



## STEPS TO AHPC ONLINE PIN RENEWAL

1. Visit the website [www.ahpc.gov.gh](http://www.ahpc.gov.gh)



- 2.

0302690735 | support@ahpc.gov.gh

REGISTER NOW

3. Create new account if you don't have one

**Fill the textbox, click on SignUp and go to your inbox to verify your email**



Sign up for online registration

Sign Up

Having an account, sign in

4. Login with your verified **email** and **password**

ALLIED HEALTH  
AHPC  
PROFESSIONS COUNCIL

Sign in for online registration

renew.ahpc@gmail.com

.....

Enter your email address and password if you already have an account else Sign up

Forgot Password?

Sign In

Not having an account, sign up

SignUp if you dont have an account

5. Select Login with **PIN**

ALLIED HEALTH  
AHPC  
PROFESSIONS COUNCIL

Select Login with Pin

Logout Go back to Site

Provisional Registration

Provisional Registration is Closed  
Click here to check your profile if you have registered

Renewal

✓ Click here to log in with Pin  
✓ Click here to log in with Pin (Special Case)

Permanent Registration

Permanent Registration is Closed  
Click here to check your profile if you have registered


6. Enter Your Professional Identification Number(**PIN**)

## Pin Renewal

Sign In

7. Fill all textboxes with your **biodata**

BiodataUpdate CPDDeclaration

<p><b>Title</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex;"><span style="border: 1px solid #ccc; padding: 2px 5px;">Mr</span><span style="border: 1px solid #ccc; padding: 2px 5px; margin-left: 5px;">Specify title</span></div>	<p><b>Telephone</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex;"><span style="font-size: 20px; margin-right: 5px;">+</span><span style="border: 1px solid #ccc; padding: 2px 10px;">0543741416</span></div>	<p><b>Nationality</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex;"><span style="font-size: 20px; margin-right: 5px;">🇬🇭</span><span style="border: 1px solid #ccc; padding: 2px 10px;">Ghana (Gaana)</span></div>	
<p><b>Surname</b></p> <div style="border: 1px solid #ccc; padding: 2px;">TEST</div>	<p><b>Residential Address (Region)</b></p> <div style="border: 1px solid #ccc; padding: 2px;">Greater Accra Region</div>	<p><b>Gender</b></p> <div style="display: flex; gap: 10px;"><input checked="" type="radio"/> Male <input type="radio"/> Female</div>	
<p><b>First Name</b></p> <div style="border: 1px solid #ccc; padding: 2px;">TEST</div>	<p><b>Residential Address (District)</b></p> <div style="border: 1px solid #ccc; padding: 2px;">Ada West District</div>	<p><b>Marital Status</b></p> <div style="border: 1px solid #ccc; padding: 2px;">Single</div>	
<p><b>Other Name(s)</b></p> <div style="border: 1px solid #ccc; padding: 2px;">Enter Other Name(s)</div>	<p><b>Date of Birth</b></p> <div style="border: 1px solid #ccc; padding: 2px;">1980-11-12</div>	<p><b>Profession</b></p> <div style="border: 1px solid #ccc; padding: 2px;">MEDICAL LABORATORY SCI...</div>	
<p><b>Email Address</b></p> <div style="border: 1px solid #ccc; padding: 2px;">renew.ahpc@gmail.com</div>	<p><b>Place of Birth</b></p> <div style="border: 1px solid #ccc; padding: 2px;">ACCRA</div>	<p><b>Passport Picture</b></p> <div style="text-align: center;"><div style="background-color: #4a7ebb; color: white; padding: 2px 10px; border-radius: 5px; display: inline-block; margin-bottom: 5px;">UPLOAD IMAGE</div><div style="border: 2px solid red; padding: 2px; display: inline-block; margin-top: 5px;">upload a formal passport picture/ .jpg</div></div> 	
<p><b>Level</b></p> <div style="border: 1px solid #ccc; padding: 2px;">Degree</div>	<div style="border: 2px solid red; padding: 2px; display: inline-block; margin-top: 5px;">SELECT YOUR LEVEL</div>		

8. Select a formal passport picture in **.jpg format**

9. Select your **level**

10. Click **Next** to enter your CPD details

The screenshot shows the 'Update CPD' section of a web form. At the top, there are three tabs: 'Biodata', 'Update CPD', and 'Declaration'. Below the tabs, the text reads 'Update CPD Results' and 'A minimum of Ten (10) CPD Hours is required for Renewal'. The form contains several fields and buttons:

- 'Select Year': A dropdown menu with 'SELECT 2020' highlighted in a red box. An arrow points to it from a red box containing the text 'SELECT 2020'.
- 'Title \*': A dropdown menu with 'Select Title/Activity' selected. An arrow points to it from a red box containing the text 'Select your CPD title ie MDS LANCET, CONTINEOUS MEDICAL EDUCATION'. Below this box, smaller text says 'Select **Other** from the list if your cpd title is not in the list. Enter cpd title in the if Other textbox and enter points in the CPD Credit textbox'.
- 'If Other, Specify': An empty text input field.
- 'CPD Credit': A blue input field.
- 'Date Taken': An empty date input field. An arrow points to it from a red box containing the text 'SELECT DATE ON YOUR CPD CERTIFICATE'.
- 'Upload CPD Certificate/Document': A blue button labeled 'UPLOAD FILE(S)'. An arrow points to it from a red box containing the text 'UPLOAD CPD CERTIFICATE ie certificate.jpg'.
- 'Add': A grey button. An arrow points to it from a red box containing the text 'Click on add to add all your cpd details'.

11. Select **2020** for the Year of Renewal

12. Select your CPD Title from the drop-down, select date taken and upload a scanned copy (jpg format) of the certificate.

13. Click on add to add CPD to your file.

14. Click on **Next**

15. Select 2020 as the Year of renewal and check the box to confirm your information.

The screenshot shows the 'Declaration' section of the web form. At the top, there are three tabs: 'Biodata', 'Update CPD', and 'Declaration'. Below the tabs, the text reads 'Select Year of Renewal'. A dropdown menu is shown with 'Select 2020' highlighted in a red box. An arrow points to it from a red box containing the text 'Select 2020'. Below this, there is a paragraph of text: 'I confirm that the information I have provided in this form is accurate to the best of my knowledge and belief. If however, it is detected I have made any false claims I may be committing an offence under Part One of Act 857 (2013)'. Below the text, there is a checkbox with a checkmark and the text 'Click to agree'. An arrow points to the checkbox from a red box containing the text 'check the box'. At the bottom of the form, there are two buttons: 'Previous' and 'Finish'. An arrow points to the 'Finish' button from a red box containing the text 'Click on Finish to Submit your renewal Form'.

16. Click on Submit to Submit your form to the Council.

**17. Pay directly in to the following account details:**

Registration Fee Paying Method (payable to **Allied Health Professions Council Account No. 1131130014299** at GCB, Korle Bu Branch, Accra and attach the Pay-in Slip to the Completed Application Form).

18. Print and Submit the Form together with the Pay-in-slip to AHPC office, Accra.