Continuing Professional Development
## Guide to logging your CPD online with AMINZ

Arbitrators' and Mediators' Institute of New Zealand Inc
Te Mana Kaiwhakatau, Takawaenga o Aotearoa

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'
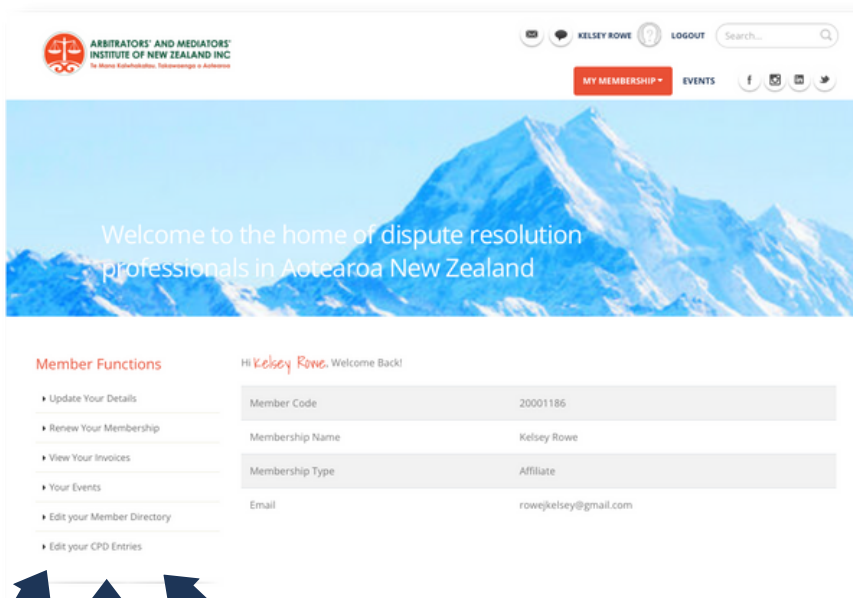
3. To add a claim, click on the top right button 'Add a Claim'
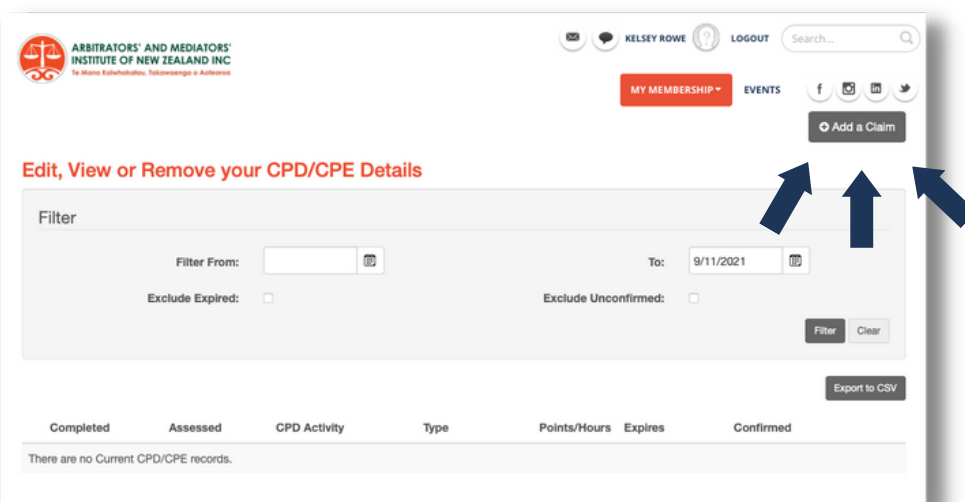
4. Fill in the relevant details in the form

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

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