



Medical Radiation Technologists
Board of Queensland

General registration as a radiation therapist with probationary conditions: Guide and application form

(Form MRT201C – Oct 2009)

Section 42 of the *Medical Radiation Technologists Act 2001*

General information

Use this form if ...

- You hold one of the qualifications specified under section 2 of the Guidelines; and
- You have not completed a supervised practice program (PDY).

DO NOT use this form if ...

- You are already registered in any Australian or New Zealand jurisdiction (use the Mutual Recognition application form); or
- You DO NOT hold one of the qualifications specified under section 2 of the Guidelines (use the Special Purpose application form for limited forms of registration)

How must documents be certified?

All documents supplied in support of this application must be certified. You must:

- Photocopy the original document.
- Take the original **and** the photocopy to a Solicitor, Justice of the Peace, Commissioner for Declarations or a Notary Public.
- On the photocopy, the official must initial EVERY PAGE and ON THE FINAL PAGE:
 - print their name, date of certification, and a contact phone number
 - make the following statement: *"I have sighted the original document and certify this to be a true copy of the original."*
 - affix the official stamp or seal of the certifier's organization (where available)

Photocopies and faxes of certified copies are not acceptable.

For more information, refer to the Board's policy *Witnessing and certifying documents*.



What are the translation rules?

If material provided in support of an application is not in English, it must be accompanied by an original English translation that complies with the following:

- Translations undertaken in Australia must indicate the translator's NAATI accreditation number, if relevant (see www.naati.com.au).
- For documents translated in a country outside Australia, the translator must be approved by the authorities in the country where the translation is made.
- Translations by persons *familiar* with the language of origin are **NOT** acceptable
- Translations must be from an original or certified photocopy of the document which must be clearly legible
- The translator must include an original signed statement indicating that the translation is accurate and the translator belongs to the certified organization. The statement must include the translator's identification number or seal, printed name, address, and telephone number.

For more information, refer to the Board's policy *Translation of documents*.



What is published on the Public Register?

Should your application for registration be successful, the Board will enter required data on its public register (see the Board's website).



Registration and its renewal

- General registration is only granted until 30 June.
- Renewal notices are sent by the Board by 1 May each year.
- If they intend to continue to practise, **registrants have an obligation to renew before 30 June each year, even if they do not receive a notice from the Board.**

Timeframes for application

- The Board makes decision on registration at its meeting. To ensure your application is considered by the Board, you must allow adequate time for processing and assessment of your application. Please submit a complete application at **least 3 weeks** before a Board meeting.
- If the application is incomplete, it will not be considered by the Board, and you will be asked to supply the missing information prior to further processing. (See policy *Incomplete applications*).
- If your application is successful, your details will be entered in the public register within 3 working days of the Board meeting (see meeting schedule at the Board's website).
- Written notification and relevant documentation will follow in the post.

NOTE:

You cannot practise as a Radiation Therapist until you are registered.

Where to send the form and payment:

By mail: GPO Box 2438
Brisbane QLD 4001

In person at the Board's office: Level 19
179 Turbot St
Brisbane QLD 4000

Counter hours: 9am - 4pm Mon to Fri

For further information:

Telephone: +61 7 3225 2509

Email: mrt@healthregboards.qld.gov.au

Internet and privacy statement:
www.mrtboard.qld.gov.au

LEGEND



Documents **MUST**
be attached



Website
reference



Documents **MUST**
be mailed from
another source

