

## **HOW TO REGISTER**

### **STEP 1**

Download the application form (AHPCBD/001) from the Downloadable Application Forms section.

### **STEP 2**

Ensure all sections are filled and the application form is signed and dated accordingly.

### **STEP 3**

Ensure all relevant supporting documents are attached together with the application form. Please refer to the Documentary Requirements Checklist (AHPCBD/D) from the Downloadable Documents section. The Council may require the applicant to submit additional supporting documents if deemed necessary.

### **STEP 4**

Submit the completed application form and supporting documents to the AHPCBD office.

### **STEP 5**

Application may take up to 14 days to be processed, provided that all required documents and information are in order. Successful applicant will be contacted via email, to which he/she will need to pay the relevant fee (B\$100.00 one-time registration fee and B\$50.00 for annual practising fee\*) at the designated payment counter.

### **STEP 6**

Upon full payment, the Certificate of Registration and Practising Certificate can be collected from the AHPCBD office during AHPCBD operating hours.

\* Not calculated pro rata - therefore regardless of when the date of registration, successful applicant is required to pay the full amount for that year. Applicant whose date of first registration falls between October and December, he/she is required to renew his/her practising certificate for the following year at the same time of registration i.e. additional B\$50.00 for a total of B\$200.00.