



# Continuing Professional Development (CPD)

June 2022

## How to record your CPD details in MyMCANZ

Go to [midwiferycouncil.health.nz](http://midwiferycouncil.health.nz)

Click on 'Sign in to MyMCANZ'

Enter your username (registration number)

Enter your password

Click 'Sign In'

Login successful

Make sure your details are correct

Click on the CPD tab

In your CPD tab, you will find four key tiles:

- Continuing Midwifery Education – this records the hours spent on relevant courses
- Professional Activities – this records the hours engaged in relevant activities
- Emergency Skills – this displays the next due date
- Midwifery Standards Review – this displays the next due date

Below the tiles you will find the facility to enter activities you have attended, which will then contribute to the information displayed in the tiles.

MY DETAILS | QUALIFICATION | EMPLOYER | INTERACTIONS | **CPD** | REQUESTS | AUDIT

Your  
username  
is your  
registration  
number

### Continuing Professional Development

**0**  
CME hours submitted this year

**0**  
professional activities hours submitted this year

**Emergency skills due**  
on 20/10/2021

**Midwifery Standards Review due**  
on 30/09/2022

#### Enter CPD Hours

Please ensure you retain your certificates in your portfolio. These will be required for audit.

\*Completion Date

\*Activity Type

Course

Provider

Save Cancel

#### View/Update CPD Hours

Completion Date  and

Find

Completion Date	Provider	Course	Hours	Next due date	
02/12/2019	Canterbury DHB	PROMPT + NNR	0		<a href="#">Update</a>
18/10/2019	Hutt Valley DHB	Neonatal Resuscitation	0		<a href="#">Update</a>
31/10/2018	NZCOM	Midwifery Standards Review	0		<a href="#">Update</a>
22/02/2018	Hutt Valley DHB	Combined Emergency Skills day	0		<a href="#">Update</a>
31/01/2017	Capital & Coast DHB	Combined Emergency Skills day	0		<a href="#">Update</a>

## Common questions about CPD

### Do I need to upload proof of course attendance?

While you are not required to upload supporting documentation here, you must retain the documents in your portfolio should the Council require these at any time.

### What if I go on maternity leave or take a break from practice during the year?

At the time of Annual Practising Certificate (APC) renewals, you need to complete the non-practising process. If you stop practising during the year then contact the Council and we will change your status. Changing to non-practising means that the requirements are placed on hold and will be adjusted on your return.

### I have overdue requirements – will I get an APC?

The Council acknowledges that there have been challenges completing face to face education during 2021 and that this may continue during 2022. If you are overdue a requirement by more than 4 months, please email us [education@midwiferycouncil.health.nz](mailto:education@midwiferycouncil.health.nz) to discuss.



**Te Tatau o te Whare Kahu  
Midwifery Council**

Please contact us on  
[education@midwiferycouncil.health.nz](mailto:education@midwiferycouncil.health.nz)  
if you have any problems - we will assist you

Te Tatau o te Whare Kahu |  
Midwifery Council

Te Tatau o te Whare Kahu |Midwifery Council is the regulator of midwives in Aotearoa New Zealand. It ensures midwives meet and maintain professional standards of education, conduct and performance so that they provide safe and high quality healthcare to ensure the safety of mothers and babies.