



**Occupational Therapy
Board of New Zealand**

TE PDARI WHAKAORA NGANGAHAU O AOTEAROA

FOSTERING FAITH AND CONFIDENCE IN THE PROFESSION

myOTBNZ

Online Registration Database User Guide





Your Account



Sign-In

User Name:

Password:

[Forgot your password?](#)

Log In

To enter myOTBNZ, go to <http://myotbnz.otboard.org.nz/> and input your user details.

If you cannot remember your password, you can click the 'Forgot your password?' link. myOTBNZ will email you a temporary password to use. You should change this to something memorable once you login.

Locked Accounts

If you try to login with an incorrect password too often, MyOTBNZ will lock your account. You must contact the OTBNZ to unlock it.

Changing your Password

When you have logged in, you may change your password by clicking on the **Password** tab from your homepage.

Enter your current password, followed by the one you wish to change to. You must enter this again below to confirm your choice.

Click **Change Password** to accept your change.

Your Details

MyOTBNZ is a database for your information. We use your anonymised data to produce annual reports, and

provide demographic information to the Minister of Health.

You can review all your details under the **Person** tab.

The OTBNZ will not share your information without your permission.

Editing your Information

By default, MyOTBNZ displays information as view only. If you wish to change anything, you must select the **Edit This Page** button at the top right of your screen.

To save your changes, select the **Save this Page** button at the top-left of your screen. Alternatively, you may select the **Cancel Changes** button to disregard edits.

Physical Addresses

You have an obligation under the HPCA Act to notify the OTBNZ of any changes to your residential or postal addresses. You may do this through MyOTBNZ.

Under the **Person** tab, navigate to **Addresses** and select **Edit This Page**. You may then update or enter your information.

If your residential address is the same as your postal, select the **Copy From Residential** tickbox to match your details.

Contact Information

The OTBNZ primarily uses email to communicate with you, but we may occasionally need to give you a call. It is important to have both means of contact up to date.

MyOTBNZ stores your email addresses, phone, and mobile numbers under the heading **Contact Information**.

To change these details, navigate to the **Person** tab and select **Edit This Page**.

To edit an entry, you will need to click anywhere on the row. Once selected, you can also click the **Remove** button to archive your data.

To add a new entry, click the **New Item** button and select the type of information you wish to enter under the **Address Type** dropdown box.

Once you have made your changes, remember to click **Save This Page**.

Contact Information

Fields for Country and Extension are meant for use with your home or mobile phone numbers type, so that we don't have any difficulties reaching you.

If you try to enter a Country or Extension for an email address, MyOTBNZ will give you an error. Try removing this information and save again.

Employment

Like with your physical addresses, you also have an obligation to keep us informed of your current employment.

Under the **Person** tab, navigate to **Employment**. To add a new workplace click **Add New Employment**. Otherwise, click the **Details** link to modify an existing entry.

Under the **General** heading, you should provide basic information about your organisation and the age groups you work with as an occupational therapist.

You must always specify a start date, but if you are currently employed here, leave the end date field blank. When you have finished your employment, change the employment status field to 'Ended' before defining an end date.

Click **Edit Roles** to tell us more about what your work involves.

Employment Roles

To change the number of hours spent in a role click the name of the role. Then type in the average number of hours per week

Name	NumberOfHours
Therapist (Physical Health)	<input type="text"/>
Therapist (Mental Health)	
Health Promoter	
Case Manager / Needs assessor	
Professional Leader	
Manager	

If you need to enter a fraction of an hour, you may use decimal points. However, MyOTBNZ will give you an error if you type any text.

Name and Qualifications

You are not able to change all your details on MyOTBNZ. To update your name or qualifications, you will need to send us a certified copy of your name change document or qualifications.

Practising Certificates

You can apply, pay for, and view your practising certificates all through MyOTBNZ.

For those holding annual certificates, we will advise you when it is time to consider renewing it, a time we call the **Annual Practising Certificate Renewal Period**. This begins in the middle of February, and spans until the end of March.

Your Application

To apply for your certificate, navigate to the **Application / Payments** tab, and then select **Practising Certificate Application**.

The reminders at the top of the page will advise you of when your current certificate expires, and the

status of your Third Party attestation. Your Third Party must complete an attestation before you can continue.

When you are ready to apply, click the arrow in the Requested Start Date box, then click **Apply for a Practising Certificate**. MyOTBNZ will briefly validate your start date, and come back to you asking to confirm whether you wish to apply for a short term (3 month) or annual certificate. Select the appropriate one, before clicking **Apply for Practising Certificate** once more.

First Practising Certificate?

If you have never practised in New Zealand before you will not need a Third Party.

After selecting **Apply for a Practising Certificate**, tick the Third Party waiver box to continue.

You will now need to progress through your Self-Declaration. You should not have any difficulty with this section so long as you answer all questions correctly.

Payment

When you have completed and reviewed your Declaration, you must select a payment method.

Click **Select Payment and Payment Method**.

Alternatively, if you need to amend some of your answers, click the **Back** button.

The fee for your certificate will appear in a pop-up window. Below you will see options to pay online by credit card, or manually through our [payment form](#).

To pay by credit card

Click **OK** and then select **Process Payment Online**.

This will take you to our secure checkout. Once you have entered your details and received an approved

response, it is imperative that you select **Next** instead of exiting this window. Closing the window without clicking Next will cause your application to remain unsubmitted.

To pay manually

Select **OK** and follow the prompts. You must now either email or post us your payment form before we can begin to process your application.

Applications

MyOTBNZ will always give you confirmation when we have received your application. You can also check the status yourself by navigating to your homepage, and looking under the Certification Application heading.

If you have any doubts about the status of your application, please contact us immediately.

Viewing your Certificate

If you apply for a practising certificate during our **Renewal Period**, and everything else is in order, we will automatically approve your application.

MyOTBNZ will let you know if this is the case, and will send you an email to confirm.

To view your new practising certificate, navigate to the homepage and select the **View Latest Certificate** button. You may want to save the certificate to your desktop or email it to others. There is no need to print it if you do not wish to; the OTBNZ considers the digital version as the original document.

You are able to view your practising certificate through this link until we approve your next one, when MyOTBNZ will replace it.

If we approve a future practising certificate, but you require proof of your current status, you can either contact us or review our [online Register](#).

Third Party

A Third Party is an important part of the application process, essential to your practising certificate application.

A Third Party must hold a current practicing certificate, and have no conditions on their scope of practice.

Nominating a Third Party

To nominate your Third Party, navigate to the **Supervisors / Third Parties** tab and select **My Third Party**.

You will always need to nominate your Third Party before applying for a practicing certificate. To do this, select **Edit This Page**, and then **New Item**. A pop-up window will appear, where you may search for the practitioner. When you have found them, click their name before selecting **OK**. Their status will read 'nominated'.

Remember to **Save This Page** before exiting MyOTBNZ.

Being a Third Party

MyOTBNZ will send you an email if another practitioner has nominated you to act as their Third Party.

To accept their nomination, navigate to the **Supervisor / Third Parties** tab and select **Be a Third Party**. You will see a record of all your current and past nominations. Click **Edit This Page** and change the status of the nomination to 'Accepted'.

Again, remember to **Save This Page**.

When you have completed these steps, MyOTBNZ will present you with a link to make your attestation.

Click **Save This Page** when you are done, and MyOTBNZ will process your attestation.

You should let the practitioner know when you have submitted your attestation so that they may apply for their practicing certificate.

Register Maintenance

If you choose not to renew your practicing certificate you have the option of paying the Register Maintenance fee. This is the simplest way to remain registered with the OTBNZ.

Paying the fee also means you will still have access to your MyOTBNZ account, and continue to receive important news and updates from us.

To pay the fee, select the **Register Maintenance Fee** button on the Practising Certificate Application page and choose to pay by credit card or manually with our [payment form](#). The button is right next to the Apply for Practising Certificate button.

If you are paying the Register Maintenance fee in advance of your current practising certificate ending, please only apply after 15 February.

We will email you to confirm your new status.

Receipts

If your workplace covers the cost of your practicing certificate or you are claiming it as a business expense, you may require a receipt. Navigate to the **Applications / Payment** tab, select **Payments**, and click **Print Receipt**.