

Victorian nurses and midwives: renew your registration now!

26 November 2010

Registration renewal now due!

Victoria's 90,000 nurses and midwives are now due to renew their registration with the Nursing and Midwifery Board of Australia (NMBA).

Nurses and midwives in Victoria have until **31 December 2010** to renew their registration. This is the same date that renewal of registration has been due in the past.

The Nursing and Midwifery Board of Australia has mailed renewal reminders to 80% of registrants due to renew at the end of December. The remaining reminders will be sent next week.

Any Victorian nurse or midwife whose registration is due for renewal at the end of December who has not received a letter from the Australian Health Practitioner Regulation Agency (AHPRA) by **6 December 2010** should call AHPRA on 1300 419 495.

When you call, AHPRA will give you your login and user ID so you can renew your registration online.

Who is due to renew?

All Victoria's 90,000 nurses and midwives are now due to renew their registration with the Nursing and Midwifery Board of Australia. If you are a nurse or midwife in Victoria you should renew your registration by **31 December 2010** to make sure you can continue to practise in 2011.

Do I have to renew?

Yes. If you are a nurse or midwife in Victoria you must renew your registration by 31 December 2010 to make sure you can practise in 2011. Your registration allows you to practise anywhere in Australia.

How can I check my registration details?

If you are not sure if you have to renew your registration, go to www.nursingmidwiferyboard.gov.au and click on the Register of Practitioners (in the Online Services box) – enter your details in the Details of Practitioner fields to check your registration status and your registration renewal date. This will tell you if you are due to renew by the 31 of December and should expect a letter.

How do I renew?

Online

The easiest way to renew your registration is online. All Victorian nurses and midwives can renew online via www.ahpra.gov.au

- Step 1: When you receive your letter from the Nursing and Midwifery Board of Australia, go to www.ahpra.gov.au and have with you your letter from the Board (which includes your user ID and password) and your credit card details. There is a guide to renewing your registration online published on the home page of the Board website at www.nursingmidwiferyboard.gov.au
- Step 2: Go to the top right of the screen and, under Online Services, click the 'renew registration' item.
- Step 3: Follow the prompts to complete your application to renew your registration online.
- Step 4: You will need to make declarations in the renewal process that you meet the Board's [registration standards](#) related to Professional Indemnity Insurance, Recency of Practice, Continuing Professional Development and Criminal History.

Hard copy

AHPRA is now processing a large number of postal applications and has made the following arrangements to make this as smooth as possible for registrants.

Complete applications

- Step 1: Send AHPRA (GPO Box 9958, Melbourne, Victoria) a completed application for renewal of registration
- Step 2: You will need to make declarations in the renewal process that you meet the Board's [registration standards](#) on Professional Indemnity Insurance, Recency of Practice, Continuing Professional Development and Criminal History.
- Step 3: AHPRA will send an email to confirm when your renewal has been processed when we have a record of your email address. AHPRA is updating registrant details on the public register as a priority. You can print out your listing on the public register as proof that you are registered or your employer can confirm your registration status directly on the on-line register.

Incomplete applications

If you have sent AHPRA an application for renewal of registration that is not complete, AHPRA will contact you to clarify missing information. You can return the completed application form to AHPRA, GPO Box 9958, Melbourne, Victoria, 3001 or you can apply to renew online at www.ahpra.gov.au.

How much do I have to pay?

For this year only, Victorian nurses and midwives are renewing their registration for five months to bring them in line with the new national nursing and midwifery renewal date of 31 May 2011. The registration renewal fee for the five months until 31 May 2011 is \$48. This single fee will cover registration as both a nurse and a midwife.

The fee for non-practising registration is \$20. You will need to renew your registration again for a full year by the end of May 2011. AHPRA will contact you again when this is due.

How long am I registered for after I renew now?

You will be registered for five months until 31 May 2011 to bring the registration renewal date for Victorian nurses and midwives in line with nurses and midwives across Australia.

What if I don't renew on time?

You should renew your registration as a nurse and/or a midwife by the **31 December 2010**. Under the National Law, if you do not renew on time, you will remain registered and able to practice for one month after 31 December 2010. You can renew your registration during this time

If you have not renewed your registration by **31 January 2011**, your name will be removed from the Register of Practitioners, you will not be registered and you will not be able to practise as a nurse or midwife.

The Board has no discretion under the National Law to extend registration to any nurse or midwife who has not renewed their registration by the end of January 2011.

Registration standards

Under the National Law that governs the operations of the Board, the Board sets registration standards that all registered nurses and midwives must meet. These standards have been approved by Ministerial Council.

Professional Indemnity Insurance

The Board has set a **Professional Indemnity Insurance (PII) registration standard** that requires all registered nurses and midwives to be covered by professional indemnity insurance. In Victoria this can be organised through private insurance, or through coverage as an employee or through your professional or industrial association. If you do not have private insurance, please check that you are covered by your employer's PII or that offered by your professional or industrial association and that this meets the Board's registration standard.

The Board's PII registration standard is available online in the [Registration Standards](#) section.

Recency of practice

The Board has set a [Recency of practice registration standard](#) that requires registered and enrolled nurses and midwives to have undertaken sufficient practice to demonstrate competence in their respective profession within the preceding five years.

Nurses and midwives who are returning to practice after a break of more than five years must satisfactorily complete a program or assessment process that is approved by the Board.

You must meet this standard if you wish to practise. Alternatively, you can choose to renew your registration in the 'non practicing' category or you can choose not to renew your registration.

Frequently Asked Questions on recency of practice are published in the [FAQ and Fact Sheets](#) section of the website.

Email address

The Nursing and Midwifery Board of Australia is encouraging all nurses and midwives to provide AHPRA with their email address and mobile phone number, so the Board and AHPRA can give you important updates on the national scheme and NMBA professional practice codes, standards and guidelines.

Registration renewal reminders will be sent to registered and enrolled nurses and midwives via sms and email when this is possible.

More information

The Nursing and Midwifery Board of Australia has published detailed information on its website at www.nursingmidwiferyboard.gov.au about the regulation of nurses and midwives in Australia including NMBA's professional practice codes, standards and guidelines. The Nursing and Midwifery Board of Australia has also published registration standards that apply to both initial and renewal of registration. *FAQs on registration renewal* are located on the home page of NMBA's website at www.nursingmidwiferyboard.gov.au