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ALLIED HEALTH PROFESSIONS COUNCIL
MINISTRY OF HEALTH
P.O. BOX KB 943
KORLE BU - ACCRA-GHANA

ALLIED HEALTH PROFESSIONS COUNCIL EXAMINATIONS GUIDELINES

July 2025

Foreword

This policy document outlined a detailed policy on the Conduct of Licensure Examinations for Allied Health Professionals, reflecting the Allied Health Professions Council's unwavering commitment to upholding the integrity and credibility of examination and assessment processes. It highlights the Council's dedication in safeguarding public confidence in the validity and legitimacy of the assessments of our candidates. This intends to test the competences of the candidates thereby safeguarding the public interest and to protect the general public from unqualified professionals.

This is also intended to ensure the competence and professionalism of allied health professionals. Additionally, it is mandatory for all individuals in all allied health professions to undergo the licensure examinations organized by the Council before obtaining their licenses. However, the Council has provisions for exempting certain trained professionals from these examinations following thorough verification processes and experts' opinion.

The Examination Unit of the Council shoulders the responsibility of meticulously planning and executing these licensure examinations. The Council conducts examinations biannually, with the Main examination held in the last quarter of the year and the Supplementary examination in the second quarter of the year.

All stakeholders, including allied health professionals, examination candidates, and the public, to thoroughly read this policy to enable a smooth conduct of the examination by the Council. By working together, we can ensure that the licensure examinations maintain the highest standards, guaranteeing the competence and credibility of allied health professionals in Ghana.

Registrar, Allied Health Professions Council.



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1.0 INTRODUCTION

1.1 Preamble

The Allied Health Professions Council by its mandate conducts Licensure Examination for Allied Health Professionals. It is mandatory for all allied health professionals to write the licensure examinations organized by the Council before being licensed. The Council may exempt some foreign trained professionals from writing the examinations after verification processes. The Examination Unit of the Council is responsible for the successful conduct of these licensure examinations. Prospective candidates are those who have successfully completed the internship programme and have submitted all assessment forms to the Council.

1.2 Purpose of the Licensing Examination

Before granting a professional license to a foreign- or locally trained Allied Health Professional, the Allied Health Professions Council needs to ensure that the candidate possesses the requisite professional knowledge, skills, abilities and core competencies necessary for safe clinical practice in Ghana for the interest of public safety.

The foreign- or locally trained Allied Health Professional must, therefore, prove his/her possession of the requisite competencies, skills, knowledge and abilities of the professional by passing Council's licensing or registration examination.

This requirement is in keeping with Section 6 (1) of **Part I of the Health Professions Regulatory Bodies Act, 2013, (Act 857)** which provides that the Council "*shall (d) conduct examinations for the registration of both foreign and local trained professionals*". It is important for candidates to note that passing the registration examination only grants the licensed professional the needed legal permission to practice in Ghana. It does not guarantee the offer of a job, but a means to secure the job.



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2.0 REGULATIONS

2.1 Responsibilities of a candidate

- I. Candidates shall be seated thirty (30) minutes before commencement of examinations
- II. It shall be the responsibility of the candidate to ensure that he/she is given the right question paper and other materials needed for the examination
- III. Candidates shall be cleared before entering the examination hall
- IV. Candidates shall be required, at any time, to produce any national ID card (Ecowas ID card, Driver's License, Passport)
- V. A candidate shall submit to a body search by an invigilator upon suspicion of hiding unauthorized material.
- VI. A candidate shall not copy, communicate (verbal & non-verbal) during the examination
- VII. A breach of any of the above (I-IX), may attract one or more of the following sanctions:
 - a. A reprimand
 - b. Loss of marks
 - c. Withholding of results for a period
 - d. Cancellation of results

2.2 Responsibilities of the Council

1. The Council shall publish a register of all qualified candidates with their index numbers.
2. The Council shall provide the necessary logistics for the conduct of the examination.
3. The Council shall appoint supervisors and invigilators for the examinations
4. The Council shall provide adequate security at all examination centres
5. The Council shall provide inform the candidate before the date of the examination



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2.3 Evaluation

- Evaluation of examination results

All the provisional results are to be evaluated by the registrar after the release of the results before registration.

- Evaluation of examination processes

The evaluation process shall include review of the pass mark of each candidate and to ensure only candidate who score more than 60% in the exams.

2.4 Pass Mark

The pass mark for allied health professional examinations shall be 60% of the examination score. This is however subject to the discretionary powers of the Governing Board of the Council.

2.5 Misconduct of invigilators

Where an examination official is found, inside or outside the examination hall with any material relevant to the examination being conducted and which may impugn the conduct of the examination, the examination official shall be reported to the Head of Examination for further sanctions

2.6 Malpractices and Sanctions

1. Bringing Foreign Material

a. Where a candidate commits an offence such as bringing into the Examination Hall notes, textbooks, prepared materials or any other printed material, the candidate's results in the examination shall be withheld pending cancellation of the subject result by the appropriate Committee of the Council.



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b. Where a candidate commits an offence such as bringing into the Examination Hall without prior authorization, a blank piece of paper intended to give the candidate undue advantage, the result of the candidate in the subject involved shall be cancelled.

c. Where a candidate commits an offence such as bringing into an Examination Hall a programmable calculator, a mobile phone, smartwatch or any other electronic communication device, to gain unfair advantage, the results of the candidate shall be cancelled. In addition, the candidate shall be barred from sitting for the examination for two (2) years.

2.7 Irregular Activities Inside or Outside the Examination Hall

a. Where a candidate is apprehended for offence(s) such as those listed below inside or outside the examination hall, the candidate's results in the entire examination shall be withheld pending cancellation of the entire results by the appropriate Committee of the Council. In addition, the candidate shall be barred from sitting for the examination for two (2) years.

Seeking or receiving help from non-candidates such as Invigilators/Supervisors/inspectors or other personalities during the examination.

b. Where the person offering help is not a candidate for the current examination but a prospective candidate, he/she shall be barred from taking any examination conducted by the Council for two years after disciplinary committee decision. For a practicing Allied Health Profession practicing and any other person, legal action will be taken against such a person.

c. Where the candidate is caught for an offence(s) such as those listed below inside or outside examination hall, the candidate's results shall be withheld pending a recommendation by the appropriate Committee of the Council.

- i. Irregular activities within the immediate environment of the examination hall before, during or after the examination.
- ii. Where a candidate starts writing an examination before commencement of work is officially announced.
- iii. Where candidates refused to stop work after the allotted time is exhausted.



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2.8 Collusion

Where the candidate is caught during the examination passing notes to or from other candidates. Additionally, a candidate who received or provided assistance, talking with or colluding with other candidates, the candidate's results shall be withheld pending a report from appropriate committee of the Council.

Where cases of cheating are detected and/or otherwise established in one paper, the result of the subject involved shall be cancelled.

The Council reserves the right to publish the names of persons involved. In addition, the candidate shall be barred from sitting for the examination for two (2) consecutive times.

2.9 Impersonation

Where a person is caught impersonating a candidate, he/she shall be handed over to the police for prosecution. The entire results of the person being impersonated and that of the impersonator, if he/she is also a candidate for any Licensing examination, shall be withheld pending cancellation by the appropriate Committee of the Council.

2.10 Leakage

- a) Where cases of leakage are established in a centre the entire results of the candidates writing the programme at the centre shall be withheld pending the cancellation of the results for the Centre by the appropriate Committee of Council. The results of any candidates who are found innocent by the Council shall be released.
- b) Candidates proved to have been involved in the leakage of any programme in which leakage has been established shall have their entire results withheld pending the cancellation of the entire results by the appropriate Committee of Council.



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c) Where it is established that the school authorities condoned, connived, and/or encouraged the leakage, the entire results of the candidates at the Centre shall be withheld pending cancellation of the entire results by the appropriate Committee of the Council. In addition, the candidate shall be barred from sitting for the examination for two (2) consecutive times.

Where any listed cases in 5(a), 5(b), 5(c) above is established, the school(s) or Centre shall be de-recognized in accordance with rule 6 below.

2.11. Mass Cheating

- a) Where more than half of the candidates in the Centre/ programme are involved in collusion or other forms of examination malpractices, this shall be regarded as mass cheating.
- b) Where there are established cases of mass cheating in a Centre/programme, the entire results of the Centre/programme shall be withheld pending cancellation of the programme results for those confirmed to have cheated. In addition, the candidate shall be barred from sitting for the examination for two (2) consecutive times.

c) De-recognition implies that;

An Examination Centre shall be de-recognized for a stated period if;

- i. Mass cheating is established.
 - ii. The appropriate Committee of the Council is satisfied that an Examination Centre cannot ensure the satisfactory conduct of the council's licensing examinations.
- d) Notwithstanding 6(c) above, recognition may be restored upon a written assurance from the administering authority of the Examination Centre that the prescribed requirements have been satisfied. Such assurance shall contain details of measures being taken to ensure the satisfactory conduct of the licensing examinations, including measures which shall be subject to acceptance by the Council.



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- e) Recognition, however, will only be restored after at least one year of de-recognition.

2.12. Insult/Assault on Supervisors/Invigilators/Inspectors

- a) Where a candidate(s) insults or assaults a Supervisor/ Invigilator in the lawful performance of his/her duties inside or outside the examination Centre, or in any other way disturbs the conduct of the examination the entire results of the candidate(s) shall be withheld pending cancellation of the entire results by the appropriate Committee of the Council.
- b) The candidate may be handed over to the police for prosecution. In addition, the candidate shall be barred from sitting for the examination for two (2) consecutive times.
- c) Where a candidate brings into the examination Centre or uses anything including chemical substance with intent to cause injury, temporary or permanent incapacity to any authorized person in the examination Centre including other candidates, the results of the candidate shall be withheld pending cancellation of the entire results by the appropriate Committee of the Council. In addition, the candidate shall be barred from sitting for the examination for two (2) consecutive times. Contravention of (b) shall not preclude legal action being taken against the candidate by the Council or Individual concerned.

2.13 Contravention of Instructions to Candidates

- a. Where a candidate, in contravention of Instructions to Candidates, writes with pencil instead of ink or shades with ink instead of pencil or writes his/her responses to the test items at the wrong place(s), his/her results shall be withheld pending cancellation of his/her results by the appropriate Committee of the Council.
- b. Where a candidate fails to complete the cover page of his/her answer booklet as specified in the instructions, his/her results shall be withheld pending cancellation of his/her results by the appropriate Committee of the Council.



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2.14 Results Review

All candidates have the right to request for a review of their examination results by applying to the registrar and pay the results review cost as approved by parliament. The procedure for results review will be as follows

1. Candidate must submit a request for results review within three weeks after the release of the result and pay the cost of the review as approved by parliament.
2. A three-member committee must be set up by the council comprises, a consultant from the candidate profession nominated by the leadership of the candidate profession, an independent expert from the candidate profession nominated by the council and a representative of the registrar.
3. The committee recommendation must be submitted to the registrar within two weeks after the inaugurated of the committee.
4. The results based on the committee report must be given to the candidate and implemented within seven days after the report of the committee are submitted.

3.0 CATEGORIES OF EXAMINATIONS AND ELIGIBILITY

The required qualifications and practice experience for various candidates before admission into the examinations are as follows:

Assistant Allied Health Professional/Practitioners

Candidates for the Assistant Allied Health Professional/Practitioners examinations must have completed Certificate training from an institution recognised by the Council.

A candidate who fails on the fifth attempt at shall not be eligible for any of Council's registration examinations.

3.1 Technician Examinations for Practitioners with certificate Qualifications

Candidates for the technician Examination must:

- (a) hold a diploma qualification from an institution recognised by the Council,



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- (b) possess experience and diploma training qualifications from recognised institutions and
- (c) must show that the qualifications they possess are registrable in the countries of training.

And are done with their internship (*i.e. both foreign and locally trained applicants*).

Foreign-trained candidates are required to undertake a **mandatory** clinical training as recommended by the interview panel. While local candidate must do a **minimum of twelve (12) months** before becoming eligible to write the examination for the **first time**. Such candidates shall be required to provide a comprehensive official report from the supervising professional at the institution upon completion of the clinical attachment using the logbook, before application for the examination will be granted. A candidate who fails to submit a report on the attachment shall not be allowed to register for the examinations.

3.2 Officers Examinations

Candidates for the officer examination shall be practitioners with degree or master's programmes.

Candidates for this examination must possess:

- (a) a four (4) year bachelor qualification from an institution recognised by the Council
- (b) six (6) year qualifications from an institution recognised by the Council registrable in the country of training
- (c) two years MSc or _MPhil
- (d) evidence of practice experience acquired during internship.



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4.0 REQUIREMENTS FOR THE LICENSING EXAMINATION

4.1 Basic Requirements

Before a prospective candidate can take the registration examination of allied health professions Council, there will be the need to:

- a. fill out an application form on the AHPC licensure examination Portal
- b. upload onto the onto the examination portal: the original, or certified true copies, of the candidate's qualification certificates from an institution recognised by the AHPC
 - I. university transcripts
 - II. one recent passport-sized photograph
 - III. relevant pages of the candidate's passport
 - IV. the front and back of Ghana Card (for Ghanaian citizens)
 - V. a current curriculum vitae/resumé o certificate(s) used in applying for the training programme (e.g. WASSCE)

4.2 Additional Requirements Based on Prior Work Experience

- (a) Candidates who have not previously practised in the field of study must provide evidence that their qualification is registrable.
- (b) Candidates who have previously been in practice shall be required to submit a Certificate of Good Standing together with a valid license to practice, issued by the last profession license number.
- (c) Non-Ghanaian nationals shall, in addition, be required to provide a valid residence permit and a work permit, or other acceptable evidence demonstrating that they are legally authorised to engage in gainful employment in Ghana.

The above information will be verified, and only when they meet AHPC requirements may a candidate book a place and choose the particular examination they wish to sit.



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5.0 EVIDENCE OF QUALIFICATION

Candidates would be required to provide proof of qualification (*i.e. final degree, diploma, or certificate awarded and detailed transcript of the academic record*) at the time of submitting application forms for the registration examinations.

Candidates shall provide clear evidence of primary qualification in the form of:

- (a) A certificate from the degree awarding university or other body, that granted the primary qualification stating the date on which the certificate was awarded.
- (b) A certificate issued by the awarding university or other recognised body, indicating the appropriate and relevant dates, and confirming that the candidate completed the prescribed course of study and is eligible to receive the qualification so awarded.
- (c) All certificates shall bear the official stamp, insignia, or other evidence of authenticity of the awarding university, and shall be signed by an authorised officer whose name and official position are clearly indicated.

6.0 TRANSLATION OF NON-ENGLISH DOCUMENTS

Please note that any related documents that are not in the English language must be accompanied by a certified English translation, as an authentic copy by an official or recognised professional translator. The translation must be of the original document.

7.0 FORMAT OF THE REGISTRATION EXAMINATIONS

Examination For Certificate, Diploma and Degree shall be written in

- a) i) a theory examination consisting of one hundred (100) multiple-choice questions, each requiring the selection of the single best answer from four (4) options.
- ii) is practical examination using an objective structured clinical examination assess from the logbook (modality of this will be developed and implemented by 2027).
- b) A candidate will need to pass both the theory and the practice (if implemented) of the registration examination before applying for a license to practice in Ghana.



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7.1 Foreign trained professionals

All foreign-trained professionals must undergo an interview conducted by the Council and shall be mandatory before registering for the licensure examination. They must be made to do a stated period of internship as recommended by an expert opinion after the interview.

7.2 Locally trained professionals

Internship shall be mandatory for all newly graduated locally trained professionals after obtaining an allied health degree or a diploma and should follow a graduation from an accredited local public or private university. This provision presupposes that the candidate has passed an AHPC-standardized and supervised clinical training conducted by the Council in Ghana.

8.0 PREPARING FOR THE REGISTRATION EXAMINATION

The Council shall, upon request and on payment of the prescribed fee, issue the needed information to candidates who qualify to sit the examinations. This information is to enable candidates to undertake the examinations.

9.0 APPLYING FOR THE EXAMINATIONS

9.1 Application Forms

All application forms shall be completed in a manner as may be, from time to time, prescribed by the examination Unit of the Council and submitted together with the required supporting documents for processing.

9.2 Name to be used for Applications

Application for entry into the registration examination must be the name on the candidate's graduation certificate or other authentic evidence of qualification.



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Where applications for registration are made with a **name different** from that on the candidate's certificate or other evidence of qualification, the candidate must provide proof to the effect that both names refer to the same person.

9.3 Documents Required for Applications

The following documentary evidence will be accepted for registration for the examination:

- (a) A certificate from the university or other approved body, which granted the candidate's primary qualification confirming that the candidate is the same person to whom the qualification was awarded. The name under which the certificate was originally granted and the different name by which the candidate now wishes to be known and called must both be shown in full on the certificate, or
- (b) A gazette showing that the name change had been effected in accordance with law.
- (c) A relevant valid marriage certificate as evidence of a change of name where the name change was by virtue of marriage.

9.4 Application fees, Refunds and Deferment

Information on the current fees for the registration examination can be obtained from the Council Secretariat. **The fee paid for the examination is non-refundable.** However, under special circumstances where a candidate is unable to sit for the examination, the candidate may apply in writing to the Registrar **at least two (2) weeks** before the commencement date of the examination.

Fees paid in the form of a cheque or bank draft must be in the name of the Council, Ghana and paid into the appropriate Account of the Council. All fees paid to the Council are to be receipted. Copies or evidence of all payments made must be presented to the Accounts Office of Council or any of its zonal offices for the issuance of official receipts.



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For the avoidance of doubt, “**special circumstances**” refer to significant, verifiable, and unforeseen events beyond the reasonable control of the candidate which prevent attendance at the examination.

These may include, but are not limited to:

- Serious illness or medical emergency (supported by a certified medical report).
- Bereavement of an immediate family member.
- Other critical personal or professional emergencies deemed acceptable by the Council.

NB. Routine work commitments, travel inconveniences, or inadequate preparation **do not** constitute special circumstances.

9.5 Application Form Submission

Completed examination application forms (with the relevant supporting documents) may be submitted online only.

Please take note that applications will not be accepted once the advertised closing date has elapsed.

9.6 Dates and Locations of Examinations

All examinations shall be conducted and taken in Ghana. Normally, two (2) examinations are held each year – **February/March, and October/November**. However, candidates should note that the number of examinations may be varied by the Council, subject to the exigencies of each year.

The dates for each examination will be advertised on Council’s official website. Candidates are to note that the details of the **venue and time** will be communicated to each candidate’s **unique identification number** (Index Number) for the registration examinations.



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9.7 Withdrawal or Cancellation by Candidates

A candidate who wishes to withdraw from the examination must notify the Office of the Registrar **at least two (2) weeks** before the examination date. Failure to do so will result in the candidate being marked absent for that examination and forfeiting the registration fees, unless a written request is made to the Registrar, within the notification period, for the fees to be credited to the next examination.

9.8 Postponement, Cancellation, or Invalidation of Results

Should some exceptional circumstances oblige the Council to postpone or cancel the examinations, or invalidate the results of the examinations already conducted, candidates will be re-entered for another examination. The conduct of this examination shall be at the cost of the Council. The Council will, however, not be liable for any other cost(s).

10.0 EXAMINATIONS AND NOTIFICATION OF RESULTS

- (a) Experts from various professional specialties shall be mark and score candidates' examination scripts with approved standardised marking schemes developed and provided for each examination by the Council's.
- (b) Each candidate's script is marked independently by automated computer-based examination system, where appropriate (for example, where the candidate disagreed with the results may call for remarking. The Council will therefore constitute a team made of expert in the candidate profession for a second opinion. The decision for the second opinion between the original opinion will be final,

Consequently, and in accordance with settled professional practice, there is **no further remarking** there off be honoured by the Council.



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11.0 FAILURE AT THE EXAMINATIONS

A candidate who is unsuccessful at the first attempt at any of the AHPC examinations may make only four (4) further attempts (total of 5 attempts).

A candidate who is unsuccessful in the first, second, third, or fourth attempt at the registration examinations may voluntarily undertake a clinical attachment before sitting for the subsequent examination.

A candidate who fails on the fifth attempt at any level shall not be eligible for any of Council's registration examinations.

**IN CASE OF ANY DOUBT ON THE INFORMATION IN THIS DOCUMENT,
CONTACT THE REGISTRAR OF THE AHPC**

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