

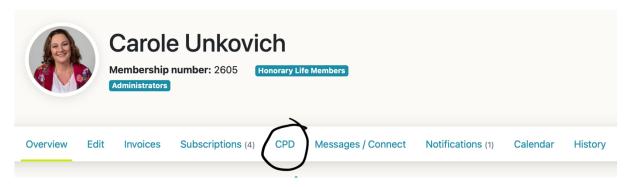
Please use our CPD page to record your education, you can do this by logging onto PMAANZ website as a member. You can upload all documents, certificates or other documentation that you feel relevant. You can also keep a hard copy of your Personal Education Record.

Add a new entry by selecting the blue box and complete the details. Upload your certificate/file and submit.

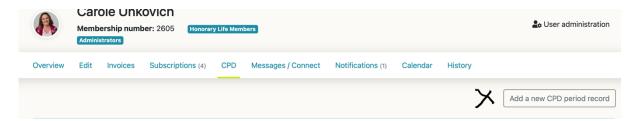
The system will automatically calculate your CPD hours using the data you provide.

Once logged in, head to the drop-down box where your name is shown and select My Profile. From here select the CPD tab on the right-hand side.

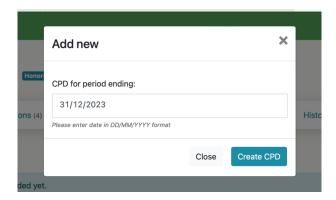
Once you are in your profile. Click on the CPD tab as circled in the screen shot below.



Click on "Add a new CPD period record". You will only need to do this annually.



Create a CPD period – as mentioned above, this will only need to be done at the beginning of each year.



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Once you have created the period. Next step is to click on "Add a new entry to this CPD" and upload your documents or evidence of CPD.

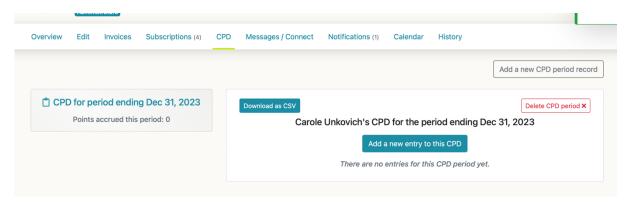


Table 1: FORMAL QUALIFICATIONS	Note: Points for qualifications are awarded only once a year of completion		
FORMAL QUALIFICATION:	Points: PMAANZ	Examples	
Bachelor	500	Discuss with moderator	
Diploma	300	Health, law, management etc.	
Postgraduate	200	Any	
Masters	600	Any	
NZQA – > Level 5	200	Health, HR, law, financial etc.	
Other	Discuss with moderator	Discuss with moderator	
EDUCATION:			
e-Learning webinars/modules	5 points – PER HOUR		
Branch Meetings - PMAANZ	5 points – PER HOUR		
PHO – Education sessions	5 points – PER HOUR		
Health & Management Papers (external from PMAANZ/PHO)	5 Points – PER HOUR		
Courses – CPR/HSAW/Te Tiriti, Cultural Competency, Bias.	5 Points – PER HOUR		
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CPD Point Guideline Document

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Conference – PMAANZ	30 points per day 100 for full conference.				
UNE Papers	Dip 300 per paper cert 150 per paper				
KASF Silver	70				
KASF Bronze	30				
OTHER:	On application				
ACTIVITIES:					
Delivery of Education as Presenter	7 points per hour (35 per day)				
Publication of an Article	On advice (max 50 points)	Attach article			
Professional Paper	150 Points				
Subscription to professional journal	10 Points per year	Review an article and make a reflection and attach document			
Review article	5 points per article	Write reflection in notes on CPD website portal			
PMAANZ REPRESENTATION:					
Executive Committee	50 points per year				
Chair - Executive	50 Points per year				
Chair - Branch	30 Points per year				
Branch Committee member > 6 months	15 points per year				
Article for PMAANZ Newsletter	On advice (no greater than 20 points)				
Volunteer activity	5 points				
Member 3 years or more	10 points annually				



Cornerstone Accreditation	Foundation	120	If you have been the main lead and co- ordinator and uploaded smart sheet.
	Equity	50	
	CQI	50	