



# POLICY AND GUIDELINES:

RECERTIFICATION & RETURN TO PRACTICE

INCLUDES ISSUING PRACTISING CERTIFICATES POLICY



NEW ZEALAND  
**CHIROPRACTIC BOARD**  
TE POARI KAIKOROHITI O AOTEAROA

July 2025

### Associated Chiropractic Board Policy Documents

This policy should be read in conjunction with the following associated policy documents

1. Competency-based professional standards for chiropractors
2. Code of ethics
3. Scope of practice: Chiropractor
4. Newly registered overseas-trained practitioners: recertification programme

### Revision Schedule

Version	Date approved	Notes
One	2007	
Two	2011	(GST increase in fee)
Three	2021	
Four	July 2025	Reviewed, renamed & updated

## CONTENTS

Policy overview .....	3
Restoration to the Register .....	3
Chiropractors who have practised in New Zealand within the last three-years .....	4
Chiropractors who are registered with the Board, but never practised .....	4
Chiropractors who have not practised in New Zealand within the last three-years .....	4
Possible outcomes may include: .....	5
Decline of a practising certificate .....	<b>Error! Bookmark not defined.</b>
Supervision .....	<b>Error! Bookmark not defined.</b>
Issuing Practising Certificates Policy .....	6
Information you may be required to provide: .....	6
Criminal convictions .....	6
Certificate of good standing .....	6
Evidence of Continuing Professional Development (CPD) .....	6
Deemed practising status .....	7
Practising certificate fees .....	7
Legal context – has been included in policy overview .....	<b>Error! Bookmark not defined.</b>
Issuing Practising Certificates .....	<b>Error! Bookmark not defined.</b>
Legal context .....	<b>Error! Bookmark not defined.</b>

# POLICY FOR RETURN TO PRACTICE & RECERTIFICATION

## POLICY OVERVIEW

The Health Practitioners Competence Assurance Act 2003 (the “Act”), requires the Board to be assured that a chiropractor is competent and fit to practice within the chiropractic scope of practice. S.27(1) of the HPCA Act outlines the parameters associated with refusal to renew, which are:

1. the applicant has, at any time, failed to maintain the required standard of competence; or
2. the applicant has failed to fulfil, or has failed to comply with, a condition included in the applicant’s scope of practice; or
3. the applicant has not satisfactorily completed the requirements of any competence programme that he or she has been ordered by the authority to complete; or
4. the applicant has not held an annual practising certificate of a kind sought by the application within the 3 years immediately preceding the date of the application; or
5. the applicant is unable to perform the functions required for the applicant’s profession because of some mental or physical condition; or
6. the applicant has not, within the 3 years immediately preceding the date of application, lawfully practised the profession to which the application relates.

Section 29 of the HPCA enables the Board to consider what conditions it may impose before it confirms restoration to the Register or issues an Annual Practising Certificate (APC).

## RESTORATION TO THE REGISTER

Practitioners who have previously been registered with the Chiropractic Board, and whose registration was cancelled at their own request (s142 of HPCA Act) may apply for registration.

Practitioners whose name was removed from the Register under s144 of HPCA Act revision of the register processes, can apply to restore their name to the Register.

If a practitioner is applying for restoration more than five years since removal from the register, they must supply:

- Notarised proof of identity.
- Two references from registered Chiropractors.
- Full current CV.
- Certificate of Good Standing (if applicable) from each jurisdiction in which they have practised.
- Criminal history records from each country they have lived in for 6 months or more since they last practised in New Zealand.

Practitioners who had their registration cancelled due to a Health Practitioners Disciplinary Tribunal (HPDT) ruling may re-apply for registration if the HPDT ruling allows. A new registration application is required. Previous conditions on scope of practice will be re-activated if the restoration is approved.

If the practitioner considers the condition is no longer applicable, they may request this be reviewed with provision of evidence for their request.

### CHIROPRACTORS WHO HAVE PRACTICED IN NEW ZEALAND WITHIN THE LAST THREE-YEARS

Any chiropractor who does not meet any of the criteria under s.27(1) of the HPCA Act may be issued with a practising certificate once they have completed the following requirements:

- Completed an online application; and
- ensured personal data held by the Board is correct; and
- paid the required fee.

Information received which may suggest fitness, competence or other issues will be managed as a notification under the notification process.

### CHIROPRACTORS WHO ARE REGISTERED WITH THE BOARD, BUT NEVER PRACTICED

In some instances, New Zealand trained chiropractors may have been granted registration after gaining their qualification but never practised in the chiropractic profession either in New Zealand or overseas.

Practitioners will be considered on a case by-case basis. Possible outcomes include:

- Issue an APC with no additional requirements necessary;
- May be required to complete a Board approved assessment or examination;
- May be required to complete a period of supervision;
- Application for an APC is declined.

### CHIROPRACTORS WHO HAVE NOT PRACTICED IN NEW ZEALAND WITHIN THE LAST THREE-YEARS

Applications from practitioners who have not practised and/or held an APC in the last three years, will be considered on a case-by-case basis by the Board.

When determining whether the applicant meets the required standard of competence the Board may take into consideration:

- The applicant's training, experience, and formal qualifications (including when the applicant undertook their relevant formal qualifications);
- The length of time away from practice;
- The appropriateness and extent of any continuing professional development (CPD) undertaken by the applicant, including any evidence that the applicant has kept up to date with contemporary practice and advances in the scope of practice concerned;

- The nature and extent of any practise outside New Zealand of the applicable scope of practice by the applicant;
- The nature and extent of any research, study or teaching relating to the applicable scope of practice, undertaken by the applicant;
- The nature and extent of any managerial, advisory, and administrative work, relating to the applicable scope of practice performed by the applicant;
- The extent of prior experience, by the applicant, in an oral health scope of practice other than that which they are applying for;
- Whether the applicant meets the fitness to practise requirements as specified in the Health Practitioners Competence Assurance Act 2003 (“the Act”);
  - Any declared health condition(s), disciplinary or competency issues and civil or criminal proceedings which may affect the applicant’s fitness or competence to practise;
  - Any other relevant factors.

#### Possible outcomes may include:

- Issued an APC with no additional requirements;
- The Board may apply specific conditions on the practitioner’s scope of practice which may include any combination of the following:
  - Approved mentoring or supervision practice;
  - Approved assessment or examination;
  - Approved CPD activities;
  - Any other appropriate condition on practice.
- Application for an APC is declined;
- Any other determination the Board deems appropriate.

# POLICY FOR ISSUING PRACTISING CERTIFICATES

## ISSUING PRACTISING CERTIFICATES POLICY

In order to practice as a chiropractor in Aotearoa New Zealand, practitioners must be registered with the Chiropractic Board (the Board) and hold a current annual practising certificate (APC). APC's may be issued to chiropractors who are registered with the Board and meet the required standard of competence (s29(1)) of the Health Practitioners Competence Assurance (HPCA) Act 2003.

The Board's *policy for issuing practising certificates* protects the health and safety of the public through ensuring chiropractors possess the knowledge and skills required to practise competently and safely.

This policy sets out the Board's requirements for the issue of an APC to registered chiropractors.

### Information you may be required to provide:

#### Criminal convictions

All chiropractors returning to practice in New Zealand after an absence overseas are required to provide an original or certified copy of a criminal convictions report/police report from every country in which they have lived since they last practiced in New Zealand.

#### Certificate of good standing

All chiropractors who hold or have held registration with an international chiropractic regulatory body are required to provide a certificate of good standing from each jurisdiction in which they have practiced.

#### Evidence of Continuing Professional Development (CPD)

An application may be required to provide evidence of CPD relevant to your practice undertaken whilst not holding an APC, including any CPD undertaken while practicing overseas.

#### Full current CV

A detailed history of employment, including places and dates of employment, responsibilities, and working hours per week.

#### Written References

You are required to provide two written professional references from registered chiropractors (employers, lecturers, or equivalent) in support of your application. References from family members are not accepted.

#### Requests for further information

The Chiropractic Board may, if it thinks fit, receive any information from, or question the applicant or any other person, in respect of an application being considered by the Board. For the purposes of any such questioning, the Board may administer an oath to any person. Before the Board questions any other person about the applicant, it must advise the applicant about the identity of the persons to be questioned and the nature of the questions.

## Deemed practising status

Under s.30 of the HPCA, if a complete renewal application is submitted by 31 March, and the chiropractor holds a practising certificate expiring 31 March of that year, they will be treated as holding that practising certificate and therefore entitled to practise from 1 April. This is known as “deemed practising status.”

Deemed practising status applies when a practising certificate application has not yet been approved by 1 April and continues in effect until either the date the renewal application is approved, or until the chiropractor is notified that it will not be approved.

## Practising certificate fees

The costs of an annual practising certificate are set by the Board under the HPCAA Act (s130(1)(c)) and is published in the NZ gazette following consultation.

All fees are non-refundable.