

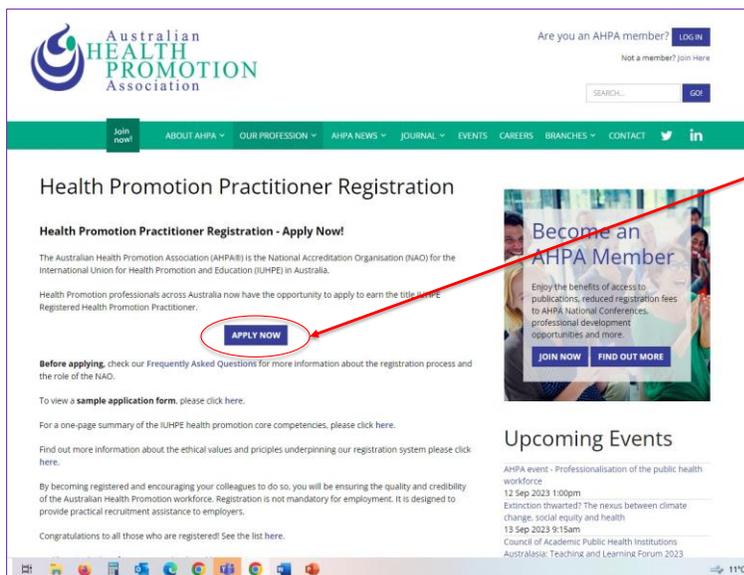
The practical steps to applying for registration using the online application system

AHPA provides detailed step-by-step instructions on how to apply for registration using the online application system. Please follow the steps below. There is also information [here](#) that may assist.

Step 1

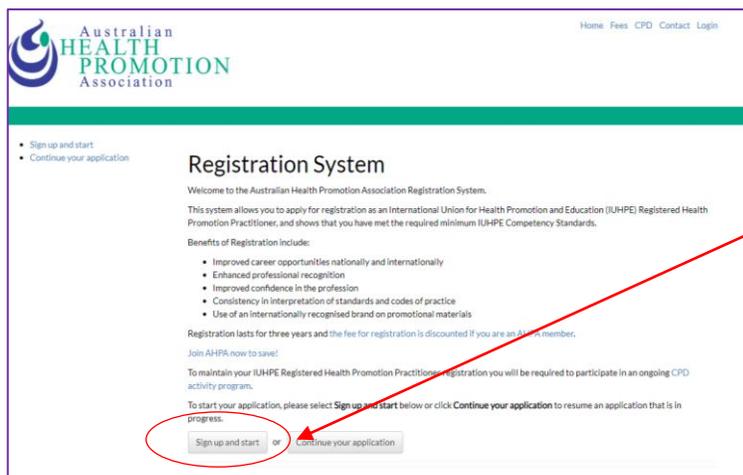
Before you begin your online application, please follow the instructions to create an account. If you've already created an account, you can proceed directly to step 5.

- Start your application by clicking “APPLY NOW” on the Practitioner Registration page on AHPA’s website.



*Amend graphic when new registration web page published

- Sign up by inputting your email address.



- You will then be sent an email to the email address you provided and you will be asked to follow the link in the email and use a temporary password to login. Login using your email and temporary password.
- Create a new password.

The screenshot shows the Australian Health Promotion Association website. At the top right, there are links for Home, Fees, CPD, Contact, MyAccount, and Logout. The main content area is titled 'Please set a new password'. Below this title, it says 'The first step of registration is to set a new password of your own.' and 'Please enter your new password below and press the Change Password button to continue.' There is a text input field for the password and a 'Change Password' button. To the left of the password form is a 'Sections' list. The list includes: 1. Personal Details, 2. References, 3. University Details, 4. Self Assessment, 5. Employment Details, 6. Summary of Role, Health Promotion Competencies (7. Enable Change, 8. Advocate for Health, 9. Mediate through Partnership, 10. Communication, 11. Leadership, 12. Assessment, 13. Planning, 14. Implementation, 15. Evaluation and Research), and 16. Document upload. Each item in the list has a small 'x' icon to its right, indicating it is incomplete. At the bottom of the page, there is a 'Submit' button and a note: 'Please complete all areas above to submit your application'.

Step 5

- You then complete all sections of the application by clicking on the title of each one (see below). Once all sections are completed press the submit button. **(Note: If you have completed an accredited course, you only need to complete sections 1 to 3. For everyone else all sections from 1 to 15 need to be completed.)**

The screenshot shows a list of sections to be completed. The list is titled 'Sections' and includes a note: 'Incomplete sections have a cross, completed sections are marked with a tick'. The list items are: 1. Personal Details, 2. References, 3. University Details, 4. Self Assessment, 5. Employment Details, 6. Summary of Role, Health Promotion Competencies (7. Enable Change, 8. Advocate for Health, 9. Mediate through Partnership, 10. Communication, 11. Leadership, 12. Assessment, 13. Planning, 14. Implementation, 15. Evaluation and Research), and 16. Document upload. Each item has a small 'x' icon to its right. At the bottom of the page, there is a 'Submit' button and a note: 'Please complete all areas above to submit your application'.

- It is very important to save at the end of each section or you will lose what you have input.

1. Personal Details

Sections
Incomplete sections have a cross, completed sections are marked with a tick

- 1. Personal Details
- 2. References
- 3. University Details
- 4. Self Assessment
- 5. Employment Details
- 6. Summary of Role
- Health Promotion Competencies
 - 7. Enable Change
 - 8. Advocate for Health
 - 9. Mediate through Partnership
 - 10. Communication
 - 11. Leadership
 - 12. Assessment
 - 13. Planning
 - 14. Implementation
 - 15. Evaluation and Research
- 16. Document upload

Please complete all areas above to submit your application

Personal Details

Title* First Name* Last Name*

Mr. Richard-TEST Worston

Gender Date of birth*

dd/mm/yyyy

Contact Details

Address 1*

5a

Address 2

Merle Street

City* State* Postcode*

Blackburn North Victoria 3130

Country*

Australia

Phone*

0408025814

Save & Back Save & Next Save & Return Later Submit

Save & Back Save & Next Save & Return Later Submit

- The final section 16 (see below) is where you upload any evidence documents. As you can see evidence is optional but can be very useful for assessors in helping them assess your application. A range of formats of evidence is acceptable. Please note the maximum upload size is 5MB i.e. the total MB of all documents uploaded cannot exceed 5MB. Once you select the files **make sure you press save**.

Sections
Incomplete sections have a cross, completed sections are marked with a tick

- 1. Personal Details
- 2. References
- 3. University Details
- 4. Self Assessment
- 5. Employment Details
- 6. Summary of Role
- Health Promotion Competencies
 - 7. Enable Change
 - 8. Advocate for Health
 - 9. Mediate through Partnership
 - 10. Communication
 - 11. Leadership
 - 12. Assessment
 - 13. Planning
 - 14. Implementation
 - 15. Evaluation and Research
- 16. Document upload

Please complete all areas above to submit your application

Document upload

This section enables you to upload documents, photos, certificates and other materials that you feel will support and strengthen your application. This is **optional** but it can be very useful to assessors and help them determine your level of competence.

It may also be useful for you to have support materials available, as assessors are able to ask for additional evidence during their review of your application, and it will save time if you can access them easily.

Remember to click Save after you have uploaded files, this step is required to associate your uploads with your Registration submission.

If you need further information or have any problems please [contact us](#).

Please note only following file-types can be uploaded:

- Images (png, jpg or jpeg)
- PDF
- Spreadsheet (xls or xlsx)
- Word Processor (doc or docx)
- Plain Text (txt)
- PowerPoint (ppt or pptx)

Upload File

Maximum file size is 5MB
To remove any unwanted files, use the rubbish bin that will appear next to each upload.

Select Files

* Required fields

Save & Return Later Submit

Step 6

- Once all sections and requirements of your application are completed press the submit button. You will then be asked to pay the \$38.50 admin fee and your application is then assessed.

If you have any questions, please email assessment@healthpromotion.org.au