

## Intern Incentive Allowance for Rural Pharmacies Extension Program Claim Information Sheet

### This information sheet provides guidance on the requirements to successfully submitting an initial application for the Intern Incentive Allowance for Rural Pharmacies Extension Program (IIARP-EP) Program

To ensure that you meet all eligibility requirements, you must first read the [IIARP-EP Program Rules](#). Once you have read the Rules, we encourage you to read over this document before submitting your application to the Pharmacy Programs Administrator (PPA) Portal. The information below covers some of the most common error we see as the Administrators and aims to reduce the need to return or reject your submission.

### What are the claiming deadlines?

IIARP-EP Applications are a continuation of an approved IIARP Application. Applications **must** be submitted **within 90 days** of the IIARP End Placement date and **within 90 days** of the newly registered Pharmacist commencing their employment as a pharmacist at the pharmacy. IIARP-EP start dates must align with the IIARP placement end dates.

There is no need to delay submitting an eligible application for IIARP-EP due to Ahpra still listing 'provisional' registration during this period. However, please advise the PPA if there has been a delay in your employee completing their exams or applying for general registration with Ahpra.

Upon approval of an application, claiming deadlines for the Mid-Placement and End-Placement Reports will be provided via email to the Main Authorised Person. Reminder emails will be sent closer to the due dates and those claims must be submitted **within 30 days** of the due date.

*Please note: Submissions outside of the deadlines will not be considered.*

### What Australian Citizenship or Permanent Residency Documents are accepted?

To prove Australian citizenship, you can upload a *certified copy* of an Australian birth certificate, Australian citizenship certificate or an Australian passport.

For permanent residency, you can upload a VEVO check or a *certified copy* of your current eligible visa. *Please note: Non-permanent, or temporary visas, are not eligible.*

Please upload a certified copy of proof of Australian Citizenship or permanent residency

Please select a file...

Browse

 Upload File

A certified copy means a copy of an original document that has been signed as a certified true copy by a person authorised to do so (i.e. legal professionals, medical & health professionals, etc). The PPA is unable to accept photocopies or pictures of original documents unless they are certified.

*Please note: Driver's licenses and Medicare cards are not accepted as valid proof.*

Certified to be a true copy of the original seen by me.

Date: xx/xx/xxxx Sign: \_\_\_\_\_

Full Name: \_\_\_\_\_

Occupation/Qualification: (The certifier's job title or qualification, e.g., Justice of the Peace, Solicitor).

### If the newly registered pharmacist's current name does not match their identity documents, or their original IIARP Application, please:

- Combine both the old and new (e.g. marriage certificate) identity documents into one file & upload it, or
- Email the name change document to the PPA via the [support@ppaonline.com.au](mailto:support@ppaonline.com.au) email address.

## How do the newly registered pharmacist's Ahpra details impact my application?

The newly registered pharmacist should have an active Ahpra registration so we can verify their eligibility. While applications can be submitted prior to all details being shown correctly on Ahpra, it may result in delays to the assessment of your submission.

## What dates should I enter in my application?

*Employees who have completed an intern year at your pharmacy without participating in the IIARP Program will not be eligible for IIARP-EP.*

## EMPLOYMENT DETAILS

Application date field	Required information
Finish date of intern year	This date should align with the IIARP End Placement date for the same individual.
Start date of newly registered pharmacist	The start date is the date immediately after the employee completes their IIARP placement and is now employed as a newly registered pharmacist.
Finish date of newly registered pharmacist	The completion date is strictly 12 months from the commencement date. Placement periods for the IIARP - Extension Program which deviate from this timeframe will not be approved.

## What should I do if the dates in my initial application change?

Service Providers **must** advise the PPA within **21 days** should there be any changes to the ongoing eligibility requirements that would impact the application, like placement length or employment status changes. Failure to do so could result in ineligible payments.

The Allowance payable may be adjusted to take into account any change in the period of employment of the newly registered pharmacist. Any adjustments will be made at the discretion of the PPA.

## Other important information to keep in mind:

- Applications are limited to one placement per Community Pharmacy per 12-month period. Community Pharmacies should keep this limit in mind should an application be delayed as it may impact their eligibility to apply for future applications.
- Funding for a maximum of 10 Allowances is available each financial year and lodging an application does not guarantee receipt of an Allowance. Consequently, Community Pharmacies satisfying the Eligibility Criteria will not necessarily receive payment of the Allowance.

For more information regarding the IIARP-EP Program, please visit the [PPA website](#).

If you require any assistance or clarification, please contact the PPA Support Centre on 1800 951 285 (9 am to 8 pm AET, Monday to Friday) or via [support@ppaonline.com.au](mailto:support@ppaonline.com.au)

*The Pharmacy Programs Administrator is responsible for administering, processing, and paying claims for the Intern Incentive Allowance for Rural Pharmacies - Extension Program (IIARP-EP) Program, funded by the Australian Government Department of Health, Disability and Ageing.*