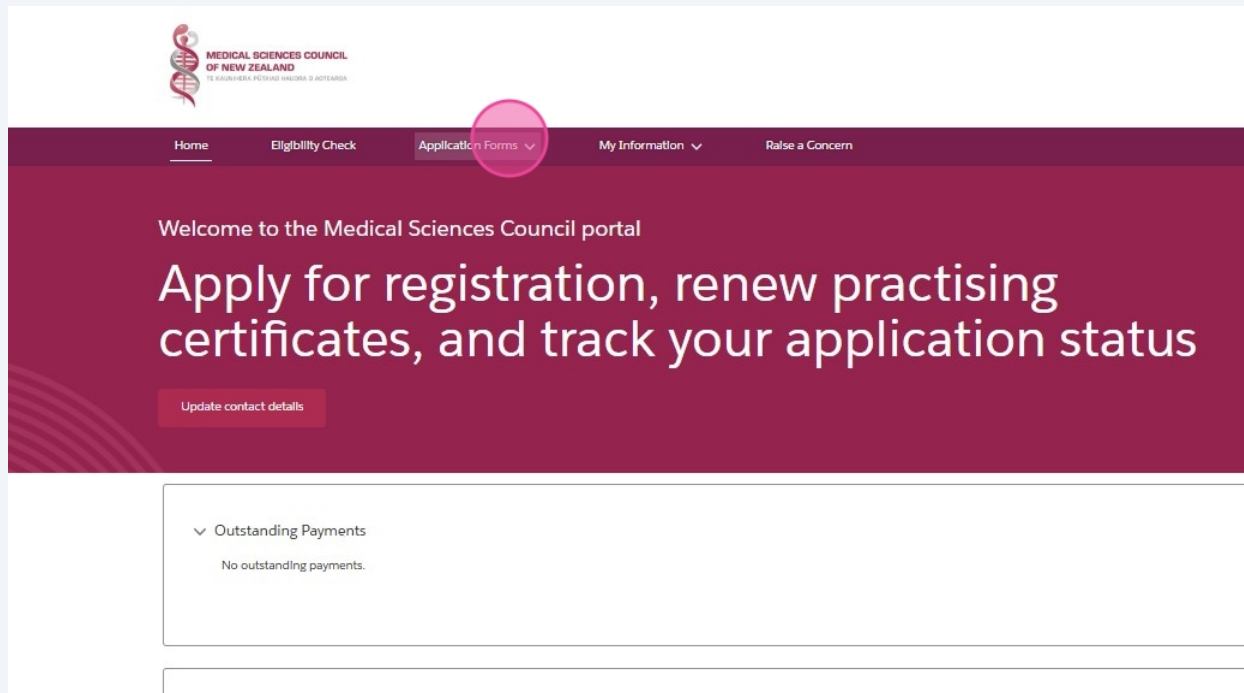
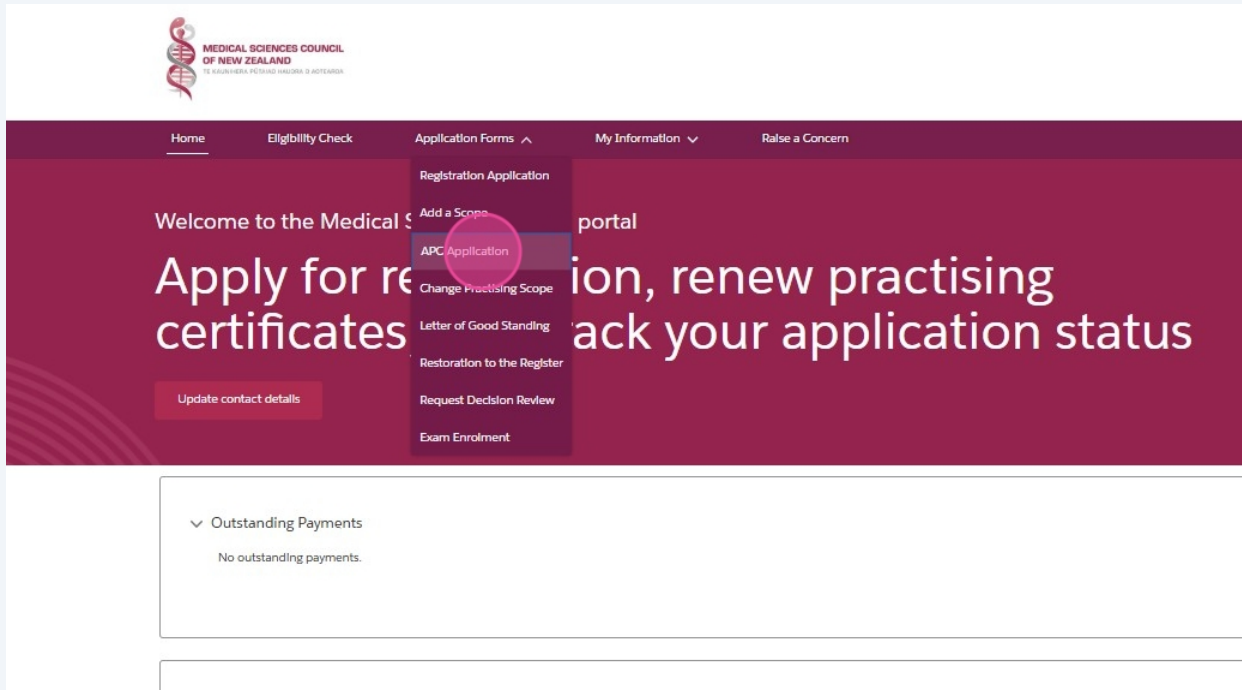


# How to apply for your APC

- 1 Navigate to our website and log into your online portal.

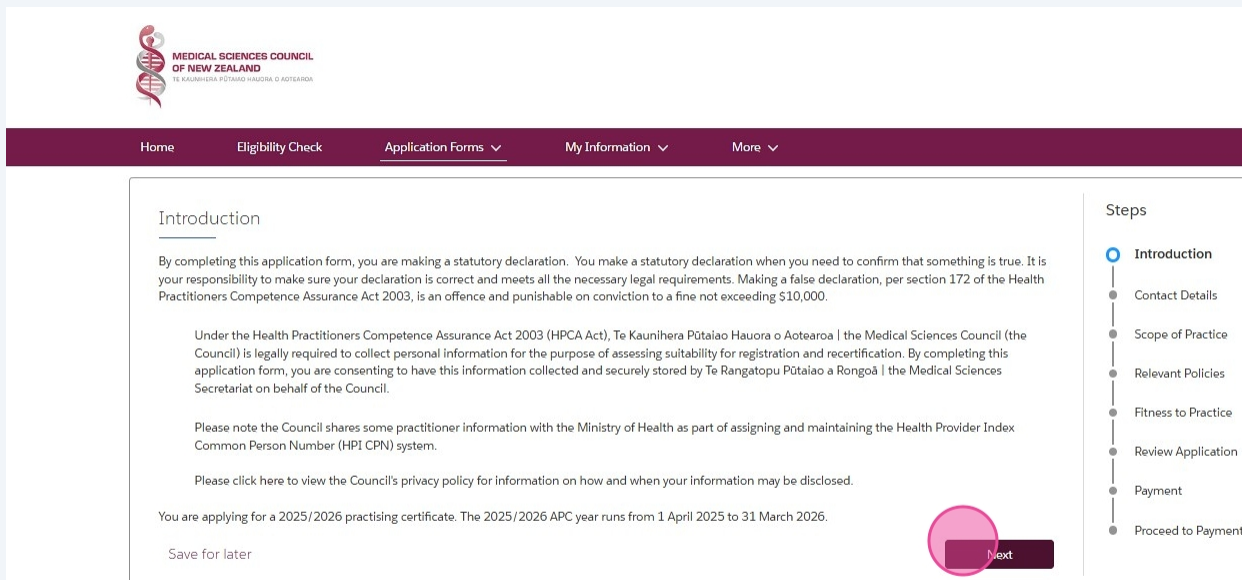


## 2 Click "APC Application"



The screenshot shows the Medical Sciences Council of New Zealand portal. The header includes the council's logo and name, and a navigation bar with links: Home, Eligibility Check, Application Forms, My Information, and Raise a Concern. A dropdown menu for 'Application Forms' is open, showing options: Registration Application, Add a Scope, APC Application (highlighted with a pink circle), Change Practising Scope, Letter of Good Standing, Restoration to the Register, Request Decision Review, and Exam Enrolment. The main content area has a large banner with the text 'Welcome to the Medical Sciences Council portal' and 'Apply for registration, renew practising certificates, track your application status'. Below the banner, there is a section for 'Outstanding Payments' which states 'No outstanding payments.'

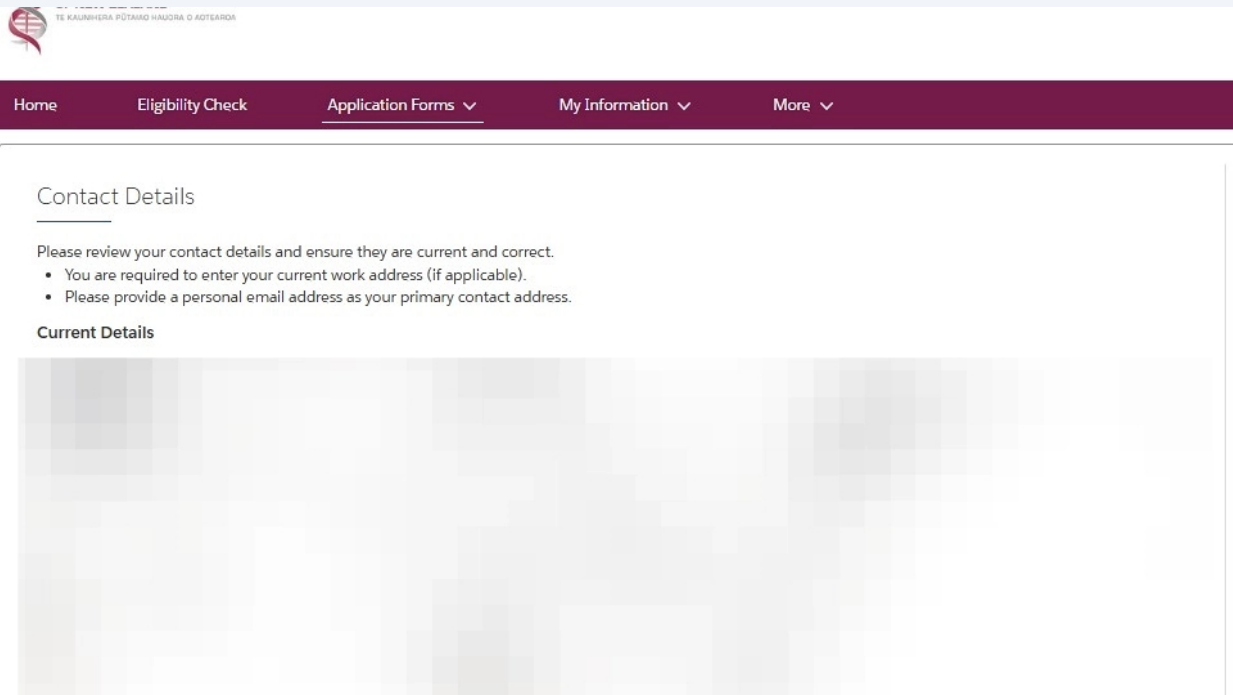
## 3



The screenshot shows the 'Introduction' page of the APC application form. The header is the same as the previous screenshot. The main content area has a title 'Introduction' and a paragraph explaining the statutory declaration. Below this, there is a paragraph about the Health Practitioners Competence Assurance Act 2003 (HPCA Act) and the council's role. Another paragraph notes that the council shares practitioner information with the Ministry of Health. A link is provided to view the council's privacy policy. At the bottom, it states 'You are applying for a 2025/2026 practising certificate. The 2025/2026 APC year runs from 1 April 2025 to 31 March 2026.' A 'Save for later' link is also present. On the right side, there is a 'Steps' section with a list of steps: Introduction (highlighted with a pink circle), Contact Details, Scope of Practice, Relevant Policies, Fitness to Practice, Review Application, Payment, and Proceed to Payment. A 'Next' button is located at the bottom right of the main content area, also highlighted with a pink circle.

4

First, you will be given the opportunity to update any of your contact details that may have changed recently.



TE KAHUNHERA PŌTARAU HAUORA O AOTEAROA

Home Eligibility Check Application Forms My Information More

### Contact Details

Please review your contact details and ensure they are current and correct.

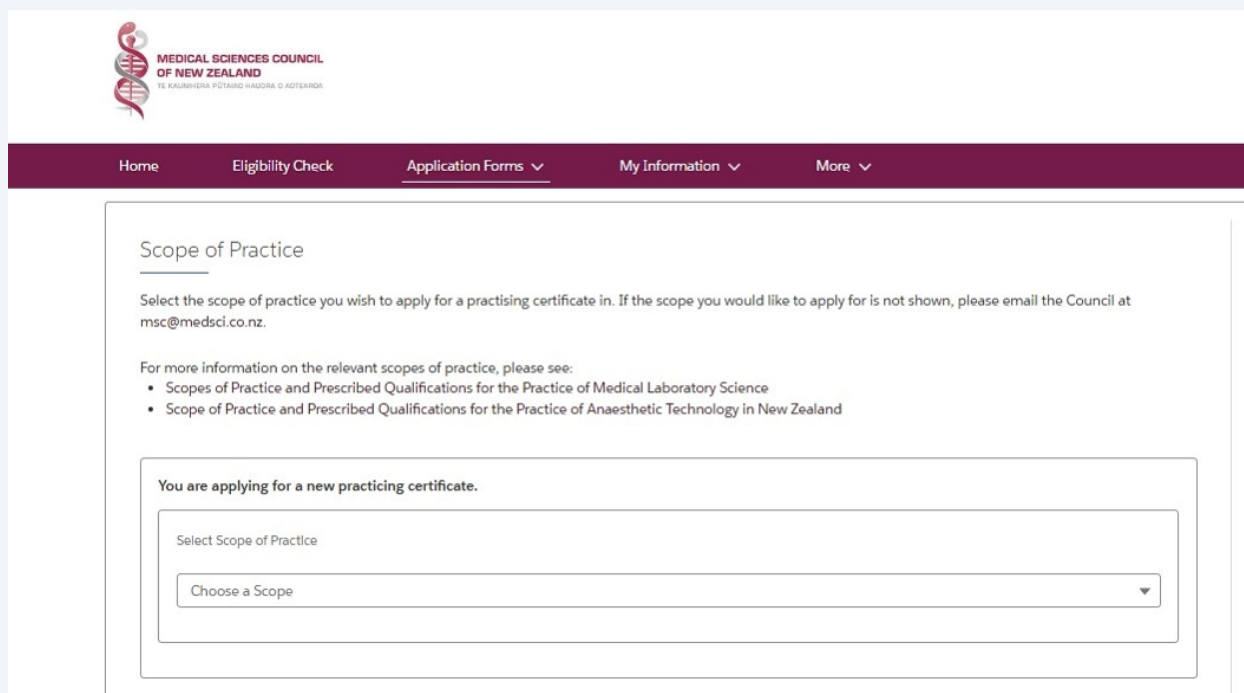
- You are required to enter your current work address (if applicable).
- Please provide a personal email address as your primary contact address.

#### Current Details

[Blurred form content]

5

Then you will be asked to select the scope of practice you want to apply for an APC in, and complete two compliance declarations.



MEDICAL SCIENCES COUNCIL OF NEW ZEALAND  
TE KAHUNHERA PŌTARAU HAUORA O AOTEAROA

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### Scope of Practice

Select the scope of practice you wish to apply for a practising certificate in. If the scope you would like to apply for is not shown, please email the Council at [msc@medsci.co.nz](mailto:msc@medsci.co.nz).

For more information on the relevant scopes of practice, please see:

- Scopes of Practice and Prescribed Qualifications for the Practice of Medical Laboratory Science
- Scope of Practice and Prescribed Qualifications for the Practice of Anaesthetic Technology in New Zealand

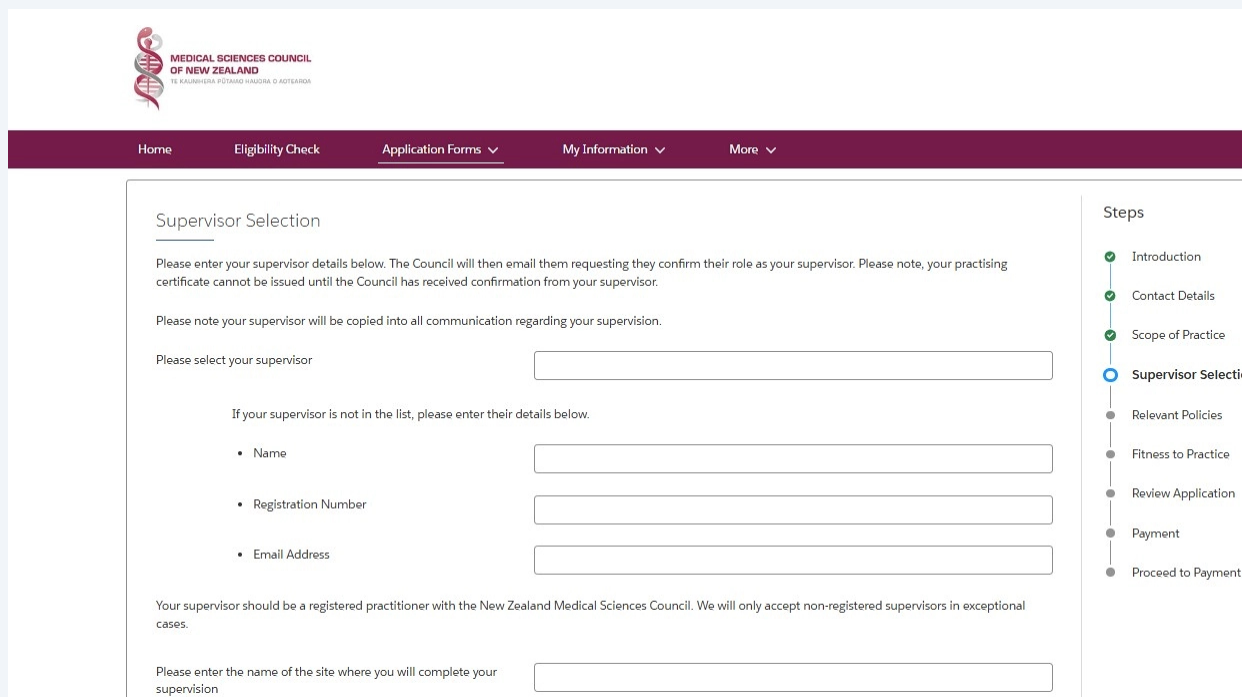
You are applying for a new practicing certificate.

Select Scope of Practice

Choose a Scope

6

If you are required to complete a period of supervision, you will then be asked to provide the details of your supervisor and clinical site.



**MEDICAL SCIENCES COUNCIL OF NEW ZEALAND**  
TE Kaitiaki Take Kōwhiri o Aotearoa

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### Supervisor Selection

Please enter your supervisor details below. The Council will then email them requesting they confirm their role as your supervisor. Please note, your practising certificate cannot be issued until the Council has received confirmation from your supervisor.

Please note your supervisor will be copied into all communication regarding your supervision.

Please select your supervisor

If your supervisor is not in the list, please enter their details below.

- Name
- Registration Number
- Email Address

Your supervisor should be a registered practitioner with the New Zealand Medical Sciences Council. We will only accept non-registered supervisors in exceptional cases.

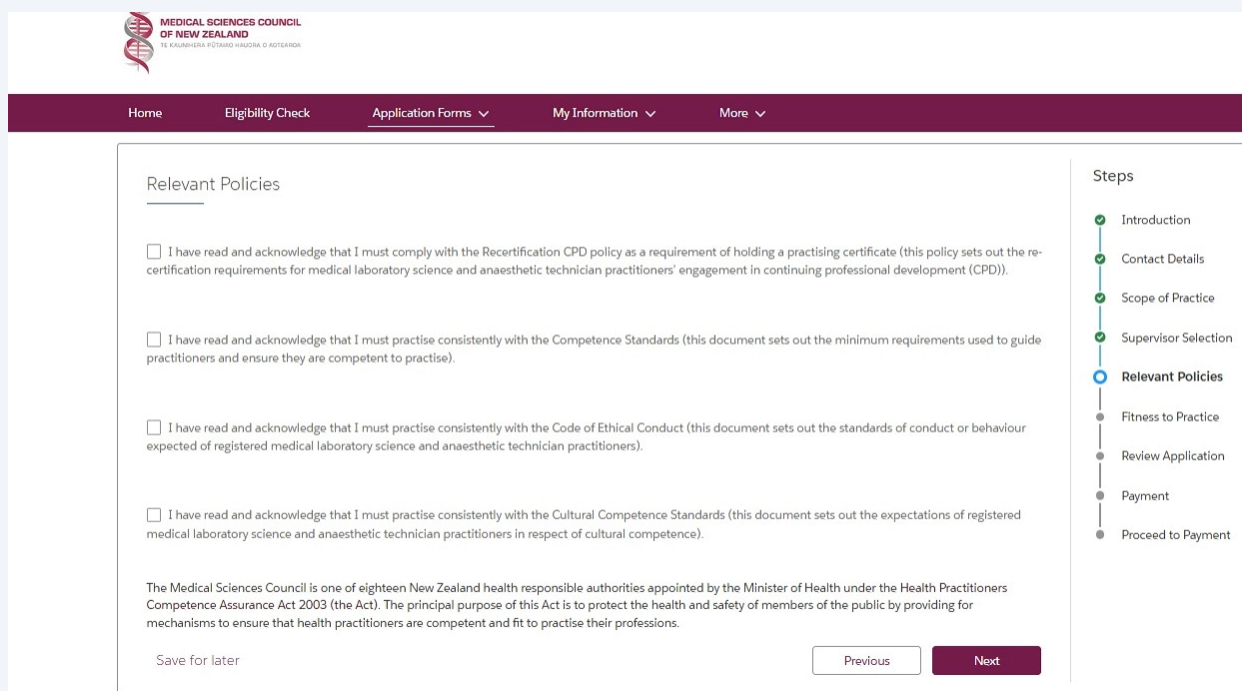
Please enter the name of the site where you will complete your supervision

**Steps**

- Introduction
- Contact Details
- Scope of Practice
- Supervisor Selection**
- Relevant Policies
- Fitness to Practice
- Review Application
- Payment
- Proceed to Payment

7

The next step is confirming you understand and will comply with the relevant policies.



**MEDICAL SCIENCES COUNCIL OF NEW ZEALAND**  
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### Relevant Policies

☐ I have read and acknowledge that I must comply with the Recertification CPD policy as a requirement of holding a practising certificate (this policy sets out the re-certification requirements for medical laboratory science and anaesthetic technician practitioners' engagement in continuing professional development (CPD)).

☐ I have read and acknowledge that I must practise consistently with the Competence Standards (this document sets out the minimum requirements used to guide practitioners and ensure they are competent to practise).

☐ I have read and acknowledge that I must practise consistently with the Code of Ethical Conduct (this document sets out the standards of conduct or behaviour expected of registered medical laboratory science and anaesthetic technician practitioners).

☐ I have read and acknowledge that I must practise consistently with the Cultural Competence Standards (this document sets out the expectations of registered medical laboratory science and anaesthetic technician practitioners in respect of cultural competence).

The Medical Sciences Council is one of eighteen New Zealand health responsible authorities appointed by the Minister of Health under the Health Practitioners Competence Assurance Act 2003 (the Act). The principal purpose of this Act is to protect the health and safety of members of the public by providing for mechanisms to ensure that health practitioners are competent and fit to practise their professions.

Save for later

**Steps**

- Introduction
- Contact Details
- Scope of Practice
- Supervisor Selection
- Relevant Policies**
- Fitness to Practice
- Review Application
- Payment
- Proceed to Payment

## 8 Then you must answer a series of questions relating to your fitness to practice.

The screenshot shows the Medical Sciences Council of New Zealand website. The header includes the logo and the text 'MEDICAL SCIENCES COUNCIL OF NEW ZEALAND' and 'TE KAUNHĀHERA PŪTAMAO HAUORA O AOTEAROA'. The navigation bar has links for Home, Eligibility Check, Application Forms (selected), My Information, and More. The main content area is titled 'Fitness to Practice'. It contains five questions with radio button options for True or False. The questions are: 1. 'To my knowledge I have no mental or physical conditions that may impact on my competence and fitness to practise within this scope of practice.' 2. 'To my knowledge, there are no personal or professional matters the Council should be aware of that may affect my fitness to hold a practising certificate.' 3. 'I am not subject to any disciplinary proceedings relating to my conduct.' 4. 'I have not previously had any application for registration declined by a professional body or registration authority?' 5. 'Since you last held an APC with the Medical Sciences Council, have you taken extended leave for four weeks or longer due to an illness or injury?' Below the questions are links for 'Save for later', 'Previous', and 'Next'. On the right side, there is a 'Steps' sidebar showing a progress bar with 10 steps: Introduction, Contact Details, Scope of Practice, Supervisor Selection, Relevant Policies, Fitness to Practice (current step), Review Application, Payment, and Proceed to Payment.

**Medical Sciences Council of New Zealand**  
TE KAUNHĀHERA PŪTAMAO HAUORA O AOTEAROA

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### Fitness to Practice

To my knowledge I have no mental or physical conditions that may impact on my competence and fitness to practise within this scope of practice.  
☐ True ☐ False

To my knowledge, there are no personal or professional matters the Council should be aware of that may affect my fitness to hold a practising certificate.  
☐ True ☐ False

I am not subject to any disciplinary proceedings relating to my conduct  
☐ True ☐ False

I have not previously had any application for registration declined by a professional body or registration authority?  
☐ True ☐ False

Since you last held an APC with the Medical Sciences Council, have you taken extended leave for four weeks or longer due to an illness or injury?  
☐ Yes ☐ No

[Save for later](#) [Previous](#) [Next](#)

#### Steps

- Introduction
- Contact Details
- Scope of Practice
- Supervisor Selection
- Relevant Policies
- Fitness to Practice**
- Review Application
- Payment
- Proceed to Payment

## 9 You will then be asked to ensure the information you have provided is correct, and complete two final declarations.

The screenshot shows the Medical Sciences Council of New Zealand website. The header includes the logo and the text 'MEDICAL SCIENCES COUNCIL OF NEW ZEALAND' and 'TE KAUNHĀHERA PŪTAMAO HAUORA O AOTEAROA'. The navigation bar has links for Home, Eligibility Check, Application Forms (selected), My Information, and More. The main content area is titled 'Review Application'. It contains a paragraph: 'Please review the information you have submitted in your application and ensure it is all correct.' Below this is a section titled 'Final Declarations' with two checkboxes. The first checkbox is for the declaration: 'I declare all information within this application is true and correct and I understand that I am making a statutory declaration. (making a false declaration, per section 172 of the Health Practitioners Competence Assurance Act 2003, is an offence and punishable on conviction to a fine not exceeding \$10,000).' The second checkbox is for the declaration: 'I understand my responsibilities as a registered practitioner according to the Code of Ethical Conduct'. Below the declarations are links for 'Save for later', 'Previous', and 'Next'. On the right side, there is a 'Steps' sidebar showing a progress bar with 10 steps: Introduction, Contact Details, Scope of Practice, Supervisor Selection, Relevant Policies, Fitness to Practice, Review Application (current step), Payment, and Proceed to Payment.

**Medical Sciences Council of New Zealand**  
TE KAUNHĀHERA PŪTAMAO HAUORA O AOTEAROA

Home Eligibility Check **Application Forms** My Information More

### Review Application

Please review the information you have submitted in your application and ensure it is all correct.

#### Final Declarations

☐ I declare all information within this application is true and correct and I understand that I am making a statutory declaration. (making a false declaration, per section 172 of the Health Practitioners Competence Assurance Act 2003, is an offence and punishable on conviction to a fine not exceeding \$10,000).

☐ I understand my responsibilities as a registered practitioner according to the Code of Ethical Conduct

[Save for later](#) [Previous](#) [Next](#)

#### Steps

- Introduction
- Contact Details
- Scope of Practice
- Supervisor Selection
- Relevant Policies
- Fitness to Practice
- Review Application**
- Payment
- Proceed to Payment

## 10 Finally, you must complete the fee-related declarations,

The screenshot shows the 'Payment' page of the Medical Sciences Council of New Zealand website. The header includes the council's logo and name in English and Māori, along with navigation links: Home, Eligibility Check, Application Forms (selected), My Information, and More. The main content area is titled 'Payment' and contains the following text: 'The fee required for this application is determined according to the Medical Sciences Council Gazette fees available on the Council Website'. Below this is the 'Payment Declarations' section with three items: a radio button for 'Yes' (selected) and 'No' for the statement '\*I am completing this application from within New Zealand'; a checkbox for 'I agree to pay all required fees for this application and understand the fees are non-refundable.'; and a checkbox for 'I understand that my APC application will not be processed until payment has been completed.'. At the bottom left is a 'Save for later' link, and at the bottom right are 'Previous' and 'Submit' buttons. On the right side, a 'Steps' sidebar lists the application stages: Introduction, Contact Details, Scope of Practice, Supervisor Selection, Relevant Policies, Fitness to Practice, Review Application, Payment (highlighted with a blue circle), and Proceed to Payment.

## 11 and then proceed to payment.

Once submitted, you will receive email confirmation that we have received your application.

The screenshot shows the 'Proceed to Payment' page of the Medical Sciences Council of New Zealand website. The header is identical to the previous page. The main content area is titled 'Proceed to Payment' and contains the following text: 'You will be charged 579.99 NZD for this application.' and 'When completing your payment, please do not close the browser until we have confirmed your payment was completed successfully.'. Below this text is a large purple button labeled 'Proceed to Payment Gateway'. At the bottom left is a 'Save for later' link. On the right side, the 'Steps' sidebar is updated: 'Payment' is now marked with a green checkmark, and 'Proceed to Payment' is highlighted with a blue circle.