

# Tell us your practising intentions for each practising cycle

## Notes :

The practising cycle for dentists and dental specialists is 1 October – 30 September each year.

The practising cycle for all other oral health practitioners is 1 April – 31 March each year.

This is the form you need to complete **before the start** of each practising cycle to indicate your practising intentions:

- Apply for an annual practising certificate
- Apply to have your name retained on the register (but not practise)
- Apply to have your name removed from the register.

Part way through a practising cycle you can change your practising intentions using the following form and guide:

- Request to [change your practising intentions part way through a practising year](#).

You can access the form to tell us your practising intentions in two ways:

- Access from an [email link](#) (page 02 of this document).
- Access from the [dashboard](#) of your practitioner portal (page 03 of this document).

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.

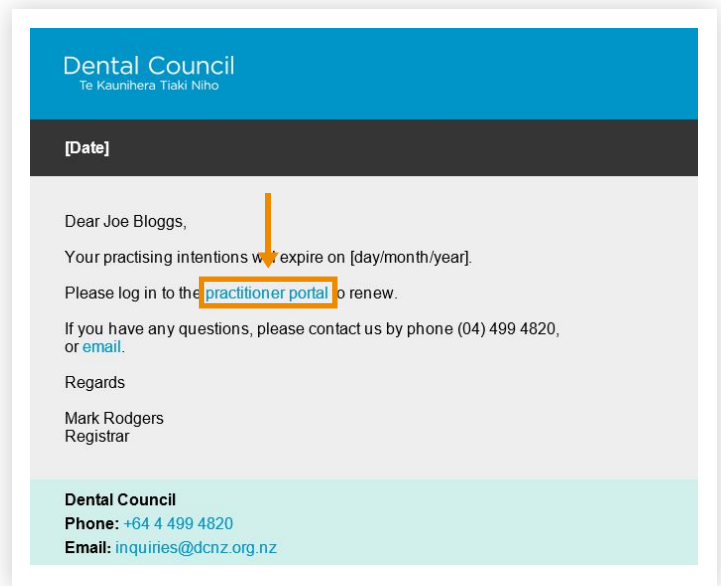
Once you have completed and submitted a form, it will appear on your 'Completed' list of applications (with a PDF file you can download) and remain there for your future reference.

# Access from email link

## Step 01: Email message

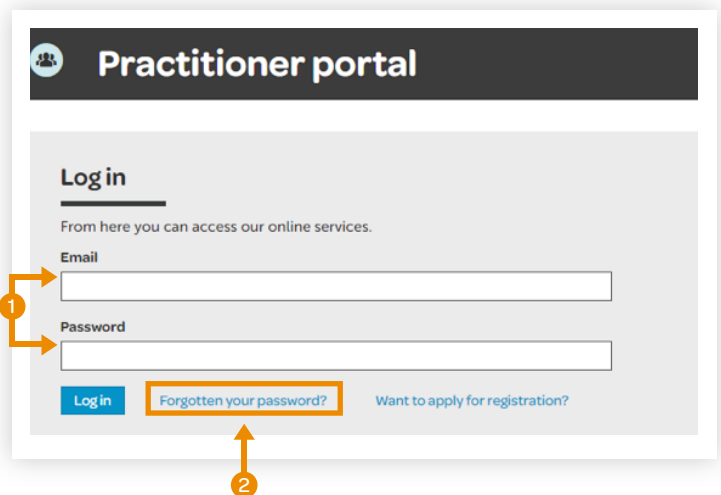
You will receive an email message from the Dental Council shortly before the start of your annual practising cycle each year.

- 1 Open the email and click the 'practitioner portal' link.



## Step 02: Log in

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

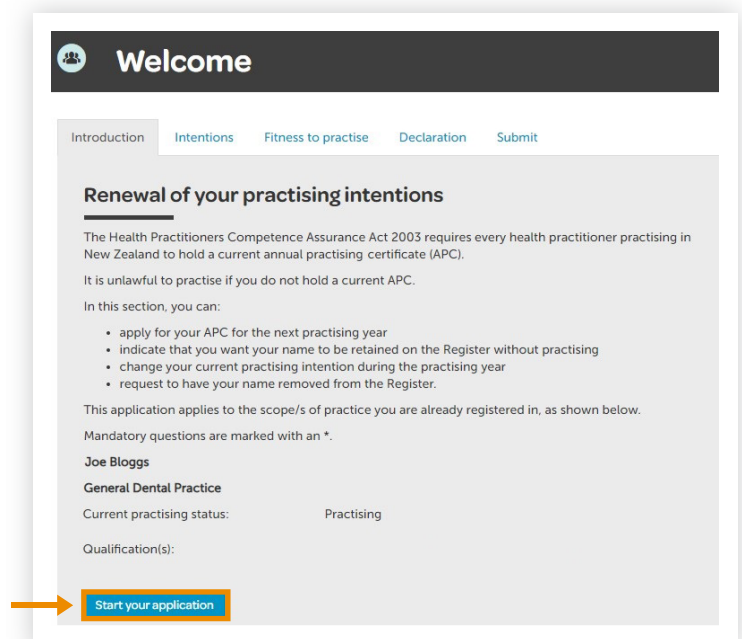


## Step 03: Start your application

The form you need to complete will open automatically.

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

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



# Access from the dashboard

## Step 01: Log in

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

**Practitioner portal**

**Log in**

From here you can access our online services.

Email

Password

Log in Forgotten your password? Want to apply for registration?

## Step 02: Dashboard tiles

- Click the 'Practising intentions' tile.

**Welcome**

This is your dashboard. Click on the tiles below to update your details or submit applications to the Council.

**Practising intentions**  
Indicate your intentions (i.e. apply for APC, retention or removal) for the next practising year. You can also request to change your current practising intention at any other time.

**Applications**  
Complete registration application forms.

**Change my details**  
Update your name, address or contact details.

**Invoices**  
Access your invoices, make payments and download receipts.

**Certificates**  
Apply for certificates (e.g. certificate of good standing, or registration certificate). You can also download and print issued certificates (e.g. APC or new registration certificate).

**Practice standards questionnaires**  
Complete your practice standards questionnaire.

**Removal of exclusion**  
Apply to have exclusions removed from your scope of practice.

## Step 03: Practising intentions

- Under the 'In progress' heading, click on the APC application form (the blue link) and proceed to complete your form.

Please [contact us](#) if there is no application form listed for you in the list of 'In progress' forms.

**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	Date
<a href="#">Annual practising certificate (APC) application</a>	

## Step 04: 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.

**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](#)