

Guidance on getting a document certified as true for the Allied Health Credentialing and Scope of Clinical Practice process

Depending on the type of evidence you provide as part of the allied health credentialing and scope of clinical practice process, you may be required to have some of this evidence appropriately certified as true. See below for guidance on how to complete this.

The list of who can certify documents as true for the purposes of the Canberra Hospital and Health Services allied health credentialing and scope of clinical practice process is taken from the list specified by the Australian Health Practitioner Regulation Agency (AHPRA) for certifying documents. Any document submitted as part of an allied health credentialing application that is required to be certified as a true copy of the original document must be certified by someone on this list. This list is available at <http://www.ahpra.gov.au/Registration/Registration-Process/Certifying-Documents.aspx>

NOTE: Please also note the below as per the AHPRA website.

Certified documents must:

- Be initialled on every page by the Authorised Officer.
- Annotated on the last page as appropriate e.g. "I have sighted the original document and certify this to be a true copy of the original" and signed by the Authorised Officer.
- List the name, date of certification, and contact phone number and profession/position number (if relevant) and have the stamp or seal of the Authorised Officer (if relevant) applied.