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Australian
HEALTH
PROMOTION
Association

Health Promotion Practitioner Registration

Frequently Asked Questions: IUHPE Health Promotion Practitioner Registration Model

IUHPE National Accreditation Organisation

Question: What is a National Accreditation Organisation (NAO)?

Answer: A NAO is authorised by the IUHPE to undertake and maintain the national registration of practitioners and to ensure that the practitioners are eligible to use the title 'IUHPE Registered Health Promotion Practitioner'.

Question: How is a NAO governed?

Answer: The NAO is required to establish a formal governance structure that includes a Management Committee and sub-committees that ensure that all functions, roles and tasks are clear and understood.

Question: How did AHPA become a National Accreditation Organisation (NAO)?

Answer: AHPA successfully applied to the International Union for Health Promotion and Education (IUHPE) to be the NAO for Australia.

Question: Does AHPA, as the Australian NAO, provide accreditation of health promotion courses?

Answer: No, the accreditation of health promotion courses is the role of the IUHPE Global Accreditation Organisation (GAO).

Question: How do Institutions involved in education apply for accreditation directly through IUHPE?

Answer: Information about applying to become an 'IUHPE Accredited Health Promotion Course' is available at the [IUHPE website](#).

Question: How do I know if the University where I studied health promotion provides an accredited course?

Answer: You can ask your course coordinator and/or you can go to the [global register of IUHPE accredited courses](#) on the IUHPE website.

Eligibility

Question: What is the eligibility criteria for being a registered health promotion practitioner?

Answer: To be eligible for registration you must either:

- Have a graduate (Bachelor) or postgraduate (Masters) qualification from a Health Promotion course which is accredited within the IUHPE Accreditation System
OR
- Have a graduate (Bachelor) or postgraduate (Masters) qualification from a Health Promotion course which is not accredited within the Accreditation System or from a course in another relevant discipline and have a minimum of two years' experience in Health Promotion practice in the past five years plus satisfy criteria as required by IUHPE (note: details of criteria are available

in 'sample application form' in the 'Health Promotion Practitioner' section of the IUHPE website.)

OR

- Have a minimum of three years' experience in Health Promotion practice in the past five years. This applies to practitioners who are not a graduate of an accredited course or of courses as described above. This route is available for the first five years of the System only.

Application process

Question: When will I be able to apply for registration?

Answer: Applications will be received at any time. The time required for the NAO to process your application will depend on the number of applications.

Question: Who do I need to apply to if I want to be a registered Health Promotion Practitioner?

Answer: Australian Health Promotion Practitioners apply to AHPA via an on-line application process on the [AHPA website](#).

Question: Does everyone have to complete the application forms to become an 'IUHPE Registered Health Promotion Practitioner'.

Answer: If an applicant has completed an IUHPE accredited health promotion course, they just need to 'tick a box' that they are a graduate of the course, pay their fee and then they become registered. If the course is not accredited, the applicant must complete the on-line application documentation to provide details about how they have achieved health promotion competencies (i.e. via study and/or work experience). A copy of the Practitioner Application Form is available [here](#).

Question: How do I know which health promotion courses are accredited by IUHPE?

Answer: The list of accredited courses is available [here](#). If you believe your course is to be accredited, but it is currently unlisted, please request your course coordinator send confirmation of IUHPE course accreditation (including the first graduate cohort post accreditation) to nao@healthpromotion.org.au

Question: Is there a limit to the documents that can be submitted with an application?

Answer: Document uploads need to be in PDF format and should not exceed 10MB in total.

Question: How are applications assessed?

Answer: Applications for registration will be assessed by the NAO Assessment Committee that has been established by the NAO.

The assessment process for the registration/re-registration of Health Promotion practitioners may result in applicants being:

- Registered
- Not registered, but eligible for registration on provision of additional information or clarification within an agreed time period. Details of information required to meet the criteria will be provided
- Denied registration based on failure to meet criteria or non-payment of required fees.

Question: How should I go about answering the application questions?

Answer: Tips for applicants include:

- Use the sample Practitioner Application Form provided to collect your evidence in PDF format to upload into the system. (Note: all attachments to your application should be in PDFs)
- Much health promotion work is conducted in partnership with others. Be sure to be clear and specific about your individual role in the examples you use to demonstrate your competency.

- When writing your responses use the same language and terminology that is used to describe the competencies. This assists the Assessor to link your education and experience to a particular competency.
- Contact your referees before submitting the application. Print and forward to your referees a copy of your application and ask them to complete the NAO reference confirmation form.

Decisions

Question: What happens if my application to be registered is successful?

Answer: If the application is successful and the fees are paid, the applicant's name will be added to the IUHPE and AHPA professional registers, and the applicant will be awarded the professional title 'IUHPE Registered Health Promotion Practitioner'.

Question: Can I appeal if I don't agree with the decision of the NAO Assessment Committee?

Answer: Yes, an [Appeals Process](#) is available to those practitioners who have been denied entry to the register and who wish to appeal the decision.

Question: If my application to be registered is denied due to failure to meet the criteria, am I able to reapply?

Answer: Yes, you can reapply. Feedback will be provided in areas where extra information is required.

Fees

Question: How much will it cost to be registered?

Answer: There are two fees.

(1) An administration fee (i.e. to submit application) \$35.00 and

(2) The Registration fee which is an annual fee:

(i.e. AHPA member = \$44 incl. GST Non-member = \$313.50 incl. GST)

Question: If I am registered as an AHPA member and pay the AHPA member registration fee, do I have to maintain my AHPA membership for the full 3-year registration period?

Answer: If you discontinue your AHPA membership during the 3-year registration period, you will be invoiced at the non-AHPA rate for the remaining period of your registration. If you do not pay the invoice your registration will cease and you will be removed from the IUHPE and AHPA professional registers.

Renewing your registration

Question: How long does a registration last?

Answer: Successful applicants are registered for a period of 3 years. During the three years, registered practitioners are required to pay the annual registration fee and undertake Continuous Professional Development (CPD) activities, which will be the basis for re-registration.

Question: What happens at the end of my 3-year registration period?

Answer: After 3 years, you will need to re-apply for registration. This will involve providing details of Continuous Professional Development activities that have been completed during the 3-year registration period.

Question: How much CPD will I be required to undertake to be eligible for re-registration at the end of the 3-year registration period?

Answer: 75 hours of CPD is required to be completed over the 3-year registration period. For further details on eligible CPD activities see: [Continuing Professional Development Guidelines for Registered Health Promotion Practitioners](#).

Other

Question: Is it mandatory for employers to employ Registered Health Promotion Practitioners?

Answer: No, the registration system offers employers an opportunity to identify applicants who have become a Registered Health Promotion Practitioner (and satisfied the eligibility criteria) on the IUHPE and AHPA registers but the decision to make this a mandatory criterion for employment will be at the employer's discretion.

Question: Is registration recognised by the Australian Health Practitioner Regulation Agency (AHPRA)?

Answer: No, it is not an AHPRA registration.