

PAA MANDATORY DECLARATIONS POLICY



**PEDORTHIC ASSOCIATION
OF AUSTRALIA**

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PAA Mandatory Declarations Policy

What are mandatory declarations?

Mandatory declarations must be made by all individuals who apply for membership with the Pedorthic Association of Australia (PAA). There are two sets of declarations in place depending on the member classification; Certified Members, Provisional Members, and certified Lifetime Members are required to submit declarations upon certification and re-certification, with all other categories of Non-Certified Members (closed to new persons), Student Members, Special Interest Members, Retired Members, Sustaining Members, and Lifetime Members (excluding certified) required to submit declarations upon new membership. In making these declarations, the individual is self-assessing their suitability for membership of PAA, and if applicable, their certification with PAA to provide pedorthic services. These are legally binding statements.

What are the PAA mandatory declarations?

All members must declare that each of the following statements are true:

1. I know of no information that could cause the Pedorthic Association of Australia not to be satisfied that I am a suitable person to be a member of the Association
2. I have read and understood the [PAA Privacy Policy](#)
3. I declare that all information provided is true and accurate and agree to notify the Association of any changes in a reasonable period of time;
4. I have read and agree to abide by and uphold the [PAA Code of Ethics and Standards](#)

In addition to the above declarations, members seeking to certify or re-certify with PAA must also declare that each of the following statements are true:

5. I have read and declare that I meet the [Recency of Practice requirements](#)
6. I have read and agree to abide by the [PAA Continuing Professional Development \(CPD\) annual requirement](#)
7. I am in professional good standing and have no existing restrictions to practice and/or no pending disciplinary actions domestically or internationally
8. I have not been convicted by any court in Australia, or elsewhere, of any offence punishable by imprisonment
9. I understand that at any time I may be subject to a random audit of the CPD and Recency of Practice program or any of these declarations

Individuals who are applying for PAA membership as Special Interest, Student, Retired, Sustaining, or Lifetime (excluding certified) members must only complete declarations #1, #2, #3 and #4. Non-Certified Members have been omitted as this member category is now closed to new memberships, and all existing members in the category have provided declaration at time of applying for membership to PAA.

What is needed?

Please read the appropriate policies and guidelines on the PAA website or by clicking on the hyperlinks. This information will help you determine whether you meet the requirements of each declaration. It is the responsibility of the individual to ensure self-assessment and completion of mandatory declarations. If you satisfy these requirements, please complete the mandatory declarations as part of the application process.

What should I do if I can't make one or more of these declarations?

If you cannot make all of these declarations you must notify the PAA Board as soon as practicable with a written statement in the form of a statutory declaration, outlining the reasons you cannot make the declaration accompanied by substantiating evidence. The PAA Board will assess this statement and evidence for all members, and the APRB Committee will be included in the assessment process for certified members.

What should I do if I made these declarations previously, but I might now be in breach of them?

Mandatory declarations apply throughout the membership and/or certification period. You must notify PAA as soon as practicable if you have reason to believe that you are in breach of the declarations.

What if I make a false declaration?

The PAA Board and/or the APRB Committee may audit any mandatory declaration at any time. If you are audited you will be asked to provide evidence validating the declaration. A false declaration will result in review by the PAA Board, as well as the APRB Committee if it is in relation to a certified member.

Need more help?

If you have questions or concerns regarding these declarations, please contact the PAA Board:

- In writing to the Pedorthic Association of Australia, PO Box 349, Dee Why NSW 2099
- Calling 1300 734 644
- Emailing: executive@pedorthics.org.au