

Paramedics, get ready to renew!

Background

Paramedics joined Australia's National Registration and Accreditation Scheme (National Scheme) for the first time on 1 December 2018.

The role of the Paramedicine Board of Australia (the Board) under the National Law¹ is to ensure that registered paramedics have the knowledge, skills and experience to provide safe and competent care to the public.

The National Law requires all registered health practitioners to renew their registration annually. Paramedics need to renew their registration with the Board by **30 November each year** – this is the annual renewal date for paramedics with either general or non-practising registration.

Registration renewal due date

Almost 18,000 paramedics along with over 240,000 other registered allied health practitioners will be invited to renew their registration before **30 November 2019**. AHPRA will start sending out information on renewal in October. Look out for AHPRA's email reminders to renew to confirm that online renewal is open. Reminders will be emailed several times during the renewal period, so please make sure your contact details provided to AHPRA are up to date in your [online services](#) account (select log in on the Paramedicine Board website).

Meeting your registration standards

All registered paramedics must declare that they meet the Board's [registration standards](#)² including criminal history, professional indemnity insurance, recency of practice and continuing professional development when they renew their registration. You should make sure you understand the requirements of these standards before you attempt to renew your registration.

In a similar way to when you first applied for registration, you will also be required to make declarations about things such as changes in criminal history and impairment.

See the 'Registration standards and your renewal' section of this guide for more information.

Renewing online is easy

Renewing your registration online is quick and easy. Visit the [Paramedicine Board website](#) (www.paramedicineboard.gov.au) and have your AHPRA user ID, date of birth and password ready to access your online services account.

Things to check while you're online

Check your details on the [national register](#) (the register is on the AHPRA website at www.ahpra.gov.au) are correct and use the [secure online services](#) (select log in) for practitioners to make sure AHPRA has your current contact information, including the right email address and mobile phone number. Please ensure that AHPRA has your most up to date contact details so you receive renewal reminders.

Forgotten user ID

Your user ID (either a 10 digit number or email address) will be included in the registration renewal reminders sent to you by AHPRA.

Alternatively, you can complete an [online enquiry form](#) (go to the AHPRA website at www.ahpra.gov.au and select About > Contact us > Make a web enquiry) and select 'Online Access' as the category type.

Forgotten password

If you have forgotten your password, you can:

- reset it online by going to the Board's website at www.paramedicineboard.gov.au and selecting '[Forgot your password?](#)', or
- by phoning AHPRA on 1300 419 495.

1 Health Practitioner Regulation National Law as enacted in each state and territory.
2 Go to www.paramedicineboard.gov.au and choose Professional standards

Publication of your principal place of practice

It is a requirement of the National Law that the suburb and postcode of a registrant's principal place of practice is published on the public register of practitioners. If this is a serious risk to your health and safety you can apply to the Board to have your principal place of practice or any other information excluded from the public register. All applications are considered on a case-by-case basis.

Renewal fee

There is an annual renewal fee for 12 months of registration. See the fees schedule listed on the Board's website (go to www.paramedicineboard.gov.au and select Registration > [Registration fees](#)) for the costs of annual renewal and registration.

Checking the status of your renewal application

You can check the status of your renewal application using the application tracker in your [online services account](#) (select log in). If your application has been received, you can continue to practise while your renewal application is processed, even if this extends past your registration expiry date.

Completion of the renewal process

When you submit your application, you will receive a tax invoice via email. AHPRA will send you an email confirming that your registration has been renewed. AHPRA will contact you if there are questions about your application, so please make sure your contact details are up to date. You can print out a copy of your registration certificate from your online services should this be needed.

Late renewal period

Under the National Law, health practitioners have a one-month late period after the registration expiry date (30 November) to renew. If an application is received by 31 December, you will remain registered and able to practise. Your registration expiry date on the register of practitioners will be updated only when processing of your application is complete.

An application for renewal in the late period will incur a late fee (go to www.paramedicineboard.gov.au and select Registration > [Registration fees](#)). The late fee will apply to paramedics who do not renew by the registration expiry date (30 November). This recognises the additional costs of managing late renewals and will be payable in addition to the annual renewal fee.

Failure to renew registration

If you do not renew your registration by the expiry date or in the following one-month late period, your registration will lapse on 1 January. Once your registration has lapsed, your name will be removed from the national register in accordance with the National Law and you will not be able to use the title paramedic or otherwise hold yourself out as a paramedic in Australia. You will also be required to lodge a completely new application for registration if you seek to resume practice in the future.

'Fast-track' application fee

For paramedics whose registration has lapsed and been removed from the register, a fast-track application process is available for one month after the late registration period expires, between 1 - 31 January. A fast track application fee (go to www.paramedicineboard.gov.au and select Registration > [Registration fees](#)) is payable in addition to the annual renewal fee. You should contact AHPRA as soon as possible to apply for a 'fast-track' application for registration if you wish to resume practice. You are unable to resume practice until your application is decided.

Choosing not to renew registration

If your intention is to not renew your registration, you can select the online option 'opt not to renew'. This will stop email reminders to renew your registration from being sent. You will continue to receive reminders until your registration is renewed or you have advised AHPRA that you are opting not to renew your registration.

If you opt not to renew your registration by the expiry date, your name will be removed from the national register on 1 December and you will no longer be able to practise as a paramedic.

If you opt not to renew your registration during the late period, your name will be removed from the national register immediately and you will no longer be able to practise as a paramedic.

Registration standards and your renewal

As a registered paramedic, you must declare that you meet the Board's registration standards (go to www.paramedicineboard.gov.au and select Professional standards) including criminal history, professional indemnity insurance, recency of practice and continuing professional development when you renew your registration. National Boards routinely audit a randomly selected number of practitioners each year and you will need to be able to substantiate your declaration if audited.

Making a declaration that is false or misleading can be grounds for the Board to refuse to renew your registration, impose conditions on your registration or take disciplinary action.

Criminal history

When you renew your registration, you will be asked if there have been any changes to your criminal history. This means you need to declare any criminal charges or convictions you have not already declared. The Board will consider any declaration against the criteria set out in the criminal history registration standard. When requested, you will need to provide additional information about any new criminal history matters.

If you are audited, a criminal history check will be carried out to verify your declaration.

Professional indemnity insurance

When you renew your registration, you will be asked to answer two questions in relation to professional indemnity insurance arrangements. First, you will be asked to declare whether you have practised in the preceding period of registration without the required professional indemnity insurance arrangements in place as described in the professional indemnity insurance registration standard. Next you will be asked to declare that if your registration is renewed you will not practise without having the required professional indemnity insurance arrangements in place.

If you are audited, you will need to be able to prove you had appropriate professional indemnity insurance arrangements in place for all the time you practised as a paramedic in the preceding period, e.g. provide a certificate of currency.

Recency of practice

You will be asked to declare if you meet the Board's recency requirements. This means declaring that you have the required minimum practice hours within your current scope of practice. This can be 150 hours of practice in the previous 12 months or 450 hours of practice in the previous 3 years or 750 hours of practice in the previous 5 years with no continuous absence of greater than 2 years.

If you are audited you will be required to provide evidence of your practice to meet the requirements, e.g. pay slips, letter(s) from employer(s).

Continuing professional development

You will be asked to declare that you have completed a minimum of 30 hours of continuing professional development (CPD) activities in the previous registration period. In addition, it is also important to note that:

- at least eight of these hours must be in an interactive setting with other practitioners, and
- you must maintain a portfolio of information that documents your learning goals, records all your planned CPD activities, your reflection on how these CPD activities have or are expected to improve your practice and evidence of having completed these activities.

Most of this information can be recorded in the CPD log book template published by the Board (go to the Paramedicine Board website and select Professional standards > Registration standards > CPD). If you are audited you will need to provide either a fully completed log book and evidence of the completed activities e.g. receipts of attendance, notes etc or an equivalent portfolio of information to prove that you have met the requirements of the standard.

If you have been granted an exemption or variation from meeting the requirements of the CPD standard, you still should declare that you do not meet the requirements of the standard and provide a copy of the correspondence authorising the exemption or variation when requested.

More information

After reviewing this guide, you may have further questions about your registration. Please visit our website or contact us for more information.

- Visit www.paramedicineboard.gov.au.
- [Lodge an online enquiry](#) on the AHPRA website (go to www.ahpra.gov.au and select About > Contact us > [Make a web enquiry](#))
- For registration enquiries: 1300 419 495 (within Australia) +61 3 8708 9001 (overseas callers).
- For media enquiries: (03) 8708 9200.