



APC Renewal

Medical Laboratory Science Board

2009/10

GUIDE TO RENEWING YOUR ANNUAL PRACTISING CERTIFICATE IN 2009/10

Application date and CPD Points History

Your APC renewal application must be received by **2 March** if you require your APC by 1 April 2009. The remittance advice and payment may be sent separately (for example, if paid by the laboratory).

The Board now checks CPD points on a rolling 3-year basis. If you are a medical laboratory scientist, and you have been enrolled in the NZIMLS CPD programme for 3 years, you should have met the 300 points by 31 December 2008 (unless exempted by the Board for one or more years).

Professional Development for MLTs and Phlebotomists

A Professional Development form is included with this pack (for medical laboratory technicians only) for use in 2009 to assist with documenting professional development activities. Please use this form or ensure you keep other written records. The form will be required if you are selected for audit in 2010.

Change of Name or Address:

You must by law supply a current residential address and a work address (if applicable), and advise of any change of name. Information on making changes of name or address is given on the reverse side of your application form – please read it! **Please also send your e-mail address for easy communication.**

Payment of APC fees

Payment may be made by credit card: please write all numbers clearly in the spaces provided, including the expiry date, if paying by credit card. Your receipt will be included with your APC card.

Bulk payments (payment of multiple APCs by a single cheque) are permitted. Our processing requires that each payment should **match exactly** the total of the APCs to be renewed. The remittance advice for renewing an APC is printed with machine-readable code for speedy processing; so **please keep all other payments (registrations, new APCs etc) separate from the APC payment. Cheques which do not match the payment required will be returned to sender.**

If you have questions about the APC,
contact the MLSB at mls@medsci.co.nz or 04-801-6250 ext 4.