

2019/20 Renewal Quick Reference

From 18 February 2019 you will be able to apply for your 2019-20 practising certificate through your myOTBNZ online account.

1. Update your contact details now!

Please ensure the following details are correct in your myOTBNZ online account:

- a. Employment details;
- b. Residential and postal addresses;
- c. Email addresses; and
- d. Phone numbers including your mobile number.

Remember the majority of our communication takes place via email.

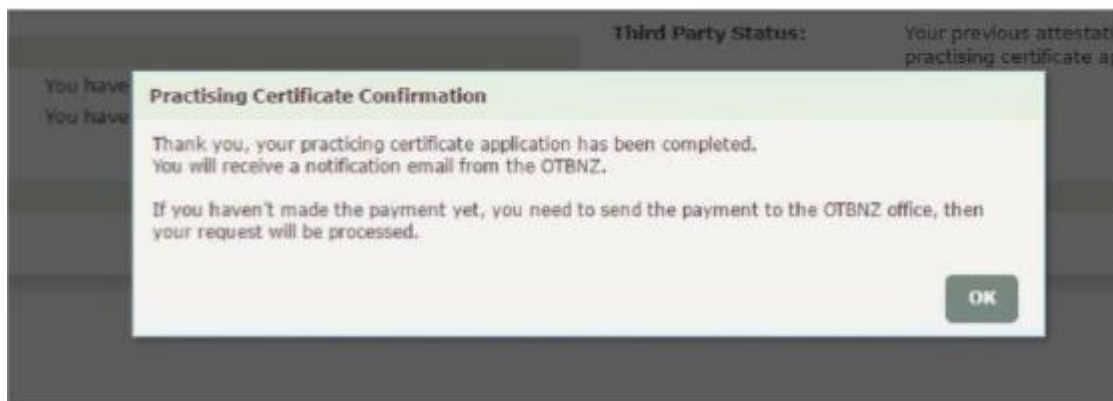
2. Making your application

The online myOTBNZ User Guide has detailed instructions on how to submit your application.

In order to receive your practising certificate automatically please complete the following steps in the order presented:

- a. Your ePortfolio engagement
- b. Your Third Party's attestation;
- c. Your self-declaration (this is part of your online application); and
- d. Payment.

Please remember not to exit your application until you are notified that it is has been submitted. You should see the following message:-



You will be able to double check when your application has been successfully submitted, on the home page of your myOTBNZ account simply check that it says – “submitted”. As below.

Home Person Supervisors / Third Parties Applications / Payments ePortfolio

Summary Contact OTBNZ Password

No current practising certificate

Registration	Certification
Registration Summary: Registration Status: Registered. First Registered 18/02/2005. Current period of registration started 22/03/2010.	Certification Summary: You do not hold a current practising certificate.
Conditions Summary: You currently have no conditions imposed on your scope of practise.	Certification Application: Your latest practising certificate application, submitted on 08/02/2017, has a status of Submitted.
	<input type="button" value="View Latest Certificate"/>
Audit Status	Third Party Status: Your previous attestation cannot be used for future practising certificate applications.
Current: You have not yet been chosen for a CCFR audit.	
Last Completed: You have no completed CCFR audits.	
Applications	

Feel free to contact us at enquiries@otboard.org.nz or call us on 0800 99 77 55 if you have any further questions about applying for your 2019–20 practising certificate.

Regards,

Occupational Therapy Board of New Zealand