



January/February 2015

Happy New Year

The Council sends its best wishes for a fulfilling and successful 2015 to all midwives and other newsletter readers.

Important dates

- 26 January - applications for annual practising certificates open
- 16/17 February – Council meeting, Wellington
- 9 March – Health and Disability Conference Wellington
- 25 March – Council meeting
- 7/8 May – Council meeting
- 23 June – Perinatal and Maternal Mortality Review Committee Annual Report Day, Wellington

Applications for 2015/16 annual practising certificates now open

The following instructions will assist you in renewing your annual practising certificate for the 2015-2016 year. **Please take your time and read all instructions before proceeding to the next step.** We recommend that you print this newsletter and follow the instructions, step by step. There is also a [flow chart](#) available to guide you through the process. The fee remains at \$400, comprising \$350 Annual practising Certificate + \$50 Disciplinary levy.

After logging on, please wait for each page to be fully loaded and ensure you look at all options given to you.

• Logon

Logon with your username and password. The flow chart will also help you with logging on. If you cannot remember your user logon or password, follow the website instructions and **only** ring the Council if you continue to have difficulties logging on. Christine 04 498 8993 or Nick 04 498 8992 will then be able to help you.

Once you have logged on, you will receive a welcome notice.

• Apply for a Practising Certificate

Under the **REGISTERED MIDWIVES** tab, click on **Apply for Practising Certificate**. Please note this option only displays under this tab when you are logged on.

• Check Contact details

Check that your personal and contact details are still correct. If not, make the necessary changes.

• Check Recertification Programme status

The information shown is what the Council holds on your engagement in the Recertification Programme. If it is not correct, it means the Council has not been notified of your attendance at the course in question. In that case, you should either scan and send the certificate of attendance to the Council info@midwiferycouncil.health.nz or fax it to 04 499 5045. Please attend to this before proceeding with your application otherwise you will be issued with an interim practising certificate.

• Make application

There are 4 steps:

- 1) Choose Year
- 2) Requirements (again – make sure you have checked your details and changed them if not correct)
- 3) Workforce Survey
- 4) Payment. Unless payment is by another agency such as your DHB, it **must** be made at the time of application. If payment is not recorded in our bank account within 24 hours, (with the exception of cheques which must be received within five working days), your application will be declined and you will need to reapply.

Our bank account number is **03 0502 0399402 00**

You have the following payment options:

Personal payment

- Credit card – this is the **only** option for immediate online payment at the time of application
- Direct Credit – you do this through your own internet banking. Reference with surname and your Council Registration ID
- Cheque – write Name and Registration ID on reverse

If you are paying for your practising certificate using a mobile phone, please ensure you also enter your registration number and surname. If you do not, we have no way of matching your application and payment and will not be able to issue a practising certificate.

Payment by other agency e.g. DHB

- Other – this option will display a list of payees. Use if your employer/DHB will be paying for your APC.

5) Print Confirmation

Print confirmation receipt regardless of who is paying. If you do not have a printer, you can save the page as a screenshot. Simply press Print Scrn (top right of keyboard) and then paste (Ctrl + v at the same time) into a word document. Save the document and print when you have access to a printer.

6) Plastic APC cards

Plastic cards will be issued 5-10 days after application and payment has been confirmed, if your application is straightforward. It may take a little longer if we need to talk to you about your application or if you are not meeting the requirements of the Recertification Programme. A receipt will be sent with your APC card.

If you have any issues, please call the Midwifery Council office and ask for assistance with Practising Certificate 04 499 5040.

More lost midwives

When the Midwifery Council came into existence in 2004, it inherited the Register of Midwives from the Nursing Council. It currently contains the names of more than 15,000 midwives, a large number of whom have never had any contact with the Midwifery Council. Before it can remove midwives from the Register, the Council must write to them twice at their last known address. Please [click here](#) for a further list of midwives for whom we have no address or no valid address. Unless we receive their current address by 15 March, these midwives will be removed from the register. If a midwife's name is removed and she wishes to be restored to the Register, she can write to the Council and ask for her name to be restored.

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website: www.midwiferycouncil.health.nz . If you are not a practising midwife and do not wish to receive this newsletter please contact info@midwiferycouncil.health.nz