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.
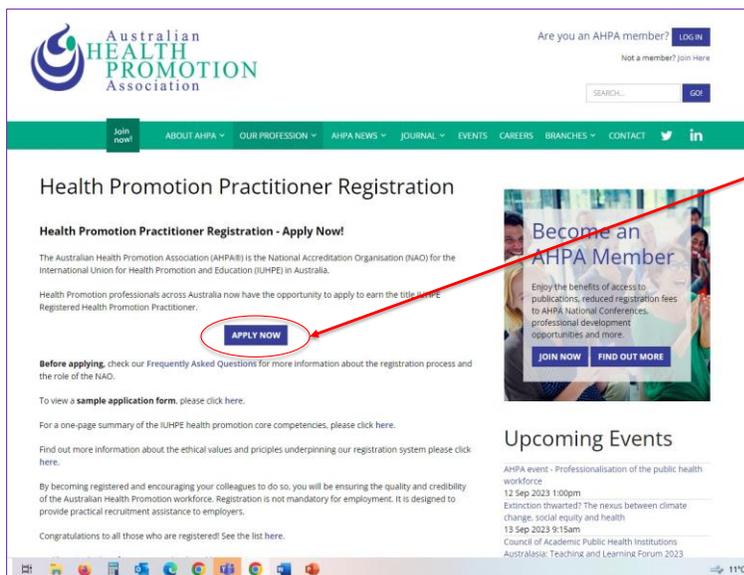
Amend graphic when new registration web page published

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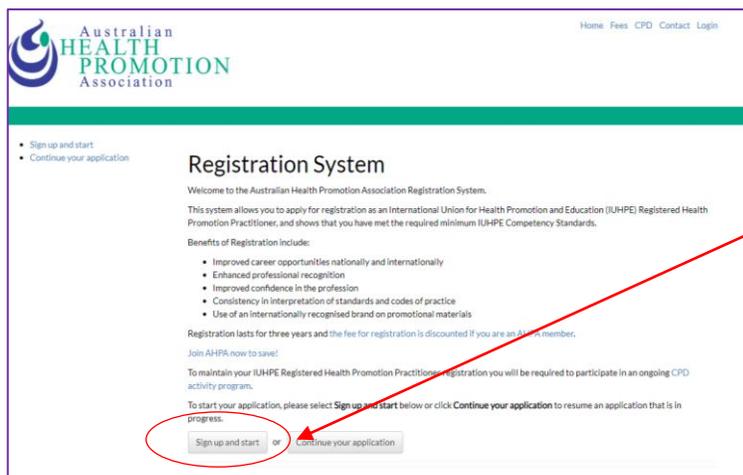
- You will then be sent an email to the email address you provided and you will be asked to follow the link in the email and use a temporary password to login. Login using your email and temporary password.

- Create a new password.

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.)**

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

1. Personal Details

- 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**.

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