ALLIED HEALTH PRACTITIONERS' COUNCIL OF ZIMBABWE

By

Anixsys Pvt Ltd

Practitioner Portal

Technology is the light that brightens the path to innovation and progress.

Contents

Why should practitioners register on the portal website?	
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How to Access Portal

To access the portal, please click on the following link: https://portal.ahpcz.co.zw. This link will redirect you to a page that looks like the picture below



When you are on the page, click 'Register' if you don't have login details. However, if you already have an account, you can log in. Please note that on the registration page, you are required to provide your name, surname, a valid email address, and a valid National ID. Your National ID determines whether you are a new practitioner or an existing practitioner, indicating that you are already registered with AHPCZ. If your National ID does not exist in the system, you will be considered a new practitioner and will be required to pay the application fee. If you haven't provided an ID, please first confirm with the registration department so that they can update your details, then you can proceed with portal registration.

Why should practitioners register on the portal website?

Here we have two types of people

 New Practitioner – Individuals who are not registered with AHPCZ. When they click 'Register,' the portal will search for their National ID in the database. If the ID is not found, the portal will redirect them to the payment page, where they are required to pay the application fee. Subsequent pages will present options to choose between bank or Paynow payment methods. After making the payment, they will need to await approval from the accounts department. The approval process typically takes up to 24 hours. Once the payment is approved, they can log in and provide the required documents.

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Previous Name	Date of Birth
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National Identity	Practitioner Type
49088772K49	Practitioner
Employment Status	Employment Location
Practising	Local Based
Password	Confirm Password

- 2. Existing Practitioner- These individuals are already registered with AHPCZ and have submitted the required documents. They only need to register for portal accounts to access their profiles. During registration, they are required to provide an name, surname, valid email address, national id, gender, title, phone number, choose their country, and specify their city. Some individuals may not have provided city and province information initially. If you provide your city, your profile will be updated accordingly.
- 3. After registration, you will be redirected to the login form where you will need to provide the email address you used during registration, as well as your password. In case you forget your password, please check your email inbox or spam folder. The portal will have sent your password during the registration process. The figure below illustrates the login form.

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4. Once you have logged in, you will be directed to the dashboard screen, as depicted in the figure below.

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If you are a new practitioner to AHPCZ and obtained your qualification outside Zimbabwe, please ensure that you upload all required documents. If you are unsure about the specific documents needed, you can contact the registrations department for further clarification. Similarly, if you are a local practitioner, you are also required to upload all necessary documents. Once your documents are approved, you will need to click on the 'Practicing Certificate' tab, as indicated below.

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Next, click on 'View', and you will be redirected to the page below where you will be prompted to make the necessary payment. If you are unsure about any steps or require assistance, please don't hesitate to contact the registrations department for guidance.

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As you scroll down, you will find the section where you are required to upload the necessary documents, as illustrated below.

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After completing the document upload, please scroll down to proceed with making the payment.

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Click on the 'Make Payment' button, and you will be directed to the page shown below.

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After selecting your payment method, channel, and currency, please note that only USD payments are accepted. If you choose to pay via bank transfer, ensure that you upload the proof of payment (POP) in USD. Should you have any queries or uncertainties, kindly contact the registrations department before proceeding with any payment.

Following the payment, please await approval from both the Accounts and Registrar departments. This process typically takes a maximum of 24 hours to be completed. You can track the status of your application by visiting the same page for Practising Application. Your application will display two statuses: one for payment and the other for approval.

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My Document Registration	Category Active Local
Practicing Certificate	Register Main Register
Other Application	Application Type Registration
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	Payment Item Now
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If you want to view your registration certificate, simply click on the 'Registration' tab.



If you are new you will wait until you application has been approved.



Afterwards, click on 'Profile', and the page will be displayed as shown below.

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Practicing Certificate Renewal Process

Every year, practitioners in various fields must undergo the process of renewing their licenses. This annual requirement ensures that professionals remain up-to-date with current standards, practices, and regulations in their respective industries. Renewal procedures typically involve submitting necessary documentation, such as **cpdpoints**, along with **renewal fees**. To renew you login to your Accounts and click Practising Certificate tab as shown on the figure below

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Once you click the tab you will be shown the table as shown below

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On this page, you are required to renew your license, prompting you to click the '**Renew Certificate'** button (**highlighted in red**). This action initiates the renewal process, which typically involves submitting updated information and fulfilling any necessary requirements such as CPD points. It is essential to upload clear pictures or documents in PDF format; otherwise, it may delay your application approval. Renewing your license ensures that you remain compliant with current regulations and maintain your professional credentials.

The figure below displays the renewal application section. When the payment status is showing 'Owing,' it indicates that the payment has not yet been settled. Therefore, you are required to make the payment.

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So, scroll until you see the invoice section as shown below. Then, click on the 'Make Payment' button.

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The next page will display a payment form where you are required to choose your payment method, channel, and currency. Once you have made your selections, click the '**Pay Now'** button to submit your payment

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When selecting your payment method, please note that we only support Bank Payment and Paynow. Therefore, it is essential to choose your payment channel carefully. If you opt for Bank Payment, ensure you upload a clear **Proof of Payment (POP)** in PDF format to avoid delays in approval.

After your payment is settled, the application status will change from 'Owing' to 'Awaiting,' indicating that the payment is awaiting approval from the accounts department. Following this, it will wait for registrar approval. Therefore, pay close attention to both the **Payment Status** and **Approval Status** as indicated below.

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Pay the renewal fee using two different currencies: half in USD and the remainder in Zimbabwean currency

At this stage, caution is crucial to ensure your application's approval. If you plan to split the payment between USD and Zimbabwean currency, begin by paying the USD portion, as illustrated below.

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The renewal amount is USD\$109. If you divide this by 2, you get \$54.5, which represents half of the payment in USD. Later, you'll pay the remaining \$54.5 using Zimbabwean currency (ZIG). NB Please upload clear **proof of Payment (POP). For example, if your amount is 144.5, please use a full stop (.) not a comma (,).** Once you enter amount, choose payment channel and payment method then click Pay now button to submit your payment and you will be redirected to this page as shown below

And pay attention to balance

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This indicates that you need to clear your balance. To do so, click on the 'Practicing Certificate' tab, where you'll find the option to settle your balance.

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Click the 'Pay' button to settle your balance. Upon clicking the 'Pay' button, the payment form will be displayed as shown below.

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This page will display your balance. Please focus solely on selecting the currency; do not alter the amount. You are only required to select the currency and choose the payment channel and payment method. So here, select ZIG as your currency, then click the 'Pay now' button to submit your payment.

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Now your balance has been successfully cleared, ensuring all outstanding dues are settled, as indicated in the following screenshot.

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Scroll down, and you will find detailed information regarding your payment schedules and the currency used, displayed below.

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	#Invoice Number	Currency	Receipt Amount	Amount Paid	Rate	Invoice Amount	POP
	11672	USD	54.5	54.5		109	PAID
	11672	ZIG	54.5	708	13	109	View POP
		Copyright © Developed by AnixSys Pvt Limited 2024					
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After completing your payment, please pay attention to both the payment status and the approval status.

🚰 Customer Lis 🛛 🖨 Applicat 🗙	🔇 localhost 🛛 🗖 (192) How to 🛛 🛃 YouTube Dot 🗍 💭 first-project	t 🛛 💭 Welcome - 🛛 🛛 🕐 Education & 🛛 🎯 ChatGPT 🛛 + 🛛 🛩 - 🔿 🗙
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AHPCZ	Application details	
Dashboard	дрисской ческию	
My Qualifications	Profession	Diagnostic Radiographer
	Category	Active Local
Practicing Certificate	Register	Main Register
Other Application	Application Type	Renewal
	Period	2024
	Payment Item	Renewal
	Payment Status	AWAITING
	Approval Status	AWAITING
-		
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