

Annual Practising Certificate (APC) fees policy

Date last reviewed	April 2022
Scheduled review	January 2023
Approved by	Chief Executive
Date approved	April 2022 (administrative update)

Purpose

The purpose of this policy is to provide transparency to practitioners about the different types of Annual Practising Certificate (APC) fees and when fees apply.

Scope

This policy applies to all applicants for registration wishing to practise, or practitioners applying for a practising certificate.

Policy

1. There are two types of APC fees

- a) A full year APC fee
- b) A four month APC fee

2. The full year APC fee

A full year APC fee is payable when a registration applicant or a registered practitioner apply for a practising certificate.

3. The four month APC fee

The four month APC fee is applicable to a registration applicant or a registered practitioner who apply for a practising certificate within four months from the end of the relevant profession's APC year.

4. Special circumstances – dual Scope of Practise and applicants returning to practise

Dual registrants (i.e. oral health practitioners registered with the Dental Council in more than one Scope of Practice in the same profession) are only required to pay one APC fee. A practitioner registered in two or more professions will pay the APC fee for each profession.

Returning to practise after removal from the Dental Register: These applicants will be charged an APC fee, plus a prescribed registration fee for restoration to the Register.

Returning to practice from retention: These applicants will be charged an APC fee, plus a recency of practise fee (where applicable) to return to practising status.