

Submit an annual declaration for your recertification programme

Notes :

Use this guide if you are a **practitioner** who is due to submit an annual declaration for your recertification programme.

These annual declarations are due at the end of each practising year and relate to your recertification programme for the previous 12-month period.

At the beginning of each practising cycle, practitioners complete a form [telling us their practising intentions](#) for the year ahead. Practitioners either apply for an annual practising certificate, removal or retention on the register at this time.

The screenshot shows a web interface with navigation tabs: Standards 1, Standards 2, Practice standards, Recertification, Declaration, Workforce survey - section A, and Submit. The 'Recertification' section is active. It contains introductory text about the annual cycle and a 'Professional peer' section with input fields for: Professional peer, Relationship start date (01/11/2020), Relationship end date (optional), Relationship status (Accepted), and Professional peer confirmation status (Confirmation submitted).

Step 01: Complete form

For practitioners who are required to make an annual declaration, we have added a page to the ["Tell us your practising intentions form"](#) where you will make the annual declaration about completing your recertification programme requirements.

- Make your annual recertification declaration by choosing your responses in this section of the form.

If you have any questions about your annual declaration, please [contact us](#).

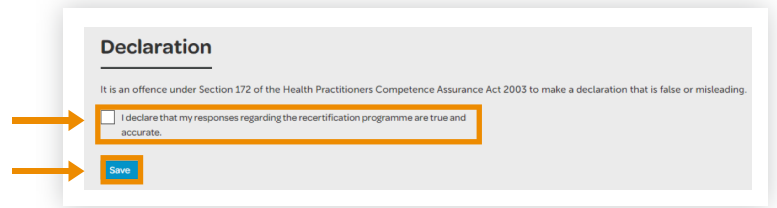
Note: there may be more questions to answer than those shown here.

This screenshot shows a form section with two questions. The first question is 'I have a professional development plan' with radio buttons for 'Yes' (selected) and 'No'. The second question is 'I have participated in professional development activities' with radio buttons for 'Yes' and 'No' (selected). Below this is a text input field for 'Please provide a reason why you have not participated in your planned professional development activities:*' with the value 'I did not know that I was required to participate in PDAs'. There is also a field for 'A more detailed explanation and how you will meet the requirement in the future:*' and a 'Please attach documents' button with the text 'Upload any additional documents to support your explanation'.

Step 02: Declaration

- Tick the box to declare your responses are true and accurate, then click **Save**.

If you have any questions about your annual declaration, please [contact us](#).



The screenshot shows a form titled "Declaration". Below the title is a warning: "It is an offence under Section 172 of the Health Practitioners Competence Assurance Act 2003 to make a declaration that is false or misleading." There is a checkbox with the text "I declare that my responses regarding the recertification programme are true and accurate." and a blue "Save" button below it. Two orange arrows point to the checkbox and the "Save" button respectively.