



NEW ZEALAND
CHIROPRACTIC BOARD
TE POARI KAIKOROHITI O AOTEAROA

APPLICATION GUIDANCE NOTES

Overseas Trained Applicants

The Chiropractic Board is a Responsible Authority established under the Health Practitioners Competence Assurance (HPCA) Act 2003. The Board's key function is to protect the health and safety of the public by setting the standards for all chiropractors registered to practise in New Zealand. Registration is a legal process, to gain registration, you must meet all legal requirements within the Gazetted Scope of Practice - Chiropractor under the HPCA Act.

Pursuant to Section 11(1) of the HPCA Act, the Board has one approved [Scope of Practice – Chiropractor](#) –. All chiropractors registered in New Zealand practise within this prescribed scope of practice.

Registration in New Zealand is two-fold – the first step being registration, the second is the right to practise Chiropractic by holding an Annual Practising Certificate (APC). It is a breach of the HPCA Act 2003 to practise as a Chiropractor in New Zealand without holding a current APC granted by the New Zealand Chiropractic Board and significant penalties apply. The APC is renewable each year.

Points to note:

- It is illegal to call yourself a Chiropractor, use the title of Doctor or to practice as a Chiropractor in New Zealand in any capacity, part-time or full-time, including voluntary work, without being registered **and** holding a current APC issued by the Board.
- The APC year runs 1 April – 31 March. If you are registering between 1 November and 31 March you are eligible for a reduced APC fee, at any other time you will need to pay the standard APC fee. Please refer to the latest [Gazette Notice](#) for current fees.
- Please ensure that your application is completed correctly, and all required documentation is provided – if you provide documents that do not meet Board requirements OR you do not provide information that is required, we will contact you and your application will not be processed until a correct application is subsequently received.
- The registration process is confidential; therefore, the Board can only provide information to you, the applicant. We cannot speak to any prospective employers about your application.
- Immigration to New Zealand is a separate process administered by the [New Zealand Immigration Service](#).

Applying for Registration:

You can apply for registration online at: <https://www.chiropracticboard.org.nz/becoming-registered/> and you must provide:

Application Details:

This includes personal details, fitness for registration questions and a declaration.

Payment:

The current application for registration fee is available via the [Gazette Notice](#).

Proof of identity:

This can be either a certified copy of the personal pages of your current passport, or a certified copy of your birth certificate, and can be uploaded online.

Evidence of change of name (where applicable):

You must provide a certified copy of evidence of your name change, which can be uploaded online.

Criminal history record – New Zealand:

If you are currently residing in New Zealand or have resided here in the past, the Board requires every applicant for registration to complete a Ministry of Justice – Request for Criminal Conviction History Record – <https://www.justice.govt.nz/>. This document lists only convictions and sentencing from court appearances and does not include Youth Court charges. This document must not be more than six months old when you submit your registration application documents to the Board.

Criminal history record(s) - Overseas:

The Board requires every applicant for registration who has resided overseas for a period of 6 months or more while aged 17 or over, to obtain a Record of Criminal Convictions [e.g., Criminal History Check (Australia) Police Clearance Certificate (South Africa), FBI Criminal Conviction Information/Fingerprint Information (USA), NIS Criminal Record Information Certificate (UK)] or equivalent documentation to inform the Board about any convictions you may have had overseas.

- This record must be dated within six months when received by the Board and must include your full name (including middle name(s)) and any previous names, or names that you are known as. The Board may accept a report that is older than 6 months on receipt, if you can satisfactorily demonstrate you have not lived in the country or countries since the issue of the report/s.
- We accept the same documents as Immigration New Zealand, please see their website for details on how to request the correct certificate: <https://www.immigration.govt.nz/new-zealand-visas/apply-for-a-visa/tools-and-information/tools/police-certificates>
- If a conviction is disclosed on your criminal history record that would have been covered by the Criminal Records (Clean Slate) Act 2004 (had it occurred in New Zealand), then the Board will treat this type of conviction as though it was in fact covered by the Clean Slate Act, and disregard this conviction when considering your application.
- **Criminal conviction records from the U.S.A.** – In addition to your FBI Identity History Summary Check, you will need to provide a criminal history record issued by the state police department in the state where you currently reside and all other states you have previously resided in for 6 months or more, while you were aged 17 or over.

Proof of qualification:

- The Board requires a certified copy of your degree certificate or a certified copy of your complete academic transcript or academic record confirming your successful completion of your Chiropractic degree.

Registration Overseas:

If you have been registered as a Chiropractor in any overseas jurisdiction, you will need to arrange for a Certificate of Good Standing to be sent directly to the Board from each jurisdiction have registered in.

Council on Chiropractic Education Australasia (CCEA) Assessment:

To be eligible for registration, practitioners who are educated overseas (and not registered in Australia) must successfully complete an assessment process. The Council on Chiropractic Education Australasia (CCEA) administers the assessment process for the Chiropractic Board. Please visit the CCEA's website www.ccea.com.au for more information on the process, dates, costs and queries.

You must provide a certified copy of your letter from CCEA confirming completion of your assessment.

Professional References:

The Board requires two professional references, from registered chiropractors, these references must be signed, dated and include their contact details. References from family members will not be accepted.

Professional references must include the following:

- 1) The applicant's full name;
- 2) How long and in what circumstances the referee has known the applicant;
- 3) The referee's opinion of the character and integrity of the applicant, stating in particular:
 - (a) What reasons relating to character, integrity, reliability and diligence, in the referee's opinion, make the applicant suitable to register as a chiropractor in New Zealand.
 - (b) Whether there are any factors known to the referee that would or might be against the registration of the applicant in New Zealand in particular any professional, competency or fitness to practise issues relating to the applicant.

Recertification Programme:

The Board has identified that chiropractors who have completed their primary training in a jurisdiction other than New Zealand do not receive education in aspects of healthcare unique to New Zealand. The Board has therefore set a recertification programme under section 41(3)(f) of the Act, requiring all chiropractors whose primary qualification was not obtained in New Zealand, and who register or re-register as a chiropractor after the date of the programme's introduction, to complete education on practicing in the New Zealand context.

All chiropractors to whom this recertification programme applies must successfully complete the following three-training courses relevant to the practice of chiropractic in New Zealand:

- i. [Mauriora: Foundation course in cultural competence](#)
- ii. [Clarify: Overview of the New Zealand Health Sector](#)
- iii. [Clarify: Obligations of Health Practitioners under the Health Practitioners Competence Assurance Act 2003](#)

Costs associated with completing the requirements of this recertification programme will be met by the individual chiropractor. Evidence of completion of all three courses (by way of certificates of completion) must be provided to the Board (admin@chiropracticboard.org.nz) within three months of registration. Chiropractors must supply all three certificates in one email.

Te Tiriti o Waitangi/ The Treaty of Waitangi:

Understanding Te Tiriti o Waitangi / The Treaty of Waitangi is integral to Chiropractic practice in New Zealand. Te Tiriti o Waitangi / The Treaty of Waitangi is a founding document of Aotearoa New Zealand and informs legislation, policy and practice. Government health policy aims to reduce health inequalities between Māori and non-Māori. Alongside this, the Health Practitioners Competence Assurance Act 2003 (NZ) requires health regulatory authorities, such as the Chiropractic Board, to ensure registered health professionals meet set competencies (including cultural competencies).

To practise effectively in Aotearoa New Zealand, a Chiropractor therefore needs, in addition to meeting cultural competence, to understand the relevance and be able to demonstrate contemporary application of Te Tiriti o Waitangi / The Treaty of Waitangi's three principles of partnership, participation and protection and incorporate the four cornerstones of Māori health, which are whānau (family health), tinana (physical health), hinengaro (mental health) and wairua (spiritual health).

Partnership involves working together with iwi, hapū, whānau and Māori communities to develop strategies for Māori health gain and appropriate health and disability services.

Participation requires Māori to be involved at all levels of the health and disability sector, including in decision-making, planning, development and delivery of health and disability services.

Protection involves the Government working to ensure Māori have at least the same level of health as non-Māori, and safeguarding Māori cultural concepts, values and practices.

Ministry of Health. (2014). Treaty of Waitangi principles. Retrieved from [here](#).

Fitness for Registration information:

You are required to answer questions related to your fitness for registration, and you may need to provide further information, depending on your answers to the questions.

Under section 16 of the Health Practitioners Competence Assurance Act 2003 (HPCA Act) the Board must seek information to ensure an applicant is fit to be registered as a Chiropractor.

Mental and physical fitness New Zealand law requires Chiropractors to be mentally and physically fit to practise within the profession in New Zealand.

Complete answers required The application includes questions covering: communication, physical and mental fitness, risk declaration, professional misconduct, police investigation, criminal convictions; as well as your educational record.

Making a declaration under section 16 about your fitness for registration does not necessarily mean that you will not be granted registration. The Board is required by law to consider whether having an issue of this nature will adversely affect your fitness to practise as a Chiropractor in New Zealand.

Communication Declaration:

If you have answered “No” to the Fitness for Registration question covering communication, then you must also provide:

- A statement describing your reasons and any further information you believe is relevant.

Physical and/or Mental Fitness Declaration:

If you have answered “Yes” to one or more of the Fitness for Registration questions covering physical and mental fitness, then you must also provide:

- A reflective statement giving details of your condition or impairment, including duration and treatment of your condition or impairment; your insight and understanding of your health condition and its triggers, details of strategies utilized and your management plan for your future practice of Chiropractic; and
- A recent supporting letter signed by your current treating practitioner confirming the details of your management, any medication you are currently taking, and including a comment on whether they believe that your condition or impairment does not currently, or will not in the future, impair your ability to perform the functions required for the practice of Chiropractic.

Risk Declaration:

If you have answered “Yes” to the Fitness for Registration question covering the risk declaration, then you must also provide:

- A reflective statement detailing your insight and understanding of the risk factor(s) and the triggers, details of strategies utilized and your management plan for your future practice of Chiropractic.

Professional Misconduct, Police Investigation, and/or Conduct Declaration:

If you have answered “Yes” to one or more of the Fitness for Registration questions covering: professional misconduct, police investigation, and/or conduct, then you must also provide:

- A reflective statement describing the incident(s); and
- A character reference email to admin@chiropracticboard.org.nz or posted directly to the Board by a referee who has knowledge of the incident/offending (please see the note below regarding suitable referees and character references); and
- A certified copy of each of the relevant reports, finding, decisions, orders and (where applicable) endorsements on registration certificates.

Registration, certification or licensing outside of New Zealand:

If you have answered “Yes” to the Fitness for Registration question covering registration, certification or licensing outside New Zealand, then you must also provide a reflective statement describing the circumstances.

Criminal Conviction Declaration:

If you have answered “Yes” to the Fitness for Registration question covering convictions, then you must also provide:

A personally signed reflective statement using the [Board's template](#), describing the circumstances leading to the conviction(s); the impact that this experience has had on you as a result; how the experience will influence your future behavior and choices; and why you believe that each or any conviction does not reflect adversely on your fitness to practice as a Chiropractor in the future. You may include any further information you believe is relevant.

- A character reference emailed to admin@chiropracticboard.org.nz or posted directly to the Board by a referee who confirms they have knowledge of the incident and includes their comment on whether or not they believe that your conviction does not currently, or will not in the future reflect adversely on your fitness to practice as a Chiropractor in the future. (*Please see the note below regarding suitable referees and character references*).

Suitable Referees:

Your referee must be a person who is in a position of responsibility and has known you for a minimum of 1 year (i.e. in their capacity as your employer, manager, supervisor or educator). This referee must have knowledge of the declaration you are making regarding your fitness for registration. Family members, friends and colleagues are **not** suitable referees.

Character References:

Your referee may email their reference to admin@chiropracticboard.org.nz and supply their character reference in any format they prefer as long as it meets the following criteria:

- It is clearly named with the full name of the referee;
- It is labelled as a character reference in support of your application for registration;
- It indicates the referee's relationship to you as the applicant;
- It indicates the length of time the referee has known you;
- It is signed and dated by the referee; and
- If the reference is completed by your referee in their professional capacity, then it must be on the letterhead of their employing organisation.

Certification Requirements:

The Board only accepts photocopies of documents that have been correctly certified. Unfortunately, New Zealand is not immune to document fraud. The Board looks at evidence from New Zealand and overseas every day. The Board must be sure that all documents are genuine. Take this information along with you when you get your documents certified. We recommend that you ask one official to certify copies of your documents.

Choose an official with the necessary legal power to certify your documents such as a Solicitor, Court Registrar, an Officer Gazetted to take statutory declarations, or a Justice of the Peace.

When approaching an official to certify your documents please ensure that the authorising official complies with ALL of the following:

- Signs the copy; and
- Prints his/her name under the signature; and
- States his/her position or designation; and
- Endorses the copy with his/her official seal (where applicable); and
- Provides his/her **full** postal address to enable the Board to seek verification; and
- Ensures the certified copy provided to the Board includes the statement: "Certified true copy of original document sighted".

You may be charged a fee for certification, so it is up to you to make sure you get everything that you require – check that the certifier has provided **all** of the above.

Translations:

Documents written in a language other than English must be translated by an official translator. Both the translation and a certified copy of the original document must be provided with this application.

Privacy Statement:

What information do we collect?

We collect personal information about you when we process your application for registration as a Chiropractor under the Health Practitioners Competence Assurance Act 2003 (the Act). The personal information we collect includes:

- Information for the purpose of establishing your identity
- Contact information
- Details of your qualifications
- Information about your competence and fitness to practise, including health information and information held by regulatory and law enforcement agencies.

Why do we collect personal information?

The information we collect helps us establish your identity and determine if you are eligible to be registered as a Chiropractor in New Zealand. We use the information to assess your qualifications, competence, and fitness to practise as a Chiropractor in New Zealand. We may also use the information to perform our functions under the Act and for other lawful purposes.

We collect personal information directly from you and may collect information from other sources, including educational, regulatory, and law enforcement agencies. If the information we require is not provided, we may be unable to process your application.

How is your privacy protected?

All relevant information about you is collected and is held by the Chiropractic Board, Level 5, 22 Willeston Street, Wellington. You have the right to have access to any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like to have access to your personal information, or to have it corrected, please email us at admin@chiropracticboard.org.nz, or write to our Privacy Officer at Chiropractic Board, PO Box 9644, Wellington 6141.

Continuing Professional Development:

CPD or Continuing Professional Development is a fundamental, professional, and legal requirement to practicing chiropractic in New Zealand. It is important that practitioners fully engage to ensure their ongoing development and competence for the betterment and safety of those you provide care to.

The Board's recertification programme is established under section 41 of the Health Practitioners Competence Assurance Act 2003 (the Act). CPD is a critical component of the Board's recertification programme and provides a mechanism for supporting your practice to develop throughout your career. CPD helps ensure the public receives the best possible chiropractic services from practitioners who continue to be competent and fit to practise.

When you hold a current APC, you must meet the requirements of the recertification programme set out in the Board's [CPD Policy](#) under section 41 of the Act. This requires you to complete the specified number of hours of continuing professional development (CPD) and peer contact activities specified for your profession over a two-year cycle.

Useful Information:

Timeframes:

- Most complete applications can be processed within ten working days. If you are making a fitness for registration declaration within your application, there may be a delay in deciding on your application. Please contact us if you have any queries about the timeframes.
- If registered, you will be allocated a registration number – this is your unique identifier with the Board.
- Completing the accredited Chiropractic course is not a 'guarantee' that you will become registered. The information required as part of this application process enables the Board to determine whether you are fit for registration and competent to practice before you can be registered. All the information required helps assure the Board that:
 - Applicants are who they say they are,
 - Applicants meet current legal and Board requirements; and
 - The Board can contact applicants if needed.

The Public Register of Chiropractors:

- If you are registered and issued with an APC, some of your details will be added to the New Zealand Register of Chiropractors. Information displayed will include: name; work address; qualification; date of registration; status of registration; conditions under which a practitioner must practice (if any).

- The register is available for the public to view on the Board's website <https://chiropracticboard.org.nz> and lists all Chiropractors who are registered in New Zealand.

Health Practitioner Index (HPI) Number

- You will be issued a Health Practitioner Index (HPI) number by the New Zealand Ministry of Health. HPI numbers uniquely identify every health professional currently practicing in New Zealand.

Application Checklist:

Please check that you have provided all of the required certified documents in support of your application:

- Proof of identity
- Evidence of name change (if applicable)
- NZ Criminal History Record (if applicable)
- Overseas Criminal History Record (if applicable)
- Proof of qualification
- Two Professional References
- Certificates of Good Standing requested
- Online application completed & payment made

Contacting the Board:

Physical/Courier Address:

Level 5
Public Trust Tower
22 Willeston Street
Wellington 6011
New Zealand

Postal Address:

PO Box 9644
Wellington 6141
New Zealand

Phone: 04 474 0740

Email: admin@chiropracticboard.org.nz