



Chinese Medicine
Registration Board
of Victoria

Application for non-practising registration form

Health Professions Registration Act 2005

Return this form to: The Registrar, Chinese Medicine Registration Board of Victoria
PO Box 5088
Alphington Vic 3078

Queries

If you have any questions in relation to your application please contact the office staff on:
03 9499 3800; fax: 03 9499 8688; email: admin@cmrb.vic.gov.au.

Privacy statement

The right to privacy is a value that is highly regarded by Australians. The Chinese Medicine Registration Board of Victoria (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 *Health Professions Registration Act 2005* (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 privacy policy is available at www.cmrb.vic.gov.au or by calling 03 9499 3800.

Part A Applicant's details

1 Personal details

Title: _____ Reference number: _____
Given names: _____
Family name: _____
Date of birth (day/month/year): _____
Please provide new details if necessary: _____

2 Division of acupuncturists

Do you wish to apply for non-practising registration under section 11 of the HPR Act in the division of acupuncturists?

Yes No

If yes, on what basis are you applying?

I was previously registered for practice within the last 2 years and wish to register again.

3 Division of Chinese herbal medicine practitioners

Do you wish to apply for non-practising registration under section 11 of the HPR Act in the division of Chinese herbal medicine practitioners?

Yes No

If yes, on what basis are you applying?

I was previously registered for practice within the last 2 years and wish to register again.

4 Contact details (NOT open for public inspection)

“Contact details” is the address used by the CMR Board to contact you.

Current details	Please provide details of any changes
Address: Phone (business hours): Mobile: Fax: Email:	

Part B Matters for consideration

The CMR Board has an important role in ensuring the public safety and it needs to know if over the last 12 months (or if not previously disclosed by you) any of the following applies to you.

Matters for consideration	Yes
a) a claim for damages or other compensation for alleged negligence in the course of practising Chinese medicine which has resulted in a court award for damages against me	
b) another claim for damages or other compensation for alleged negligence in the course of providing health care services which has resulted in a court award for damages against me	
c) I have had a claim of negligence against me arising out of my practice	
d) I have been committed for trial or convicted of an offence or found guilty of an offence (other than a minor traffic infringement)	
e) I had provider rebate status REFUSED OR WITHDRAWN by a private health fund or insurer	
f) a complaint has been made against me	
g) I may have alcohol and/or drug dependency issues	
h) I have a physical or mental incapacity that may impact on my fitness to practice	
i) I held an equivalent right to practise in a health care profession in another State, Territory or country which was CANCELLED or SUSPENDED and not restored, or which was REFUSED	
j) I have been SUSPENDED, DISQUALIFIED or EXPELLED from any health-related professional association or have been REFUSED membership	

If you have ticked any of the above, please provide details (attach a copy of any relevant document(s) for the CMR Board to take into consideration).

If none of the matters above apply to you please tick this box to indicate you have read and considered each matter.

Part C Application and registration fees

The period of registration covered by this fee shall extend from grant date to 30 June 2010.

Application fee	\$50.00
Non-practising registration fee – 1 July 2009 – 30 June 2010	\$90.00
TOTAL TO BE PAID	\$140.00

Payment Methods

Cheque/money order

Enclose a cheque/money order made payable to:

Chinese Medicine Registration Board of Victoria.

Please write your name and registration number clearly on the back of the cheque/money order.

Bpay

Payment by Bpay is available, please contact the office staff on 03 9499 3800 for your reference number.

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 application for non-practising registration;

- this completed application form;
- my application fee; and
- this statutory declaration (with all attachments), which I am now signing before an authorised witness.

3 Application form is true and correct

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

4 Bound by provisions of HPR Act

I agree to be bound by the provisions of the HPR Act and by all regulations and enactments promulgated by the CMR Board and the Governor in Council, and by all guidelines issued by the CMR Board pursuant to section 118(2) of the HPR Act.

5 Non-practising registration

I declare as follows, I will not practise Chinese medicine whilst I am registered as a non-practising practitioner.

6 I fully understand the document I am signing and the undertakings I have given

Dated this _____ day of _____ 20_____

Signature of applicant: _____

(print name of applicant here) _____

Signed in the presence of: _____

(print name of authorised witness¹ here) _____

How is this person authorised to act as a witness? _____

¹ 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 Appendix 1.

Appendix 1 Persons authorised to witness the signing of statutory declarations

Applicants signing in Victoria

Under section 107A of the *Evidence Act 1958*, the following people in Victoria are authorised to witness the signing of a statutory declaration and to certify a true copy of a document:

- a justice of the peace (JP) or a bail justice. (To locate your nearest JP, phone the info-line on (03) 9628 9014);
- a notary public;
- a barrister and solicitor of the Supreme Court;
- a clerk to a barrister and solicitor of the Supreme Court;
- any of the following:
 - the prothonotary or a deputy prothonotary of the Supreme Court;
 - the registrar or a deputy registrar of the County Court;
 - the principal registrar or a registrar or deputy registrar of the Magistrates' Court.
- the registrar of probates or a deputy registrar;
- the associate to a judge of the Supreme Court or County Court;
- the secretary to a master of the Supreme Court or County Court;
- a person registered as a patent attorney under part XV of the *Patents Act 1958*;
- a member of the police force;
- the sheriff or a deputy sheriff;
- a member (or former member) of either house of parliament of Victoria;
- a member (or former member) of either house of the federal parliament;
- a councillor of a municipality;
- a senior officer of a council, as defined by the *Local Government Act 1989*;
- a registered medical practitioner within the meaning of the *Medical Practice Act 1994*;
- a registered dentist within the meaning of the *Dental Practice Act 1999*;
- a veterinary practitioner;
- a pharmacist;
- a principal in a teaching service;
- the manager of an authorised deposit-taking institution;
- an accountant (a member of: the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants);
- the secretary of a building society;
- a minister of religion authorised to celebrate marriages;
- a person employed under part 3 of the *Public Sector Management and Employment Act 1998* with a prescribed classification;
- a fellow of the Institute of Legal Executives of Victoria.

Note: with the exception of (former) federal parliamentarians, all persons listed above hold their position in Victoria.

Applicants signing in other jurisdictions

If you are signing the statutory declaration in your application form outside Victoria, or obtaining a certified true copy of a document outside Victoria, you must check to see who has an equivalent authorisation to take statutory declarations and certify true copies in your jurisdiction.

Information about signing statutory declarations outside Victoria is available on the website at: <http://www.cmr.vic.gov.au/registration/authtowit.html>.

Appendix 2 Policy on non-practising registration

1 The legislation

Section 11 of the *Health Professions Registration Act 2005* (the HPR Act) states:

11. Non-practising registration

(1) A person who is entitled to or eligible for registration under section 6 but who does not intend to practise as a health practitioner or to provide regulated health services of the type that the person is qualified to provide under section 6 may apply to be registered as a non-practising health practitioner.

(2) The responsible board may register a person as a non-practising health practitioner subject to the condition that the person is not to practise as a health practitioner or to provide regulated health services of the type that the person is qualified to provide under section 6 during the period of registration and any other condition imposed by the responsible board.

(3) The responsible board must not impose a condition on the registration of a non-practising health practitioner under this section relating to professional indemnity insurance.

The HPR Act defines a non-practising health practitioner as a health practitioner who is registered under section 11.

2 Introduction

Practitioners may cease practice due to:

- sustained periods of illness
- family commitments
- overseas travel
- retirement
- pursuit of other studies or employment
- recreational or other leave.

Persons who continue practising outside Victoria do not need to be registered with the Chinese Medicine Registration Board of Victoria (CMR Board) If they wish to retain the prospect of practising in Victoria as a registered practitioner in the future they will need to either remain registered for practice or lapse their registration and reapply when required (or within two years if they are a 'grandparented' practitioner). Recency of practice requirements apply to all practitioners seeking re-registration, see section 5.

3 Eligibility

Persons who intend to practise outside Victoria are not required to maintain any form of registration under the HPR Act and non-practising registration will not be granted.

The applicant must provide a statutory declaration that they will not practise Chinese medicine at all during the period of non-practising registration, in Victoria, or elsewhere.

4 Fees

The applicable registration fee non-practising registration is available on the website: <http://www.cmr.vic.gov.au/registration/applandregfees.html>

5 Recency of practice

Persons who cease practice for 2 years will become subject to the recency of practice provisions of the HPR Act that states 2 years is the applicable period.

The CMR Board's policy on managing the recency of practice provisions is available on their website: <http://www.cmr.vic.gov.au>