



New Zealand
PSYCHOLOGISTS BOARD
Te Poari Kaimātai Hinengaro
o Aotearoa

Renewal reminder 2021/2022

Please renew your Practising Certificate (PC) or Register Maintenance status before 31 March 2021

All practitioners must select one of the following options using the online process.

1. Apply to renew your current PC. You can renew for either a short-term PC for 1 or 3 months or for a 12 months.
2. Apply to remain on the Register as a non-practising psychologist.
3. Request cancellation of your registration.

How to apply

- Go to the Board's website www.psychologistsboard.org.nz and click on the quick link "Renewal for 2021/2022" on the home page to sign into your profile.
- Forgotten your registration number? Please follow the instructions on the Psychologist Login page. The 90- is prepopulated so just add the 5 digits after the dash.
- Don't recall your password? Click on Forgot your password and you'll receive an email with instructions on how to reset this. Please check your junk/spam folder if this is not in your Inbox.
- As the password update and receipt process require you to be able to receive emails to the primary email address on record, you may wish to add info@nzpb.org.nz or nzpb.org.nz to your email "safe senders" list to ensure these emails don't get filtered out.

Once logged in

- Please check your personal details, most of which can be updated online if necessary.
- Complete the annual Workforce Survey. The Board is now required to provide workforce information to the Director-General of Health under s 134A of the Health Practitioners Competence Assurance Act 2003. The annual Workforce Survey is mandatory and precedes the renewal section.
- Complete your application for either PC renewal or register maintenance or cancellation. Practitioners must complete their own Declaration and make payment as part of the online application process. Please contact the Secretariat if you logout prior to completion as the record will need to be reset.

Fees for 2021/2022	GST incl
Application to renew a current PC	\$490.00
Annual maintenance for non-practising registrants (RMF)	\$48-00
Application for new 12-month PC	\$566.00
Application by a graduate for first 12-month PC	\$408.00
Application for a 1-month PC	\$79-90
Application for a 3-month PC	\$163-85

- Payment can be made with a Visa or MasterCard, or “Account-to-Account” via the secure web payment system.
- You will receive an email with the invoice/GST receipt attached.
- On completion of the renewal process the screen will indicate whether you have been selected for audit of your Continuing Competence Programme (CCP). If so, you will receive an email with further information about the process you are required to follow.
- An electronic copy of your PC can be downloaded and printed using the PC tab on the right side of your personal detail screen. The Board no longer provides hard copies. If there is no PC tab please refer to the explanation beneath the receipt tab.

Questions or technical issues

- Please check www.psychologistsboard.org.nz for updates on any technical issues being experienced, and/or contact us on 0800 471 4580 or registration@nzpb.org.nz

**If you intend to practice from 1 April
you must renew your PC by
31 March 2021**



Kylie Hooper
General Manager /Registrar
New Zealand Psychologists Board