

Steps to become an Authorised Health Professional (AHP)



- 1. Visit the CMO Training Dates page:** Start by going to the designated page and completing a briefing session with a Chief Medical Officer (CMO).
- 2. Complete the Briefing Session:** During the session, the CMO will assess your eligibility based on your relevant knowledge and experience.
- 3. Eligibility Assessment:** If deemed eligible, the CMO will forward your details to the AHP Program, which will trigger an email to you.
- 4. Receive Login Credentials:** The email will contain your login credentials and access to the AHP Portal.
- 5. Login to the AHP Portal:** Use the provided credentials to log in to the portal.
- 6. Complete Registration and Pay Membership Fee :** Once logged in, you will be prompted to complete your registration by providing additional details and submitting the initial annual membership fee of \$600 + GST. (During the step, you will be asked to provide your AHPRA number).
- 8. Access Onboarding eLearning:** After submitting the fee, you will gain access to the AHP Program Onboarding eLearning module. Complete the eLearning.
- 9. Submit Clinic Details:** After completing the eLearning, you will be prompted to provide your clinic details.
- 10. Official AHP Registration:** Once your clinic details are submitted, you will be listed in the AHP directory and officially become a registered AHP.
- 11. Renew Membership Annually:** Twelve months after your initial payment, you will receive a notification to renew your membership (\$295 + GST) and complete a refresher eLearning course.

