

**Ngā tuhinga e tika ana kia
whakaaetia te rēhītatanga i Te
Kaunihera Manapou**

**Documents needed for
registration with Te Kaunihera
Manapou | Paramedic Council**

*Ma te huruhuru ka rere te manu.
With the right resources the mission can be accomplished.*

There are different pathways for practitioners who are wanting to apply for registration as a paramedic with Te Kaunihera Manapou Paramedic Council (Te Kaunihera). In this guide, we have outlined the documents required for each pathway:

1. Aotearoa New Zealand Approved Qualifications
2. Overseas-qualified paramedics
3. Trans-Tasman Mutual Recognition Act 1997

Please use this as a checklist to make sure you have everything you need for your application, and that your documents are correct before they are submitted.

Te reo

Te Kaunihera uses te reo throughout our website and publications. As a regulatory authority, independent from the Crown, our partnership with iwi and Māori underpins our principles and everything we do.

We acknowledge that not all visitors to our website or people who read our publications will be familiar with some of the terms used. To help gain a deeper understanding and knowledge of te reo, the following information may be helpful:

Te Aka

Te Aka is the Māori-English, English-Māori Dictionary and Index, and is available [here](#).

Comprehensive explanations for grammatical items are included, with examples of usage, as are idioms and colloquialisms with their meanings and examples. You can also click to hear the word, which can help with pronunciation.

Common terms used in this document

Term used	Meaning
Aotearoa	New Zealand
Ahpra	The Australian Health Practitioner Regulation Agency
HPCA Act	Health Practitioners Competence Assurance Act 2003
Kaimahi	Our employees
Kaunihera	Te Kaunihera Manapou Paramedic Council

Contents

Aotearoa approved paramedic qualifications.....	4
Documents needed for your application.....	4
The process for applying as the holder of an Aotearoa approved paramedic qualification.....	6
Overseas applicant.....	7
Documents needed for your application.....	7
The process for applying as an overseas qualified applicant	10
Australian applicants - Trans-Tasman Mutual Recognition Act 1997 (TTMR).....	11
Documents needed for your application.....	11
Certification.....	14
What is certification?.....	14
Who can certify documents?.....	14
English translations of documents.....	15
What needs to be translated?.....	15
Who can certify documents?.....	15
Overseas-Qualified Paramedic Course Information Form.....	16
Competence assessment form for overseas-qualified paramedics	18

Aotearoa approved paramedic qualifications

If you have a Bachelor of Health Science in Paramedicine from either Auckland University of Technology (AUT) or Whitireia New Zealand, you are eligible to apply for registration.

Documents needed for your application

To complete registration, you will need to provide Kaunihera with the following documentation:

Confirmation of Identification

This must be a clear, [certified](#) copy of your current passport or driver's license. If you are providing your passport, you must ensure that the "signature of holder" section contains your signature. If you are providing your driver's license, this must be both the front and back sides. You need to ensure that your passport or driver's license has not expired.

Name change *if applicable*

If you have used another name in formal or legal documents, you must supply certified evidence of your name change (for example, a marriage certificate or deed poll document).

Criminal conviction check

You can request a criminal conviction check online from the Ministry of Justice website [here](#). This must be dated no more than 6 months prior to you submitting registration application, and you must include all names you are, or have been, known by.

If you have lived overseas for more than 12 months, you must also provide a criminal conviction check which is less than six months old from that country.

Confirmation of your qualification

You will need to provide the year that you graduated, and consent to Te Kaunihera verifying your qualification.

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Cultural competency certificate

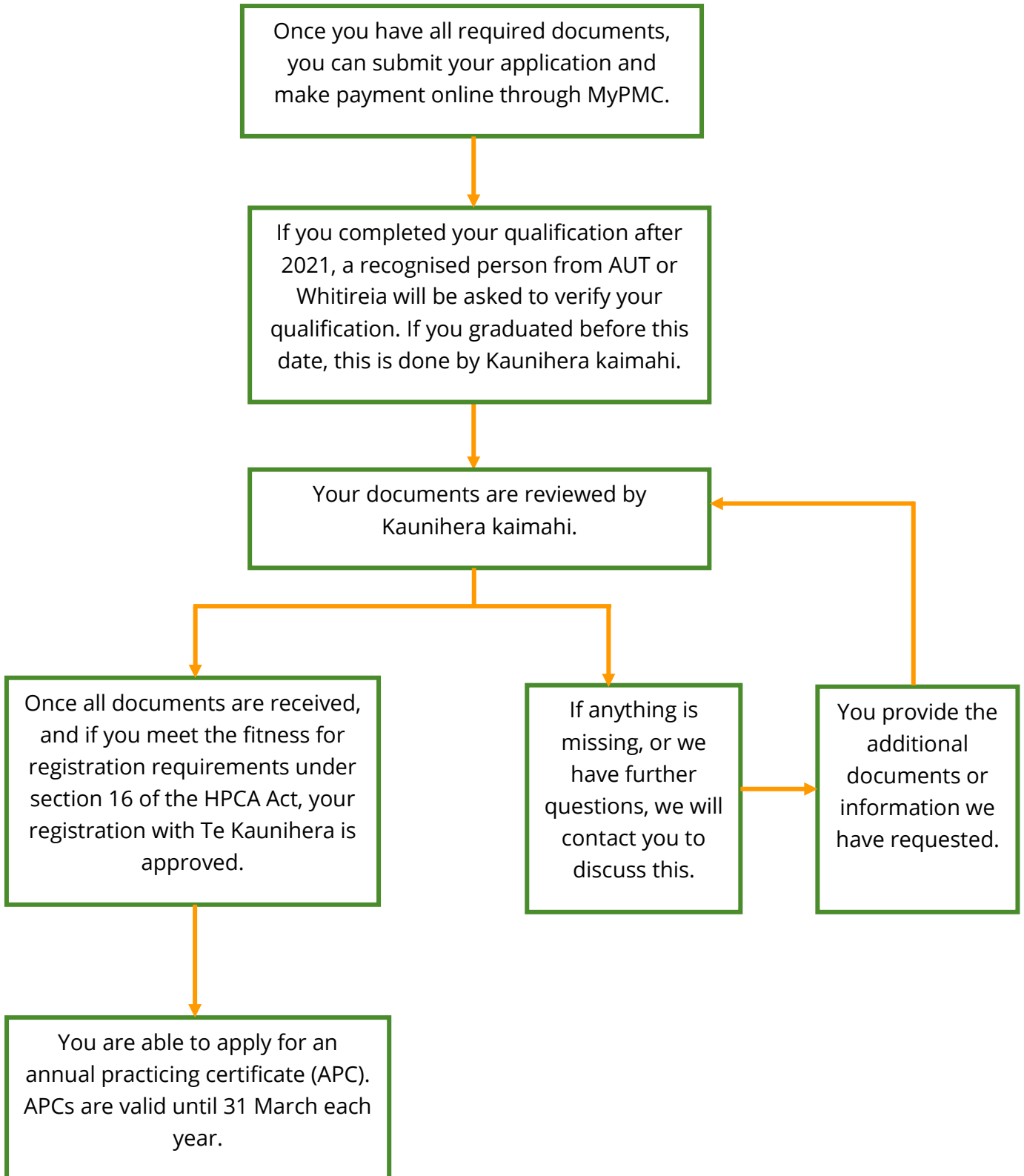
After completing one of the two following courses, you will be provided with a course completion certificate. This must include your name and the date you completed the course.

- [LearnOnline - Foundations in Cultural Competency](#)
- [Mauriora – Foundation Course in Cultural Competency](#) – Note, there is a fee associated with this online course

Please note: The Ngā Paewera Te Tiriti elearning online course has not been verified as equivalent to the above cultural competence courses. The completion of this course will not be sufficient for registration.

It is expected that the certificate would be dated no more than 12 months prior to you submitting your application.

The process for applying as the holder of an Aotearoa approved paramedic qualification



Overseas applicant

If you have completed your paramedic qualification overseas, you can apply to have your qualification assessed as equivalent to, or as satisfactory as, a prescribed (approved) Aotearoa qualification.

Our professional advisors' will review your documents to determine whether your overseas paramedic qualification is equivalent to, or as satisfactory as, a prescribed (approved) Aotearoa qualification.

If any of your documents have not been prepared in English, you will also need to provide an [English translation](#).

Documents needed for your application

To complete registration as an overseas qualified applicant, you will need the following documentation for your online application:

Confirmation of Identification

This must be a clear [certified](#) copy of your current passport which contains your personal details and a clear photograph of you. This must also include the page with your signature. You need to ensure that your passport or driver's license has not expired.

Name change *if applicable*

If you have used another name in formal or legal documents, you must supply certified evidence of your name change (for example, a marriage certificate or deed poll document).

Criminal conviction check

You must provide a police clearance document/criminal conviction check from your country of origin, and any other country where you have lived for more than 12 months.

This must be dated no more than 6 months prior to you submitting registration application, and you must include all names you are, or have been, known by.

If you are in Aotearoa, you can request a criminal conviction check online from the Ministry of Justice website [here](#).

English language requirements

You will need to provide evidence that you have met Kaunihira's English language requirements – this is by either:

1. Declaring that English is your first language, and you have completed your undergraduate paramedic training in Aotearoa, Australia, United Kingdom, Ireland, Canada, United States of America; or
2. You have sat and passed either the International English Language Testing System (IELTS) or the Occupational English Test (OET). The results must be less than two years old at the time your application is received. Our English language policy which sets out the minimum results needed can be found [here](#).

Cultural competency certificate

After completing one of the two following courses, you will be provided with a course completion certificate. This must include your name and the date you completed the course.

- [LearnOnline – Foundations in Cultural Competency](#)
- [Mauriora – Foundation Course in Cultural Competency](#) – Note, there is a fee associated with this online course

Please note: The Ngā Paewera Te Tiriti elearning online course has not been verified as equivalent to the above cultural competence courses. The completion of this course will not be sufficient for registration.

It is expected that the certificate would be dated no more than 12 months prior to you submitting your application.

Evidence

The evidence you provide to us must include:

- A detailed practice history and complete CV that addresses any significant gaps (a gap of more than three months) in your employment.
- Statements of service from your past and current employers.
- Position descriptions for the positions you currently or previously have held. These should be relevant to the delivery or management of paramedic services, or in paramedic education and research.

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Evidence (...continued from previous page)

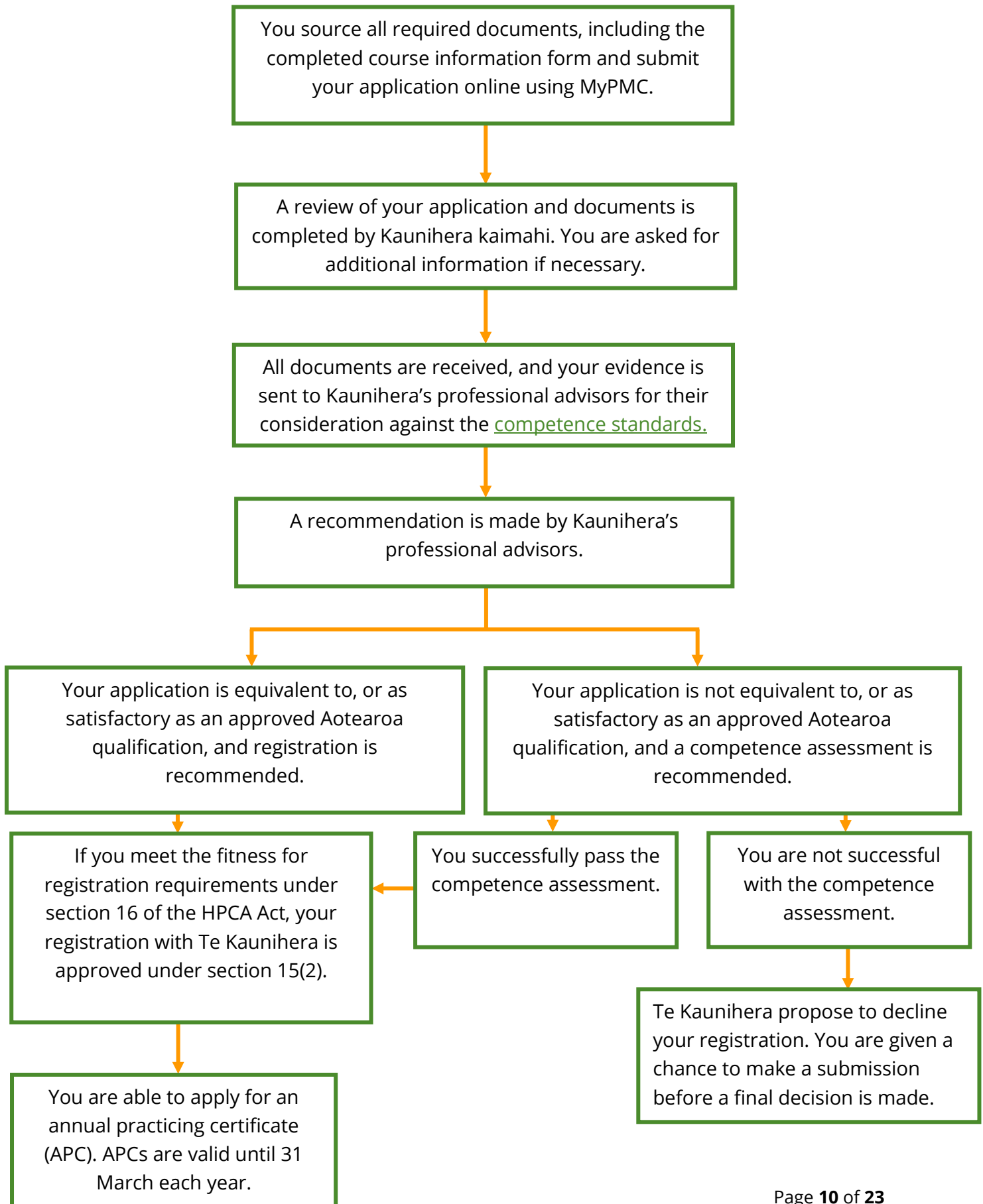
The evidence you provide to us must include:

- A self-assessment matching the learning objectives against the applicable competency domains, including recent examples. You can download the competence assessment form [here](#). This is also available as a PDF on [pages 17 -22](#) of this document.
- Evidence of all professional development you have undertaken in the last two years.
- Evidence of your overseas scope of practice, including medicines and procedures that relate to the scope.
- A certified copy of your qualification completion certificate. This is usually the degree or diploma you received when you completed your paramedic qualification.
- A certified copy of your academic transcript. This is also sometimes known as a statement of marks and should contain the grades you received for each subject studied during your qualification.
- The course content relevant to when you studied. This is provided by asking your training institute to complete the [course information form](#) (also available as a PDF on [page 15](#) of this document. This can be supplemented by a curriculum. The information provided must be relevant to the time when you completed your qualification.
- Evidence of your overseas registration
 - this is by providing a certificate of good standing which is less than three months old.
 - If the country you are from does not have a regulatory body, this would be instead completed by your current employer. You would also need to provide us with evidence that your country does not have a regulatory body.

Your evidence may also include:

- A current Authority to Practise (ATP), or other document which confirms you can practise your profession and what level of paramedic services you are or have been providing.
- Any other evidence of relevant practice, employment, or experience to support your application.

The process for applying as an overseas qualified applicant



Australian applicants - Trans-Tasman Mutual Recognition Act 1997 (TTMR)

If you are registered as a paramedic with Australian Health Practitioners Regulation Agency (Ahpra), you can apply for registration through the Trans-Tasman Mutual Recognition Act (1997) which allows for reciprocal registration between New Zealand and Australia. If your registration in Australia has lapsed or you have never been registered in Australia, you cannot apply for registration under the TTMR Act.

As part of the registration process, we will need to validate your registration, qualifications, and professional standing with Ahpra. Any existing conditions you have on your practice with Ahpra will be carried over.

Once we have received all documents for your application, we will contact you to let you know that you hold deemed registration. Deemed registration allows an applicant to practise in Aotearoa New Zealand, subject to any conditions or restrictions on their Australian registration.

Te Kaunihera has 1 month from the date we receive a completed application and deem registration to formally grant, postpone or refuse registration. During this time, we contact Ahpra to verify the statements made in your registration application.

If registration is approved, deemed registration ends. At that time, your registration will now fall under the jurisdiction of the Health Practitioners Competence Assurance Act 2003 (HPCA Act) and you will need to apply for a practising certificate with Te Kaunihera to be able to lawfully practise in Aotearoa.

Documents needed for your application

Confirmation of Identification

This must be a clear **certified** copy of your current passport which contains your personal details and a clear photograph of you. This must also include the page with your signature. You need to ensure that your passport or driver's license has not expired.

Name change *if applicable*

If you have used another name in formal or legal documents, you must supply evidence of your name change (for example, a marriage certificate or deed poll document).

Registration

Evidence of your current registration from Ahpra. You can provide an electronic copy of your registration details from the Ahpra website. This does not need to be certified.

If you do not hold current registration with Ahpra, you would not be eligible to apply for registration with Te Kaunihera under TTMR.

To complete registration through TTMR, in addition to the documents listed on the previous page, you will also need the following documentation

Qualification *if applicable*

If you registered initially in another country prior to registering in Australia, you must supply a certified copy of your initial paramedic qualification.

Cultural competency certificate

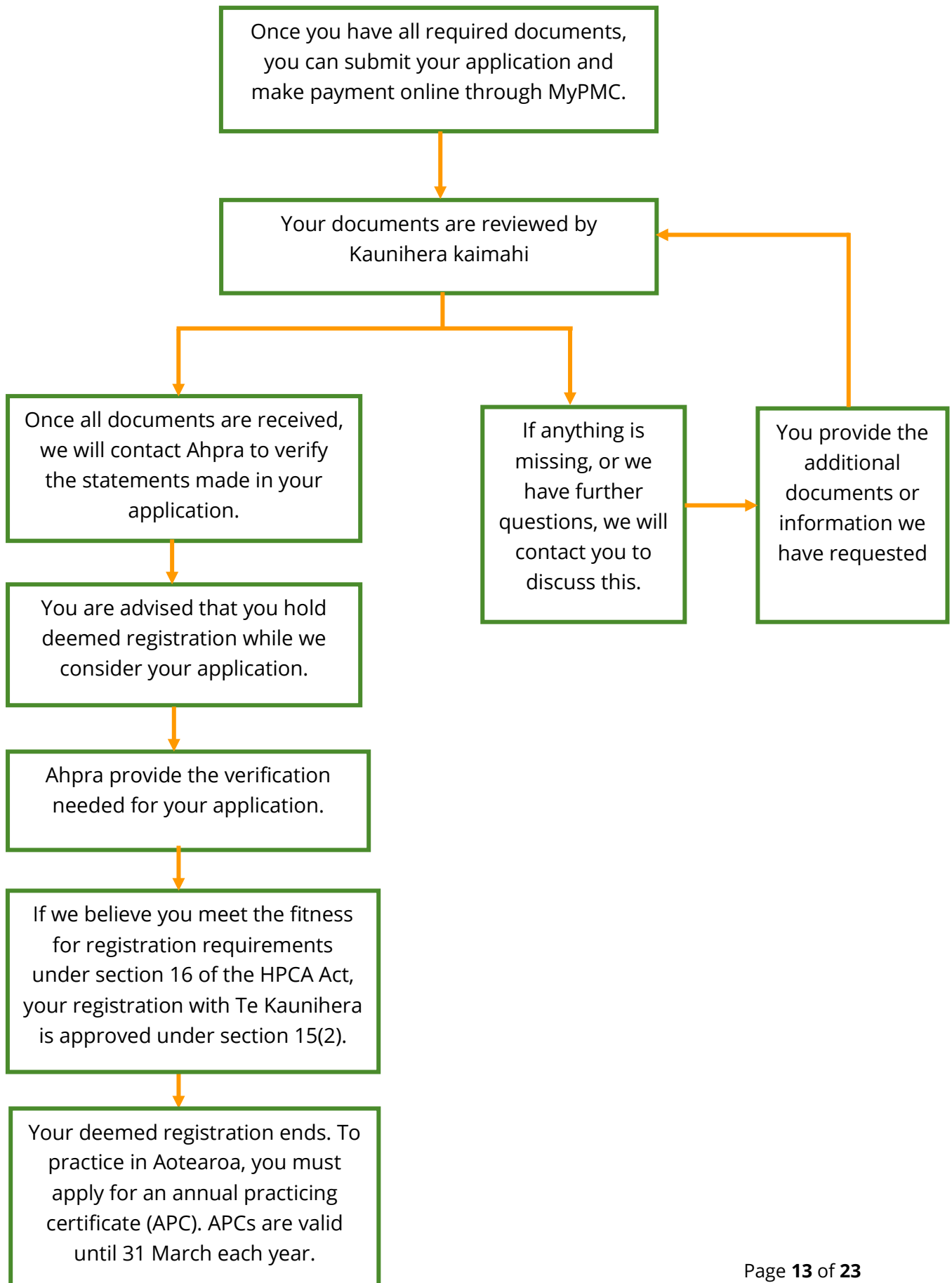
After completing one of the two following courses, you will be provided with a course completion certificate. This must include your name and the date you completed the course.

- [LearnOnline - Foundations in Cultural Competency](#)
- [Mauriora – Foundation Course in Cultural Competency](#) – Note, there is a fee associated with this online course

Please note: The Ngā Paewera Te Tiriti elearning online course has not been verified as equivalent to the above cultural competence courses. The completion of this course will not be sufficient for registration.

It is expected that the certificate would be dated no more than 12 months prior to you submitting your application.

The process for applying under TTMR



Certification

What is certification?

To be certified, an authorised witness must view your original document, and then on a photocopy of the document state *"I have sighted the original document, and the copy provided is a true copy"*. The authorised witness must include their name, title, date of certification and signature. They may also provide their witness stamp/seal if they have one.

The certification must be on the same side as the photocopied document. It cannot be on the back of the document or on a separate page.

Who can certify documents?

If you are in Aotearoa New Zealand, your documents can be [certified](#) by a

- Justice of the Peace
- Solicitor of the High Court
- Notary Public (there may be a cost)
- Deputy Registrar at a court (not all courts will be able to certify copies)

If your certification is not from Aotearoa New Zealand, you may be asked to provide confirmation that the person who has certified your documents is authorised by your country of residence to certify official documents. As a guide certification is generally completed by a:

- Solicitor
- Notary Public
- Commissioner of Oaths

Document certification overseas

Many jurisdictions have different requirements surrounding the certification of official documents. As we are in Aotearoa New Zealand, we require that your documents be certified to the standards expected of someone residing here. This means that what may be accepted as an authorised witness in your country may not be accepted here. For example, we are unable to accept certification completed by the following professionals*:

- Post office
- Bank official, accountant, dentist, minister of religion, councillor, or teacher
- Health practitioners (including paramedics). This is due to a potential conflict of interest.

**This list is not conclusive.*

English translations of documents

What needs to be translated?

If you are submitting a document which has not been prepared in English, or if it contains components which are not in English, it must be accompanied by an English translation which has been prepared by an official translator.

Each translation must have the stamp or signature of the translator or translation business, and, if possible, be on the translation business's official letterhead. We need to be assured that the person who has completed the translation has seen the untranslated document. Often the translator will affix a copy of the untranslated document to their translation.

You are still required to send us the originals or certified copies of your supporting documents, along with the English translation.

Who can translate documents?

The translation must be completed by an official translation service.

We cannot accept any translations which have been translated by yourself, your immediate family, or persons who are not official translators.

Overseas-Qualified Paramedic Course Information Form

The applicant named below has applied to register as a paramedic with Te Kaunihera Manapou Paramedic Council (Te Kaunihera). If successful, registration would allow them to practise as a paramedic in Aotearoa New Zealand (Aotearoa).

This form is to obtain details about the applicant's paramedic qualification. This will allow Te Kaunihera to assess whether their qualification is equivalent to, or as satisfactory as, an approved paramedicine qualification completed in Aotearoa.

Please provide details for each part of the qualification that the applicant undertook at your institution, including:

- Academic and clinical training, including approximate numbers of hours within each part of the course.
- A list of procedures undertaken
- The range and scope of clinical placements undertaken
- Assessment methods: any scores obtained under examination may also be useful.

It is likely that this will take up several pages. A syllabus is unlikely to provide sufficient applicant specific detail for registration purposes, but a copy may be provided in addition to this form. A curriculum may also be submitted if the detail required is included.

Applicant details

- Applicant's name:
- Name on qualification certificate (if different to above):

Institute details

- Name of Institution:
- Former name of institution (if applicable):
- Institution address:
- Institution email:
- Institution telephone:

Course details

- Name of course completed
- Date course commenced:
- Date course completed:

Institute stamp
or seal



Course content

This must be relevant to the time the listed applicant completed the course.

Course year Year 1, Year 2 etc.	Subject Descriptive title of subject, session, theme or module name.	Content, examination method, hours studied This may be taken from the syllabus but <i>must only</i> include components of the course undertaken by the named applicant. Optional courses not undertaken by the applicant should not be included.	Assessment method Verbal, written, practical etc.



Competence assessment form for overseas-qualified paramedics

Full name:

Area of practise:

(Please describe your typical practise, for example, emergency services, telehealth, education, management)

Applicants should note that they are not eligible to apply for registration as an overseas-qualified paramedic if they do not hold a paramedicine qualification, which has been completed outside of Aotearoa New Zealand.

Introduction

The [Standards of Cultural Safety and Clinical Competence for Paramedics](#) identify the minimum knowledge, skills and professional attributes necessary for practice in Aotearoa.

They have been grouped into five domains of competence for the paramedic scope of practice:

- Equitable, professional and ethical practice.
- Communication and collaboration.
- Evidence-based practice.
- Safety and risk management.
- Paramedic clinical practice.

Domains are not an indication of procedures carried out by paramedicine professionals and are not a list of tasks. During any one procedure, it is expected that paramedics will demonstrate elements from several domains. This recognises that competent professional practice is more than a sum of each discrete part. It requires an ability to draw on and integrate the breadth of competencies to support overall performance.

To demonstrate competence, an individual must apply their knowledge and understanding holistically in a practice environment.

Completing the self-assessment

Applicants should note that Kaunihera’s role is to assess the paramedic ‘qualification’ you have obtained overseas to see if it is **equivalent to, or as satisfactory as, a prescribed qualification¹**, not your practice as a paramedic.

You are asked to match the learning objectives from your paramedicine qualification against the competency domains within the following form; **and** provide an example from your practice describing recent experience relating to this domain. If you are unable to match your qualification against the criteria within a competency domain, the example showing relevant experience *may* be accepted if there are gaps in your qualification content.

Please note that some competencies are for all paramedics, some are for those providing clinical care and some are for those who are working in education, research or management.

Typed responses are preferred to ensure that kaimahi/employees and professional advisors can easily read the responses you have provided.

Domain 1: Equitable, professional and ethical practice

Please supply a supporting comment and example of how you have met each competency.

Competencies for all paramedics

Competency 1.1

Practise ethically, equitably and professionally, consistent with relevant legislation and regulatory requirements

Competency 1.2

Demonstrate the ability to apply Te Tiriti o Waitangi to paramedic practice

Guidance note - Paramedics should comment on each of the principles of Te Tiriti o Waitangi²:

- *Tino Rangatiratanga* | *Self-Determination*
- *Pātuitanga* | *Partnership*
- *Mana Taurite* | *Equity*
- *Whakamarumarutia* | *Active Protection*
- *Kōwhiringa* | *Options*

¹ A qualification approved by Kaunihera in Aotearoa New Zealand

² As noted in the [Standards of Cultural Safety and Clinical Competence](#), Te Kaunihera’s [Te Tiriti o Waitangi - Te whakatinana i tō tātau hononga | Treaty of Waitangi - Statement on putting our partnership into practice](#) may be a useful reference



Competency 1.3 Practise in a culturally safe way	
Competency 1.4 Provide health consumers and their whānau/family with an appropriate level of dignity and care	
Competency 1.5 Assume responsibility and accept accountability for professional decisions	
Competency 1.6 Advocate on behalf of health consumers and their whānau/family, when appropriate, in the context of the practitioner's practice as a paramedic	
Domain 2: Communication and collaboration Please supply a supporting comment and example of how you have met each competency.	
Competencies for paramedics undertaking clinical care	
Competency 2.1 Communicate clearly, sensitively and effectively with health consumers, their whānau/family and other relevant people	
Competency 2.2 Collaborate with other health practitioners	
Competencies for paramedics working in education, research and management	



Competency 2.3 Maintain effective interpersonal relationship	
Competency 2.4 Communicate effectively to the public and with team members	
Domain 3: Evidence-based practice Please supply a supporting comment and example of how you have met each competency.	
Competency 3.1 Draw on appropriate knowledge, resources and skills in order to make professional judgements	
Competency 3.2 Identify ongoing professional learning development needs and opportunities	
Competencies for paramedics undertaking clinical care	
Competency 3.3 Make informed and reasonable decisions	
Competency 3.4 Use clinical reasoning and problem-solving skills to make clinical judgements and take appropriate actions	
Domain 4: Safety and risk management Please supply a supporting comment and example of how you have met each competency.	
Competencies for paramedics undertaking clinical care	



Competency 4.1 Protect health consumers and their whānau/family's physical and cultural safety	
Competency 4.2 Operate effectively in an emergency care environment	
Competency 4.3 Maintain records appropriately	
Competencies for all paramedics	
Competency 4.4 Maintain physical and cultural safety of self and others in the work environment	
Competency 4.5 Audit, reflect and review practice	
Competency 4.6 Monitor and review the ongoing effectiveness of their practice and modify it accordingly	
Competency 4.7 Participate in the mentoring, teaching and development of others in an inclusive and unbiased way	
Competency 4.8 Use health consumer information management systems appropriately	



Domain 5: Paramedic clinical practice

Please supply a supporting comment and example of how you have met each competency.

Competencies for all paramedics

Competency 5.1

Understand the key concepts of the bodies of knowledge which are specifically relevant to paramedicine practice

Competencies for paramedics undertaking clinical care

Competency 5.2

Assess and monitor health consumers' capacity to receive care

Competency 5.3

Conduct appropriate diagnostic or monitoring procedures, treatment, therapy or other actions safely

Competency 5.4

Demonstrate the requisite knowledge and skills to participate in mass casualty or major incident situations

Competency 5.5

Formulate specific and appropriate health consumer care and treatment action