

Health Promotion Registration Application Checklists

This document contains two checklists to assist in preparing and applying for health promotion registration: one for graduates of IUHPE accredited courses and one for non-accredited course applicants.

Checklist for Non-accredited Course Applicants

The checklist below is for applicants who meet the following registration application pathway requirements:

- Graduates of **non-accredited** courses related to health promotion (see accredited courses [here](#)) with 2 years of relevant work experience within the past 5 years
- Applicants **with experience only** with 3 years of relevant work experience within the last 5 years

	Step	Progress Notes / Status
<input type="checkbox"/>	Read registration information and review registration resources on AHPA's website	
<input type="checkbox"/>	If you are not an AHPA member, review membership fees	
<input type="checkbox"/>	Locate and, if needed, update your Resume	
<input type="checkbox"/>	Locate the academic transcript for your relevant qualification*	
<input type="checkbox"/>	Identify two referees, confirm their support and obtain their contact and role details	
<input type="checkbox"/>	Review application Word template	
<input type="checkbox"/>	Locate relevant reference documents that will assist in describing your current / most recent role e.g. position description	
<input type="checkbox"/>	Consider whether to attach supporting evidence documents and/or provide web links then source these if to be included**	
<input type="checkbox"/>	Review registration overview (includes knowledge areas and core competencies) and one page summary of the core competencies	
<input type="checkbox"/>	Review application drafting tips (note the 200 word response limit per knowledge area / core competency)	
<input type="checkbox"/>	Take notes on where you acquired required knowledge (work, education or other)	
<input type="checkbox"/>	Review examples against core competencies (short version and long version) and examples for academics if relevant	
<input type="checkbox"/>	Brainstorm and takes notes of work and study examples that you can use in your responses for each of the core competencies (including role, date(s) and your role in them)	
<input type="checkbox"/>	Review examples of completed applications (early career and mid-career)	
<input type="checkbox"/>	Draft application content offline using the application Word template (see tips below)	
<input type="checkbox"/>	Review overview of the online system	
<input type="checkbox"/>	Access the online application system here by creating a login	
<input type="checkbox"/>	Transfer application text into the online application system	
<input type="checkbox"/>	Submit your application and pay the \$38.50 administration fee	

* Not required for those applying via the pathway of no relevant qualification and 3 years of relevant work experience within the last 5 years

**Supporting documents encouraged but not mandatory

Checklist for Accredited Course Applicants

The checklist below is for applicants who have completed an [IUHPE accredited course](#).

	Step	Progress Notes / Status
<input type="checkbox"/>	Locate your IUHPE accredited course academic transcript	
<input type="checkbox"/>	Identify two referees, confirm their support and obtain their contact and role details if needed	
<input type="checkbox"/>	Review overview of the online system	
<input type="checkbox"/>	Access the online application system here by creating a login	
<input type="checkbox"/>	Provide personal details, referee details, choose your accredited course from the drop down and attach your academic transcript	
<input type="checkbox"/>	Submit your application and pay the \$38.50 administration fee	