
The Allied Health Professionals Council of Mauritius
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<http://ahpcmauritius.org>

Guidance notes for applicants

These guidance notes are intended to help the applicant complete the application form and understand the application process. For more information, please contact the Allied Health Professionals Council (AHPC) on the above address.

- A) INTRODUCTION
- B) THE APPLICATION PROCESS
- C) OUTCOMES OF AN APPLICATION
- D) COMPLETING THE FORM

A) INTRODUCTION

1) About the AHPC

The Allied Health Professionals Council of Mauritius is the regulator of allied health professionals and its job is to protect the health and wellbeing of people who use the services of the health professionals registered with the Council.

To protect the public, AHPC set standards that health professionals must meet. These standards cover the education and training, behavior, professional skills and health of the professionals. A register of health professionals who meet the AHPC standards is published.

AHPC currently regulates 18 professions:

Audiologist	Orthopaedic Technician
Chiropractor	Osteopath
Clinical Scientist	Physiotherapist
Counsellor	Podiatrist/Chiropodist
Dietitian	Psychologist
Medical Imaging Technologist	Psychomotor Therapist
Medical Laboratory Technologist	Psychotherapist
Nutritionist	Speech and language Therapist/ Pathologist
Occupational Therapist	Sports Therapist

At present, the 18 professions regulated by the Council have been divided into six clusters.

2) Council Administration

The Council is governed by the Allied Health Professionals Council Act 2017 which gives it the legal authority to carry out the functions as laid out in the Act. Its main objects are to regulate the professional conduct of allied health professionals and promote the advancement of the allied health professions.

The Council consists of:

- One allied health professional from each cluster
- A representative of the Ministry of Health
- A representative of the Prime Minister's office
- A representative of the Attorney- General's office
- A representative of the Ministry of Education and
- Two persons who are not allied health professionals

3) About registration

Health professionals must register with the Council in order to use the protected title for their profession.

Registration shows that they meet the AHPC standards for their profession. It shows the public that health professionals are fit to practice and they are entitled to use the protected title(s) for their profession. It shows that the registrants are part of a profession with nationally recognized standards set by law. Someone is fit to practice when he/she has the skills, knowledge, character and health to practice his/her profession safely and effectively.

4) Applying for registration

Completing an approved course does not guarantee someone will become registered. It simply shows that the applicant meets the professional standards and is eligible to apply for registration. Additional information provided by applicants helps the Council to know:

- They are who they say they are
- They meet the standards and
- Can be contacted if needed

5) Meeting the AHPC standards

Everyone on the Register must meet the Code of Practice set out by the Council. This includes the Standards of Proficiency and the Code of Ethics which health professionals must abide to in order to be registered. Please go to the AHPC website to consult the Code of Practice for your profession.

6) Protected titles

Each of the professions regulated by the Council has at least one protected title. Anyone who uses one of those titles must be on the AHPC Register. Anyone who uses a protected title who is not registered with the Council is breaking the law and could be prosecuted.

B) THE APPLICATION PROCESS

- All applicants must read the respective Code of Practice before starting the application process.
- All sections of the Application form must be clearly filled in black ink and capital letters.
- You must answer all the questions on the application form as fully as possible. If you run out of space please continue on a separate sheet of paper.
- The following documents must be included in your application:
 - A completed application form
 - Original or certified copies of a document (Birth Certificate, NID or passport) to confirm your identity.
 - The original or a certified copy from the awarding institution of your qualifications
 - Certified translation in English or French if qualifications are in another language
 - Passport size photograph (not more than 6 months old)
 - A document providing your current residential address (recent utility bill, local authority tax bill)
 - A Certificate of Character (valid up to 1 year)
 - Residence Permit (as applicable)
 - Certificate of Good Standing from foreign Allied Health Professionals Council (if applicable)
 - Valid work permit/occupational permit (for temporary registration applicants)
 - Evidence that expertise in the allied health profession is not available in Mauritius (for temporary registration applicants)
- The following fees shall be payable:
 - Processing fee of Rs 500
 - Registration fee of Rs 2000 or Rs 5000 (non citizen)

- Annual practising licence fee of Rs 1000 or Rs 5000 (non citizen)
 - Licence certificate fee of Rs 500
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- You may also be required to submit additional documents or information to the Council upon request.
 - If you cannot be registered, you will be notified in writing and your registration fee will be refunded. Please note that the prescribed processing fee of Rs 500 is nonrefundable. It is advisable to make a photocopy of your application for your records.
 - Applications are usually processed within 30 working days but this time may vary depending on the volume of applications received. Please also note that if the Council needs to carry out verification checks on your qualifications, previous employment or any other aspect of your application it may take considerably longer. Once your application has been processed, the online Register is updated. It is the best way for you to check that you are registered and for your employer to verify your registration status. The register can be viewed on the AHPC website.
 - You must also provide certified English or French translations if you submit documents that are not in English or French.

C) OUTCOMES OF AN APPLICATION

i) Incomplete applications

If your application is incomplete it will be returned to you and you will be asked to resubmit it. Please do not send individual documents separate from your application as those will be returned to you.

ii) Successful applications

If your application is successful, your name will be entered on the Register and you will be informed accordingly. With your name on the Register, you will be able to practice using the relevant title(s) of your profession. The publicly

available Register shows: name, registration number and profession of registrants.

iii) Rejected applications

Your application may be rejected if you do not meet the qualifications specified in the first schedule of the AHPC Act 2017 or if you make a false declaration on your identity or any aspect of your application. If your application is rejected you can appeal against the decision as per section 37 of the AHPC Act 2017.

D) COMPLETING THE FORM

The application form can be completed electronically or completed by hand.

Once you have completed all sections, you will need to print the form, sign section G (Declarations), and submit to the Registrar's office in person.

Section A (Registration requested)

For those who register in for more than one professional category, you will have to fill in separate application forms and pay the corresponding application fees.

Section B (Personal details)

It is important that your personal contact details are kept up-to-date.

- Name change: if the name you wish to be included on the AHPC Register differs from the name you qualified in or the name on your identification documents, you will need to provide a certified photocopy of the relevant document (e.g. marriage certificate)
- Home address: your main home address is required. This address is not published on the publicly available Register but is required for all AHPC correspondence.

- Work address: the work address you give should be for your main place of work. If you are not currently practising you can leave this section blank and contact the AHPC as soon as you have a work address.
- **If you change your home or work address either during the application process or after you are registered, you must notify the Council in writing.**

Section C (Education and Training for registration)

In this section you must provide the details of your relevant professional training. This is the professional qualification as per the first schedule AHPC Act 2017.

You may also include details of any additional qualifications which you consider are relevant to your application.

Section D (Previous Registration with any foreign Council(s))

If you have been registered or licensed in another country within the past (3) years, please arrange with the regulatory or licensing authority with whom you were registered or licensed, to send directly to the Council a Certificate of Good Standing and details of your registration or licensure.

Section E (Current employment) /Section F (Employment history)

Your current employment and employment history will give the Council an idea of your professional experience. The employment history should be provided in chronological order, with your most recent experience first. Where relevant, for each place where you worked, you must provide the name and professional or business address of your supervisor or manager.

Section G (Declarations)

Please read, complete and sign the declarations section.