



Leave of Absence Policy

Application for Leave of Absence

- Registrants who wish to cease practising for a period of time but retain their place on the register may apply for leave of absence.
- Leave of absence will be granted up to a maximum of three years.
- Written notification is required specifying the period for which leave of absence is sought and any other relevant details. Notifications by email will NOT be accepted.
- Leave of absence will only be granted if all CPD requirements have been met at the time of application.
- A \$60 application fee is payable at time of application.
- A letter of confirmation will be sent once the application has been accepted.

Maintenance of Leave of Absence

- Each year the Application for Readmission is sent to all registrants, including those on leave of absence. In order to remain on leave of absence this must be completed and returned to AROH by the 31st of March each year.
- If notification is not received the registrant will be removed from the register.
- The usual amount of CPD must be maintained during the leave of absence, (i.e. 20 points per year).
- No CPD Annual Record is to be submitted during leave of absence. Instead it should be submitted when returning to active registration.
- No annual renewal fee applies and no first aid certificate or indemnity insurance are required during leave of absence.

Returning to Active Registration

- To reactivate their registration, registrants must notify AROH either at annual renewal via the Application for Readmission or at other times in writing and supply all standard renewal requirements including CPD, first aid and insurance.
- A \$35 restoration fee is payable, in addition to the standard renewal fee, on resuming active registration.