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| **Policy Statement on Annual Practising Certificate Fee Reduction** | |
| **Policy Statement**  The Board acknowledges that the Annual Practising Certificate (APC) can be a large expense for those on lower incomes. TheBoard has created the following policy to allow practitioners to meet their obligations to pay the APC fee. | |
| **Principles for lower APC fee** | Psychotherapists earning $25,000 or less gross income per annum (this includes both personal and business income in New Zealand and overseas) can apply to the Board for a reduced APC fee of $500.00 including GST (if paid on or prior to the 1st of October).  Practitioners who apply for this reduced fee must provide the Board with proof of their income (both personal and business income in New Zealand and overseas) from the previous tax year i.e. a certified declaration of earnings or a taxation statement.  AND  Provide a signed declaration that their earnings for the coming year are expected to be less than $25,000 gross income per annum (this includes both personal and business income in New Zealand and overseas).  To be eligible for this reduced fee you must also meet the following criteria   * Your proof of income evidence may be no more than 12 months old and must cover the previous tax year. * You must not receive any employer contribution to the Annual Practising Certificate Fee * You do not qualify for special assistance for payment of professional registration fees from WINZ |

**Annual Practising Certificate Fee Reduction**

**STATUTORY DECLARATION**

**I make this solemn declaration by virtue of the Oaths and Declarations Act 1957. I solemnly and sincerely declare that;**

I (full name) have earned $25,000 or less gross income per annum (this includes both personal and business income in New Zealand and overseas) in the previous tax year and expect this income level to continue in the coming tax year.

I am therefore applying to the Board for a reduced Annual Practising Certificate fee. I have included with this declaration certified evidence of my previous year’s income as requested.

**Full Name: Signature:**

**Date of Birth:**

**Application Reference Number:**

**Date:**

**This declaration needs to be certified:**

**Declared at: this: day of: 20\_ \_**

**In the presence of: Signature:**

**Address:**

**Occupation:**

You will need to make a statutory declaration by signing the application form in the presence of a lawyer, Justice of the Peace, Notary Public, Court Registrar or any other person authorised to take such Declarations.