

How to use the online form to apply for registration as a registered Community Health Centre

The online application form is for organisations seeking to register as a registered community health centre under the framework set out in the *Health Services Amendment Legislation Act 2008*.

How to use the form

Community health centres applying for registration should use their own judgement to assess the format, level and type of information to be provided that will enable the Department to make an assessment of whether the above criteria are met. The information that will be required for registration would generally already be documented by CHCs for their own purposes.

Guidelines are [available](#) to assist community health centres with making their applications.

Content

The form consists of six sections:

- Start page (used to create an account and login)
- Lodgement details
- Applicant details
- Accompanying documentation
- Registration criteria
- Submission of application

Creating an account

The online form allows you to save and return to edit your application before final lodgement. This requires you to create a password protected account.

To do this, click the 'Create new account' button on the online form start screen, and enter an:

- email address, and
- password

Remember to write down your login details, so you can return to your draft application.

Login to edit your application

If you have already created an account, and wish to return to edit or review your application, you can do so by:


- **accessing** the [form start page](#)
- **entering** your email and password in the login box

If you have forgotten your email/password combination, please email: chcregistration@dhs.vic.gov.au

Navigation

Each section consists of one screen/page. Within each screen, the content can be navigated by scrolling down. At the bottom of the screen, you can move between sections by clicking 'Part A' etc (on the left) or 'Previous' or 'Next' (on the right).

Community Health Centre public information

Some of the information you will enter on the form will be made available to the public in the public Community Health Centre register. Fields which request this information are marked with the  symbol.

Saving your application

If you can't complete the whole application in one sitting, you can save your work at any time and come back to it. When you reopen the form, you can start from where you left off.

Submitting your application

When you are ready to submit your application, click 'Submit'. Alternatively, you can post your submission. Postal details are provided on the Submission page. Please note, after clicking 'Submit' details cannot be edited.