



STEP-BY-STEP PROCESS FOR INTERNATIONAL PRACTITIONERS

February 2023

		ACTION BY APPLICANTS Please note carefully when various documentation is to be submitted to avoid delay in processing.	ACTION BY ADMINISTRATORS
STAGE 1 DESKTOP APPLICATION	Step 1	<p>Complete the Stage 1 Application for Desktop Assessment and return to OTC with all required documentation, and applicable fee.</p> <p>All forms and explanatory notes are available in the “assessment” section of the OTC website at www.otcouncil.com.au</p>	<p>Assessment will be undertaken by OTC. Email communication will be commenced if additional information or documentation is required.</p> <p>An application may take approximately two weeks to assess, provided all required documents have been received.</p> <p>Upon successful completion of the Stage 1 Desktop Assessment, the OTC will issue a formal acknowledgment letter to the applicant. This will be mailed to the applicant.</p>
	<p>A certified copy of Stage 1 Desktop Assessment will be required for registration and/or migration purposes.</p> <p>Successful completion of the Stage 1 assessment is required to progress to limited registration and practice for internationally qualified practitioners (Stage 2).</p>		

Legend

OTC – Occupational Therapy Council of Australia Ltd
 OTBA – Occupational Therapy Board of Australia
 Ahpra – Australian Health Practitioner Regulation Agency
 IAHA – Indigenous Allied Health Australia

IMPORTANT

CULTURAL RESPONSIVENESS AND AWARENESS TRAINING

It is a requirement for all internationally qualified practitioners, seeking registration to practise in Australia, to complete successfully a cultural responsiveness and awareness training programme (referred to as “training” in this document) developed by Indigenous Allied Health Australia Ltd (IAHA) on behalf of OTC. The IAHA training is comprised of three levels:

- Levels 1 and 2 are accessible on-line and practitioners need to complete both levels successfully before moving on to Level 3.
- Level 3 can be completed as an online module or, via an on-line webinar “yarning” session hosted by IAHA personnel, which would be the preferred module. These yarning sessions are held on a regular basis and accessed by the IAHA portal.

Upon successful completion of the OTC Stage 1 skills assessment, a link to the IAHA portal will be provided.

You need to complete the IAHA training Levels 1 and 2 successfully BEFORE submitting the OTC Stage 2 application.

The OTC will monitor your progress through the training levels via the IAHA portal.

The OTC Stage 2 application needs to be submitted within two weeks of commencing in an approved position once limited registration has been granted.

The IAHA training Level 3 must be completed prior to submission of OTC final reports. A Certificate of Practical Completion will not be issued until Level 3 training is completed successfully.

IAHA will provide access to review Levels 1 and 2 for a period of 12 months to provide a refresher for Level 3.

		ACTION BY APPLICANTS	ACTION BY ADMINISTRATORS
STAGE 2 (for Internationally-qualified applicants)	Step 2	You need to: <ul style="list-style-type: none"> • Find suitable employment (must be a position requiring a registered occupational therapist) and identify a supervisor. • Complete the application for <u>limited registration form (ALPS-96)</u> (check in your downloads folder once clicking on link) and provide all supporting documents. This must include: <ul style="list-style-type: none"> ○ Your Stage 1 assessment outcome document (issued by OTC as above) ○ Relevant employment documents including the Ahpra <u>Supervised practice plan form SPPA-00</u> – NOTE: The Section G does not need to be provided. ○ Curriculum vitae of your nominated supervisor • Ensure any documents provided are appropriately certified and translated if not in English. Submit to Ahpra using the <u>online upload</u>	<p>Ahpra staff will assess your application on behalf of the Occupational Therapy Board of Australia and will contact you if further information is required.</p> <ul style="list-style-type: none"> • Your application cannot be finalised until all information is provided. <p>The Occupational Therapy Board of Australia will grant you limited registration if your application meets the eligibility and suitability requirements.</p> <p>Ahpra will advise you and OTC when limited registration has been granted (including advising OTC details of the approved supervisor(s)).</p>
	Step 3	You must advise OTC and Ahpra when you will commence supervised practice.	

The period of supervised practice CANNOT COMMENCE until Limited registration has been granted.			
STAGE 2 PERIOD OF SUPERVISED PRACTICE	Step 4	<p>Within two weeks commencing supervised practice, you must:</p> <p>Submit to OTC the following documents:</p> <ul style="list-style-type: none"> • Stage 2 application form • Position description • Your CV • Supervisor(s) CV • Supervised Practice Implementation Plan using the OTC template • Payment • The OTC will monitor your progress through the training levels via the IAHA portal. 	<p>When all documents are received, OTC will assess the Stage 2 application, including the Supervised Practice Implementation Plan.</p> <p>OTC will contact you if further information is required.</p> <p>If OTC is satisfied with your Stage 2 application and approves your Supervised Practice Implementation Plan, it will issue to you a formal confirmation letter, with timelines for submission of midway and final reports.</p> <p>A copy of this confirmation will be forwarded by OTC to Ahpra.</p>
	Step 5	<p>You must submit to Ahpra, using the online upload, evidence of successfully completing the Ahpra document: Orientation to the Australian Healthcare System - Appendix 5</p>	<p>Ahpra will contact you to acknowledge completion.</p>
	Step 6	<p>At the midway point of your period of supervised practice, you must submit to OTC your:</p> <ul style="list-style-type: none"> • Stage 2 midway progress report, and • Stage 2 supervision log. 	<p>OTC will assess your mid-way report and supervision log and provide feedback to you.</p>
	Step 7	<p>At the end of your period of supervised practice, you must provide to OTC:</p> <ul style="list-style-type: none"> • Stage 2 final report. • Any other information specified in the midway feedback. • The OTC will monitor your progress through the training levels via the IAHA portal. 	<p>OTC will assess your final report and other information.</p> <p>If approved, OTC will issue to you a Certificate of Practice Completion (COPC).</p> <p>OTC will advise Ahpra of your COPC number.</p>
	A Certificate of Practice Completion will not be issued until Level 3 of the cultural responsiveness and awareness training has been completed successfully.		
Step 8	<p>You may apply to the Occupational Therapy Board of Australia for general registration, using Form AGEN-96 via the Online upload</p>		