



**REGISTRATION INFORMATION
FOR OVERSEAS TRAINED OSTEOPATHS
with
Qualifications not recognised by the OCNZ
An applicant's guide**

REGISTRATION INFORMATION FOR OVERSEAS TRAINED OSTEOPATHS

INTRODUCTION

In order to work legally as an osteopath in New Zealand it is necessary to:

- be registered by the Osteopathic Council of New Zealand (the OCNZ), which is the regulatory body governing the practice of osteopathy
- hold a current practising certificate.

The registration and practising certificate application process does not usually exceed eight weeks in total - from the time the OCNZ receives a complete application. However, it may take longer than eight weeks for an application to go through the necessary processes leading to an OCNZ decision. This should be taken into account when making travel and employment plans.

NEW APPLICATIONS FOR REGISTRATION

Osteopaths who have undertaken their training overseas and whose qualifications are not recognised by the OCNZ, have their qualifications considered on a case by case basis. The OCNZ does not accredit overseas osteopathic qualifications. Applications are submitted to the OCNZ's assessors who consider the comparability of qualifications to New Zealand standards and osteopathic capabilities.

OCNZ COMPETENCE EXAMINATION

There is currently no OCNZ examination.

REQUIREMENTS FOR REGISTRATION

Under section 15 of the HPCA Act the OCNZ may register applicants within the scope of practice 'General Osteopathic Scope of Practice: Osteopath' if they:

- have the qualifications that are prescribed, under section 12, for that scope of practice; and
- are fit for registration in accordance with section 16; and
- are competent to practise within that scope of practice.

Fitness for registration

(i) English language requirements

Applicants whose first or home language is not English, are required to demonstrate proficiency in English.

The OCNZ's policy requirement for registration is International English Language Testing System (IELTS) academic test results with a score of 7 in each band. Some applicants may qualify for an exemption to this requirement; the full English language policy is available on the OCNZ website.

(ii) Assessment of criminal convictions

Section 16(c) of the HPCA Act 2003 states that no applicant for registration may be registered if he or she has been convicted in New Zealand or elsewhere of any offence punishable by imprisonment for a term of 3 months or longer, and he or she does not satisfy the OCNZ that, having regard to all the circumstances, including the time that has elapsed since the conviction, the offence does not reflect adversely on his or her fitness to practise as a health practitioner of that profession.

The OCNZ will consider each case on its merits in order to be satisfied that the person is fit to practise as an osteopath in New Zealand.

(iii) Physical and mental health

For registration purposes the OCNZ must be satisfied that applicants are able to perform the functions required for the practice of osteopathy, and that they are not prevented from doing so because of some mental or physical condition.

(iv) Good standing

In determining applicants' fitness for registration, the OCNZ is required to take into consideration:

- professional disciplinary proceedings, (whether in NZ or in another country);
and
- investigations in respect of any matter that may be the subject of professional disciplinary proceedings, (whether in NZ or in another country);
and
- orders of professional disciplinary tribunals, (whether in NZ or in another country); *and*

- any issue which may give the OCNZ reason to believe that an applicant may endanger the health or safety of members of the public.

Capabilities assessment for practising in the General Scope of Practice: Osteopath.

The OCNZ assesses capability in six areas to determine minimum entry-level capability for registration in order to practise in the General Scope of Practice: Osteopath.

Applicants must demonstrate their capability to practise and therefore must submit a capabilities assessment application. The capabilities assessment application is a self-assessment in which applicants are asked to describe how they have demonstrated the six capabilities in their current or previous osteopathic practice, and relevant life experiences.

PRACTISING CERTIFICATE APPLICATION

Once registered, in order to work legally in New Zealand practitioners are required to hold a current practising certificate. The OCNZ ensures that all practitioners with a current practising certificate are competent to practise.

Applicants who have satisfactorily met the requirements for registration will be eligible for a practising certificate in the General Scope of Practice: Osteopath subject to a standard condition on their scope of practice. (See below).

Condition on the scope of practice for overseas qualified registrants

Overseas qualified registrants' scope of practice will be subject to the condition 'Preceptorship' and this will be noted on their practising certificate and the public 'Register of Osteopaths'. This condition requires that they must complete the 12 month Competent Authority Pathway Programme (CAPP). Sometimes the condition is personalised, depending on individual circumstances.

TO APPLY FOR REGISTRATION

Refer to the Notes section below for additional guidance

Visit the OCNZ's website: www.osteopathiccouncil.org.nz and download an application form. You will then need to provide the following:

1. Registration application and fee – refer to Fees page of OCNZ website
2. Capabilities assessment application and fee – refer to Fees page of OCNZ website
3. Practising Certificate application and fee – refer to Fees page of OCNZ website.
4. Payment for the Competent Authority Pathway Programme (CAPP)
5. Curriculum vitae
6. Three references
7. Certified copies of:
 - a. Birth certificate and personal details pages of passport
 - b. Marriage certificate or other legal proof of name change (if applicable)
 - c. Osteopathic qualification certificate
 - d. Course description/academic syllabus of your osteopathy qualification
 - e. Academic transcript or student record
 - f. A certificate or letter of good standing or verification from every registering authority with which you have been registered – no older than six months when received by the OCNZ
 - g. Record of criminal convictions or a police certificate from the country you are making the application - the certificate must be no older than six months on receipt by the OCNZ
 - h. IELTS Academic results with a minimum score of 7 in each band - only if English is not your first language
8. Additional Information (if applicable) on:
 - Health issues
 - Disciplinary issues
 - Convictions

NOTES

1. Fees

A list of fees and a payment form are available on the OCNZ website. The OCNZ accepts payment in New Zealand dollars only. At present it is not possible for applicants to pay online - the following payment options are available:

- Bank cheque
- Visa or Mastercard credit cards or debit cards

If paying by credit or debit card, applicants should provide payment details on the OCNZ payment form or in a covering letter including:

- Type of card
- Name on card
- Number
- Expiry date
- Amount you are authorising the OCNZ to deduct

2 Capabilities assessment application

Before undertaking the Capabilities Assessment Application applicants should read and familiarise themselves with:

- [Code of Ethics](#) available on the OCNZ website.

3 Employer/Supervisor/Referee Declaration

The employer/supervisor/referee section of the capabilities assessment application should be completed by individuals who are familiar with an applicant's osteopathic practice.

4 Practising certificate application form

This is included in the online registration application form.

5 Curriculum Vitae (Résumé)

The OCNZ requires applicants to provide a curriculum vitae and/or work history covering the last three years, with evidence of experience and competence in the six registration capabilities.

6 OCNZ reference form

The OCNZ reference form allows your referees to attest to your fitness for registration in terms of such issues as communication, health and criminal history. The information on the reference form is not intended to support the contents of your capabilities self-assessment.

The reference form should be completed by a previous or current osteopathic supervisor or manager, who is also an osteopath, and/or another professional in good standing whom you have known for at least 12 months.

The OCNZ requires three references which should be sent directly to the OCNZ by the referees.

7 Certified documents

A certifying official may be a Justice of the Peace, Commissioner for Oaths, Solicitor or Notary Public, and must comply with all the following:

1. Sign the copy
2. Print his/her name under the signature
3. State his/her position or designation
4. Endorse the copy with his/her official seal (where applicable)
5. Provide his/her postal address to enable the OCNZ to seek verification and
6. Ensure that the certified copy being provided to this OCNZ includes the statement "Certified true copy of original document sighted".

8 Translations

Documents not written in English must be accompanied by an official translation, which must be on official translation service letterhead, and bear the appropriate signature or stamp, together with full address details.

9 Course Description/Academic Syllabus/Curriculum Document/Course Outline

A course description is sometimes also referred to as a syllabus, curriculum document or course outline. The format of this document varies from institution to institution, but it will generally provide an overview of the course, its aims, objectives, assessment methods and so on.

10 Academic transcript

The transcript is an individualised record of the courses taken and indicates some or all of the following: grades, marks, pass/ fail, hours/clinical hours.

11 Certificate/letter of good standing

A certificate or letter of good standing is not the same as a certificate of registration. A certificate or letter of good standing confirms your registration and also advises whether or not there have been any complaints, investigations or disciplinary action taken during the time you were registered.

12 Record of criminal convictions/police certificate

Please visit [the New Zealand Immigration Service website](#) for information on how to obtain a police certificate in other countries.

Police reports must be no older than six months on receipt by OCNZ.

APPLICATION TIMEFRAMES

Please send your complete application in one package. A complete application consists of:

- the appropriate fees
- all supporting documentation, excluding the references, in the format required by the OCNZ.

The registration and practising certificate application process does not usually exceed eight weeks **from the time the OCNZ receives your complete application.**

CHECKLIST TO ACCOMPANY DOCUMENTS AND FEES

The OCNZ will begin processing your application once it has received all the required documents and fees.

Please tick the boxes to ensure you have provided all required items.

- | | |
|---|------------------------------|
| Registration application form | <input type="checkbox"/> |
| Registration application fee – refer to Fees page of OCNZ website | <input type="checkbox"/> |
| Capabilities assessment application | <input type="checkbox"/> |
| Capabilities assessment application fee - refer to Fees page of OCNZ website | <input type="checkbox"/> |
| Practising certificate application | <input type="checkbox"/> |
| Practising certificate fee – refer to Fees page of OCNZ website | <input type="checkbox"/> |
| CAPP fee - refer to Fees page of OCNZ website | <input type="checkbox"/> |
| Curriculum vitae | <input type="checkbox"/> |
| Certified Copies Of: | |
| • Birth Certificate | <input type="checkbox"/> |
| • Passport | <input type="checkbox"/> |
| • Any Legal Evidence of Name Change (e.g. marriage certificate) | <input type="checkbox"/> N/A |
| • Osteopathic qualification certificate | <input type="checkbox"/> |
| • Course description/academic syllabus of your osteopathic qualification | <input type="checkbox"/> |
| • Academic transcript or student record | <input type="checkbox"/> |
| • Certificate or letter of good standing from every registering authority with which you have been registered – no older than six months on receipt by the OCNZ | <input type="checkbox"/> |
| • New Zealand Police Check (if applicable) no older than six months on receipt by the OCNZ | <input type="checkbox"/> N/A |
| • Overseas Police Checks - no older than six months on receipt by the OCNZ | <input type="checkbox"/> |
| • IELTS Results (if applicable) | <input type="checkbox"/> N/A |
| Additional Information (if applicable) on: | |
| Health Issues | <input type="checkbox"/> N/A |
| Disciplinary Issues | <input type="checkbox"/> N/A |
| Convictions | <input type="checkbox"/> N/A |

* Please note that your three references should be sent direct to the OCNZ by your referees.