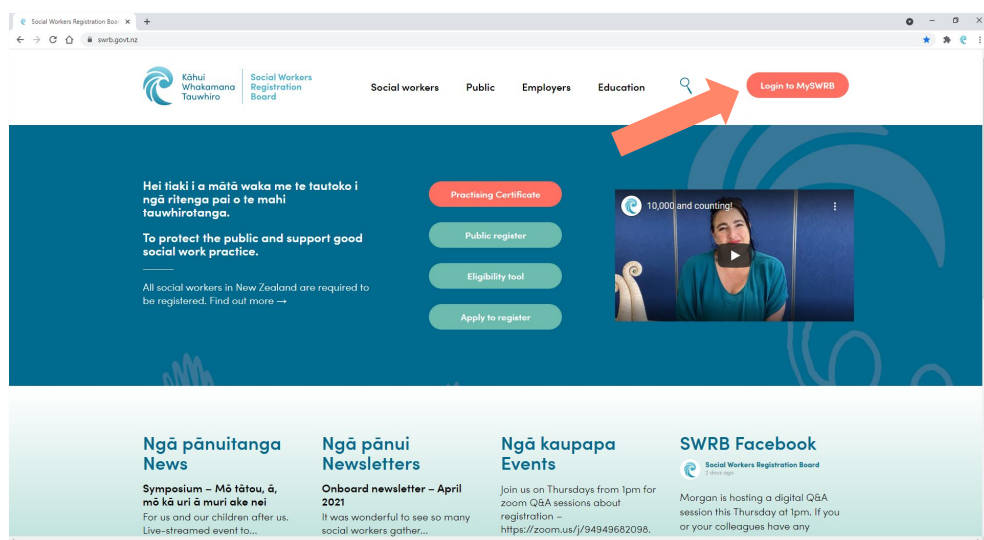


MySWRB guide

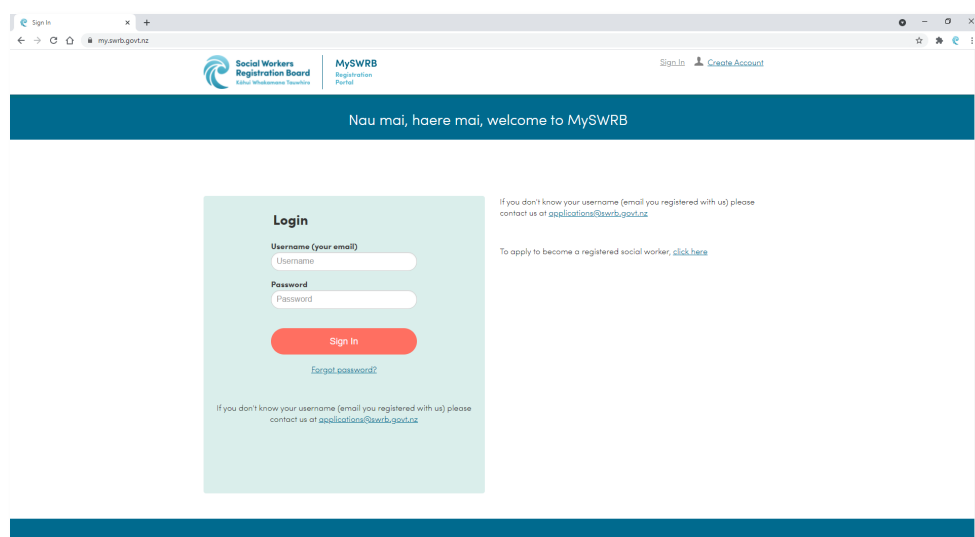
How to set up your MySWRB account & renew your Practising Certificate

Step 1 – Go to MySWRB

- Go to the SWRB website – <https://swrb.govt.nz/>
- Click the 'Login to MySWRB' button on the top right-hand corner of the home page.

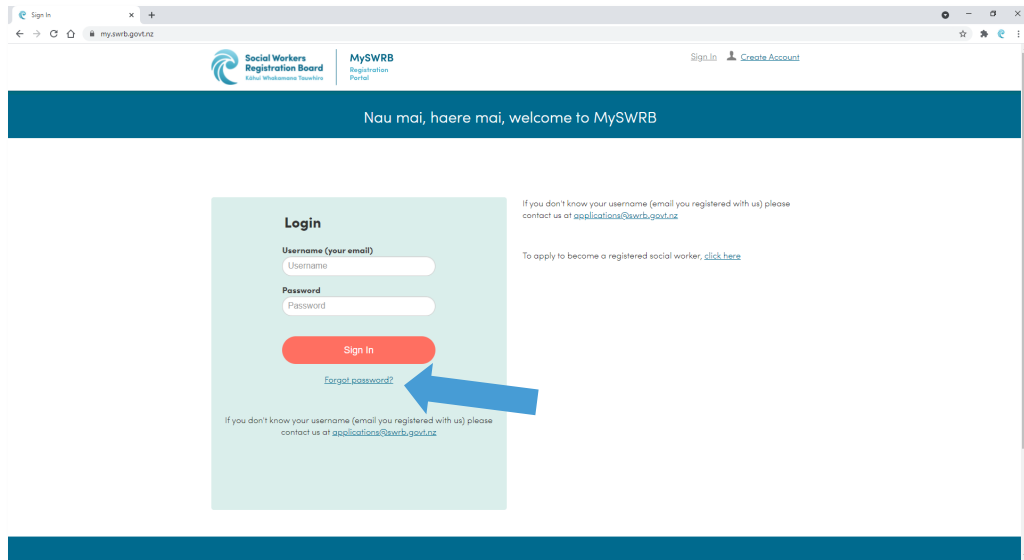


- This brings you to the MySWRB portal – <https://my.swrb.govt.nz/>



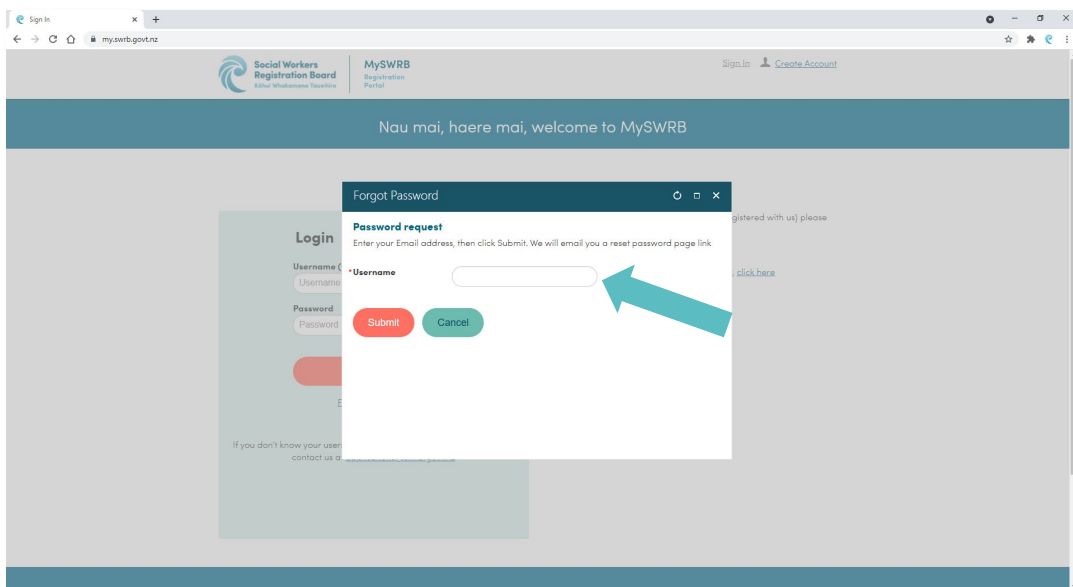
Step 2 – Set up your MySWRB password

- To log into your MySWRB account for the first time, click 'forgot password?' on the login page. (below the 'Sign in' button)



- Enter your username (this is the email address that is linked to your account, which you would have used at the time of registration).

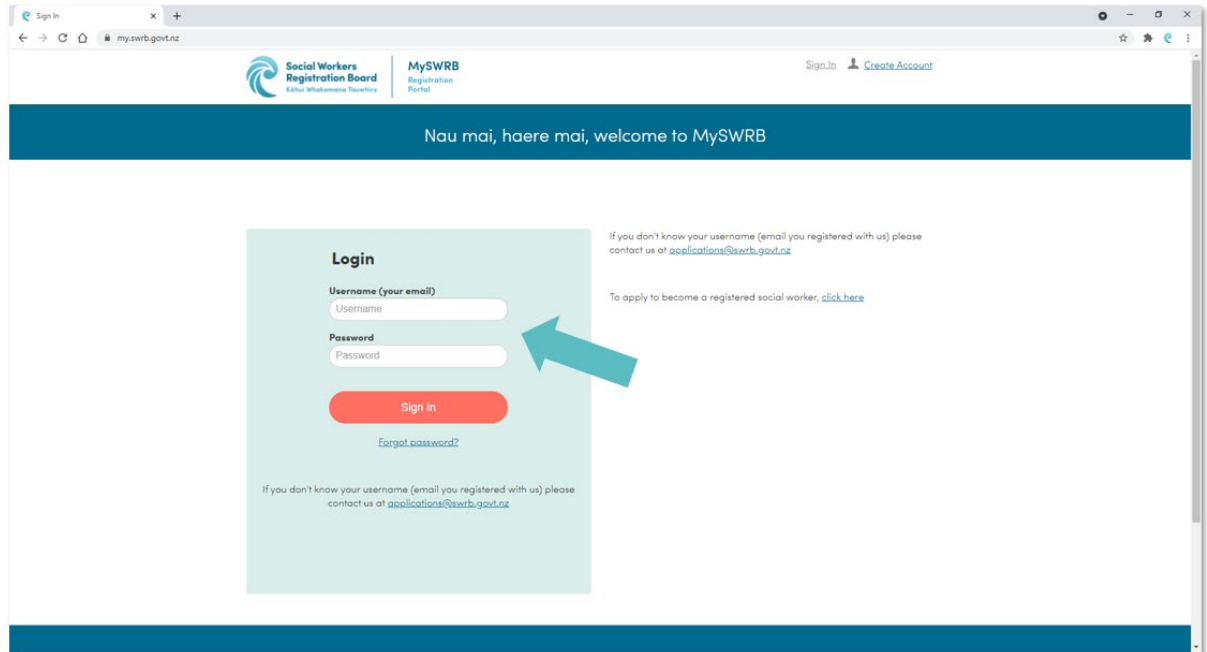
If you no longer have access to the email address that is linked to your account, you can contact our registration team at applications@swrb.govt.nz or 0508 797 269 to have it updated.



- Click 'submit' to be emailed a new password link.
- Follow the link in the email you received to create your own password.
- Your new password must be at least 7 characters and include at least one number.

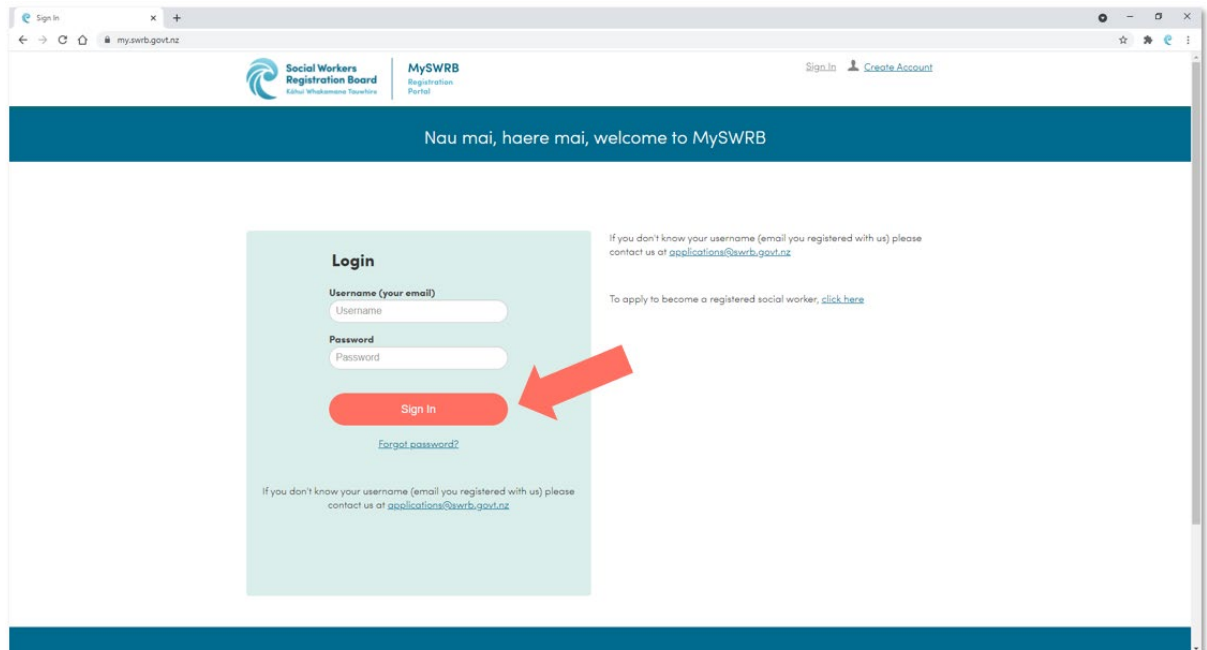
Step 3 – Log in

- Once you have your password, enter your username email and your new password.



The screenshot shows the MySWRB login page. At the top, there is a header with the Social Workers Registration Board logo and the text "MySWRB Registration Portal". Below the header, a blue banner reads "Nau mai, haere mai, welcome to MySWRB". The main content area features a light blue login box. Inside the box, the heading "Login" is followed by two input fields: "Username (your email)" and "Password". A teal arrow points to the "Password" field. Below the fields is a red "Sign In" button and a link for "Forgot password?". To the right of the login box, there is text stating: "If you don't know your username (email you registered with us) please contact us at applications@swrb.govt.nz" and "To apply to become a registered social worker, [click here](#)".

- Click 'Sign in' to log in to your MySWRB account.



This screenshot is identical to the one above, showing the MySWRB login page. However, a red arrow points to the red "Sign In" button, indicating the next step in the process.

Step 4 – ‘Apply for practising certificate’

- Click the ‘Apply for my practising certificate’ (or ‘Renew my practising certificate’) button on the right side of the page to start the practising certificate renewal process.

The screenshot shows the 'My details' page of the MySWRB Registration Portal. The page has a header with the Social Workers Registration Board logo and 'MySWRB Registration Portal' text. A navigation bar includes 'MY DETAILS', 'CPD', 'INTERACTIONS', and 'CONTACT US'. The 'My details' section contains fields for: Registration number, Job Title, First name, Preferred first name, Middle name, Name to display on register, Last name, Gender, Previous name, Mobile/personal phone, Date of birth, Alternative email, Email address, Work phone, Ethnicity, and Iwi. A profile picture placeholder is shown with a note: 'If you would like a photo on your PC card please upload here. It needs to be a head and shoulders shot taken in the last 6 months.' On the right, there are two red buttons: 'Apply for my practising certificate' and 'Make a non practising declaration'. Below these is a link for 'Change password'.

Step 5 – Confirm details

- Update your personal details.

The screenshot shows the 'Apply for Practising Certificate' confirmation page. It has a header with '<< Account' and the MySWRB logo. The main heading is 'Apply for Practising Certificate'. Below it, it says 'Here are your current contact details' and 'If your details are not correct, please edit and click 'Save', then scroll down to confirm your employer and address and click continue.' The form fields include: Name, Registration No, Registration Status, Email, Mobile Phone, Region (dropdown), Ethnicity (dropdown), Ethnicity 2 (dropdown), and Ethnicity 3 (dropdown). A blue arrow points to the 'Region' dropdown menu. At the bottom right, there are 'Save' and 'Cancel' buttons.

- Click 'save'.

The screenshot shows a web form titled "Apply for Practising Certificate" with a "MY SWRB" logo in the top right. A green button labeled "<< Account" is in the top left. The form section is titled "Here are your current contact details" and includes a note: "If your details are not correct, please edit and click 'Save', then scroll down to confirm your employer and address and click continue." The form fields include: Name, Registration No, Registration Status, Email, *Mobile Phone (text input), *Region (dropdown menu), *Ethnicity (dropdown menu), Ethnicity 2 (dropdown menu), and Ethnicity 3 (dropdown menu). At the bottom right, there is a red "Save" button and a green "Cancel" button. A large red arrow points from the right towards the "Save" button.

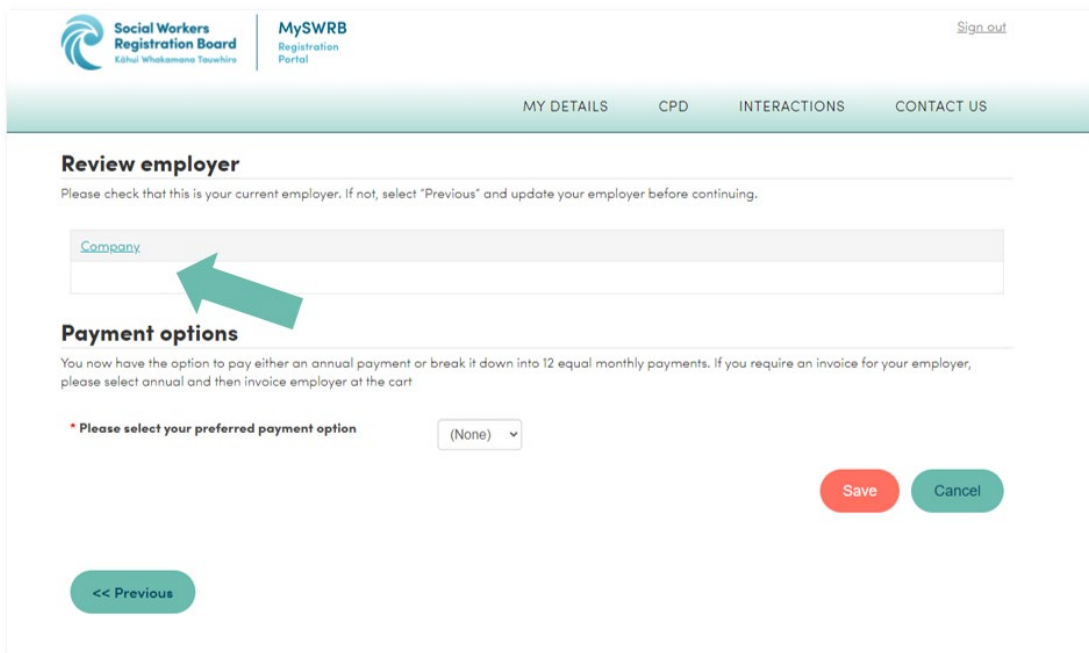
- Confirm your employer and address details are up to date. You can update these by clicking the 'edit' button.

The screenshot shows two sections: "Employer" and "My Addresses". The "Employer" section has a note: "If your employer is paying for your practising certificate, you must make sure you have added them here and selected them from the drop-down list" and an "Edit" button. The "My Addresses" section has a note: "To add a work or mailing address use the + symbol." and shows a list of addresses with a "Mailing Address" tab selected. A "Preferred Mailing Address" is indicated with a checkmark. There is an "Edit" button for the address and a "Continue >>" button at the bottom right. A large grey arrow points from the right towards the "Edit" button in the "Employer" section.

- If they are correct, you can move on to the next page by clicking the 'Continue' button.

This screenshot is identical to the previous one, showing the "Employer" and "My Addresses" sections. However, a large red arrow points from the bottom right towards the "Continue >>" button.

- Review that your employer details are correct.



Social Workers Registration Board
Kāhui Whakamana Tauehira

MySWRB
Registration Portal

[Sign out](#)

MY DETAILS CPD INTERACTIONS CONTACT US

Review employer

Please check that this is your current employer. If not, select "Previous" and update your employer before continuing.

Company

Payment options

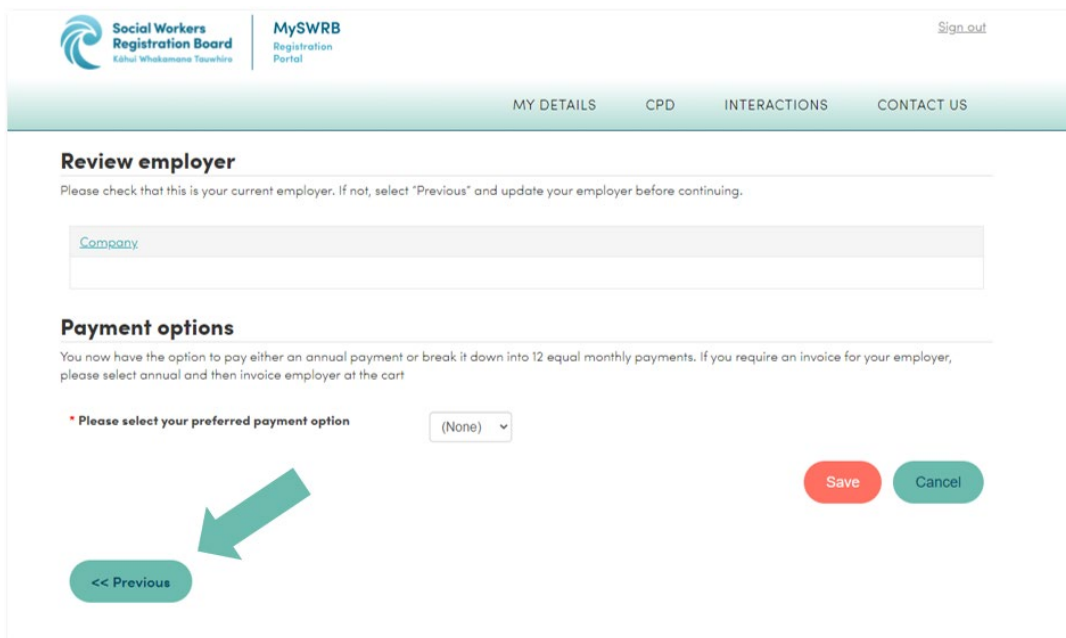
You now have the option to pay either an annual payment or break it down into 12 equal monthly payments. If you require an invoice for your employer, please select annual and then invoice employer at the cart

* Please select your preferred payment option (None) ▾

Save Cancel

<< Previous

- If they require updating, you can click the 'previous' button to return to the details page.



Social Workers Registration Board
Kāhui Whakamana Tauehira

MySWRB
Registration Portal

[Sign out](#)

MY DETAILS CPD INTERACTIONS CONTACT US

Review employer

Please check that this is your current employer. If not, select "Previous" and update your employer before continuing.

Company

Payment options

You now have the option to pay either an annual payment or break it down into 12 equal monthly payments. If you require an invoice for your employer, please select annual and then invoice employer at the cart

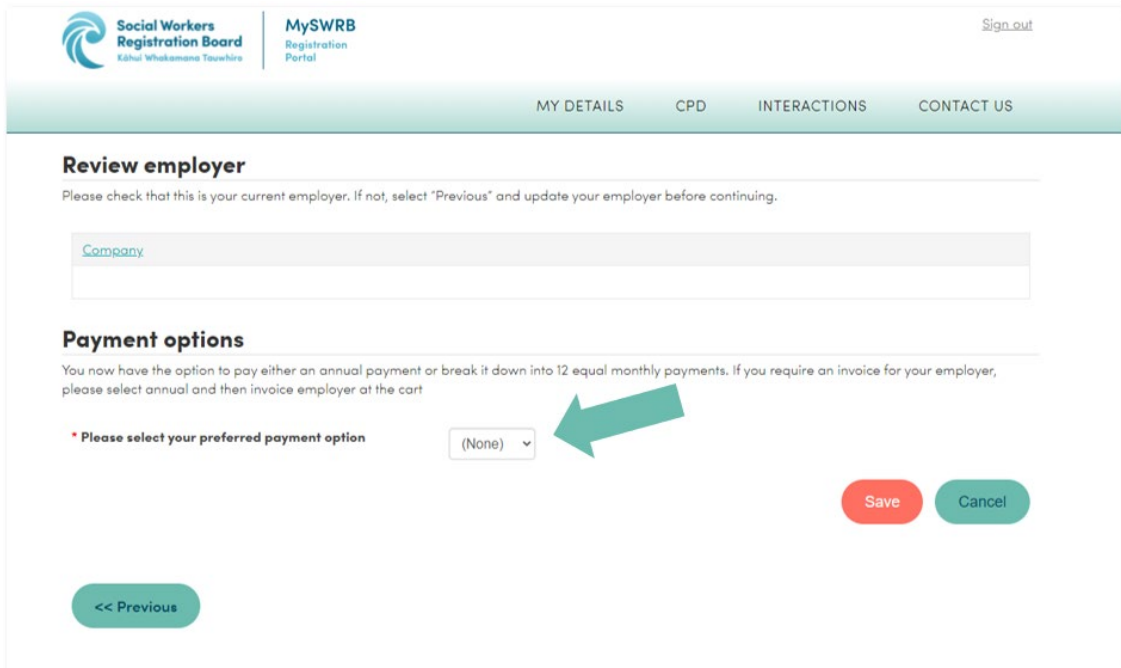
* Please select your preferred payment option (None) ▾

Save Cancel

<< Previous

Step 6 – Choose payment option

- If the details are correct, select your preferred payment option.
- Use the drop-down function to select whether you wish to pay your Practising certificate (annually, as a single payment or in 12 monthly instalments).



Social Workers Registration Board | **MySWRB** Registration Portal [Sign out](#)

MY DETAILS CPD INTERACTIONS CONTACT US

Review employer

Please check that this is your current employer. If not, select "Previous" and update your employer before continuing.

[Company](#)

Payment options

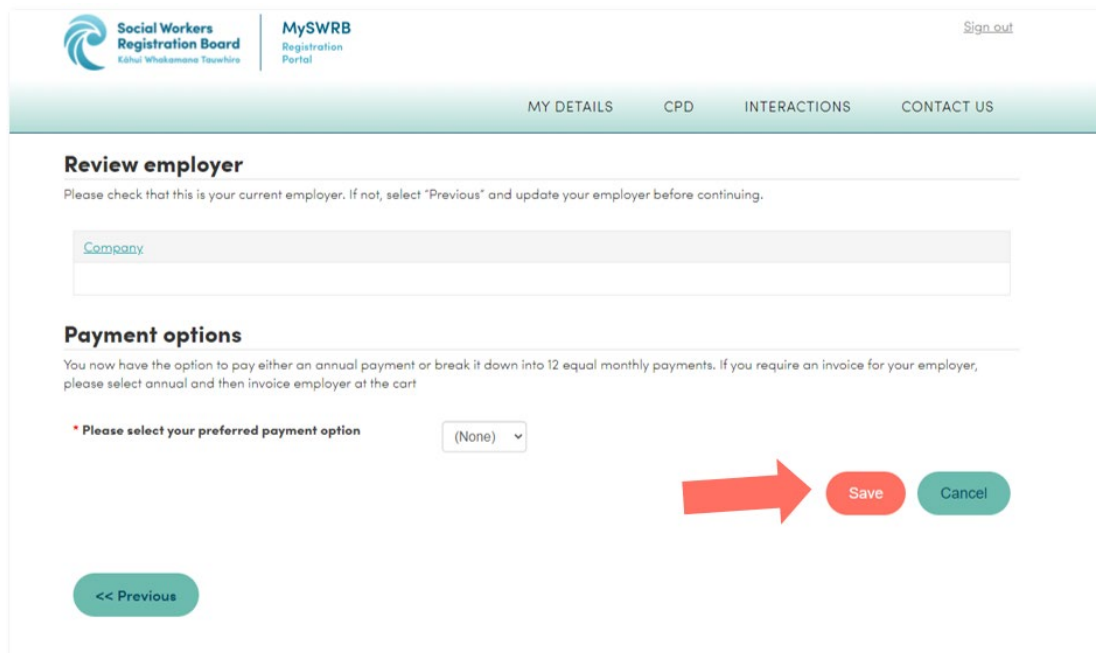
You now have the option to pay either an annual payment or break it down into 12 equal monthly payments. If you require an invoice for your employer, please select annual and then invoice employer at the cart

* Please select your preferred payment option (None) ▾

Save Cancel

<< Previous

- Click the 'save' button.



Social Workers Registration Board | **MySWRB** Registration Portal [Sign out](#)

MY DETAILS CPD INTERACTIONS CONTACT US

Review employer

Please check that this is your current employer. If not, select "Previous" and update your employer before continuing.

[Company](#)

Payment options

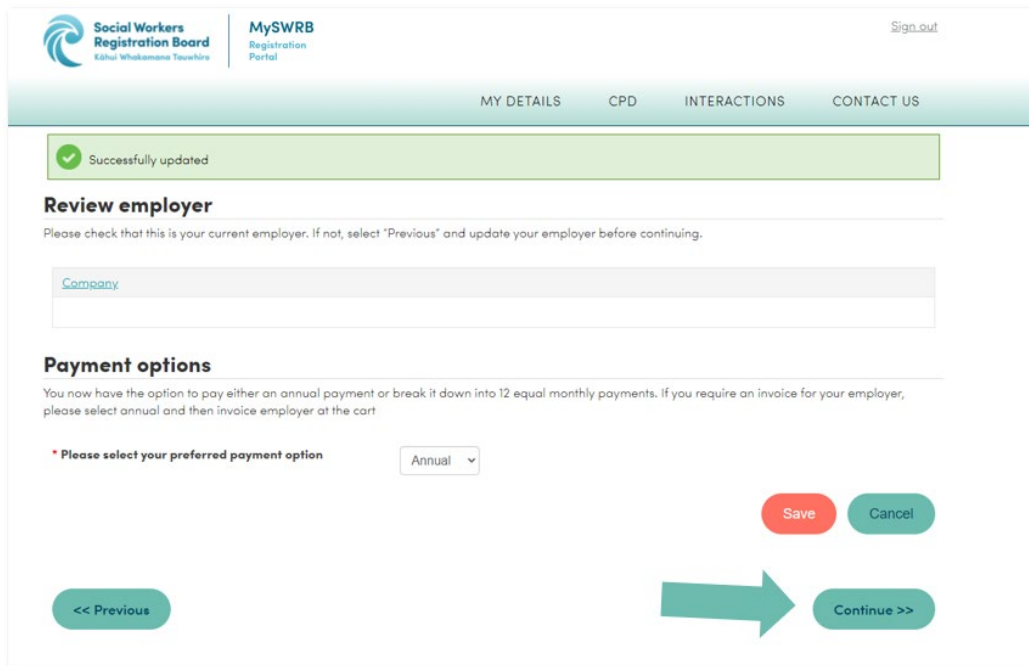
You now have the option to pay either an annual payment or break it down into 12 equal monthly payments. If you require an invoice for your employer, please select annual and then invoice employer at the cart

* Please select your preferred payment option (None) ▾

Save Cancel

<< Previous

- A 'Continue' button will appear.
Click this button to continue to the next page.



Social Workers Registration Board | **MySWRB** Registration Portal | Sign out

MY DETAILS | CPD | INTERACTIONS | CONTACT US

✓ Successfully updated

Review employer

Please check that this is your current employer. If not, select "Previous" and update your employer before continuing.

Company

Payment options

You now have the option to pay either an annual payment or break it down into 12 equal monthly payments. If you require an invoice for your employer, please select annual and then invoice employer at the cart

* Please select your preferred payment option: Annual

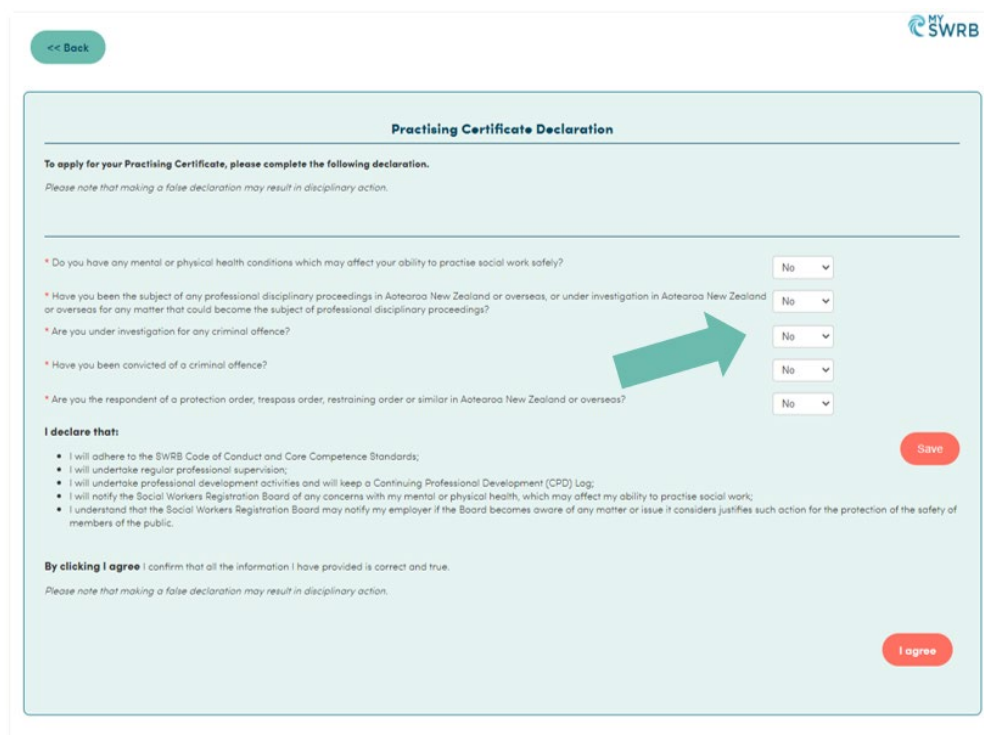
Save Cancel

<< Previous Continue >>

Note: If your employer already has a payment arrangement with the SWRB, simply put preferred payment option as 'annual' and click save. Then 'continue'

Step 7 – Declaration

- Complete your online declaration by answering the questions provided.



<< Back | MySWRB

Practising Certificate Declaration

To apply for your Practising Certificate, please complete the following declaration.
Please note that making a false declaration may result in disciplinary action.

* Do you have any mental or physical health conditions which may affect your ability to practise social work safely? No

* Have you been the subject of any professional disciplinary proceedings in Aotearoa New Zealand or overseas, or under investigation in Aotearoa New Zealand or overseas for any matter that could become the subject of professional disciplinary proceedings? No

* Are you under investigation for any criminal offence? No

* Have you been convicted of a criminal offence? No

* Are you the respondent of a protection order, trespass order, restraining order or similar in Aotearoa New Zealand or overseas? No


I declare that:

- I will adhere to the SWRB Code of Conduct and Core Competence Standards;
- I will undertake regular professional supervision;
- I will undertake professional development activities and will keep a Continuing Professional Development (CPD) Log;
- I will notify the Social Workers Registration Board of any concerns with my mental or physical health, which may affect my ability to practise social work;
- I understand that the Social Workers Registration Board may notify my employer if the Board becomes aware of any matter or issue it considers justifies such action for the protection of the safety of members of the public.

By clicking I agree I confirm that all the information I have provided is correct and true.
Please note that making a false declaration may result in disciplinary action.

Save | I agree

- Once you have answered all the questions, click the ' save' button.



[<< Back](#)

Practising Certificate Declaration

To apply for your Practising Certificate, please complete the following declaration.

Please note that making a false declaration may result in disciplinary action.

* Do you have any mental or physical health conditions which may affect your ability to practise social work safely?

* Have you been the subject of any professional disciplinary proceedings in Aotearoa New Zealand or overseas, or under investigation in Aotearoa New Zealand or overseas for any matter that could become the subject of professional disciplinary proceedings?

* Are you under investigation for any criminal offence?

* Have you been convicted of a criminal offence?

* Are you the respondent of a protection order, trespass order, restraining order or similar in Aotearoa New Zealand or overseas?

I declare that:


- I will adhere to the SWRB Code of Conduct and Core Competence Standards;
- I will undertake regular professional supervision;
- I will undertake professional development activities and will keep a Continuing Professional Development (CPD) Log;
- I will notify the Social Workers Registration Board of any concerns with my mental or physical health, which may affect my ability to practise social work;
- I understand that the Social Workers Registration Board may notify my employer if the Board becomes aware of any matter or issue it considers justifies such action for the protection of the safety of members of the public.

By clicking I agree I confirm that all the information I have provided is correct and true.


Please note that making a false declaration may result in disciplinary action.

[Save](#)

[I agree](#)



- Read the declaration.



[<< Back](#)

Practising Certificate Declaration

To apply for your Practising Certificate, please complete the following declaration.

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* Have you been the subject of any professional disciplinary proceedings in Aotearoa New Zealand or overseas, or under investigation in Aotearoa New Zealand or overseas for any matter that could become the subject of professional disciplinary proceedings?

* Are you under investigation for any criminal offence?

* Have you been convicted of a criminal offence?

* Are you the respondent of a protection order, trespass order, restraining order or similar in Aotearoa New Zealand or overseas?

I declare that:


- I will adhere to the SWRB Code of Conduct and Core Competence Standards;
- I will undertake regular professional supervision;
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- I understand that the Social Workers Registration Board may notify my employer if the Board becomes aware of any matter or issue it considers justifies such action for the protection of the safety of members of the public.

By clicking I agree I confirm that all the information I have provided is correct and true.

Please note that making a false declaration may result in disciplinary action.

[Save](#)

[I agree](#)



- Confirm the information you entered is correct by clicking the 'I agree' button.

<< Back

MY SWRB

Practising Certificate Declaration

To apply for your Practising Certificate, please complete the following declaration.

Please note that making a false declaration may result in disciplinary action.

* Do you have any mental or physical health conditions which may affect your ability to practise social work safely? No

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* Are you under investigation for any criminal offence? No

* Have you been convicted of a criminal offence? No

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- I will undertake regular professional supervision;
- I will undertake professional development activities and will keep a Continuing Professional Development (CPD) Log;
- I will notify the Social Workers Registration Board of any concerns with my mental or physical health, which may affect my ability to practise social work;
- I understand that the Social Workers Registration Board may notify my employer if the Board becomes aware of any matter or issue it considers justifies such action for the protection of the safety of members of the public.

By clicking I agree I confirm that all the information I have provided is correct and true.

Please note that making a false declaration may result in disciplinary action.

Save

I agree

Step 8 – Action payment (if applicable)

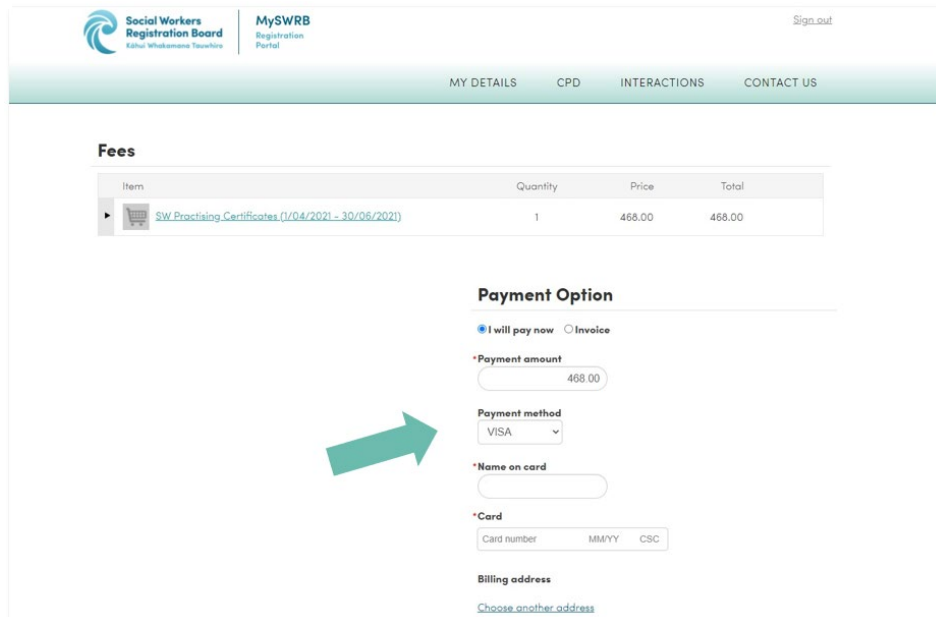
- Following your declaration, you will be connected to the payment screen.

<< previous step

Apply for Practising Certificate

Please wait while we connect you to the payment screen...

- To pay for your Practising Certificate, confirm your payment option as 'I will pay now'.
- Select your payment method (VISA, Mastercard or Debit card).
- Enter your payment details.



Fees

Item	Quantity	Price	Total
SW Practising Certificates (1/04/2021 - 30/06/2021)	1	468.00	468.00

Payment Option

☒ I will pay now ☐ Invoice

*Payment amount: 468.00

Payment method: VISA

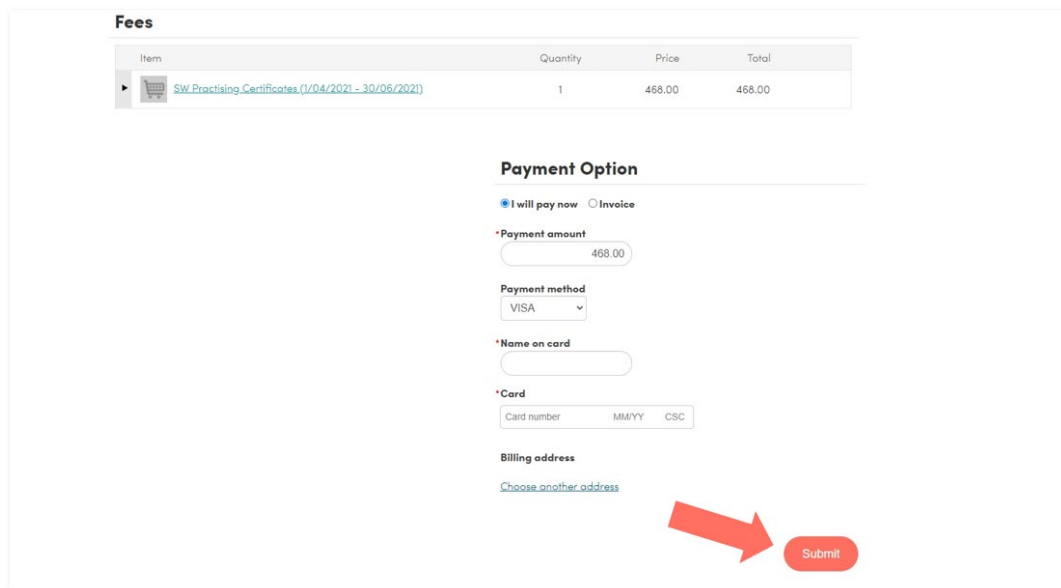
*Name on card

*Card

Card number: MMYY: CSC

Billing address: [Choose another address](#)

- Click 'submit' to make payment.



Fees

Item	Quantity	Price	Total
SW Practising Certificates (1/04/2021 - 30/06/2021)	1	468.00	468.00

Payment Option

☒ I will pay now ☐ Invoice

*Payment amount: 468.00

Payment method: VISA

*Name on card

*Card

Card number: MMYY: CSC

Billing address: [Choose another address](#)

Submit

Note: If you have a 'trusted employer', the payment options will not appear. You will just need to click 'submit'.

If your employer is not a trusted employer but wishes to pay on your behalf, you can request an invoice by clicking 'invoice' and 'Submit'. You will receive a confirmation email providing detailed instructions and an invoice will be generated in your 'interactions' tab. You can then forward this on to your employer to action payment.

Fees

Item	Quantity	Price	Total
SW Practising Certificates (1/04/2021 - 30/06/2021)	1	468.00	468.00

Payment Option

☒ I will pay now
 ☐ Invoice

*Payment amount: 468.00

Payment method: VISA

*Name on card:

*Card:

Card number: MM/YY: CSC:

Billing address: [Choose another address](#)

- A Practising certificate confirmation will be shown, displaying the processed payment with your details.

Practising Certificate Confirmation

Thank you for renewing your practising certificate, your payment has been processed with the payment method selected. Please click continue to proceed.

Social Workers Registration Board New Zealand

Order date:

Bill to:

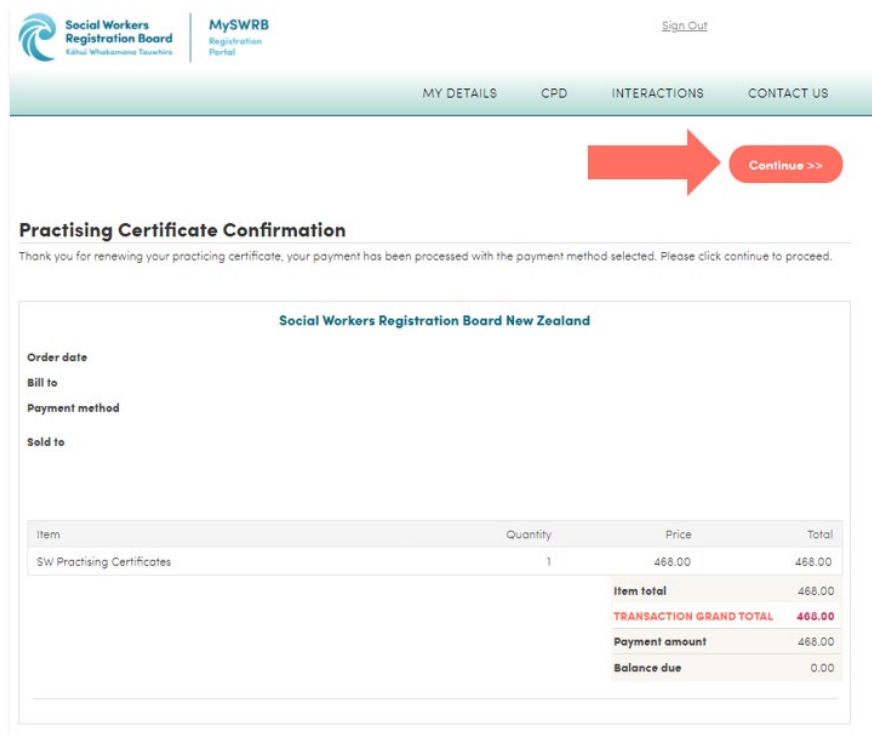
Payment method:

Sold to:

Item	Quantity	Price	Total
SW Practising Certificates	1	468.00	468.00

Item total	468.00
TRANSACTION GRAND TOTAL	468.00
Payment amount	468.00
Balance due	0.00

- Click the 'Continue' button to move on to the Workforce survey.



Social Workers Registration Board | **MySWRB** Registration Portal [Sign Out](#)

MY DETAILS CPD INTERACTIONS CONTACT US

Continue >>

Practising Certificate Confirmation

Thank you for renewing your practising certificate, your payment has been processed with the payment method selected. Please click continue to proceed.

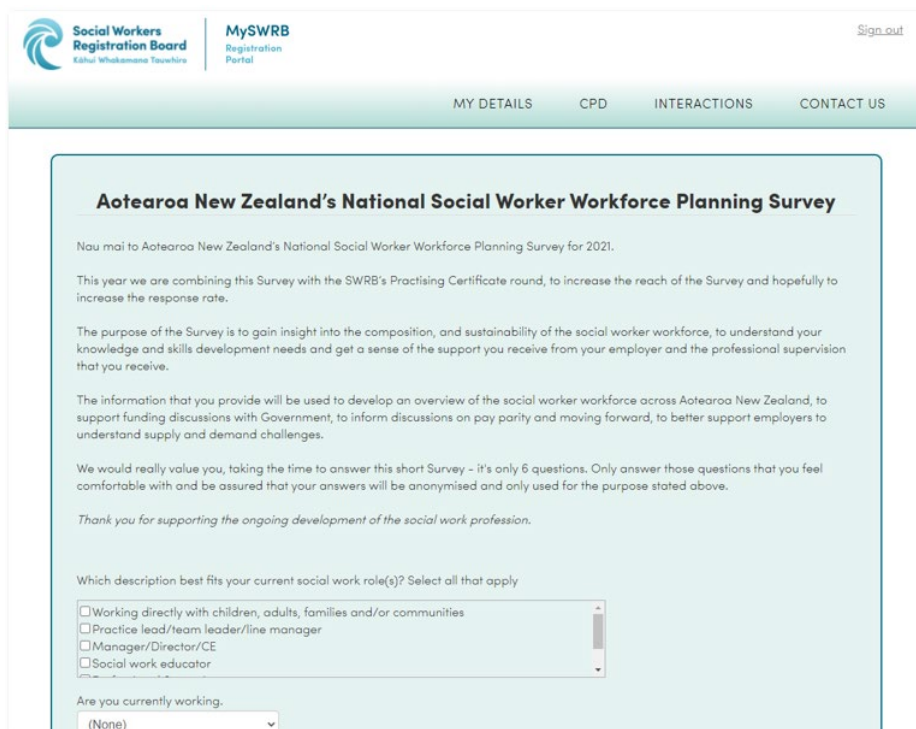
Social Workers Registration Board New Zealand

Order date
Bill to
Payment method
Sold to

Item	Quantity	Price	Total
SW Practising Certificates	1	468.00	468.00
Item total			468.00
TRANSACTION GRAND TOTAL			468.00
Payment amount			468.00
Balance due			0.00

Step 9 - Workforce Survey

- You will be asked to take part in the annual 'Workforce survey'. This is made up of 7 questions and takes less than 5 minutes to complete.



Social Workers Registration Board | **MySWRB** Registration Portal [Sign out](#)

MY DETAILS CPD INTERACTIONS CONTACT US

Aotearoa New Zealand's National Social Worker Workforce Planning Survey

Nau mai to Aotearoa New Zealand's National Social Worker Workforce Planning Survey for 2021.

This year we are combining this Survey with the SWRB's Practising Certificate round, to increase the reach of the Survey and hopefully to increase the response rate.

The purpose of the Survey is to gain insight into the composition, and sustainability of the social worker workforce, to understand your knowledge and skills development needs and get a sense of the support you receive from your employer and the professional supervision that you receive.

The information that you provide will be used to develop an overview of the social worker workforce across Aotearoa New Zealand, to support funding discussions with Government, to inform discussions on pay parity and moving forward, to better support employers to understand supply and demand challenges.

We would really value you, taking the time to answer this short Survey - it's only 6 questions. Only answer those questions that you feel comfortable with and be assured that your answers will be anonymised and only used for the purpose stated above.

Thank you for supporting the ongoing development of the social work profession.

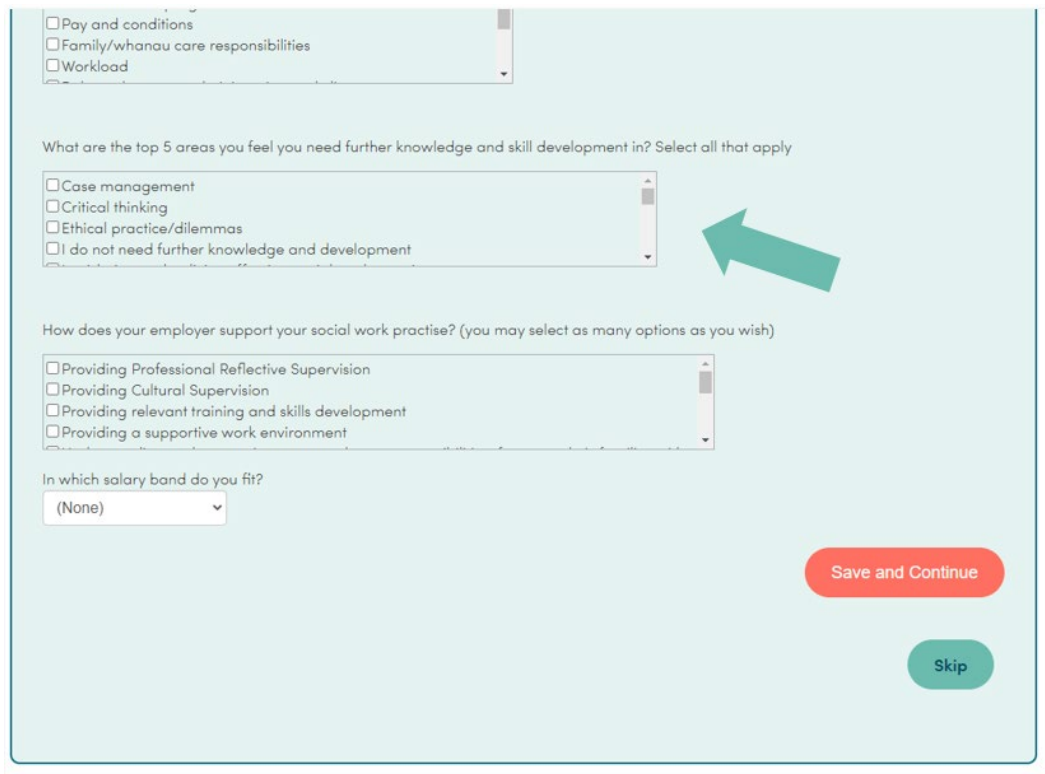
Which description best fits your current social work role(s)? Select all that apply

- ☐ Working directly with children, adults, families and/or communities
- ☐ Practice lead/team leader/line manager
- ☐ Manager/Director/CE
- ☐ Social work educator

Are you currently working:

(None) ▾

- Answer the survey questions provided.



☐ Pay and conditions
☐ Family/whanau care responsibilities
☐ Workload

What are the top 5 areas you feel you need further knowledge and skill development in? Select all that apply

☐ Case management
☐ Critical thinking
☐ Ethical practice/dilemmas
☐ I do not need further knowledge and development

How does your employer support your social work practise? (you may select as many options as you wish)

☐ Providing Professional Reflective Supervision
☐ Providing Cultural Supervision
☐ Providing relevant training and skills development
☐ Providing a supportive work environment

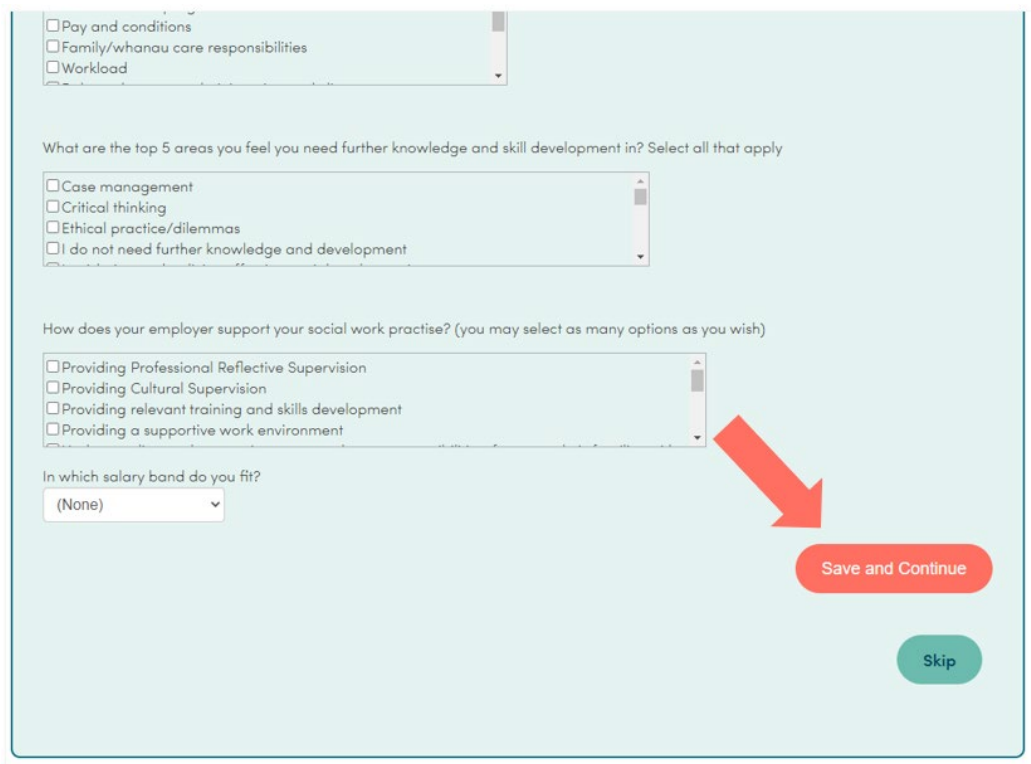
In which salary band do you fit?
(None)

Save and Continue

Skip

A green arrow points to the second question, "What are the top 5 areas you feel you need further knowledge and skill development in? Select all that apply".

- Click the 'Save and Continue' button to submit your survey.



☐ Pay and conditions
☐ Family/whanau care responsibilities
☐ Workload

What are the top 5 areas you feel you need further knowledge and skill development in? Select all that apply

☐ Case management
☐ Critical thinking
☐ Ethical practice/dilemmas
☐ I do not need further knowledge and development

How does your employer support your social work practise? (you may select as many options as you wish)

☐ Providing Professional Reflective Supervision
☐ Providing Cultural Supervision
☐ Providing relevant training and skills development
☐ Providing a supportive work environment

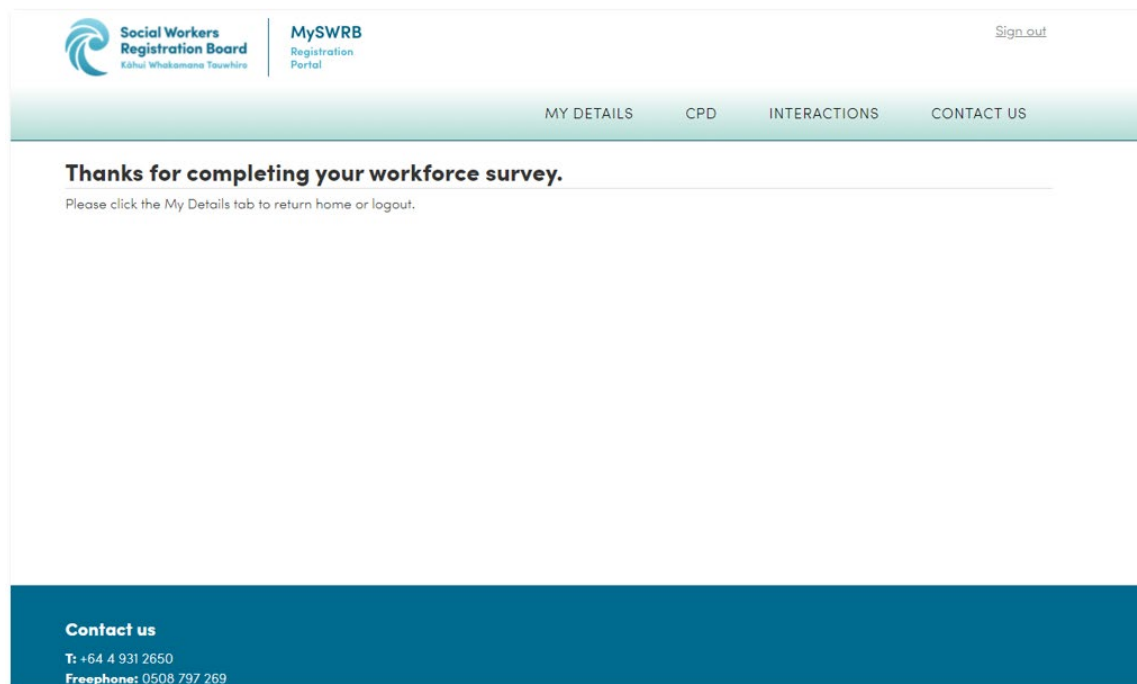
In which salary band do you fit?
(None)

Save and Continue

Skip

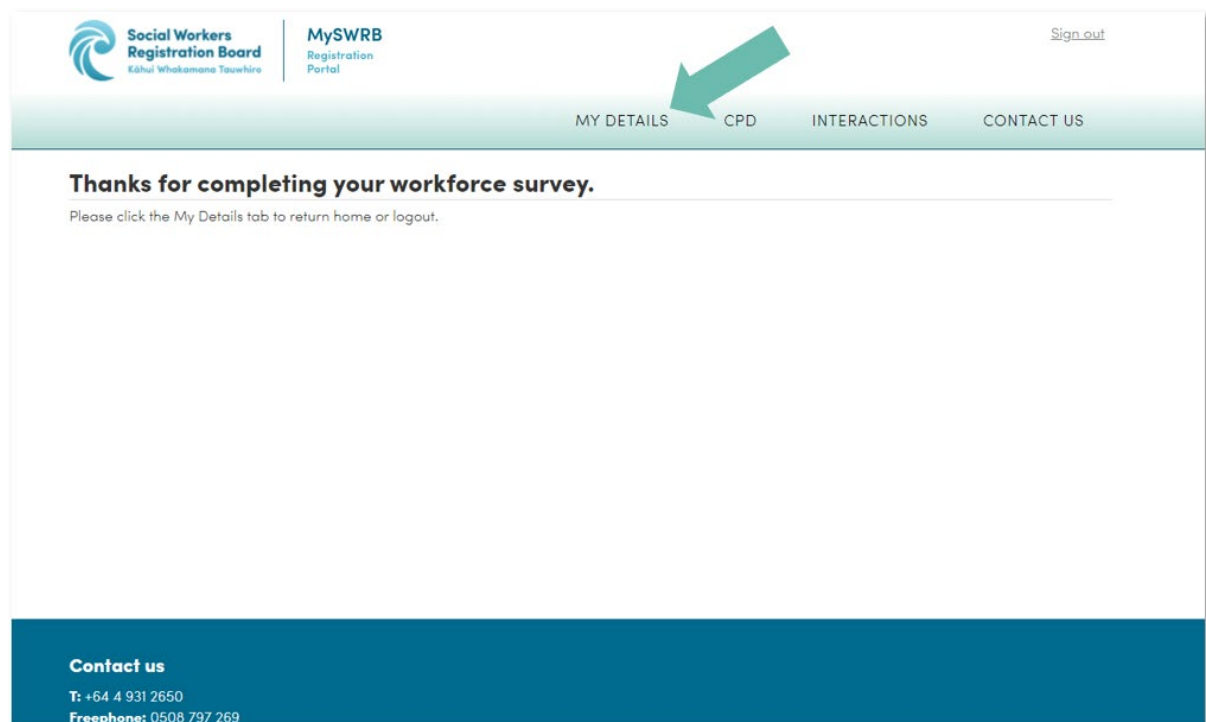
A red arrow points to the "Save and Continue" button.

- A thank you message will appear once you have completed the survey.



Step 10 – Download digital copy of PC

- Click 'My Details' to return to your MySWRB account overview page.



- Download a digital copy of your PC by clicking the 'Download PC certificate' button on the right side of your home screen.

The screenshot shows the 'MySWRB Registration Portal' with a 'My details' tab selected. The form contains the following fields:

- Registration number
- Job Title
- First name
- Preferred first name
- Middle name
- Name to display on register
- Last name
- Gender
- Previous name
- * Mobile/personal phone
- Date of birth
- Alternative email
- * Email address
- Work phone
- * Ethnicity (New Zealander)
- Iwi (None)
- Ethnicity 2 (None)
- Iwi 2 (None)

On the right side, there are three red buttons: 'Make a non practising declaration', 'Download PC certificate', and 'View PC wallet size'. Below these is a 'Change password' link. An orange arrow points from the 'Download PC certificate' button to the 'My details' section.

- Your certificate will be generated as a PDF
- You can print off your certificate in A4 or wallet size to display as you wish.

The screenshot shows a 'Practising Certificate' PDF document. The certificate is for John Doe, with registration number 123456789 and an expiry date of 30/06/2021. It certifies that John Doe may practise as a registered social worker in New Zealand, in accordance with the Social Workers Registration Act. The Registrar, Social Workers Registration Board, is listed as PO Box 3452, Wellington 6140. The website swrb.govt.nz/public-register is provided. The Social Workers Registration Board logo and the New Zealand Government logo are also visible.