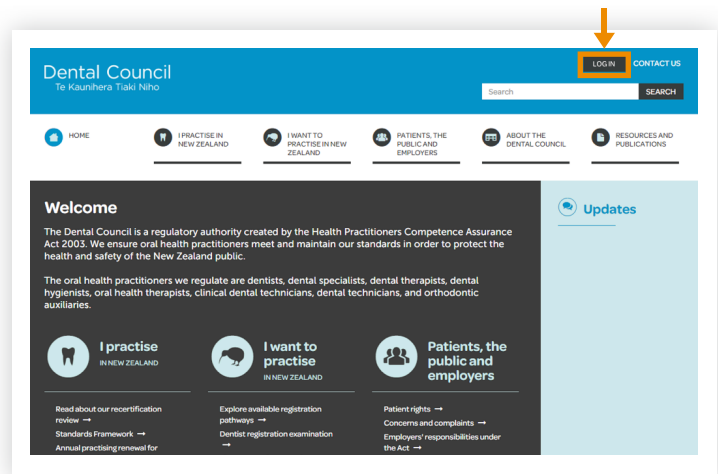


Change your practising intentions part way through a practising year

Step 01: Home screen

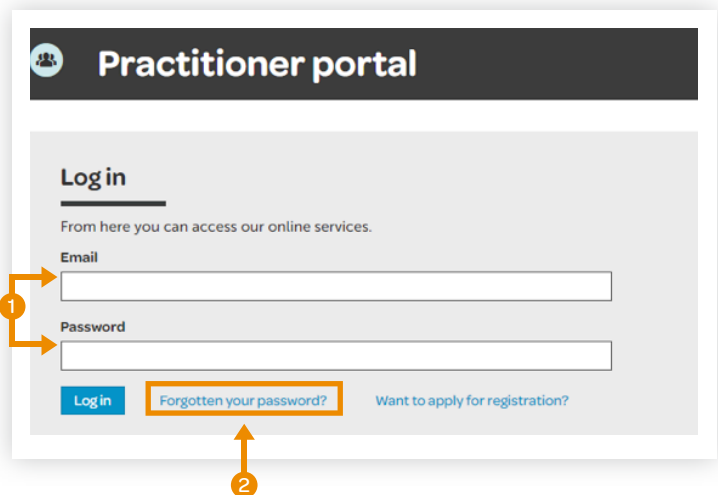
From the [Dental Council website](#) (any page):

- Click the 'LOG IN' tab on the banner (top right of the page).



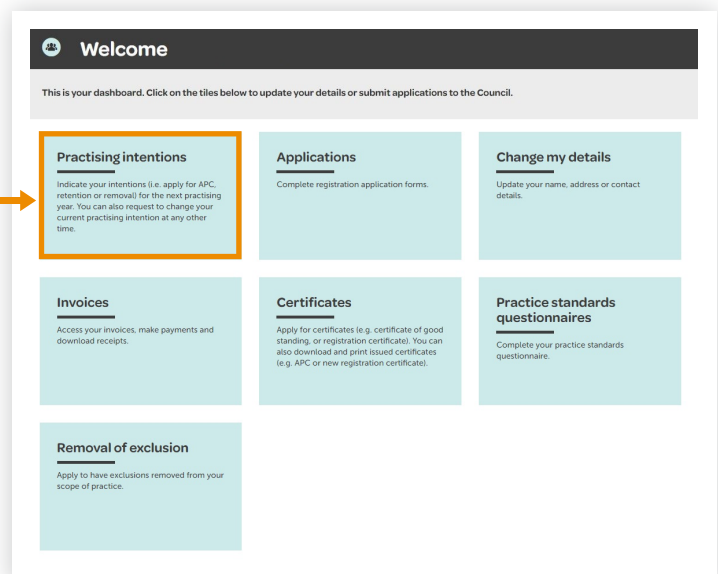
Step 02: Log in screen

- Log in to the practitioner portal using your email address and password.
- If you have forgotten your password, click 'Forgotten your password?' and follow the steps for [Reset the password for your practitioner portal](#).



Step 03: Dashboard tiles

- Click the 'Practising intentions' tile on the dashboard.



Step 04: Practising intentions

- 1 Click on the '+ Request change of practising intention' tab on the top right of the Practising intentions page.

Welcome

Complete your APC form to indicate your intentions for the next practising year or request to change your current practising intention here.

Practising intentions

In progress

No in progress forms.

Completed

No completed forms.

[+ Request change of practising intention](#)

Step 05: Send details

- 1 You can now send us details of your request by email. Complete the fields in the 'Send us a message' form on the right side of the page.
- 2 Click the 'SEND MESSAGE' tab.
- 3 Alternatively, you can contact us by phone.

Contact us

Contact details

Opening hours
8:30 - 17:00

Telephone 3
+64 4 499 4820

Fax
+64 4 499 1668

New Physical Address
Level 5
80 The Terrace
Wellington 6011
New Zealand

Postal Address
PO Box 10-448
Wellington 6143
New Zealand

Email Addresses
For applications or registered practitioner related queries:
inquiries@dcnz.org.nz
For corporate matters:
corporate@dcnz.org.nz
For consultation matters:
consultations@dcnz.org.nz

Send us a message 1

Your name
Joe Bloggs

Company/organisation

Email
test01@dcnz.org.nz

Phone

Subject
APC

Your message
I would like to start practising in New Zealand

Attach files (uses into attachments)
From your computer
Choose Files No file chosen

☐ I'm not a robot

[SEND MESSAGE](#) 2

Step 06: Confirmation

We will send you an email with a link you can use to access and complete the relevant application form.

- 1 Once you log back in, a blue link to the form you need to complete will appear in the 'Practising intentions' tile of your dashboard under your list of 'In progress' applications.

Welcome

Complete your APC form to indicate your intentions for the next practising year or request to change your current practising intention here.

Practising intentions

[+ Request change of practising intention](#)

In progress

Form: Annual practising certificate (APC) application Date:

Step 07: Start your application

Check your details are correct. If the details on the form are incorrect, please [contact us](#).

- Click 'Start your application' and proceed to complete your form.

Notes :

Once you have started an application, you can save it and it will then appear on your 'In progress' list of applications.

You can return to a form and make changes at any time.

Once you have completed and submitted a form, it will appear on your 'Completed' list of applications (with a PDF file you can download) and remain there for your future reference.

Welcome

Introduction Intentions Fitness to practise Declaration Submit

Renewal of your practising intentions

The Health Practitioners Competence Assurance Act 2003 requires every health practitioner practising in New Zealand to hold a current annual practising certificate (APC).
It is unlawful to practise if you do not hold a current APC.

In this section, you can:

- apply for your APC for the next practising year
- indicate that you want your name to be retained on the Register without practising
- change your current practising intention during the practising year
- request to have your name removed from the Register.

This application applies to the scope/s of practice you are already registered in, as shown below.

Mandatory questions are marked with an *.

Joe Bloggs

General Dental Practice

Current practising status: Practising

Qualification(s):

[Start your application](#)