



NEW ZEALAND
CHIROPRACTIC BOARD
TE POARI KAIKOROHITI O AOTEAROA

APPLICATION GUIDANCE NOTES

New Zealand Qualified Applicants

Please read this guide before you begin to apply for registration as a Chiropractor within the Scope of Practice-Chiropractor under the Health Practitioners Competence Assurance Act 2003 (HPCA Act).

Points to note:

- You may only apply for registration once you have successfully completed the accredited course of study in Chiropractic at the New Zealand College of Chiropractic, and have official evidence as proof (letter of confirmation from the College sent directly to the Chiropractic Board, transcript which states that your degree is completed or conferred, or a degree certificate).
- It is illegal to call yourself a Chiropractor, use the title of Doctor or to practice as a Chiropractor in New Zealand in any capacity, including voluntary work, without being registered **and** holding a current Annual Practising Certificate (APC) issued by the Board.
- The APC year runs 1 April – 31 March. If you are registering between 1 November and 31 March you are eligible for a reduced APC fee, at any other time you will need to pay the standard APC fee. Please refer to the latest [Gazette Notice](#) for current fees.
- Please ensure that your application is completed correctly, and all required documentation is provided – if you provide documents that do not meet Board requirements OR you do not provide information that is required, we will contact you and your application will not be processed until a correct application is subsequently received.
- The registration process is confidential; therefore, the Board can only provide information to you, the applicant. We cannot speak to any prospective employers about your application.

Applying for Registration:

You can apply for registration online at: <https://www.chiropracticboard.org.nz/becoming-registered/> and you must provide:

Application Details:

- This includes personal details, fitness for registration questions and a declaration.

Payment:

- The current application for registration fee is available via the [Gazette Notice](#).

Proof of identity:

- This can be either a certified copy of the personal pages of your current passport, or a certified copy of your birth certificate, and can be uploaded online.
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Evidence of change of name (where applicable):

- You must provide a certified copy of evidence of your name change, which can be uploaded online.

Criminal history record (New Zealand):

- All applicants must provide a current criminal history record issued by the New Zealand Ministry of Justice and be dated within six months when received by the Board.
- To obtain this document refer to the Ministry of Justice website at: <https://www.justice.govt.nz/criminal-records/get-your-own/> - please note that the processing time is up to 20 working days.

This record must include your full name (including middle name(s)) and any previous names, or names that you are known by).

- The New Zealand Ministry of Justice will most likely email criminal history records to you. If you receive your report as a PDF document via email, then you can upload this PDF online. We cannot accept a printed copy of the email that the Ministry of Justice sent to you.
- If you were posted your criminal history record, you can either post us the original, or upload a certified copy of the original online.
- You are not required to disclose any convictions covered by the Criminal Records (Clean Slate) Act 2004.

Criminal history record (overseas) (where applicable):

- You will need to provide a certified copy of a criminal history record for each country you have lived in other than New Zealand for 6 months or more, while you were aged 17 or over. The certified copy can be uploaded online.
- This record must be dated within six months when received by the Board and must include your full name (including middle name(s)) and any previous names, or names that you are known as). The Board may accept a report that is older than 6 months on receipt, if you can satisfactorily demonstrate you have not lived in the country or countries since the issue of the report/s.
- We accept the same documents as Immigration New Zealand, please see their website for details on how to request the correct certificate: <https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/tools/police-certificates>
- If a conviction is disclosed on your criminal history record that would have been covered by the Criminal Records (Clean Slate) Act 2004 (had it occurred in New Zealand), then the Board will treat this type of conviction as though it was in fact covered by the Clean Slate Act, and disregard this conviction when considering your application.
- **Criminal conviction records from the U.S.A.** – In addition to your FBI Identity History Summary Check, you will need to provide a criminal history record issued by the state police department in the state where you currently reside and all other states you have previously resided in for 6 months or more, while you were aged 17 or over.

Proof of qualification:

- Letter of confirmation from the New Zealand College of Chiropractic sent directly to the Chiropractic Board. The College provide a list of graduate names directly to the Board Registrar, you do not need to request an individual letter.
- This can be a certified copy of your degree certificate or a certified copy of your complete academic transcript of academic record confirming your successful completion of your undergraduate Chiropractic degree that is signed by an official of the New Zealand College of Chiropractic.
- We accept proof of qualification shared via My eEquals. You can submit a link to your My eEquals profile on your online application.

Professional References:

The Board requires two professional references, from registered chiropractors, these references may be supplied by clinic tutors and must be signed, dated and include their contact details. References from family members will not be accepted.

Professional references must include the following:

- 1) The applicant's full name;
- 2) How long and in what circumstances the referee has known the applicant;
- 3) The referee's opinion of the character and integrity of the applicant, stating in particular:
 - (a) What reasons relating to character, integrity, reliability and diligence, in the referee's opinion, make the applicant suitable to register as a chiropractor in New Zealand;
 - (b) Whether there are any factors known to the referee that would or might be against the registration of the applicant in New Zealand in particular any professional, competency or fitness to practise issues relating to the applicant.

Fitness for Registration information (where applicable):

You are required to answer questions related to your fitness for registration, and you may need to provide further information, depending on your answers to the questions.

Legislative requirements	Under section 16 of the Health Practitioners Competence Assurance Act 2003 (HPCA Act) the Board must seek information to ensure an applicant is fit to be registered as a Chiropractor.
Mental and physical fitness	New Zealand law requires Chiropractors to be mentally and physically fit to practise within the profession in New Zealand.
Complete answers required	The application includes questions covering: communication, physical and mental fitness, risk declaration, professional misconduct, police investigation, criminal convictions; as well as your educational record.
Please note:	Making a declaration under section 16 about your fitness for registration does not necessarily mean that you will not be granted registration. The Board is required by law to consider whether having an issue of this nature will adversely affect your fitness to practise as a Chiropractor in New Zealand.

Communication Declaration:

If you have answered “No” to the Fitness for Registration question covering communication, then you must also provide:

- A statement describing your reasons and any further information you believe is relevant.

Physical and/or Mental Fitness Declaration:

If you have answered “Yes” to one or more of the Fitness for Registration questions covering physical and mental fitness, then you must also provide:

- A reflective statement giving details of your condition or impairment, including duration and treatment of your condition or impairment; your insight and understanding of your health condition and its triggers, details of strategies utilized and your management plan for your future practice of Chiropractic; and
- A recent supporting letter signed by your current treating practitioner confirming the details of your management, any medication you are currently taking, and including a comment on whether or not they believe that your condition or impairment does not currently, or will not in the future, impair your ability to perform the functions required for the practice of Chiropractic.

Risk Declaration:

If you have answered “Yes” to the Fitness for Registration question covering the risk declaration, then you must also provide:

- A reflective statement detailing your insight and understanding of the risk factor(s) and the triggers, details of strategies utilized and your management plan for your future practice of Chiropractic.

Professional Misconduct, Police Investigation, and/or Conduct Declaration:

If you have answered “Yes” to one or more of the Fitness for Registration questions covering: professional misconduct, police investigation, and/or conduct, then you must also provide:

- A reflective statement describing the incident(s); and
- A character reference email to admin@chiropracticboard.org.nz or posted directly to the Board by a referee who has knowledge of the incident/offending (please see the note below regarding suitable referees and character references) ; and
- A certified copy of each of the relevant reports, finding, decisions, orders and (where applicable) endorsements on registration certificates.

Registration, certification or licensing outside of New Zealand:

If you have answered “Yes” to the Fitness for Registration question covering registration, certification or licensing outside New Zealand, then you must also provide a reflective statement describing the circumstances.

Criminal Conviction Declaration:

If you have answered “Yes” to the Fitness for Registration question covering convictions, then you must also provide:

A personally signed reflective statement using the **Board's template**, describing the circumstances leading to the conviction(s); the impact that this experience has had on you as a result; how the experience will influence your future behavior and choices; and why you believe that each or any conviction does not reflect adversely on your fitness to practice as a Chiropractor in the future. You may include any further information you believe is relevant.

- A character reference emailed to admin@chiropracticboard.org.nz or posted directly to the Board by a referee who confirms they have knowledge of the incident and includes their comment on whether or not they believe that your conviction does not currently, or will not in the future reflect adversely on your fitness to practice as a Chiropractor in the future. (*Please see the note below regarding suitable referees and character references*).

Suitable Referees:

Your referee must be a person who is in a position of responsibility and has known you for a minimum of 1 year (i.e. in their capacity as your employer, manager, supervisor or educator). This referee must have knowledge of the declaration you are making regarding your fitness for registration. Family members, friends and colleagues are **not** suitable referees.

Character References:

Your referee may email their reference to admin@chiropracticboard.org.nz and supply their character reference in any format they prefer as long as it meets the following criteria:

- It is clearly named with the full name of the referee;
- It is labelled as a character reference in support of your application for registration;
- It indicates the referee's relationship to you as the applicant;
- It indicates the length of time the referee has known you;
- It is signed and dated by the referee; and
- If the reference is completed by your referee in their professional capacity, then it must be on the letterhead of their employing organisation.

Scope of Practice:

The Board pursuant to Section 11(1) of the Health Practitioners Competence Assurance Act 2003 is required to specify a Scope of Practice for the Chiropractic profession. The Board has approved one (1) Scope of Practice – Chiropractor – which was adopted by the Board on 27 March 2004. All health practitioners registered in New Zealand practise within a prescribed scope of practice.

Certification Requirements:

The Board only accepts photocopies of documents that have been correctly certified.

Unfortunately, New Zealand is not immune to document fraud. The Board looks at evidence from New Zealand and overseas every day. The Board must be sure that all documents are genuine. Take this information along with you when you get your documents certified. We recommend that you ask one official to certify copies of your documents.

Choose an official with the necessary legal power to certify your documents such as a Solicitor, New Zealand Court Registrar, an Officer gazetted to take statutory declarations, or a Justice of the Peace.

The names and contact details of local Justices of the Peace are available online at www.jpfed.org.nz.

When approaching an official to certify your documents please ensure that the authorising official complies with ALL of the following:

- Signs the copy; and
- Prints his/her name under the signature; and
- States his/her position or designation; and
- Endorses the copy with his/her official seal (where applicable); and
- Provides his/her **full** postal address to enable the Board to seek verification; and
- Ensures the certified copy provided to the Board includes the statement: "Certified true copy of original document sighted".

You may be charged a fee for certification, so it is up to you to make sure you get everything that you require – check that the certifier has provided **all** of the above.

Translations:

Documents written in a language other than English must be translated by an official translator. Both the translation and a certified copy of the original document must be provided with this application.

Privacy Statement:

What information do we collect?

We collect personal information about you when we process your application for registration as a Chiropractor under the Health Practitioners Competence Assurance Act 2003 (the Act). The personal information we collect includes:

- information for the purpose of establishing your identity
- contact information
- details of your qualifications
- information about your competence and fitness to practise, including health information and information held by regulatory and law enforcement agencies.

Why do we collect personal information?

The information we collect helps us establish your identity and determine if you are eligible to be registered as a Chiropractor in New Zealand. We use the information to assess your qualifications, competence, and fitness to practise as a Chiropractor in New Zealand. We may also use the information to perform our functions under the Act and for other lawful purposes.

We collect personal information directly from you and may collect information from other sources, including educational, regulatory, and law enforcement agencies. If the information we require is not provided, we may be unable to process your application.

How is your privacy protected?

All relevant information about you is collected and is held by the Chiropractic Board, Level 5, 22 Willeston Street, Wellington. You have the right to have access to any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to have access to your personal information, or to have it corrected, please email us at admin@chiropracticboard.org.nz, or write to our Privacy Officer at Chiropractic Board, PO Box 9644, Wellington 6141.

Useful Information:

Timeframes:

- Most complete applications can be processed within 1-2 working days. If you are making a fitness for registration declaration within your application, there may be a delay in deciding on your application. Please contact us if you have any queries about the timeframes.
- If registered, you will be allocated a registration number – this is your unique identifier with the Board.
- Completing the accredited Chiropractic course is not a 'guarantee' that you will become registered. The information required as part of this application process enables the Board to determine whether you are fit for registration and competent to practice before you can be registered. All the information required helps assure the Board that:
 - Applicants are who they say they are,
 - Applicants meet current legal and Board requirements; and
 - The Board can contact applicants if needed.

The Public Register of Chiropractors:

- If you are registered and issued with an APC, some of your details will be added to the New Zealand Register of Chiropractors. Information displayed will include: name; work address; qualification; date of registration; status of registration; conditions under which a practitioner must practice (if any).
- The register is available for the public to view on the Board's website <https://chiropracticboard.org.nz> and lists all Chiropractors who are registered in New Zealand.

Health Practitioner Index (HPI) Number

- You will be issued a Health Practitioner Index (HPI) number by the Ministry of Health. HPI numbers uniquely identify every health professional currently practicing in New Zealand.

Application Checklist:

Please check that you have provided all of the required documents in support of your online registration application:

- Proof of identity
- Evidence of name change (if applicable)
- NZ Criminal History Record
- Overseas Criminal History Record (if applicable)
- Proof of qualification
- Two Professional References
- Online application completed & payment made

Contacting the Board:

Physical/Courier Address:

Level 5
Public Trust Tower
22 Willeston Street
Wellington, 6011

Postal Address:

PO Box 9644
Wellington 6141
New Zealand

Phone: 04 474 0740

Email: admin@chiropracticboard.org.nz