



Form 1249

Application for the Assessment of Eligibility to Undertake the Professional Examinations in Physiotherapy

*The information on the form is collected by the Australian Physiotherapy Council for the purposes of assessing overseas qualifications in physiotherapy. Please read the following explanatory notes carefully **before** completing the application.*

Explanatory notes – YOU MUST READ THESE BEFORE COMPLETING THIS FORM

Introduction

The Australian Physiotherapy Council assesses your eligibility to undertake the examinations in physiotherapy by checking that you have the required qualifications to practise the profession of physiotherapy in your own country, and that you are of good professional standing. The assessment is conducted by the Australian Physiotherapy Council for overseas qualified physiotherapists who wish to practise their profession in Australia.

Assessment of eligibility to undertake the professional examinations is the first step in the examination process, which also includes:

- Written Examination
- Clinical Examination

For more information about the process, including eligibility requirements, please read the leaflet "*Recognition of Physiotherapy Qualifications in Australia*," which can be obtained free of charge from the Australian Physiotherapy Council or accessed via www.physiocouncil.com.au

Information for intending migrants

The Australian Physiotherapy Council does not provide information about how to migrate to Australia.

If you are overseas and intend to migrate to Australia, you should first contact your nearest Australian Embassy, Consulate or High Commission for information about migration processes and requirements for assessment of your qualifications. If you intend to migrate in a skilled migration category, important information is available via the website of the Department of Immigration and Citizenship (DIAC) www.immi.gov.au. It is essential that you read this information carefully before proceeding with applying for assessment of your qualifications.

The first step in applying for skilled migration is to nominate an occupation from the "*Skilled Occupation List*" and have your skills and qualifications assessed by the relevant assessing authority. You can find the "*Skilled Occupation List*" on the DIAC website www.immi.gov.au. If your nominated occupation is "physiotherapist" then the Australian Physiotherapy Council, is the relevant assessing authority and you should use this form to apply for an assessment of your skills and qualifications to determine if they are suitable for migration purposes **BY INDICATING THIS IN SECTION E OF THE FORM**. Please note that under migration law, you will need to apply for this assessment whether your qualifications were gained in a country other than Australia or from an Australian tertiary institution.

If you completed a recognised, registrable entry-level physiotherapy course in Australia, and/or are currently fully registered as a practising physiotherapist in Australia or New Zealand, please do not proceed with this form. Please contact the Australian Physiotherapy Council and request a modified assessment form 1249a.

Completing your application

- Answer all questions in English, unless otherwise requested
- Initial and date any alterations to details provided on the form
- **If your supporting documents are written in English**, please include:
 - one application form;
 - one certified copy of all supporting documents;
 - **one extra copy** of your entire application, including the application form (your extra copy should include photocopies of your certified documents)
- **If your supporting documents are written in a language other than English**, please include:
 - one application form;
 - one certified copy of all supporting documents in the original language;
 - one certified copy of the official translated version of all documents;
 - **one extra copy** of your entire application, including the application form (your extra copy should include photocopies of your certified documents)
- The Australian Physiotherapy Council will not accept responsibility for original documents sent to the office and will not return any documents
- The Australian Physiotherapy Council reserves the right to request applicants to provide translations completed by a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI)

Certification

The Australian Physiotherapy Council **ONLY** recognises certified documents from the following persons: *Justices of the Peace (JP), legal practitioners, Peace Commissioners, Commissioners of Oaths, Notary Publics, Judges, Magistrates, and persons legally designated to sign documents from an embassy or consulate.* **Documents submitted to the Australian Physiotherapy Council that have been certified by Police Officers, Pharmacists, Medical Practitioners or Teachers, will be returned to the applicant unless the person certifying the document is identified as also being one of the above persons.** Each copy of an original document must bear a statement certifying that it is a true copy of the original and the statement should include any official stamp or seal. You must include a piece of paper with the name, signature, contact address and phone number of the certifier. To have your copies certified you will need to present both the original and the copy of each document to the person certifying the copies. Each certified copy of your documents must be certified separately and it must be possible, from the details provided, for the Australian Physiotherapy Council to contact the certifying officer if necessary.

Reviews of application outcomes

If you disagree with the outcome your application, you may request a review of the assessment. Your request must be in writing and a review fee of up to AUD \$550.00 will be charged. Your request for a review should include the reasons why you disagree with the outcome, and any supplementary information or documents that you consider support your request.

How long will the assessment take?

The assessment takes up to 6 weeks from the date your **complete** application with all documents is received by the Australian Physiotherapy Council.

Correspondence

Do not contact the office to check the progress of your assessment, unless the deadline for registration for an examination session is approaching. Posted mail to and from overseas countries is sometimes very slow. If you agree to receive all written correspondence by email to avoid postal delays, please indicate this in Section B of the form.

Contact

- Email: enquiries@physiocouncil.com.au Website: www.physiocouncil.com.au
- Phone: Australia 02 6262 6029 International +61 2 6262 6029
- Fax: Australia 02 6262 5284 International +61 2 6262 5284
- Post: GPO Box 587 Canberra ACT 2601 AUSTRALIA

Privacy Notice: Information in this form is collected in order to identify the applicant requesting a skills assessment, and to undertake assessments of physiotherapy skills and qualifications. We may also use the information collected for research and internal administrative procedures. The information collected may be passed on to other people within the Australian Physiotherapy Council, the Physiotherapists Registration Boards in Australia, the Department of Immigration and Citizenship (DIAC) and the Department of Education, Employment and Workforce Relations (DEEWR). In other instances, information on this form can be disclosed without your consent where authorised or required by law.

Step by step guide

- Step 1:** Read the Explanatory Notes carefully (page 1)
- Step 2:** Complete the application form
- Step 3:** Photocopy your supporting documents as described in the checklist below
- Step 4:** Arrange for your supporting documents to be certified as explained in the Explanatory Notes
- Step 5:** Photocopy your completed application, including the application form and all supporting documents
- You should now have:**
- **one original application form with certified documents**
 - **one separate additional copy of your application form and accompanying documents**
- Step 6:** Please ensure that you have all of the necessary documentation as outlined in the checklist below
- Your application will not be assessed until you have provided all of the required documents**
- Step 7:** Clearly label both sets of your application according to the checklist
- **Do not staple or bind your documents together**
- Step 8:** Post both sets of your application to the Australian Physiotherapy Council together with your payment, as explained in Section O of the application form

Compulsory checklist for supporting documentation

Please follow this final checklist to ensure that all required documents have been included:

- | | |
|--|-----------|
| <input type="checkbox"/> Evidence of change of name (if applicable) | Section A |
| <input type="checkbox"/> Evidence of your date of birth | Section A |
| <input type="checkbox"/> Your passport photograph | Section D |
| <input type="checkbox"/> Evidence of your Australian residency status | Section E |
| <input type="checkbox"/> Résumé | Section F |
| <input type="checkbox"/> Graduation certificate for your initial physiotherapy qualification | Section G |
| <input type="checkbox"/> Official results transcript from your initial physiotherapy qualification | Section G |
| <input type="checkbox"/> Detailed course curriculum | Section G |
| <input type="checkbox"/> Clinical experience or clinical internship documentation (if applicable) | Section G |
| <input type="checkbox"/> Graduation certificate for your additional qualification (if applicable) | Section H |
| <input type="checkbox"/> Official results transcript from your additional qualification (if applicable) | Section H |
| <input type="checkbox"/> Initial registration certificate or IAP Life Membership certificate (if applicable) | Section I |
| <input type="checkbox"/> Current registration certificate (if applicable) | Section J |
| <input type="checkbox"/> Evidence of previous and/or current registration in Australia (if applicable) | Section J |
| <input type="checkbox"/> Two professional references | Section L |
| <input type="checkbox"/> Evidence of your English language ability | Section M |
| <input type="checkbox"/> Payment of application fee | Section O |
| <input type="checkbox"/> Evidence of funds transfer/direct deposit (if applicable) | Section O |



Please use black pen and write clearly

(i) Have you ever previously submitted an application to the Australian Physiotherapy Council (or to ACOPRA)?

No Yes Year:

(ii) The written examination is held in March and September each year. Please indicate when you **intend** to sit the written examination if your eligibility assessment is positive (note: this application is **not** an application for the written examination):

March September Year:

Section A: Your personal details

Explanation

1 Preferred Title (*please tick*): Mr Mrs Miss Ms Other

2 Family name (surname)

3 Given names

4 Previous family names – *documentary evidence is required if you have changed your name*

5 Previous given names

6 Your date of birth (day/month/year) – *documentary evidence is required*

7 Your country of birth

8 Gender: Male Female

9 Your first language

10 Your country of permanent residence

Change of name documentation

If the name on any of your documents is not the same as that on the birth certificate, provide **1 certified copy** of one of the following in your original application as evidence of your change of name:

- marriage certificate
- divorce papers
- deed poll
- passport
- statutory declaration

If your document is in a language other than English, provide:

- the required additional documents as outlined in the attached Explanatory Notes on Page 1

Passport evidence of date of birth

In your original application, provide:

- **1 certified copy** of your valid passport details as proof of date of birth

If you do not hold a valid passport, please contact the APC Office

Please ensure you provide the documents as detailed in the checklist.

Section B: Your contact details

11 Your address for correspondence (indicate country, if outside Australia)

12 Your daytime telephone number

Your mobile telephone number

13 Your email address

14 I would like all correspondence sent to me from the Australian Physiotherapy Council via email: Yes No

Section C: Third party contact details (optional)

15 Authorisation of third party

I, (Your family name/surname)

(Your given name)

authorise the following person to act on my behalf in relation to my application made to the Australian Physiotherapy Council. This includes authorising the Australian Physiotherapy Council to send to that person any communication, documents or notifications relating to my application that would otherwise have been sent to me.

16 Details of authorised person

Authorised person's Title: Mr Mrs Miss Ms Other

Authorised person's family name (surname)

Authorised person's given names

Authorised person's correspondence address (indicate country, if outside Australia)

Authorised person's email address

Authorised person's daytime telephone number

Mobile telephone number

Your signature

Date (day/month/year)

Explanation

Contact details

These details are for you, the applicant, and must be completed.

Email correspondence

Correspondence by email ensures you receive all information regarding your candidature reliably and efficiently.

Email correspondence will include PDF attachments.

Please ensure you have ticked yes or no for email correspondence.

Explanation

Third party authorisation

Complete this section if you wish to authorise another person (ie. family member or migration agent) to act on your behalf in connection with your application.

If you have completed this section, the Australian Physiotherapy Council will send all correspondence to the authorised third party and not to you.

Section D: Your passport photograph

Has your photograph been signed by your guarantor?

Explanation

Your passport photograph

Securely attach (do not glue) a passport sized photograph of yourself which is **not more than three months old** and has been endorsed by a guarantor. Your guarantor must:

- not be related to you by birth or marriage
- have known you for at least 12 months
- be at least 18 years of age
- be able to endorse the back of the photo by writing, "this is a true photo of (your name)" and signing their name

Section E: Reason for skills assessment

17 Do you currently hold a permanent resident visa for Australia?

- Yes No

18 My main reasons(s) for submitting this application is/are (tick both boxes if you are applying for both reasons):

I wish to practise as a physiotherapist in Australia and require this assessment for registration purposes

AND

I am applying for a skills assessment for migration/visa purposes

19 Have you applied to have your qualification recognised in any other countries?

- No Yes Please give details below

Country	Year	Recognised (Please circle)
		Yes / No / Waiting
		Yes / No / Waiting
		Yes / No / Waiting
		Yes / No / Waiting

Explanation

Evidence of your Australian residency status

If you are currently living in Australia, in your original application provide **1 certified copy** of pages from your passport, including:

- passport number
- personal details
- Australian visa
- entry stamp

If you are an Australian citizen, in your original application provide **1 certified copy** of either:

- your Australian citizenship certificate; or
- your valid Australian passport

If you are an Australian citizen but you do not hold a valid Australian passport please contact the APC Office.

Question 20: For each country you have applied to, include the:

- name of the country
- year that you applied
- outcome of your application

Section F: Your résumé

20 Provide a separate sheet containing a summary of your work experience as a physiotherapist and any additional tertiary study you completed in the last ten years.

If there are periods in your professional employment history in which you have not worked as a physiotherapist, provide an explanation of the reasons in your resume.

If you have never worked as a physiotherapist, provide a brief explanation of the reasons why you have not done so in the box below (eg: newly graduated):

Please ensure you provide the documents as detailed in the checklist

Explanation

Your resume (if applicable)

In your original application, provide **one copy** of your résumé containing the following information:

- the dates of each period of employment or work (indicate full time or part time)
- the name of the employer, country of location and the nature of the business (indicate if you were self employed)
- your job title and description
- the name, level and dates of any tertiary qualifications gained since your initial physiotherapy course

Section G: Your professional assessment

Provide details of your initial physiotherapy qualification.

21 What is the level of the qualification (For example, Diploma, Bachelor etc)

22 What is the name of the qualification?

In English

In your own language (where applicable)

23 Name of the institution

24 Full address of the institution

25 What was the normal entry requirement for the course?

26 Normal length of full time course:

Number of years

OR

Number of semesters

27 Normal length of semester

Number of weeks

OR

Number of months

28 Length of time which you took to complete the course:

Number of years

AND

Number of months

If you took longer than the normal length to complete the course you must provide an explanation:

29 Date course commenced:
(day/month/year)

30 Date course completed:
(day/month/year)

31 Did you study full time or part time?

Full time Part time

32 Was a period of supervised clinical experience a requirement of the course?

Yes No

33 Was a period of clinical internship a requirement following completion of the course?

Yes No

Please ensure you provide the documents as detailed in the checklist

Explanation

Graduation certificates

In your original application, provide **1 certified copy** of your physiotherapy graduation certificate, diploma or degree. Your official certificate must include:
- the official university stamp

Your official results transcripts

In your original application, provide **1 certified copy** of your official transcripts for your initial physiotherapy course. Your official transcripts must include:
- a list of each individual subject in your entire physiotherapy course
- the grade or result you were awarded for each subject
- the official university stamp

Detailed course curriculum

In your original application, provide **1 certified copy** of the curriculum for your initial physiotherapy course. Your official curriculum must include:

- a description of the content & methods of teaching for each subject in the key areas of musculoskeletal, cardiorespiratory & neurological physiotherapy and electrotherapy in your course
- the number of hours of theory lessons for each subject in your course
- the number of hours of practical lessons for each subject in your course
- the official university stamp

If you completed your physiotherapy course in Germany, contact the Australian Physiotherapy Council for further instructions before submitting your application.

Your supervised clinical experience or clinical internship
Please note that not all courses will include an internship.

Provide **1 certified copy** of official documentation from your university or hospital(s) where you undertook your placement(s).
Include:

- the location of each placement
- the placement start & finish dates
- the types of conditions treated, and the treatments provided during each placement
- the official university or hospital stamp

If you are unable to obtain this information from your university or the hospitals where you undertook your placements, you must write to the Australian Physiotherapy Council and explain why you are unable to submit an official document

If your documents for Section F are written in a language other than English, provide:
- additional documents as outlined in the Explanatory Notes

Section H: Additional qualification(s)

If applicable, provide details of your additional tertiary qualification(s). If you have more than one additional qualification, attach a separate sheet giving the additional details.

34 What is the level of the qualification (For example, Diploma, Bachelor etc)

35 What is the name of the qualification?

In English

In your own language (where applicable)

36 Name of the institution

37 Full address of the institution

38 What was the normal entry requirement for the course?

39 Normal length of full time course:

Number of years

OR

Number of semesters

40 Normal length of semester

Number of weeks

OR

Number of months

41 Length of time which you took to complete the course:

Number of years

AND

Number of months

If you took longer than the normal length to complete the course you must provide an explanation:

42 Date course commenced:
(day/month/year)

43 Date course completed:
(day/month/year)

44 Did you study full time or part time?

Full time Part time

45 Was a period of supervised clinical experience or an internship a requirement of the course?

Yes No

Please ensure you provide the documents as detailed in the checklist

Explanation

Graduation certificates

If applicable, in your original application, provide **1 certified copy** of your graduation certificate, diploma or degree. Your official certificate must include:

- the official university stamp

Your official results transcripts

If applicable, in your original application, provide **1 certified copy** of your official transcripts for your additional qualification. Your official transcripts must include:

- a list of each individual subject in your entire physiotherapy course
- the grade or result you were awarded for each subject
- the official university stamp

If your documents for Section F are written in a language other than English, provide:

- additional documents as outlined in the attached Explanatory Notes

Section I: Initial physiotherapy registration

47 Country of registration

48 Registering authority

49 Date of registration

Provide an explanation if you do not have any evidence that your qualification is recognised in the country of training.

If you qualified in India you MUST provide a certified copy of your IAP Life Membership certificate.

Explanation

Recognition of your qualification in the country of training

In your original application, provide:

- **1 certified copy** of your initial registration certificate
- OR
- If there is no registration in your country of training, you **MUST** provide evidence that your qualification was recognised for the practice of physiotherapy in your country of training.

Section J: Current physiotherapy registration

50 Are you currently registered as a physiotherapist? No Yes

51 Country of registration

52 Registering authority

53 Date of registration

54 Date of expiry

55 Have you ever been refused a licence or registration to practice physiotherapy, or had a licence or registration to practice physiotherapy withdrawn? Yes No

56 Have you ever registered in Australia as a physiotherapist? Yes No

Explanation

Your current registration certificate (if applicable)

In your original application, provide **1 certified copy** of your current practicing certificate(s).

If your certificate is written in a language other than English, provide the required additional documents as outlined in the attached Explanatory Notes.

Evidence of previous or current registration in Australia (if applicable)

In your original application, provide **1 certified copy** of your previous and/or current Australian registration certificate(s).

Section K: Membership of professional bodies

57 Provide the names of any professional bodies of which you are a member.

Section L: Professional references

58 Provide two (2) professional letters of reference written by physiotherapy colleagues or seniors (see box for details).

If you have not worked in the physiotherapy field, provide two (2) professional letters of reference from supervising lecturers.

Explanation

Two professional references

In your original application, provide **1 certified copy each of two (2)** professional references. These must be less than six months old, be written on letterhead paper and include the following:

- a statement identifying the relationship of the referee to yourself
- a comment on the quality and breadth of your work as a physiotherapist
- the name, signature and position of the referee
- the date the reference was written

Note: At least one reference must be from a physiotherapist, preferably an employer or direct supervisor.

A statement of employment or character reference is not sufficient.

Please ensure you provide the documents as detailed in the checklist

Section M: Your English language ability

59 Tick the category which applies to you and provide the documentation as described:

I completed my initial physiotherapy professional education in the English language medium in one of the countries listed in the box to the far right.

→ No additional information is required
→ Proceed to Section N

I completed my primary and secondary education in the English language medium in one of the countries listed in the box to the far right, but I completed my physiotherapy education in a country not listed.

→ In your original application, provide 1 **certified copy** of each of the following:

- Your High School Certificate
- Evidence that your primary and secondary education was completed in the English language medium

→ Proceed to Section N

I did not complete my education in the English language medium in a country listed in the box to the right, in one of the countries listed in the box to the right.

→ In your original application, provide the **original** or 1 **certified copy** of your results from **one** of the following English language tests:

International English Language Testing System (IELTS):

If your test date is **on or before 30 June 2008** you must achieve an overall score of Band 7, and a minimum score of Band 6, in each of the four components in the **Academic Module**

If your test date is **on or after 1 July 2008** you must achieve a minimum score of 7.0 in each of the four components in the **Academic Module**.

www.ielts.org

or

Occupational English Test (OET): A pass at a B level or above in all four sections of the test is required.

www.occupationalenglishtest.org

Note: IELTS and OET tests results are only valid for a period of two years from the test date. If your test results expire whilst you undertake the assessment process, you may be requested to provide a new English test result.

→ Proceed to Section N

Explanation

Australia

Canada

New Zealand

Republic of Ireland

South Africa

United Kingdom

United States of America

Section N: Declaration

60 I declare that:

- The information in the application and any attachments is true, complete and up to date
- I am the person photographed and named in the application and any attachments
- I undertake to inform the Australian Physiotherapy Council of any changes to my circumstance (including address) while my application is being considered
- I have read and understand the Australian Physiotherapy Council's Privacy Statement issued with this application and I consent to the Australian Physiotherapy Council collecting and using my personal information in accordance with the Privacy Statement
- If I have disclosed anyone else's personal information in this application, I confirm that I have made a copy of the Australian Physiotherapy Council's Privacy Statement available to that person
- I acknowledge that this application and any attachments become the property of the Australian Physiotherapy Council and **will not be returned**

Signature of applicant

Date (day/month/year)

Signature of witness

Legal title of witness

Address of witness

Telephone number of witness

Date (day/month/year)

Section O: Application fee \$550*

61 Payment Method – please tick:

- Bank Cheque (enclosed) Money Order (enclosed) EFT/Direct Deposit **

** **Electronic Funds Transfer/Direct Deposit:** Your name must be included as the reference for the payment. A copy of the deposit receipt or similar evidence of payment must be included with the application. The applicant is liable for all bank fees incurred for Electronic Funds Transfers.

* The application fee is current at the date of publication (indicated on the lower right corner of the form) The fee is subject to change without notice. Refunds of application fees are **not** available. Please note that the application fee covers the assessment of your eligibility only; the fee structure of the entire assessment process is available at www.physiocouncil.com.au

62 Submission: Please send your completed 1249 form, required documents, duplicate copy and the application fee (or evidence of payment) to the address below. Postal applications WILL NOT be delivered to the street address – ONLY use the GPO Box:

All Postal Applications:
Australian Physiotherapy Council
GPO Box 587
Canberra ACT 2601
AUSTRALIA

ONLY for delivery by courier:
Australian Physiotherapy Council
Unit 1, "Southern Cross House"
9 McKay Gardens
Turner ACT 2612
AUSTRALIA

Ensure that you have provided one original application with certified copies of all supporting documents, and one additional copy of your entire application, as outlined in the attached Explanatory Notes. Applications will not be assessed until all documentation has been provided, including evidence of payment.

Explanation

This declaration must be witnessed by one of the following persons only:

- Legal Practitioner
- Justice of the Peace
- Peace Commissioner
- Commissioner of Oaths
- Judge
- Magistrate
- Person legally designated to sign documents from an embassy or consulate

Note: Police Officers, unless they are also one of the above, cannot witness this application.

Stamp/Seal of
Witness

(if applicable)

Explanation

Payment of application fee

Payment may be made by:

1. Bank cheque (no personal, business, or company cheques will be accepted)

2. Money order payable to:
Australian Physiotherapy Council

3. EFT/Direct Deposit ** to:
Bank: National Australia Bank
Account name: Australian Physiotherapy Council
BSB: 082-365
Account #: 57-218-4028
Bank Address: Cnr Prospect Hwy and Federal Rd Seven Hills NSW 2147

Swift Code: NATAAU3302S
(international use only)