



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 **\$50 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 or 60 points over three years).
- **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 **\$25 restoration fee** is payable, in addition to the standard renewal fee, on resuming active registration.