ALLIED HEALTH PROFESSIONS COUNCIL

POLICY ON INDEXING

Foreword

The Allied Health Professions Council is mandated by law to regulate allied health professions in Ghana and to ensure the development, promotion, maintenance, and improvement of standards of training and practice within the sector. In pursuit of this mandate, the Council has instituted Student Indexing as a mandatory regulatory requirement for all students enrolled in approved certificate, diploma, and degree programmes in recognized training institutions.

Student Indexing serves as a foundational quality assurance mechanism. By assigning unique identifiers to students at the commencement of their training, the Council can verify compliance with minimum admission requirements, monitor institutional adherence to approved standards, and track the professional development of future practitioners. This process reinforces transparency, accountability, and professionalism from the earliest stages of health professional education.

Beyond regulation, indexing establishes a formal and constructive link between students, training institutions, and the Council. It enhances communication, supports workforce planning, facilitates accurate forecasting of professional output, and strengthens the overall integrity of allied health professions in Ghana. Through this system, students gain recognition as legitimate trainees under the Council's oversight, while institutions benefit from structured data to support academic planning and compliance monitoring.

This document outlines the purpose, objectives, and benefits of Student Indexing and guides stakeholders on its implementation. The Council remains committed to working collaboratively with training institutions to uphold high standards of education and to ensure that allied health professionals produced in Ghana are competent, ethical, and responsive to national health needs.

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INDEXING

Student indexing is a mandatory procedure of registration of students by assigning them unique identifiers. This process applies to all those enrolled to undertake approved certificate, diploma, and degree programmes in training institutions recognized by the Allied Health Professions Council.

The need to develop, promote, maintain, and improve appropriate standards of qualification in the health profession, as prescribed in the Act, necessitated the commencement of the indexing and regulation of students. In addition, it promotes the integrity and enhances the status of the health profession.

Again, the Indexing is to ensure that all enrolled students meet the minimum admission requirements before they commence training. Therefore, all students pursuing primary qualification programmes are required to be indexed by the Allied Health Professions Council to regulate the quality of training.

Objectives of Student Indexing

i. Monitoring compliance to the admission criteria for students pursuing health-related training programmes.
ii. Determining student- teacher ratio
iii. Tracking the development of students.
iv. Inculcate professionalism and accountability at early stages of development.
v. Educating and sensitizing students on various laws, policies, protocols and guidelines of the Allied Health Professions Council
vi. Enhance and rebuild the status of the Allied Health Professions in Ghana
vii. Provide a link between the students, training institutions and the Allied Health Professions Council.
viii. Forecasting, Human resource planning, employment, and deployment to the health-related labour market.

Benefits to the Student

- It provides an early link with the Allied Health Professions Council during training.
- It gives them the confidence that they have met the criteria and confirms that they are legitimate students in the related health profession programme.

Benefits to The Allied Health Professions Council

It is intended to;

- Facilitate the tracking of indexed students during and after training, and ensure compliance with the admission, training, and student examination requirements.
- It assists the Council in keeping records of the expected outputs from training institutions and plans for the professional registration.

Benefit to the Training Institutions

1. Indexing provides data on students enrolled in training institutions to facilitate
   - forecasting for teaching staff,
   - acquisition of training requirements and examinations, among others
2. Training institutions can measure their own compliance against the entry standards set by the Allied Health Professions Council.
3. It strengthens the links between the Council and training institutions.

Entry requirements

Programme	**Requirement**
Medical Laboratory Science	Strictly science-based (Science, Mathematics, and English)
Optometry	Strictly science-based (Science, Mathematics, and English)
Medical Physics	Strictly science-based (Science, Mathematics, and English)
All Radiation programmes	Strictly science-based (Science, Mathematics, and English)
Respiratory Therapy	Strictly science-based (Science, Mathematics, and English)
Occupational Therapy	Strictly science-based (Science, Mathematics, and English)
Physiotherapy	Strictly science-based (Science, Mathematics, and English)
Environmental Health	Strictly science-based (Science, Mathematics, and English) Home economics with science electives
Speech / Audiology	Strictly science-based (Science, Mathematics, and English)
Dietetics	Strictly science-based (Science, Mathematics, and English) Home economics with science electives
Health information	Strictly science-based (Science, Mathematics, and English) Home economics with science electives

Health Promotion	Strictly science-based (Science, Mathematics, and English) Home economics with science electives
Nutrition	Strictly science-based (Science, Mathematics, and English) Home economics with science electives
Disease Control	Strictly science-based (Science, Mathematics, and English) Home economics with science electives
Dental surgery	Strictly science-based (Science, Mathematics, and English) Home economics with science electives
Occupational Health and Safety	Strictly science-based (Science, Mathematics, and English) Home economics with science electives
Prosthetics and orthotics	Including Visual Arts, Science, General Art, and Home Economics with science electives
Optical Dispensing Technician	Strictly science-based (Science, Mathematics, and English), Physics is one elective with two additional science programmes
Trauma and Orthopaedics	Strictly science-based (Science, Mathematics, and English) Home economics with science electives
Biomedical Engineering	Strictly science-based (Science, Mathematics, and English)

Entry Requirements

Direct entry (Degree programme)

1. WASSCE: Interested and qualified applicants should have a minimum of credit passes (C6) in six subjects or better: (3) Core subjects including Mathematics, English, and either Integrated Science or Social Studies; and any other (3) electives.

   SSCE: Interested and qualified applicants should have a minimum of credit passes (D) in six subjects or better: (3) Core subjects including Mathematics, English, and either Integrated Science or Social Studies; and any other (3) electives.
   The cut-off point for all programmes is an aggregate of 12

Direct entry (Diploma Programme)

1. WASSCE: Interested and qualified applicants should have a minimum of credit passes (C6) in six subjects or better: (3) Core subjects including Mathematics, English, and either Integrated Science or Social Studies; and any other (3) electives.

SSCE: Interested and qualified applicants should have a minimum of credit passes (D) in six subjects or better: (3) Core subjects including Mathematics, English, and either Integrated Science or Social Studies; and any other (3) electives.

2. **Diploma Top-up (into a degree programme)**

Applicants who wish to enrol in a degree pogramme with a three-year program Diploma Certificate must hold a Final Grade Point Average (FGPA) of 2.50 or better. Applicant shall be admitted at level 200. Applicants who applied to programmes that are not related to their Diploma shall be admitted at level 100.

3. **Certificate entry requirements (Access into a Diploma programme)**

- Certificate Programme shall serve strictly as an access pathway to the Diploma Programme and shall not be considered a terminal qualification.
- Students admitted through the Certificate (Access) Programme shall undergo a mandatory two (2) year course of study as prescribed by the Council.
- Upon successful completion of the two-year Certificate (Access) Programme, candidates shall not be eligible to sit for the professional licensing examination at that stage.
- Graduates of the Certificate (Access) Programme shall transition directly into the Diploma Programme and shall be placed in the second year, subject to meeting all progression requirements and compliance with Council regulations.
- WASSCE: Interested and qualified applicants should have credit passes (C6) in two subjects and one pass (D7) in any one of the Core subjects, including Mathematics, Integrated Science, English and Social Studies; and a credit pass (C6) in one elective subject and two passes (D7) in any two of the elective subjects (science elective including, physics, chemistry, biology, home science, animal husbandry)

Note:

- Equivalent qualifications from alternative systems (**Cambridge/O-Level and international systems)** of education and grading shall go through credentialing by the Ghana Tertiary Education Commission (GTEC).
- Candidates trained outside Ghana must meet the minimum entry requirement as determined by the Council.

- Candidates trained outside Ghana will be indexed upon return and will be required to undertake an internship and examinations, or as determined by the Council, before registration.

Implementation of indexing

Implementation of the indexing process begins at the institution within 60 days of admission of the students. The Council shall coordinate the indexing process together with the representatives from the accredited training institutions.

Indexing calendar

The Council shall operate two (2) official indexing windows annually, namely the Main Indexing and the Supplementary Indexing.

- Main Indexing
    - The Main Indexing window shall officially open on 1st January and close on 31st March each year.
    - Institutions are required to complete all indexing processes within this stipulated period.
- Supplementary Indexing
    - The Supplementary Indexing window shall officially open on 1st September and close on 30 November each year.
    - Institutions shall ensure that all eligible students admitted within the supplementary period are indexed within the approved timeframe.

Indexing submissions outside the approved windows shall attract the necessary penalties unless expressly authorized by the Council.

Role of AHPC in indexing.

The following are the roles of AHPC in indexing.

i. Coordinate and facilitate the indexing process.
ii. Appoint officers to be responsible for the indexing processes
iii. Setting the conditions and timelines of the indexing process.
iv. Retrieving and Printing of indexing report.

v. Verify academic results from appropriate examination body
vi. Students with fake results shall not be indexed

Role of Training Institutions in indexing.

The following are the roles of training institutions in indexing:

i. Assign an indexing officer to facilitate indexing process.
ii. Certify academic documents and ascertain entry requirements are met.
iii. Initiate online indexing registration within 60 days of admission.
iv. Provide the records for indexing to the Council
v. Communicate information about indexing to the students.
vi. Provide evidence of payment.
vii. Provide feedback to Council on the status of indexed students enrolled in the institution.
viii. Provide a short register list to Council on the enrolled students to be indexed within the enrolment year.

Documents required for Indexing

The following documents shall be uploaded by each applicant through their training institution to be considered for indexing:

i. Dully filled online application form.
ii. Passport size photo (red background and official attire).
iii. Certified copies of certificate/results slip or equivalent.
iv. Certified copy of national identity card/birth certificate or passport.

Indexing process

This is mainly an online exercise guided by the listed steps

S/N	ACTIVITY	PERSON(S) RESPONSIBLE
1	Create an institution and institutional administrators	AHPC
2	Create and update student information	Institutional Representative
3	Complete form and upload documents	Student and Training Institution
4	Submit indexing list	Institutional Representative
5	Verify and process list	AHPC
6	Submit approved indexed list to the institutions, sixty (60) days	AHPC
7	Submit indexing numbers and cards to students	Institutions
8	Retain the indexing card	Student

Queries and Disputes Resolution.

- All complaints and queries shall be forwarded to the Registrar/Deputy Registrar (Operations) of the Council through representatives from training institutions.
- In cases where Council has rejected an indexing application, the decision will be communicated to the student through the training institution.

Review of Indexing Guidelines

These indexing guidelines shall be reviewed as needed. The Council and the Education and Registration Sub-Committee of the Board shall be responsible for the review process.

Penalty

Any institution found to have admitted students who do not meet the minimum entry requirements shall pay100 percent penalty of the total indexing fee for all students presented, and in addition to any prescribed sanctions as may be prescribed by the Board, and the student's data shall be expunged from the Short register list.

Any institution that submits its student for indexing after the deadline shall pay a fee as prescribed by the Board.

Fees and charges

Each student must pay the required indexing and verification fees as approved by parliament in the Fees Schedule Regulation, 2023, as follows;

- Indexing fee Gh₵ 76
- Verification of result Gh₵ 115