



NON-PRACTISING STATUS POLICY

1. The purpose of this policy

- 1.1. Registered practitioners may choose to go non-practising for a period of time.
- 1.2. This policy explains the requirements for registered practitioners who are not practising optometry or optical dispensing.

2. The scope of this policy

- 2.1. This policy applies to all practitioners who do not hold a current practising certificate and not practising as optometrists or dispensing opticians in Aotearoa New Zealand.

3. Acronyms and abbreviations

- 3.1. The following acronyms and abbreviations are used in this policy:

Annual Practising Certificate	APC
Aotearoa New Zealand	NZ
Health Practitioners Competence Assurance Act 2003	HPCA Act
Optometrists and Dispensing Opticians Board	ODOB

4. Non-practising status

- 4.1. Non-practising status allows practitioners to remain on the register and have access to Optometrists and Dispensing Opticians Board (ODOB) resources whilst taking a break from active practice.
- 4.2. Practitioners may make an application for non-practising status at any stage. Once a practitioner goes non-practising statuses, they effectively no longer hold an active Annual Practising Certificate (APC) and cannot practise. They must apply for a new APC (apply to change to practising status) before they can return to work.
- 4.3. Practitioners are required to make an online application to change their practising status at least 20 working days before they wish to go non-practising. This allows the ODOB to provide the practitioner with a summary of all the requirements they need to meet if they wish to return to practice at any given time.
- 4.4. In accordance with the requirements of the *Health Practitioners Competence Assurance Act 2003* (HPCA Act), the ODOB is required to provide information to the Ministry of Health about the workforce, non-practising status provides a mechanism for the ODOB to maintain this information.
- 4.5. Non-practising practitioners are required to update the ODOB of any change to contact details (e.g., phone, email, address) for as long as they remain registered.

5. Renewing your non-practising status

- 5.1. If a practitioner does not intend to practice in the new practising year (after 31 March), they must renew their non-practising status each year, and pay the required fee. This is usually done with the renewal of the online APC period, ending 31 March each year.
- 5.2. There are two types of non-practising statuses that can be applied for:
 - 5.2.1. Non-practising with communication only: You change your status to non-practising and maintain registration with the ODOB. You will receive important communications from the ODOB. A fee of \$100 applies.
 - 5.2.2. Non-practising with recertification: You change your status to non-practising and maintain registration with recertification. This will allow you to continue to log certain recertification requirements, such as the recording of continuing professional development (CPD) credits, upload a cardiopulmonary resuscitation certificate (CPR)/ First Aid Certificate, etc. This will be voluntary, and you will not be expected to meet the ODOB's recertification requirements at the end of each recertification cycle¹ and will not be selected for a random self-audit. You will receive important communications from the ODOB. A fee of \$306 applies.
- 5.3. If a practitioner holds a currently practising certificate ('practising status'), and applies for their non-practising status during their practising year, they must be aware of the follow:
 - 5.3.1. A practitioner must be aware of their end of cycle requirements before they apply for their non-practising status:
 - a) Even if their non-practising status is approved and they are not meeting any one of the end of cycle requirements, they will be required to meet this within the first 3 months when they return to practice. This will include the 1 mandatory CPD requirement for Cultural safety CPD and Ethical conduct CPD required per 2-year recertification cycle.
 - b) A practitioner with a CPD deficit of more than 3 CPD credits may be subject to a CPD self-audit. For more information, email the office at cpd@odob.health.nz.
 - 5.3.2. If a practitioner applies for their non-practising status that will extend over the APC renewal period (usually opening in February and closed midnight 31 March each year), they will have the ability to renew their APC, and again apply for their non-practising status on 1 April in the next practising year, until they are ready to practice. They are required to apply for your practising status at least 10 working days before they wish to start practising.
 - 5.3.3. If a practitioner applies for their non-practising status that will extend over the APC renewal period (usually opening in February and closed midnight 31 March each year), and they apply for they again apply for their non-practising status in the next practising year, they are required to complete a full APC if they wish to practise again. The APC renewal process has fewer requirements and documentation.

6. In-active practitioners

- 6.1. Practitioners who have not renewed their non-practising status by 31 March each year, do not hold a practising certificate, and have not engaged with the ODOB during the renewal period:
 - 6.1.1. will have their access to their myODOB online account until the 31 July each year to allow for a chance to apply for non-practising status to remain on the register, and
 - 6.1.2. those that do not engage with the ODOB after this timeframe lapses may be selected for removal from the register under section 144 of the HPCA Act.

7. Related legislation, policies, and procedures

7.1. *Registration policy.*

Revision history			
Version	Changes	Approval date	Next review
v1	Drafted as a result of the ODOB's 2022/2023 transformation programme that included a full review of key policies.	January 2024	2027