

Continuing Professional Development Guide to logging your CPD online with AMINZ

Here's your handy guide for completing your CPD record online.

- 1. Log in to the Membership Portal: www.aminz.org.nz/members-area
- **2.** Under 'Member Functions' on the left hand side, click on 'Edit Your CPD Entries'

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Welcome to	the home of dispu	ute resolution
professiona	ls in Aotearoa Nev	Zealand
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lember Functions	Hi Kelsey Rove. Welcome Back!	
Update Your Details	Member Code	20001186
Renew Your Membership	Membership Name	Kelsey Rowe
View Your Invoices	Marken Marken	Affiliate
	Membership Type	
Your Events	Membership Type	a serie de la companya de la compa
Your Events Edit your Member Directory	Membership Type	rowejkelsey@gmail.com

3. To add a claim, click on the top right button 'Add a Claim'

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Completed	Assessed	CPD Activity	Туре	Points/Hours Expires	Confirmed	
e are no Currer	nt CPD/CPE records.					

4. Fill in the relevant details in the form

5. Under 'type' select which category your claim relates to. For a full list of what is included in each category, see aminz.org.nz/continuing-professional-development

6. If required, you can upload additional information, by clicking 'select' next to the 'Documents' field

7. Once completed, confirm the information by ticking the box at the bottom, then press save

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is marked by 🕸 are mandatory.	
CPD Activity / Name *:	
Description: 🕸	
Learning Outcome:	
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Date Completed: *	Category 1: Practice Category 2: Teaching or Learning Category 2: Teaching or Learning
Points/Hours:	Category 3. For Attendance at DH Event
Reference Number:	
Evidence: O	
Documents (max of 3):	
	Select
	(doc, docx, jpeg, jpg, gif, png, bmp, pdf, xls, xlsx, csv, txt, odt, ppt, pptx, msg Max 5MB)

8. Your submitted claim will now sit in your Member Portal under the 'CPD Entries' section for the AMINZ CPD Committee to review.

9. Repeat the process for additional claims