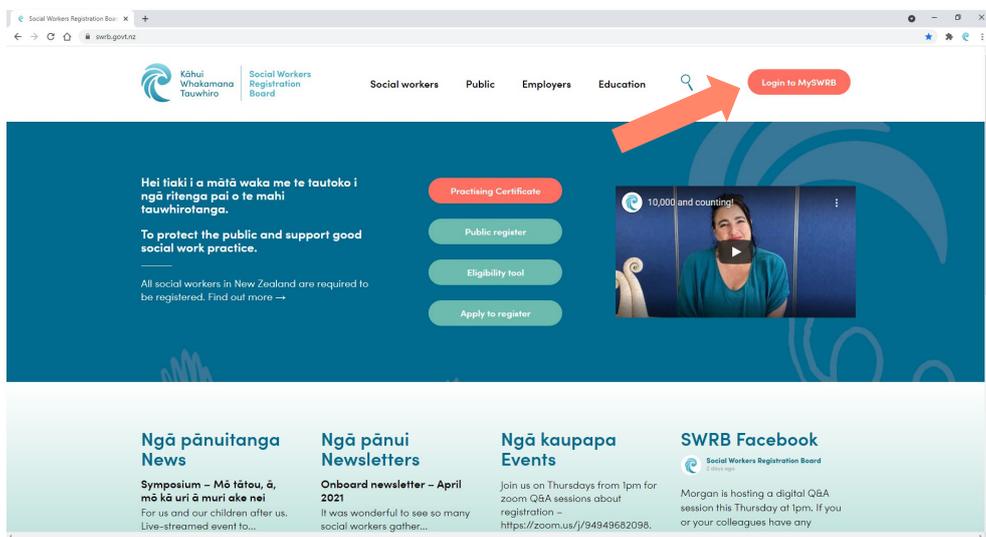


MySWRB guide

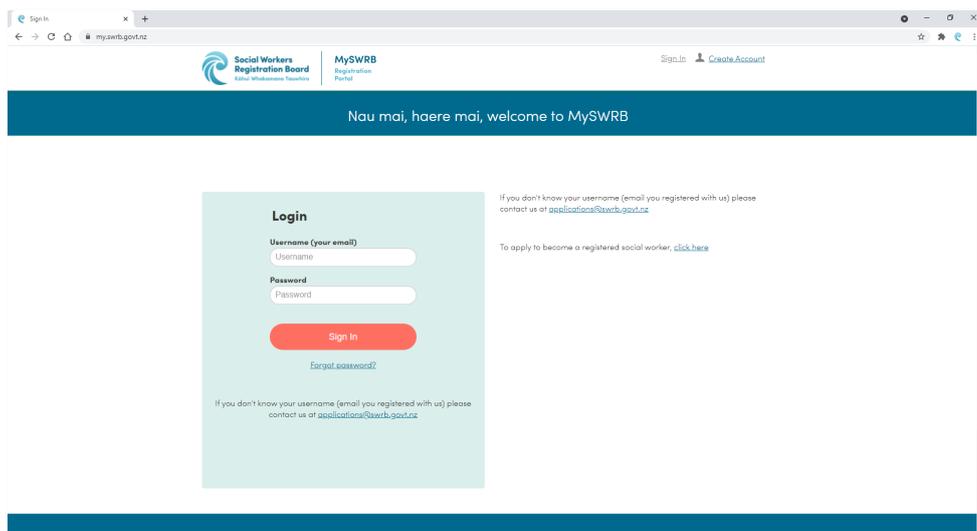
How to set up your MySWRB account & renew your Practising Certificate

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.

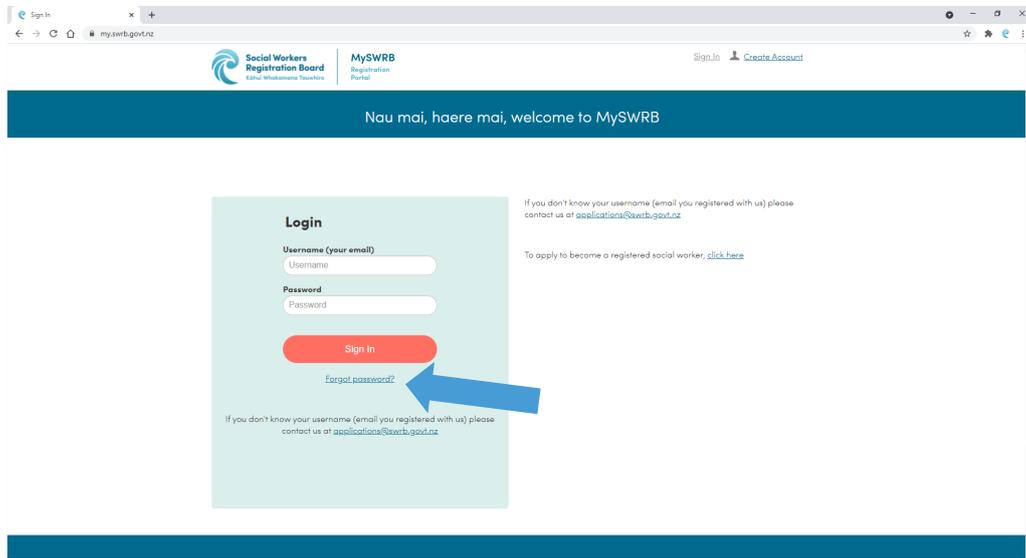


- This brings you to the MySWRB portal - <https://my.swrb.govt.nz/>



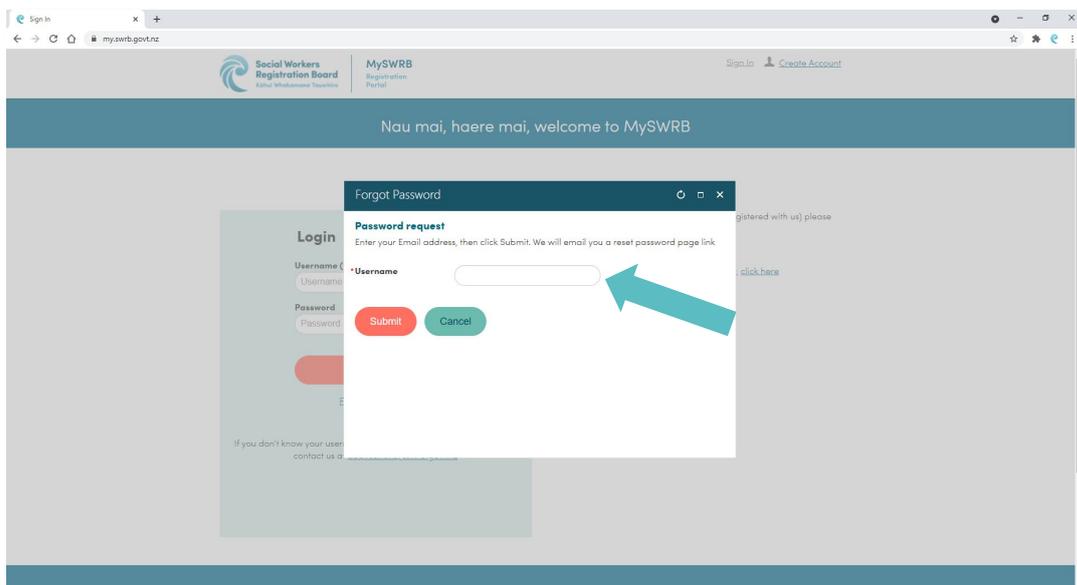
Step 2 – Set up your MySWRB password

- 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).

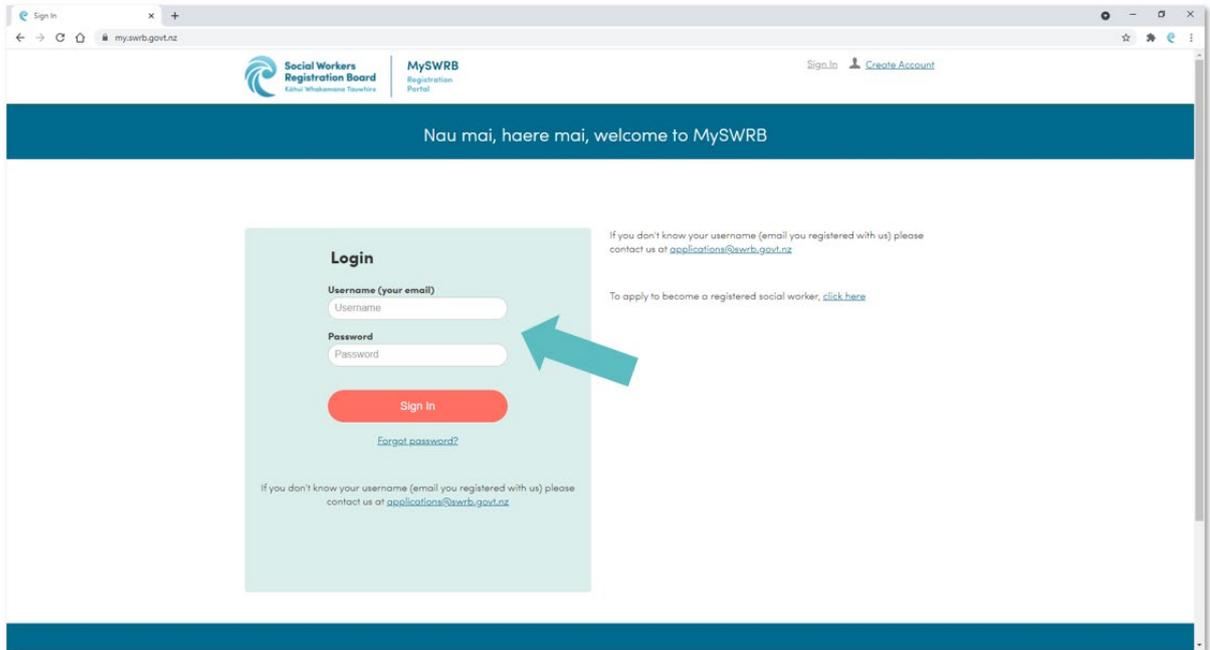
If you no longer have access to the email address that is linked to your account, you can contact our registration team at applications@swrb.govt.nz or 0508 797 269 to have it updated.



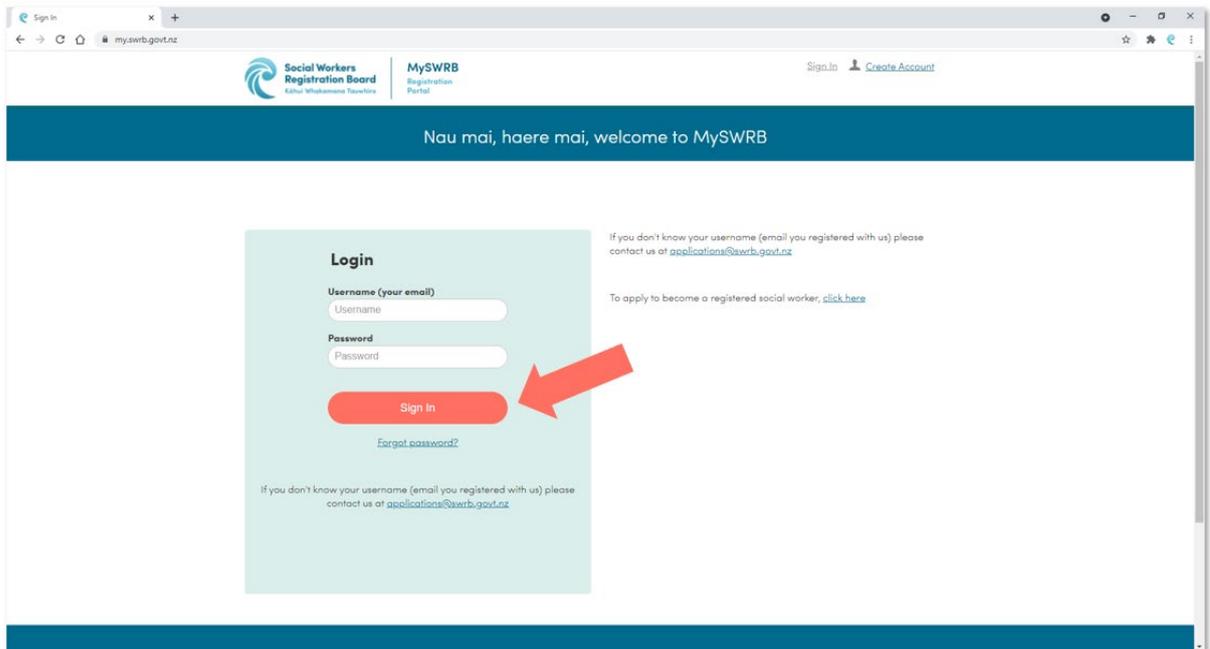
- Click 'submit' to be emailed a new password link.
- Follow the link in the email you received to create your own password.
- Your new password must be at least 7 characters and include at least one number.

Step 3 – Log in

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



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



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.

Social Workers Registration Board
Ehūi Whakamano Teahira

MySWRB
Registration Portal

Sign Out

MY DETAILS CPD INTERACTIONS CONTACT US

My details

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

Other Ethnicity

Iwi

(None)

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.

Apply for my practising certificate

Make a non practising declaration

Current username is

[Change password](#)

Step 5 - Confirm details

- Update your personal details.

<< Account

MySWRB

Apply for Practising Certificate

Here are your current contact details

If your details are not correct, please edit and click 'Save', then scroll down to confirm your employer and address and click continue.

Name

Registration No

Registration Status

Email

* Mobile Phone

* Region

(Select)

* Ethnicity

Other Ethnicity

Ethnicity 2

(None)

Ethnicity 3

(None)

Save

Cancel

- Click 'save'.

The screenshot shows the 'Apply for Practising Certificate' form. At the top left is a '<< Account' button and at the top right is the 'MY SWRB' logo. The main heading is 'Apply for Practising Certificate'. Below it, the text reads '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 (input field), *Region (dropdown menu with '(Select)' selected), *Ethnicity (dropdown menu with 'Other Ethnicity' selected), Ethnicity 2 (dropdown menu with '(None)' selected), and Ethnicity 3 (dropdown menu with '(None)' selected). At the bottom right, there are two buttons: a red 'Save' button and a teal 'Cancel' button. A red arrow points to 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 the 'Employer' and 'My Addresses' sections. The 'Employer' section has a heading 'Employer' and 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'. There is an 'Edit' button to the right of this section, which is highlighted by a black arrow. The 'My Addresses' section has a heading 'My Addresses' and a note: 'To add a work or mailing address use the + symbol.'. It shows two tabs: 'Mailing Address' (selected) and 'Primary Address'. Below the tabs, there is a list of addresses. One address is visible, marked as 'Preferred Mailing Address' with a checkmark, and has an 'Edit' button to its right. At the bottom right of the 'My Addresses' section, there is a red 'Continue >>' button.

- 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 red arrow points to the red 'Continue >>' button at the bottom right of the 'My Addresses' section.

- Review that your employer details are correct.

Social Workers Registration Board
Kāhui Whakamana Tauwhiri

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 Tauwhiri

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

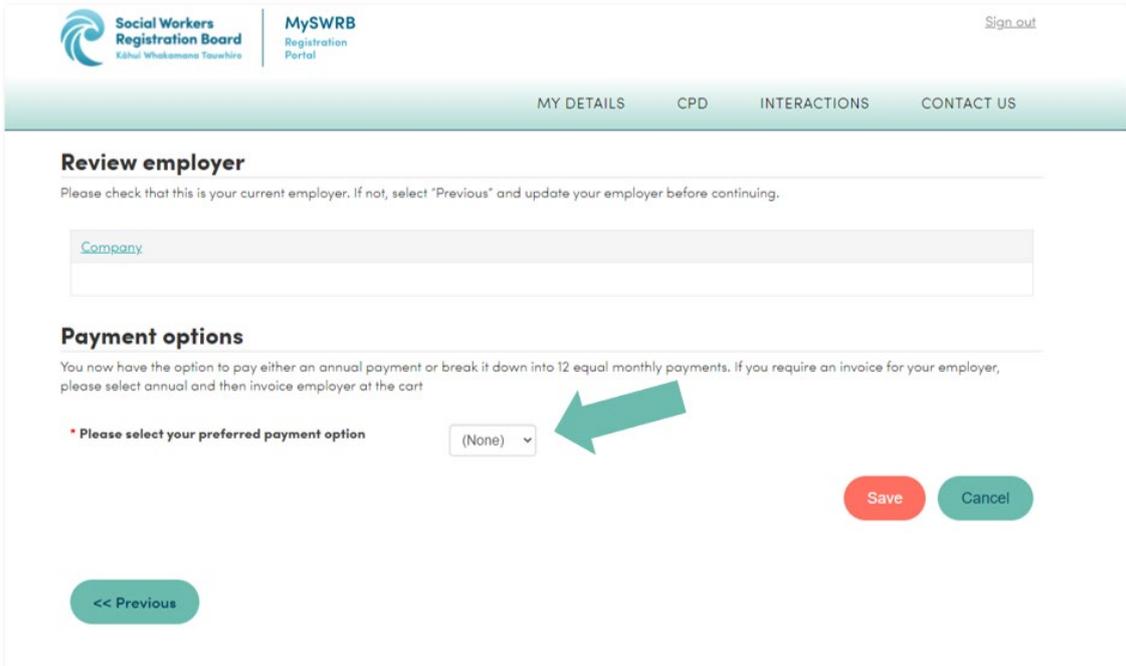
* Please select your preferred payment option (None) ▾

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

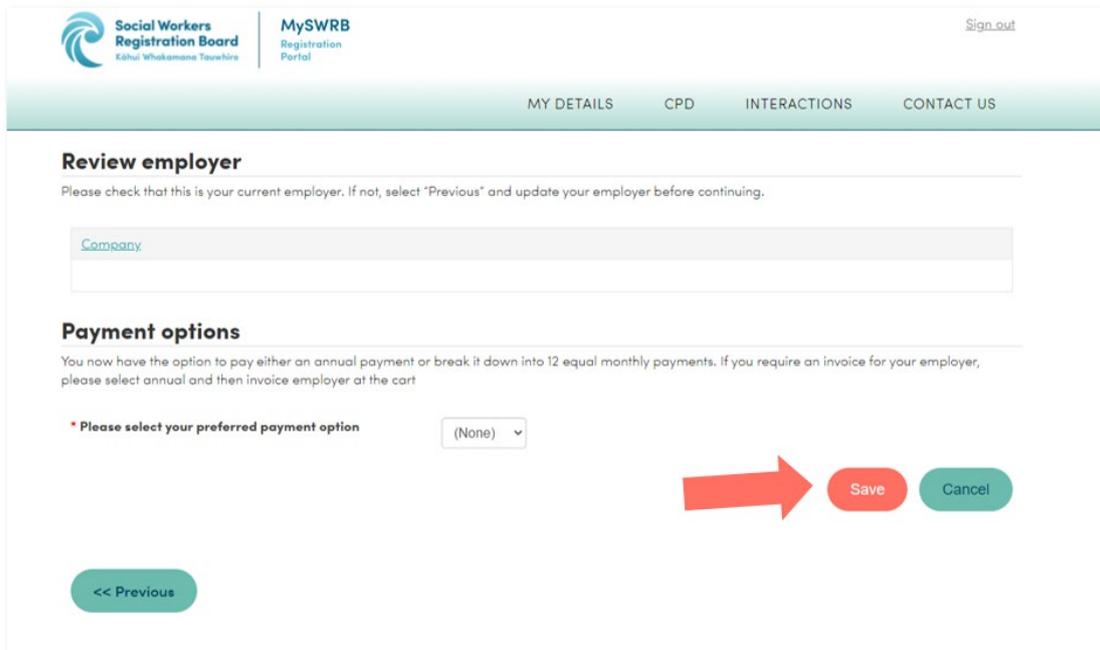
You now have the option to pay either an annual payment or break it down into 12 equal monthly payments. If you require an invoice for your employer, please select annual and then invoice employer at the cart

* 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.

The screenshot shows the MySWRB portal interface. At the top, there are logos for the Social Workers Registration Board and MySWRB, along with a 'Sign out' link. A navigation bar contains 'MY DETAILS', 'CPD', 'INTERACTIONS', and 'CONTACT US'. A green notification banner at the top left says 'Successfully updated'. The main content area is titled 'Review employer' and includes a sub-header 'Payment options'. A dropdown menu for 'Company' is visible. Under 'Payment options', there is a label 'Please select your preferred payment option' and a dropdown menu currently set to 'Annual'. At the bottom right, there are 'Save' and 'Cancel' buttons. At the bottom left, there is a '<< Previous' button, and at the bottom right, there is a 'Continue >>' button. A large green arrow points from the 'Continue >>' button towards the right.

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.

The screenshot shows the 'Practising Certificate Declaration' form. At the top left, there is a '<< Back' button. The form title is 'Practising Certificate Declaration'. Below the title, it says 'To apply for your Practising Certificate, please complete the following declaration.' and 'Please note that making a false declaration may result in disciplinary action.' There are five questions, each with a 'No' dropdown menu. A large green arrow points to the 'No' dropdown for the question 'Are you under investigation for any criminal offence?'. Below the questions, there is a section 'I declare that:' with a list of four bullet points. To the right of this section is a 'Save' button. At the bottom, there is a statement 'By clicking I agree I confirm that all the information I have provided is correct and true.' and 'Please note that making a false declaration may result in disciplinary action.' followed by an 'I agree' button.

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

The screenshot shows the 'Practising Certificate Declaration' form. At the top left is a '<< Back' button. The title 'Practising Certificate Declaration' is centered. Below the title, it says 'To apply for your Practising Certificate, please complete the following declaration.' and 'Please note that making a false declaration may result in disciplinary action.' There are five questions, each with a 'No' dropdown menu:

- * 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?

Below the questions is the 'I declare that:' section with a bulleted list of commitments. At the bottom right, there is a red 'Save' button with a red arrow pointing to it, and a red 'I agree' button.

- Read the declaration.

This screenshot is identical to the one above, showing the 'Practising Certificate Declaration' form. However, a green arrow points to the red 'I agree' button at the bottom right, indicating the next step in the process.

- 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 ▾

* 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.

Save

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.

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.

The screenshot shows the MySWRB Registration Portal interface. At the top, there are logos for the Social Workers Registration Board and MySWRB, along with a 'Sign out' link. Below the navigation bar (MY DETAILS, CPD, INTERACTIONS, CONTACT US), the 'Fees' section is displayed. It contains a table with one item: 'SW Practising Certificates (1/04/2021 - 30/06/2021)' with a quantity of 1, a price of 468.00, and a total of 468.00. Below the table is the 'Payment Option' section, which includes radio buttons for 'I will pay now' (selected) and 'Invoice'. There are input fields for 'Payment amount' (468.00), 'Payment method' (VISA), 'Name on card', and 'Card' (with sub-fields for Card number, MMY, and CSC). A 'Billing address' section with a 'Choose another address' link is also present. A green arrow points to the 'I will pay now' radio button.

- Click 'submit' to make payment.

This screenshot is identical to the one above, showing the 'Fees' table and the 'Payment Option' form. In this version, a red arrow points to the 'Submit' button, which is a red oval located at the bottom right of the form area.

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.

The screenshot shows the MySWRB Registration Portal interface. At the top, there are logos for the Social Workers Registration Board and MySWRB, along with a 'Sign out' link. Below the navigation bar (MY DETAILS, CPD, INTERACTIONS, CONTACT US), the 'Fees' section displays a table with one item: 'SW Practising Certificates (1/04/2021 - 30/06/2021)' with a quantity of 1, a price of 468.00, and a total of 468.00. Below the table is the 'Payment Option' section, which includes radio buttons for 'I will pay now' (selected) and 'Invoice'. A green arrow points to the 'Invoice' option. Other fields include 'Payment amount' (468.00), 'Payment method' (VISA), 'Name on card', 'Card' details (Card number, MMYY, CSC), and 'Billing address' with a link to 'Choose another address'.

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

The screenshot shows the 'Practising Certificate Confirmation' page. At the top, there are logos for the Social Workers Registration Board and MySWRB, along with a 'Sign Out' link. Below the navigation bar (MY DETAILS, CPD, INTERACTIONS, CONTACT US), there is a red 'Continue >>' button. The main heading is 'Practising Certificate Confirmation' with a sub-heading 'Social Workers Registration Board New Zealand'. Below this, there is a message: 'Thank you for renewing your practising certificate, your payment has been processed with the payment method selected. Please click continue to proceed.' A summary table follows, showing the order details and a final transaction summary.

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.

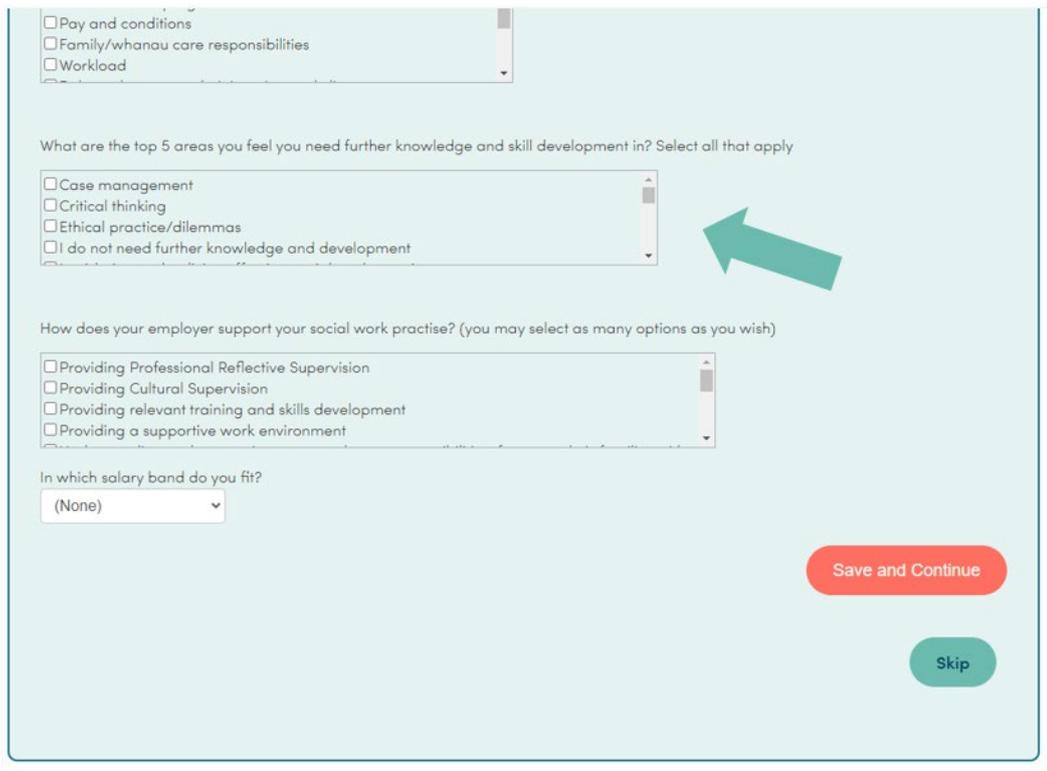
Which description best fits your current social work role(s)? Select all that apply

- 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)

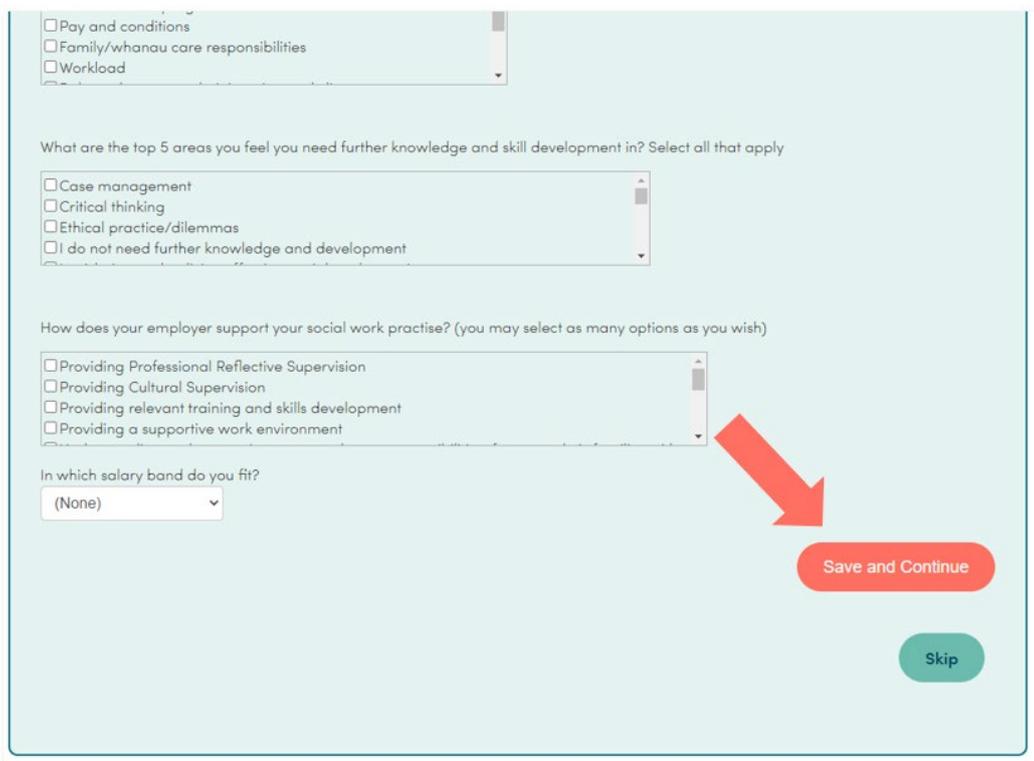
Providing Professional Reflective Supervision
 Providing Cultural Supervision
 Providing relevant training and skills development
 Providing a supportive work environment

In which salary band do you fit?
(None)

Save and Continue

Skip

- 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)

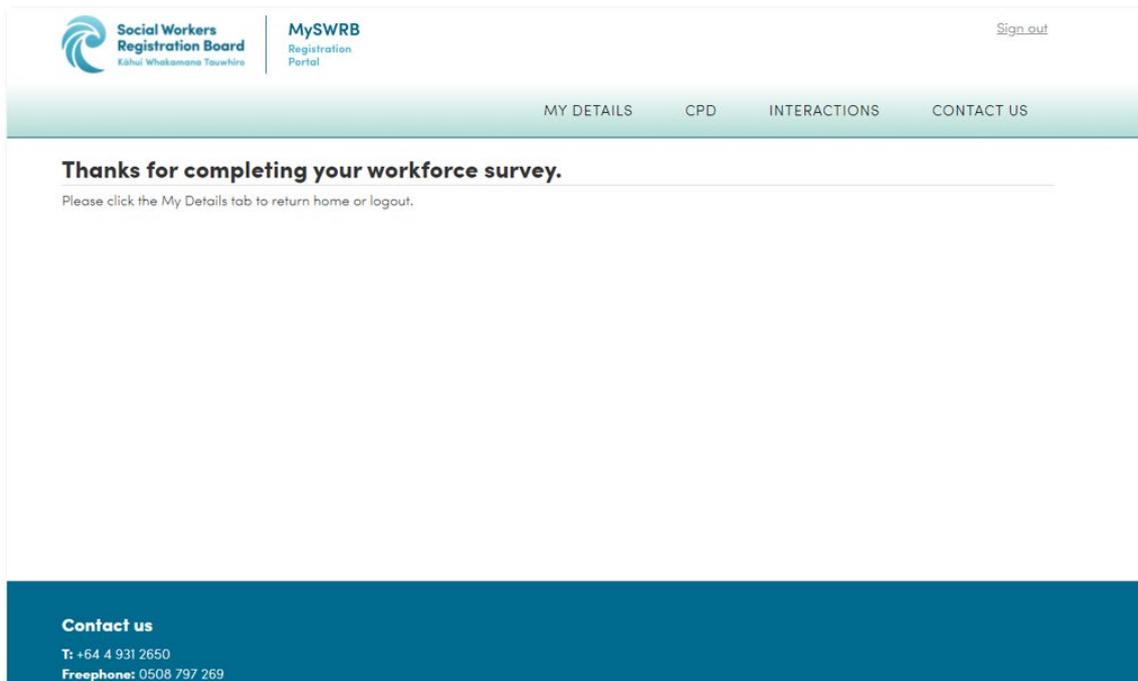
Providing Professional Reflective Supervision
 Providing Cultural Supervision
 Providing relevant training and skills development
 Providing a supportive work environment

In which salary band do you fit?
(None)

Save and Continue

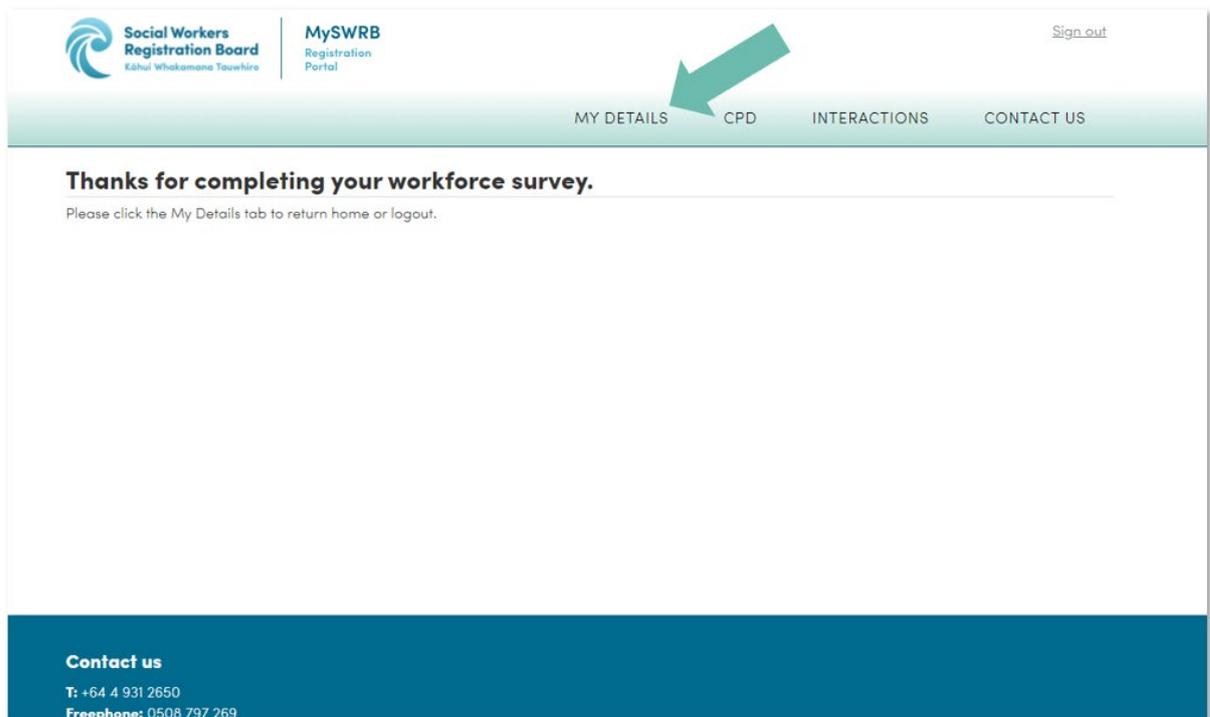
Skip

- A 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 'My details' page of the MySWRB Registration Portal. The page is divided into two main sections: a profile form and a sidebar. The profile 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 is a sidebar with three red buttons:

- Make a non practising declaration
- Download PC certificate
- View PC wallet size

An orange arrow points from the 'Download PC certificate' button to the profile picture area. Below the profile picture, there is 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." There is also a 'Change password' link at the bottom of the sidebar.

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

