



## Request to add or correct a qualification on the National Register

### Profession: Psychology

Part 10 Division 3 of the Health Practitioner Regulation National Law (the National Law)

This form is for registered psychologists to request to:

- add a qualification to the National Register, or
- correct a qualification currently on the National Register.

There is an application fee to add each qualification to the National Register but no fee applies to correct a qualification already on the register.

Additional qualifications can be added to the National Register if:

- the qualification is an approved qualification for registration or endorsement in psychology (see [www.psychologyboard.gov.au](http://www.psychologyboard.gov.au)) (such as a Master of Psychology), and/or
- the qualification is a doctorate (DPsych, PhD, PsyD or DPhil), and
- an original transcript, testimony or certificate is provided to AHPRA from the university indicating the qualification has been successfully completed.

### Privacy and confidentiality

The Board and AHPRA are committed to protecting your personal information in accordance with the *Privacy Act 1988* (Cth). The ways the Board and AHPRA may collect,

use and disclose your information are set out in the collection statement relevant to this application, available at [www.ahpra.gov.au/privacy](http://www.ahpra.gov.au/privacy).

By signing this form, you confirm that you have read the collection statement. AHPRA's privacy policy explains how you may access and seek correction of your personal information held by AHPRA and the Board, how to complain to AHPRA about a breach of your privacy and how your complaint will be dealt with. This policy can be accessed at [www.ahpra.gov.au/privacy](http://www.ahpra.gov.au/privacy).

### Completing this form

- Read and **complete all questions**.
- Ensure that **all pages** and required **attachments** are returned to AHPRA.
- Use a **black** or **blue** pen only.
- Print clearly in **BLOCK LETTERS**
- Place X in **all** applicable boxes: **X**
- **DO NOT send original documents unless specified.**
- The items marked with an asterisk (\*) will appear on the public register.

#### 1. What are your personal details?



If you have ever been formally known by another name, or you are providing documents in another name, you **must** attach proof of your name change unless this has been previously provided to the Board.

Title\* MR  MRS  MISS  MS  DR  OTHER

Family name\*

First given name\*

Middle name(s)\*

Date of birth  /  /

Preferred email address

#### 2. What is your registration number?

Registration number\*

#### 3. What is this request for?

- Correct a qualification currently on the National Register  
*Go to the next question*
- Add a qualification to the National Register  
*Go to question 6*

#### 4. How does the incorrect qualification currently appear on the National Register?

Incorrect qualification

Please complete both pages (1 and 2) and mail with the required payment and attachments to:

**AHPRA**  
**GPO Box 9958**  
**IN YOUR CAPITAL CITY** (refer below)

You may contact AHPRA on 1300 419 495  
or you can lodge an enquiry at [www.ahpra.gov.au](http://www.ahpra.gov.au)

Adelaide SA 5001  
Hobart TAS 7001

Brisbane QLD 4001  
Melbourne VIC 3001

Canberra ACT 2601  
Perth WA 6001

Darwin NT 0801  
Sydney NSW 2001



**This application will not be considered unless it is complete and all supporting documentation has been provided.**

Supporting documentation must be certified in accordance with AHPRA guidelines.

Do not use staples or glue, or affix sticky notes to your application. Please ensure all supporting documents are on A4 size paper.



**5. What are the correct details of the qualifications and/or examinations/assessments?**

**Correct qualification**  
 Title of qualification\*  
  
 Name of institution (University/College/Examining body)  
  
 Completion date\*      Country  
 /         
 You **must** arrange for your university to send directly to AHPRA your original academic transcript, testimony or certificate indicating that the qualification has been successfully completed.

Attach a separate sheet if all your qualification details do not fit in the space provided.

**No payment is required to correct a qualification. Please return completed form to AHPRA.**

**6. What are the details of the qualifications and/or examinations/assessments that you wish to add to the National Register?**

**Additional qualification**  
 Title of qualification\*  
  
 Name of institution (University/College/Examining body)  
  
 Completion date\*      Country  
 /         
 You **must** arrange for your university to send directly to AHPRA your original academic transcript, testimony or certificate indicating that the qualification has been successfully completed.

Attach a separate sheet if all your qualification details do not fit in the space provided.

**Amount payable:**

Number of qualifications to add to the National Register:  x \$50

**Total fee:**      \$ **INSERT FEE**

Payment by cheque, money order or bank draft must be in Australian currency, drawn on an Australian bank. A receipt will be provided.

**Mark one box below only**

Visa or MasterCard  
**Complete credit/debit card payment slip below**

Cheque/Money order/Bank draft

Cash/EFTPOS (only available if paying in person)

You **must** attach cheque or money order payable to the **Australian Health Practitioner Regulation Agency**.

On the back of the cheque, money order or bank draft, you **must** write:

- your full name
- your date of birth, and
- your registration number.

**Credit/Debit card payment slip – please fill out**

Amount payable: \$

Visa or MasterCard number:

Expiry date:  /

Name on card:

Cardholder's signature: **SIGN HERE**