



NEW ZEALAND  
**CHIROPRACTIC BOARD**  
TE POARI KAIKOROHITI O AOTEAROA

## POLICY AND GUIDELINES:

ISSUING PRACTISING CERTIFICATES  
(INCLUDING RETURN TO PRACTICE)

June 2021

## Associated Chiropractic Board Policy Documents

This policy should be read in conjunction with the following associated policy documents

- Competency-based professional standards for chiropractors
- Code of ethics
- Scope of practice: Chiropractor
- Newly registered overseas-trained practitioners: recertification programme

## Revision Schedule

| Version | Date approved | Notes                 |
|---------|---------------|-----------------------|
| One     | 2007          |                       |
| Two     | 2011          | (GST increase in fee) |
| Three   | 2021          |                       |
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# POLICY FOR ISSUING PRACTISING CERTIFICATES

## POLICY OVERVIEW

In order to practice as a chiropractor in Aotearoa New Zealand, practitioners must be registered with the Chiropractic Board (the Board) and hold a current annual practising certificate (APC). APC's may be issued to chiropractors who are registered with the Board and meet the required standard of competence (s29(1)) of the Health Practitioners Competence Assurance (HPCA) Act 2003.

The Board's *policy for issuing practising certificates* protects the health and safety of the public through ensuring chiropractors possess the knowledge and skills required to practise competently and safely.

This policy sets out the Board's requirements for the issue of an APC to registered chiropractors.

## LEGAL CONTEXT

The Board must ensure that applicants applying for an APC are fit to practice within the chiropractic scope of practice. S.27(1) of the HPCA Act outlines the parameters associated with refusal to renew, which are:

- a) the applicant has, at any time, failed to maintain the required standard of competence; or
- b) the applicant has failed to fulfil, or has failed to comply with, a condition included in the applicant's scope of practice; or
- c) the applicant has not satisfactorily completed the requirements of any competence programme that he or she has been ordered by the authority to complete; or
- d) the applicant has not held an annual practising certificate of a kind sought by the application within the 3 years immediately preceding the date of the application; or
- e) the applicant is unable to perform the functions required for the applicant's profession because of some mental or physical condition; or
- f) the applicant has not, within the 3 years immediately preceding the date of application, lawfully practised the profession to which the application relates.

Section 29 of the HPCA enables the Board to consider what conditions it may impose before it issues an APC.

## OTHER INFORMATION

Information you may be required to provide:

### a. Criminal convictions

All chiropractors returning to practice in New Zealand after an absence overseas are required to provide an original or certified copy of a criminal convictions report/police report from every country in which they have lived since they last practised in New Zealand.

## b. Certificate of good standing

All chiropractors who hold or have held registration with an international chiropractic regulatory body are required to provide a certificate of good standing from each jurisdiction in which they have practised.

## c. Evidence of Continuing Professional Development (CPD)

An application may be required to provide evidence of CPD relevant to your practice undertaken whilst not holding an APC, including any CPD undertaken while practising overseas.

## Deemed practising status

Under s.30 of the HPCA, if a complete renewal application is submitted by 31 March, and the chiropractor holds a practising certificate expiring 31 March of that year, they will be treated as holding that practising certificate and therefore entitled to practise from 1 April. This is known as “deemed practising status”.

Deemed practising status applies when a practising certificate application has not yet been approved by 1 April and continues in effect until either the date the renewal application is approved, or until the chiropractor is notified that it will not be approved.

## Practising certificate fees

The costs of an annual practising certificate are set by the Board under the HPCAA Act (s130(1)(c)) and is published in the NZ gazette following consultation.

Fees are non-refundable

## CHIROPRACTORS WHO HAVE PRACTISED IN NEW ZEALAND WITHIN THE LAST THREE-YEARS

Any chiropractor who does not meet any of the criteria under s.27(1) of the HPCA Act may be issued with a practising certificate once they have completed the following requirements:

- ✓ Completed an online application; and
- ✓ ensured personal data held by the Board is correct; and
- ✓ paid the required fee.

Information received which may suggest fitness, competence or other issues will be managed as a notification under the notification process.

## CHIROPRACTORS WHO ARE REGISTERED WITH THE BOARD, BUT NEVER PRACTISED

In some instances, New Zealand trained chiropractors may have been granted registration after gaining their qualification, but never practised in the chiropractic profession either in New Zealand or overseas.

Practitioners will be considered on a case by-case basis. Possible outcomes include:

1. Issue an APC with no additional requirements necessary
2. May be required to complete a Board approved examination
3. May be required to complete a period of supervision

4. Application for an APC is declined

### CHIROPRACTORS WHO HAVE NOT PRACTISED IN NEW ZEALAND WITHIN THE LAST THREE-YEARS

Applications from practitioners who have not practised and/or held an APC in the last three years, will be considered on a case-by-case basis by the Board.

When determining whether the applicant meets the required standard of competence the Board may take into consideration:

1. The applicant's training, experience and formal qualifications (including when the applicant undertook their relevant formal qualifications);
2. The length of time away from practice;
3. The appropriateness and extent of any continuing professional development (CPD) undertaken by the applicant, including any evidence that the applicant has kept up to date with contemporary practice and advances in the scope of practice concerned;
4. The nature and extent of any practise outside New Zealand of the applicable scope of practice by the applicant;
5. The nature and extent of any research, study or teaching relating to the applicable scope of practice, undertaken by the applicant;
6. The nature and extent of any managerial, advisory and administrative work, relating to the applicable scope of practice performed by the applicant;
7. The extent of prior experience, by the applicant, in an oral health scope of practice other than that which they are applying for;
8. Whether the applicant meets the fitness to practise requirements as specified in the Health Practitioners Competence Assurance Act 2003 ("the Act");
  - a. Any declared health condition(s), disciplinary or competency issues and civil or criminal proceedings which may affect the applicant's fitness or competence to practise;
  - b. Any other relevant factors.

### Possible outcomes may include:

1. Issued an APC with no additional requirements
2. The Board may apply specific conditions on the practitioner's scope of practice which may include any combination of the following
  - a. Approved mentoring or supervision practice;
  - b. Approved assessment or examination;

- c. Approved CPD activities;
  - d. Any other appropriate condition on practice.
3. Application for an APC is declined
  4. Any other determination the Board deems appropriate.

## DECLINE OF A PRACTISING CERTIFICATE

Under the HPCA Act 2003, where the Board considers that no conditions will ensure the competent practice of the applicant, the application will be declined.

the Board may decline an application for a practising certificate where:

1. The chiropractor does not meet the criteria for issuing of a practising certificate
2. The chiropractor provides false or misleading information s27(3)
3. The chiropractor has not paid expenses listed under s26(4)

Any proposal to decline must be given to the practitioner in order to make a response.

The chiropractor must be advised of the option for review of the Board's decision to decline a practising certificate.

## SUPERVISION

The supervision period, level of supervision, timeframes, and reporting requirements are set out in a letter to the practitioner and are non-negotiable once accepted by the practitioner.

At the conclusion of the period of supervised practice the Board-approved supervisor must report to the Board their recommendations regarding the practitioner meeting the competence standards required of a chiropractor.