

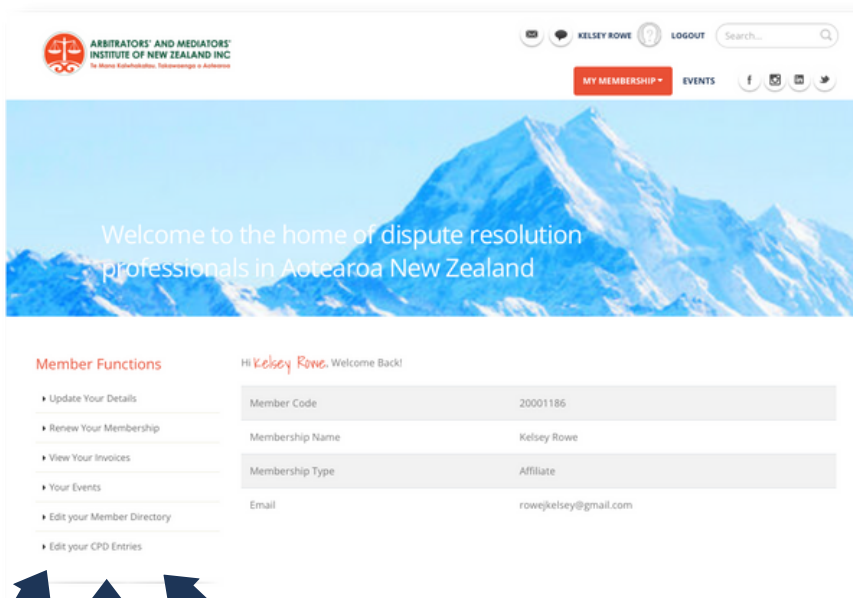


Continuing Professional Development

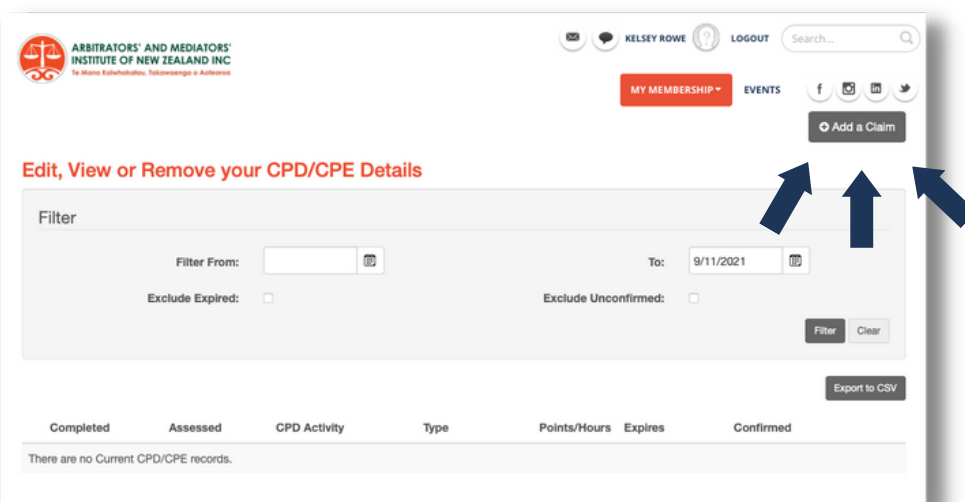
Guide to logging your CPD online with AMINZ

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'



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

The screenshot shows the 'Continued Professional Development' form on the AMINZ website. The form includes fields for 'CPD Activity / Name', 'Description', 'Learning Outcome', 'Type', 'Date Completed', 'Points/Hours', 'Reference Number', 'Evidence', and 'Documents (max of 3)'. A dropdown menu is open for the 'Type' field, showing three options: 'Category 1: Practice', 'Category 2: Teaching or Learning', and 'Category 3: For Attendance at DR Event'. The 'Type' field is marked as mandatory with an asterisk. Below the form, there is a checkbox for confirming the information and 'Cancel' and 'Save' buttons.

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