To be eligible to attend placement, you need a current Blue Card that has either been obtained from or linked to the University of the Sunshine Coast; or a current registration with AHPRA as an enrolled nurse (EN). It must remain current for the entire duration of your placement. You will not be able to commence placement until you have received your Blue Card so be mindful of the processing time in relation to your placement dates.

**BLUE CARD APPLICATION PROCEDURES**

Due to COVID-19 social distancing restrictions, the Placements Office is unable to take your form and check your identification in person.

- To complete a Blue Card Application/renewal or Link form, select the appropriate form and follow the instructions provided below.
- Email the form with scanned copies of your Identification by taking a photograph of yourself holding your ID or completing the ‘Confirmation of Identity’ form (link below). If you are unable to provide your identification by email, the Placement Office will contact you to confirm your identity as per Confirmation of Identity information below on page 2.
  - **Blue Card Application form** complete this form if you are applying for the first time; your card is due to expire or has already expired
  - **Link and applicant/cardholder form** complete this form if you already have a current Blue Card which you applied for through another organisation
  - **Confirmation of Identity form** complete this form to confirm your identity
- The Blue Card application and link form will open as an editable PDF. Please complete the form as required. (You may have noticed that the expiry date on the current forms is 31 March 2020. Don’t worry, you can continue using these forms until Blue Card Services tells us otherwise.)
  - To sign the form, select the “Add Notes” function on the top bar.
  - You can adjust the thickness of the pen and the colour by clicking on the pen icon.
  - Sign inside the box ensuring you do not touch or go outside the lines.
CONFIRMATION OF IDENTITY

To comply with the identification requirements, an employer must be satisfied the applicant’s identification documents (e.g. driver licence with photo) match the details on the application form. The applicant must provide photo identification as per the accepted documents on the application form, and they must be of sufficient quality to identify the particular details of the applicant (e.g. their full name, date of birth and signature must be visible).

Due to the COVID-19 social distancing restrictions, an employer may not be able to check an applicant’s identification in person. Another way to verify an applicant’s identification is via video (e.g. FaceTime, Skype, webinar or Zoom). The employer must be satisfied the applicant is the person providing the identification via video so they can complete ‘Part F – Organisation declaration’ on the application form.

This approach respects the current restrictions of social distancing. This process will only be accepted while the current COVID-19 restrictions are in place.

FREQUENTLY ASKED QUESTIONS_BLUE CARDS

How long is the processing time?
It can take from up to 10 weeks to receive your card after lodging the application. Please keep this in mind in relation to your placement dates.

I am concerned my Blue Card will not be issued in time for placement.
If the processing timeframes stated above and the commencement of your placement are close, you will need to advise the Nursing Placements Office immediately.

My Blue Card is about to expire.
Blue Card Services will send you a renewal notification approximately 10 weeks prior to your card expiring. It is advisable to keep the processing timeframe and your placement dates in mind, allowing sufficient time in the case of unexpected delays.

Can I get an update on my application?
Yes. You can contact Blue Card Services directly on 1800 113 611 to get a progress update.

Do I need to pay for my Blue Card?
For your placement with USC, you will not be required to pay for your Blue Card. If you commence paid work that requires a Blue Card, you will need to organise to have your ‘Volunteers’ Blue Card transferred to a ‘Paid’ Blue Card with the organisation that will be paying you.

Does my Blue Card need to be uploaded to Sonia Online?
No. USC is sent your details and these details will be updated on Sonia Online. You will receive a Blue Card and confirmation letter from Blue Card Services. It is your responsibility to retain this document and take the card with you to each placement.

How long is a Blue Card Valid for?
Your Blue Card will remain valid for three years.

Do I need to carry my Blue Card with me whilst on Placement?
Yes. You should take your Blue Card with you to every placement.

For further information, please visit the Blue Card Services website
**AHPRA Registration**

If you are registered as an EN with AHPRA, upload your current AHPRA registration to Sonia Online Checks yearly.

**FREQUENTLY ASKED QUESTIONS_AHPRA Registration**

I have an AHPRA registration card, can I use this instead of applying for a Blue Card?
Yes. Upload your current AHPRA registration every 12 months to Checks.

**International students:** the above process for Blue Card applies to you when you arrive in Australia, as the Blue Card must be linked to the University and your proof of Identification documents must be viewed by University staff. If you are an Enrolled Nurse in Australia see AHPRA Registration above.