

HEALTH PRACTITIONERS' BOARD APPLICATION GUIDELINES

Application Completion and Submission

- All first time applicants are required to submit a complete application package consisting of all of the items on the Health Practitioners' Board Application Checklist.
- All persons who were previously registered with the HPB but is now applying for registration in a new Health Professional Category should submit a New HPB application form along with the required documents on the checklist.
- Please note that all copied documents MUST be notarized by a registered Justice of the Peace or Notary Public in Turks and Caicos or elsewhere and his / her seal should be affixed. Documents not notarized WILL NOT be accepted.
- Applications from ALL persons who are not either a Belonger or intended to be employed by Government should be submitted by a sponsor (intended employer – supporter of work permit). Such sponsor should be in an equivalent or higher Health Professional Category of the person intended to be sponsored and should have an established Health Practice in Turks and Caicos Islands (Variations from this is subject to special conditions).
- Applications that DO NOT have all of the items listed on Health Practitioners' Board Application Checklist will not be entered on the Health Practitioners' Board (HPB) agenda.
- Applicants with incomplete applications would be contacted so that the necessary documents can be provided or required forms properly completed.

- All persons reapplying for registration in the same Health Professional Category should submit a completed renewal of registration form and the prescribed application fee along with the expired registration certificate.
- All Applications are to be submitted to the Secretary of the Health Practitioners' Board or the Secretary of the Director of Health Services in Grand Turk or Providenciales.

Application Fee and Payment

- The required application fee is as outlined in the second schedule of the Health Practitioners Ordinance by health profession category and registration type.
- The following forms of payment are accepted:
 - Cash payment into TCIG treasury (original payment receipt must be submitted with the application)
 - Bank draft or International money order
 - Personal checks from persons on the Government Check List
(Note: Personal checks not approved by government and cash will not be accepted by the Board Secretary as forms of payment. All cash payments are to be paid into the TCIG Treasury).
- There will be no reimbursement of fees paid if application is reviewed by the Board and registration is denied.

Application Review by the Board

- All applications certified as complete with the appropriate application fee will be entered on the agenda of the next Health Practitioners' Board meeting.
- Each application is voted on by the members of the Board with the Chairman having a casting vote in the event of a tie.
- The decision on the application may be one of three:
 - Approved for registration with or without conditions or restrictions
 - Deferred for decision at a later date pending additional information from the applicant during an interview or investigation into concerns by the Board
 - Refusal of registration after conduct of interview of the applicant by the Board should he/she accepts the request for interview.
- The Board's decision on an application will be communicated in writing to the applicant by the Chairman of the Board. Where appropriate such correspondence will be copied to the Chairman of the Immigration Board if the applicant is not a Belonger.
- A certificate of registration will be provided to all applicants whose registration was approved by the Board. The certificate would contain the following particulars:
 - Name of Registered Person
 - Registration Number
 - Health Profession for which they are being registered
 - Validation dates

- Small note that the certificate **MUST** be returned to the secretary of HPB on its expiration and application for re-registration.
 - Must be publicly displayed at place of work or be made available for anyone requesting it.
- Registration certificates will be mailed to the applicant to the local address provided or held for collection by the Board Secretary.