

Frequently Asked Questions about the renewal of your Practising Certificate.

The following FAQ's are often asked by social workers when renewing their Practising Certificate each year. These are listed in order of popularity/frequency.

How much do I need to pay?

The total annual cost \$759. It is made up of the annual practising certificate fee \$540, and the annual disciplinary levy \$219.

The cost is the same as last year.

Can I spread the payment over the year?

You will need to pay via your MySWRB portal (card payments will show up as **Ezidebit** on your bank statement). You can choose to pay monthly or quarterly, although you **must pay an initial \$200 deposit** before your Practising Certificate can be renewed. To make the deposit, edit the payment amount in your MySWRB portal to pay this \$200 deposit. You will need to repeat this process for every instalment throughout the year (via your MySWRB account), as this is not something we can automate on your behalf.

You can vary the amount you pay each month or quarter, as long as it is **paid off by 1 May the following year**.

Read more about spreading payments throughout the year on this [payment options](#) page.

Can I get an invoice?

We are **no longer** generating individual invoices addressed to employers unless they are part of our Authorised Employer Scheme.

a) If you are paying for your Practising Certificate yourself, the MySWRB portal will take you to a payment screen after you have completed your practising declaration. Once you have completed payment, or paid a \$200 deposit for a part payment option, you will receive an email confirming the renewal of your practising certificate for another year. Then, from your MySWRB account you can download a receipt and you can send this to your employer for reimbursement.

b) If your employer is an SWRB Authorised Employer, **they** will receive an invoice to pay for your practising certificate fee. This is automated after you complete the annual declaration. Once completed you will receive an email confirming the renewal of your practising certificate.

We encourage your employer to sign up as an Authorised Employer for future years. They can find out about this on the [authorised employer](#) page.

My employer should pay – why is their name not showing up in MySWRB portal?

Employers who are paying directly for their social workers' Practising Certificates must have an

authorised employer agreement with us. You can check if your employer is an Authorised Employer on the [authorised employer](#) page.

If you know that your employer has signed an authorised agreement with SWRB – and they have simply omitted to include you on their list of employees, then **they** need to get in touch with us. We need to formally hear from them to include you in their list of employees for billing. We cannot add you to their billing without hearing directly from the contact person at your organisation. Please ask them to email us as soon as possible at employerqueries@swrb.govt.nz with their approval, your name and registration number.

I want to change the name of my employer

In your MySWRB account we have temporarily disabled the field to edit the employer's name. As any edits or name changes will disconnect you from any pre-arranged authorised employer billing. If you have recently changed employer and need to change this reference in your account, please email us at applications@swrb.govt.nz
We will restore this editing function in July.

What if I'm taking a break from social work?

If you're not practising, you don't need a current PC. However please let us know of a change your status by declaring yourself as non-practising within your [MySWRB](#) account. If you return to practice within three years, you'll need to apply for a new PC before you start work again. If it has been longer than three years since you last held a PC there is a process to renew your practising certificate.

[Declaring yourself as non-practising](#) - SWRB

[Returning to practice](#) - SWRB

What happens when I go on maternity leave / move overseas / retire?

If you are no longer practising as a registered social worker or intend to stop practising in this coming financial year, in Aotearoa New Zealand (e.g. retirement, parental leave, moving overseas or some other reason) you will need to declare yourself as non-practising.

Steps to declare that you are Non-Practising:

1. Log in to your [MySWRB](#) (Your username is your recorded email address)
2. Click the 'declare not practising' button
3. Enter the date you stopped practising
4. Tell us why
5. Check the declaration box
6. Submit.

[Declaring yourself as non-practising](#) - SWRB

[Returning to practice](#) - SWRB

Review – why does MySWRB portal say my renewal is under review

For some reason your renewal has been flagged. This could be for financial or another reason. Our team will need to review if there is any reason why your PC wasn't renewed automatically. This review should happen within one week of your renewal declaration.

Do I need to renew my registration too?

No, just your Practising Certificate (PC). Your registration stays valid unless something happens to cancel it, or you choose to apply to the SWRB Board to cancel it yourself.

How do I know if I am practising as a social worker?

If you're using social work skills and knowledge in your role to support people's well-being as outlined in the General Scope of Practice, you're probably practising social work - even if your job title isn't "social worker."

[Practising Certificate](#) - SWRB

[General Scope of Practice for Social Work](#) - SWRB

What if my details change during the year?

It's really important to keep us updated on any changes to your name, address, or other contact information. You can do this yourself by logging into your [MySWRB](#) account. Please do so within a month of any changes.

What happens if I can't afford the fee?

We encourage your employer to pay for your PC by becoming an [authorised employer](#). Alternatively, you may talk to your employer to arrange reimbursement directly with them. If you cannot pay the full fee all at once, you can a \$200 deposit and then pay the balance in installments (as long as it is fully paid by 1 May 2026).

[Deferred payment and part payment options](#) - SWRB

Do I need a PC if I am job hunting?

You don't need a PC until you are about to begin working as a social worker. Most employers pay for the PC, so it's best to hold off on applying for a PC until you have a job offer and a start date then, you can negotiate with your employer around paying for this.

Contact us

If you have any questions about your PC renewal you can:

- a) watch the [video tutorial on how to renew your PC](#) - SWRB
- b) contact us at applications@swrb.govt.nz

Remember to always include your full name and registration number when making an enquiry. This will help us handle the volume of enquiries more efficiently.

Related advice

Social Workers Registration Board Tiwhikete Mahi/Practising Certificate

<https://swrb.govt.nz/practice/practising-certificate/>

Social Workers Registration Board Authorised Employer

<https://swrb.govt.nz/practice/continuing-professional-development/>

Social Workers Registration Board Te Hoki ki te Mahi/Return to Practice

<https://swrb.govt.nz/practice/return-to-practice/>

Social Workers Registration Board Hōkaitanga o ngā Mahi/Scope of Practice

<https://swrb.govt.nz/practice/scope-of-practice/>

Social Workers Registration Board Ngā Ture Whanonga/Code of Conduct

<https://swrb.govt.nz/practice/code-of-conduct/>

Social Workers Registration Board Te Kawenga Tonu o ngā Whanaketanga Ngaio/ Continuing Professional Development

<https://swrb.govt.nz/practice/continuing-professional-development/>

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