

INFORMATION ON MAINTAINING AND EXPANDING AGED CARE QUALITY ASSESSOR REGISTRATION

ANNUAL FEES AND RE-REGISTRATION

Annual fees are invoiced to all personnel on the Register **every year** on the anniversary of the original registration date (note Registration Date on your certificate).

With your annual invoice, we request the following information on your experience over the previous year to fulfil the requirements for re-registration:

1. **Professional Development Record** showing at least 15 hours of professional development (either in aged care, auditing, quality management or other areas related to your professional activities). Attendance at a minimum of one of the professional development activities offered by the Agency is mandatory each year for re-registration of all Aged Care Quality Assessors.
2. **Assessor's Code of Conduct** which has been signed.
3. **Audit Log** showing a minimum of 2 complete audits conducted on behalf of the Aged Care Standards Agency. (For those Assessors that have not had the opportunity to complete the required number of audits for re-registration, please contact RABQSA).

The above documents are available from the RABQSA Website.

Effective 1 March 2007, every three years, each Assessor is required to have a police check completed. Please refer to PCD16 Aged Care Assessor Registration Requirements for more information.

EXPANSION PROCESS

You may apply to expand the scopes of your specialised skills and knowledge at the time of your re-registration. Applicants are required to submit objective evidence of experience in each scope sought as defined in the Registration Criteria for Aged Care Quality Assessors.

There is no fee charged for expansion of scopes.

If you have any questions, please feel free to contact us.

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