

PROFESSIONAL BOARD FOR PHYSIOTHERAPY, PODIATRY AND BIODIAGNOSTICS

GUIDELINES FOR REGISTRATION

FOREIGN QUALIFIED BIODIAGNOSTICISTS

These guidelines are for those applicants who hold foreign qualifications and wish to register with the HPCSA in South Africa.

1. Professional Studies

- 1.1 An applicant must hold a qualification equivalent to a recognised South African qualification.
- 1.2 The minimum period of education and training must correspond with the education and training required from candidates qualifying in South Africa.

2. Practical /Professional Experience

Each applicant must also submit official documentary evidence of having completed full-time practical training and/or professional experience.

3. Applications

The following documents must be submitted to the Professional Board:

- The attached application form, duly completed.
- Copies of all degree/diploma certificates or similar academic qualifications certified by an attorney in his or her capacity as notary public and bearing the official stamp as well as sworn translation of these into English. Copies certified only by a Commissioner of Oaths will not be accepted.
- Original academic transcripts (academic record) issued by your educational institution indicating course content of each qualification and a sworn translation of these into English (copies of original documents will only be accepted if duly certified as outlined above).
- A recent original Certificate of Status (Certificate of Good Standing), indicating that the applicant is in good standing, issued by the foreign registration authority/ies where the applicant is currently registered/practising issued within the preceding three months.
- A copy of a valid Passport or Identity Document as proof of current citizenship, duly certified by a notary public as indicated above.
- A letter of endorsement in support of the application for registration issued by the Foreign Workforce Management Programme (FWMP) of the National Department of Health (Form 176 DOH attached hereto for this purpose). *The application for this purpose should be compiled and submitted directly to The Programme Manager, FWMP, Room 1123, Fedlife Building, National Department of Health, Private Bag X828, Pretoria, 0001, RSA (Corner of Church and Prinsloo Streets).*

- In the case of South African citizens who qualified abroad the letter of endorsement in support of the application for registration issued by the Foreign Workforce Management Programme (FWMP) of the National Department of Health is not required. Once such applicants have successfully completed the examination of the Board and have received confirmation from the Board that they are eligible to register with the Council such applicants have to approach Mrs S Moshodi at the Workforce Management Unit: Medical Services, SA Citizens, Department of Health, for placement in community service posts as per the “Regulations relating to the registration of persons who hold qualifications not prescribed for registration” promulgated as Government Notice No. R. 101 on 6 February 2009. Her contact details are as follows: Tel 012 395 8679; Fax 012 312 0913; E-mail MoshoM@health.gov.za.
- A “Certificate of Evaluation” issued by the **South African Qualifications Authority** (SAQA). Practitioners are required to have all academic qualifications evaluated by the South African Qualifications Authority in Pretoria.

Applications for this purpose should be duly completed and submitted directly to SAQA at the following address:

Street address:

SAQA House
1067 Arcadia Street, Hatfield
Pretoria

Switchboard: (012) 431 5000

E-mail Address: <http://www.saga.org.za/>

For general enquires: sagainfo@saga.org.za

Evaluation of Foreign Qualifications Call Centre: 012 431-5070

Postal Address:

Postnet Suite 248
Private Bag X06
Waterkloof, 0145

Fax: (012) 431 5147

See “*Evaluation of Foreign Qualifications*” on the SAQA website for specific documentation, including degree certificates, transcripts of record and the evaluation fees to be sent to SAQA as part of your request.

4. In addition to the above minimum requirements, applicants may further be required to submit a detailed curriculum (in English) of the applicant’s course of study, specifying courses, content of education (theory) and training (practical/clinical), duration and mode of examination/evaluation.
5. In order to avoid delays in the processing of your application **all the documents, correctly certified** as per the requirements of the Board should be submitted preferably **in one batch**. Applications submitted by **facsimile (fax)** will not be entertained. All documentation required by the Board should be submitted in English. Only original translations of the required documents done by a sworn translator and duly sealed and notarised will be accepted. In addition to such English translations, legible copies of the original documents, certified and duly sealed by a Notary Public should be submitted.
6. **Examination**

Upon receipt of written confirmation by the Education Committee of the Professional Board that the applicant is eligible to sit the Board Examination, he/she must submit the following to the Board:

- Examination application form, duly completed.

- A copy of the letter issued by the Education Committee of the Board confirming that the applicant is eligible to sit the examination.
- The examination fee

The date and venue of the examination will be determined by the Board. The examination will be conducted during the first week of **May** and the last week of **September** annually.

Proof of payment should be submitted with the application.

7. **Address/Enquiries**

Duly compiled applications or written enquiries may be sent or delivered to:

The Registrar	OR
HPCSA	
P O Box 205	553 Vermeulen Street
PRETORIA	Arcadia
SOUTH AFRICA	PRETORIA

8. Applications for registration are submitted to the Education Committee of the Professional Board for consideration at pre-scheduled meetings. A response on the outcome of an application can only be given after an Education Committee meeting has been held.

HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA

PROFESSIONAL BOARD FOR PHYSIOTHERAPY, PODIATRY AND BIKINETICS

APPLICATION FOR REGISTRATION AS A BIKINETICIST IN THE CATEGORY

Public Service
 Education
 Postgraduate Study
 Volunteer Service

TO BE COMPLETED BY APPLICANT

Title:(Mr/Mrs/Miss):		
Surname:		
Maiden Name:		
First Names:		
Postal Address:		
Work Address:		
Tel (Work):	Tel (Home):	
Cell	E-Mail:	
Date of Birth:	Birth Place:	
Nationality:		
Professional Qualifications:		
Qualification	Institution	Year Obtained

Basic Professional Education

Please give the full name and address of the institution where you received your basic education and training.

Registration Details

Does your country require State Registration (Licensing) in order to practise?

YES

NO

Registration Number:

Practical Training (Completed concurrent with or after completion of professional education)

Name of Institution	Category in which training was completed	From		To	
		Month	Year	Month	Year

Professional Experience (In chronological order)

Name of institution	Nature of appointment held	Full-time/ part-time	From	To	Total period in months	Enclosed documentary evidence marked A, B, etc

Proof of Proficiency in English Required (Tick)

	Good	Average	Poor
Speak			
Write			
Read			

Any other relevant information that the applicant wishes to bring to the attention of the Professional Board:

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I accept that my application could be delayed should I fail to provide the relevant information or documentation.

Name of applicant: (Please print)	
Signature:	
Date:	

(Refer to paragraph 3 of the guidelines for documentation to be attached to this application.)

FOR OFFICIAL USE ONLY

Documents received	Yes	No
Copies of all qualification certificates		
Academic transcripts		
Certificate of status issued by foreign registration authority		
Passport or Identity Document		
Letter of endorsement - Foreign Workforce Management Programme (FWMP)		

PROFESSIONAL BOARD FOR PHYSIOTHERAPY, PODIATRY AND BIODIAGNOSTICS

HEALTH PROFESSIONS COUNCIL OF SOUTH AFRICA

REGISTRATION FOR INDEPENDENT PRACTICE, EDUCATION AND VOLUNTARY SERVICE FOR GRADUATES HOLDING FOREIGN QUALIFICATIONS IN BIODIAGNOSTICS

A practitioner who obtained his/her basic qualification outside South Africa will initially have to apply for registration in the category Public Service. After meeting further requirements as prescribed by the HPCSA and the Minister of Health the applicant may apply for registration in the category independent or private practice.

A. REGISTRATION IN THE CATEGORY PUBLIC SERVICE

- a. Individual applicants apply for registration as outlined above in order to obtain registration in public service.
- b. Practitioners registered in the Category Public Service shall practise under the auspices of an employing Health Authority.
- c. Continuation of registration in this and other categories of registration are subject to the prescribed requirements of professional conduct and Continuing Professional Development.

B. REGISTRATION IN THE CATEGORY INDEPENDENT PRACTICE

- a. Only applicants who hold registration in the category Public Service and obtained permanent residence status and/or South African citizenship will be eligible for registration in the category Independent Practice.
- b. In order to consider an application for registration in independent practice a written request as well as a letter of support pertaining to such registration, issued by the Foreign Workforce Management Programme of the National Department of Health, would have to be submitted to the Board.

C. REGISTRATION IN THE CATEGORY EDUCATION

1. Applications for such registration must first be submitted by the Head of the relevant Department and the Dean of a University/research institution. Such application should further be supported by the Foreign Workforce Management Programme of the National Department of Health.
2. Applications must be accompanied by –
 - a. proof of the applicant holding an appropriate qualification in biokinetics in the country of origin (attach a copy of degree certificate certified by a Notary Public and (if applicable) a sworn translation thereof in English);
 - b. a recent original Certificate of Status (Certificate of Good Standing) issued by the foreign Registration Authority;
 - c. a recommendation on the applicant's registrability as well as an undertaking regarding supervision to be provided by the University for the duration of such registration submitted by the Head of the relevant Department and the Dean of a University/research institution based on –
 - i. the institution's assessment of the applicant's *curriculum vitae*;

- ii. an assessment of his/her abilities to practise successfully in South Africa as an educator/trainer/researcher;
 - iii. the applicant having complied with all the requirements of the institution for employment as an educator/trainer/researcher;
 - d. the application form for registration, duly completed;
 - e. the prescribed registration fee.
3. Persons registered in the category Education are only permitted to practice in accordance with their appointment at the relevant educational institution for teaching, training or research purposes subject to appropriate supervision to be provided by the University. Such registration does not entitle such practitioner to practice in independent or private practice.

D. REGISTRATION IN THE CATEGORY POSTGRADUATE STUDY

- a. Applications for such registration should be submitted by the Dean of the Faculty of a South African university. This category is intended to build capacity and on completion of their study programme, these students are required to return to their country of origin. Registration in this category is limited to unpaid positions only. Such application should further be supported by the Foreign Workforce Management Programme of the National Department of Health.
- b. Applications must be accompanied by –
 - i. proof of the applicant holding at least a basic qualification in biokinetics in the country of origin (attach a copy of degree certificate certified by a Notary Public and a sworn translation thereof in English);
 - ii. a letter submitted by the Dean of the Faculty of a South African university confirming that the applicant would be appointed in a supernumerary post as well as a recommendation for registration in the said category by the university specifying -
 - aa. the nature of the proposed study;
 - bb. the level of such study;
 - cc. the expected duration of the proposed study;
 - iii. a letter issued by the Department of Health confirming that all requirements and contractual arrangements had been complied with to permit the applicant to undergo the proposed postgraduate study in South Africa and that the applicant had agreed in writing that he or she would not on completion of his or her education and training apply for registration in South Africa;
 - iv. a recent original Certificate of Status (Certificate of Good Standing) issued by the foreign Registration Authority;
 - v. the attached application form for registration, duly completed;
 - vi. the prescribed registration fee.
- c. This registration is limited to a specific university.
- d. The scope of the postgraduate study is as specified, including clinical duties, while holding a supernumerary post for postgraduate study.
- e. Education and training undertaken in a supernumerary post will not be recognised for registration of such practitioner in South Africa. In order to qualify for registration in South Africa, an applicant has to formally apply to the Board for registration.

D. REGISTRATION IN THE CATEGORY VOLUNTEER SERVICES

1. An application for registration in the category volunteer services must be submitted by the relevant South African Health Care Provider Agency, approved by the Board. The application should further be supported by the Foreign Workforce Management Programme of the National Department of Health.
2. The application must be accompanied by –
 - a. proof of the relevant practitioner holding an appropriate qualification in the country of origin (attach a copy of degree certificate certified by a Notary Public and a sworn translation thereof into English);
 - b. a recent original Certificate of Status (Certificate of Good Standing) issued by foreign Registration Authority;
 - c. a recommendation for registration by the South African Health Care Provider Agency based on –
 - i. the Agency's assessment of the practitioner's *curriculum vitae*;
 - ii. an assessment of the practitioner's abilities to practise successfully in South Africa;
 - iii. the period for which the practitioner will require such registration (See 3 below);
 - iv. an undertaking by the South African Health Care Provider Agency to supervise the practitioner during the said period of registration;
 - d. an affidavit, issued by the South African Health Care Provider Agency confirming that the applicant would only be employed as a volunteer for the duration of such registration, that the applicant would not be remunerated for his or her services and that appropriate supervision would be provided for the duration of such registration.
 - e. The application for registration in the Category Volunteer Services, duly completed.
 - f. The prescribed registration fee.
3. Registration in the category Volunteer Services will be for an initial period of one year only. Such registration could, however, be extended by the Board on a year-to-year basis for a further period of one year.