html> for details.