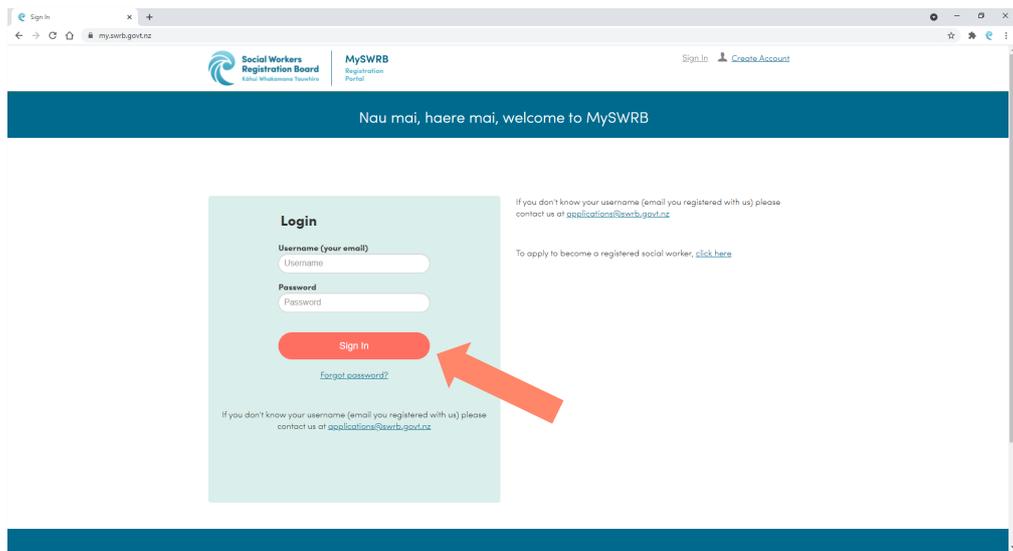


# MySWRB guide

## How to renew your Practising Certificate through MySWRB

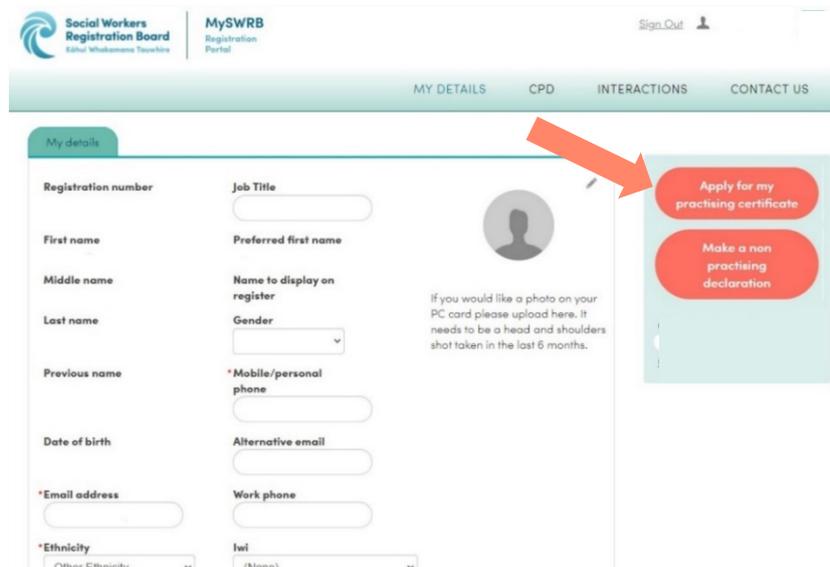
### Step 1 – Login

- Go to [my.swrb.govt.nz](http://my.swrb.govt.nz).
- Enter your username email and your password.
- Click 'Sign in' to log in to your MySWRB account.



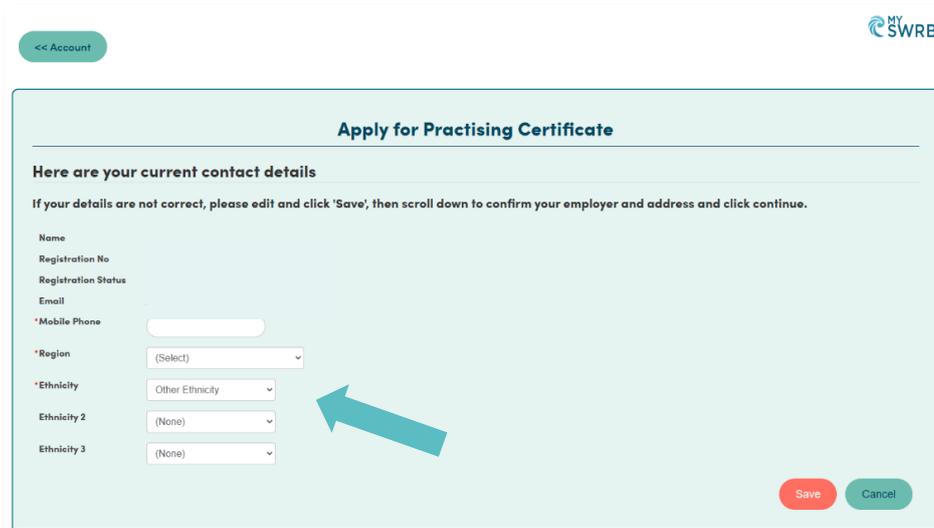
### Step 2 – 'Apply for practising certificate'

- 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.



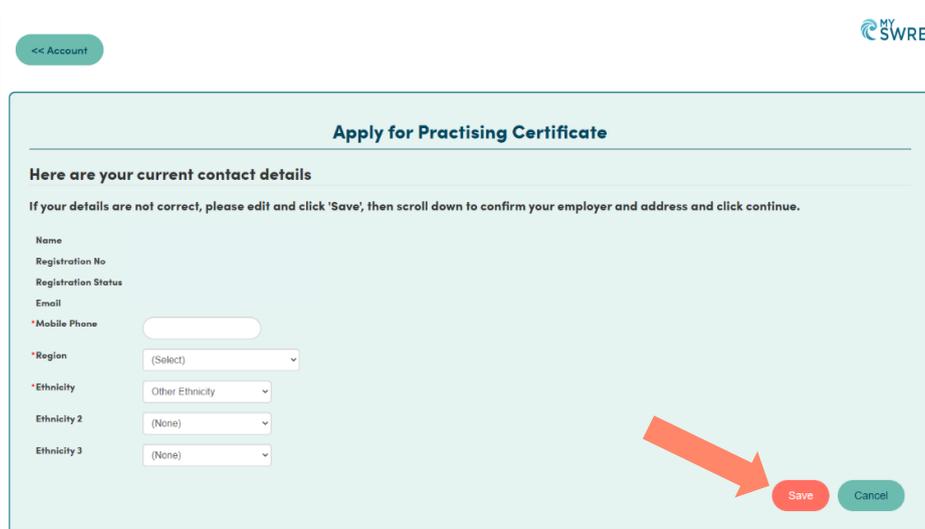
### Step 3 - Confirm details

- Update your personal details.



The screenshot shows a web form titled "Apply for Practising Certificate" with a "MY SWRB" logo in the top right. A teal arrow points to the "Ethnicity" dropdown menu. The form includes fields for Name, Registration No, Registration Status, Email, Mobile Phone, Region, Ethnicity, Ethnicity 2, and Ethnicity 3. At the bottom right, there are "Save" and "Cancel" buttons.

- Click 'save'.



This screenshot is identical to the previous one, but a red arrow points to the "Save" button at the bottom right of the form.

- 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 an "Edit" button with a black arrow pointing to it. The "My Addresses" section shows a list of addresses, with one marked as "Preferred Mailing Address" and an "Edit" button next to it. A "Continue >>" button is at the bottom right.

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

**Employer**  
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

**My Addresses**  
To add a work or mailing address use the + symbol.

Mailing Address Primary Address +

✓ Preferred Mailing Address

Continue >>

- Review that your employer details are correct.

**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) v

Save Cancel

<< Previous

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

**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) v

Save Cancel

<< Previous

## Step 4 – 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. Below the navigation bar (MY DETAILS, CPD, INTERACTIONS, CONTACT US), a green notification bar states '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 prompt to select a preferred payment option, with 'Annual' selected in a dropdown. At the bottom of this section are 'Save' and 'Cancel' buttons. A large green arrow points from the 'Continue >>' button, which is located at the bottom right of the form area.

*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 5 – Declaration

- Complete your online declaration by answering the questions provided.

The screenshot displays the 'Practising Certificate Declaration' form. It starts with a '<< Back' button and the MySWRB logo. The title is 'Practising Certificate Declaration'. Below the title, it states: 'To apply for your Practising Certificate, please complete the following declaration. Please note that making a false declaration may result in disciplinary action.' There are five questions, each with a 'No' dropdown option:
 

- \* 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?

 A large green arrow points to the 'No' dropdown options for these questions. Below the questions is a section titled 'I declare that:' followed by a list of commitments:
 

- 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.

 At the bottom, there is a statement: '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.' There are 'Save' and 'I agree' buttons at the bottom right.

- 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.

**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 6 - 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 rounded rectangle 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 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'. The main content area is titled 'Fees' and contains a table with the following data:

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

Below the table is the 'Payment Option' section. It 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' (with sub-fields for Card number, MM/YY, and 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. A navigation bar contains 'MY DETAILS', 'CPD', 'INTERACTIONS', and 'CONTACT US'. A red 'Continue >>' button is visible. The main content area is titled 'Practising Certificate Confirmation' and includes a message: 'Thank you for renewing your practising certificate, your payment has been processed with the payment method selected. Please click continue to proceed.'

Below the message is a section titled 'Social Workers Registration Board New Zealand' with the following details:

Order date  
Bill to  
Payment method  
Sold to

Below this is a table with the following data:

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

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

**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
<b>Item total</b>			468.00
<b>TRANSACTION GRAND TOTAL</b>			<b>468.00</b>
<b>Payment amount</b>			468.00
<b>Balance due</b>			0.00

## Step 7 - 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.

**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.*

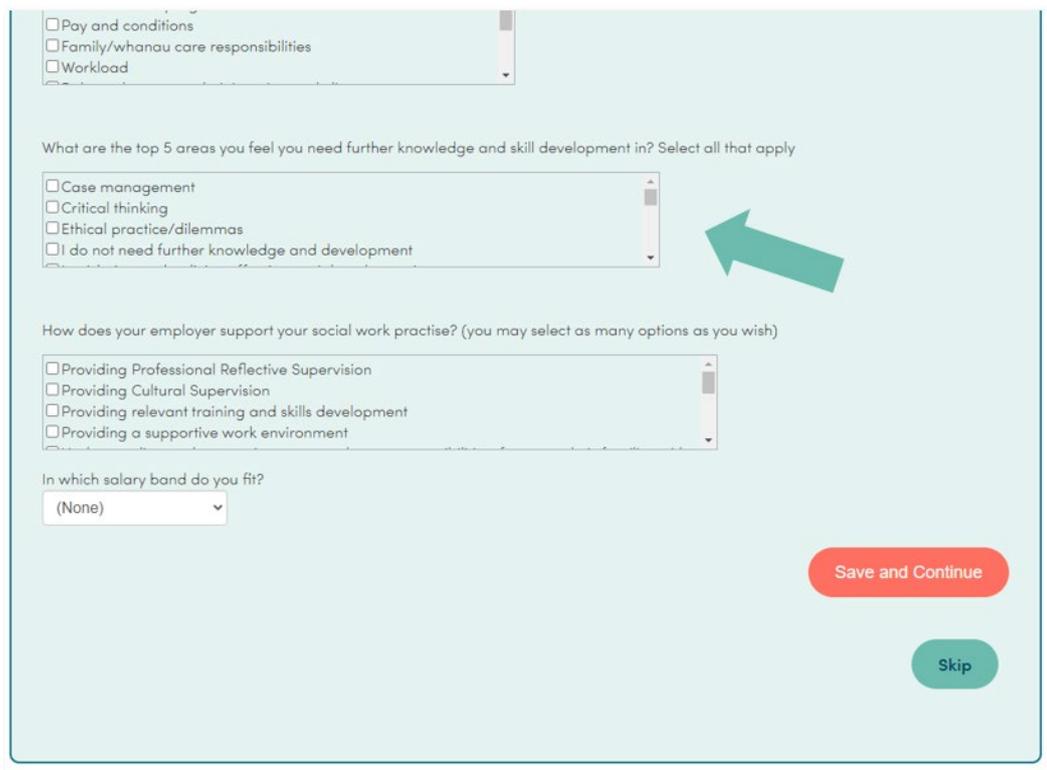
Which description best fits your current social work role(s)? Select all that apply

- 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)

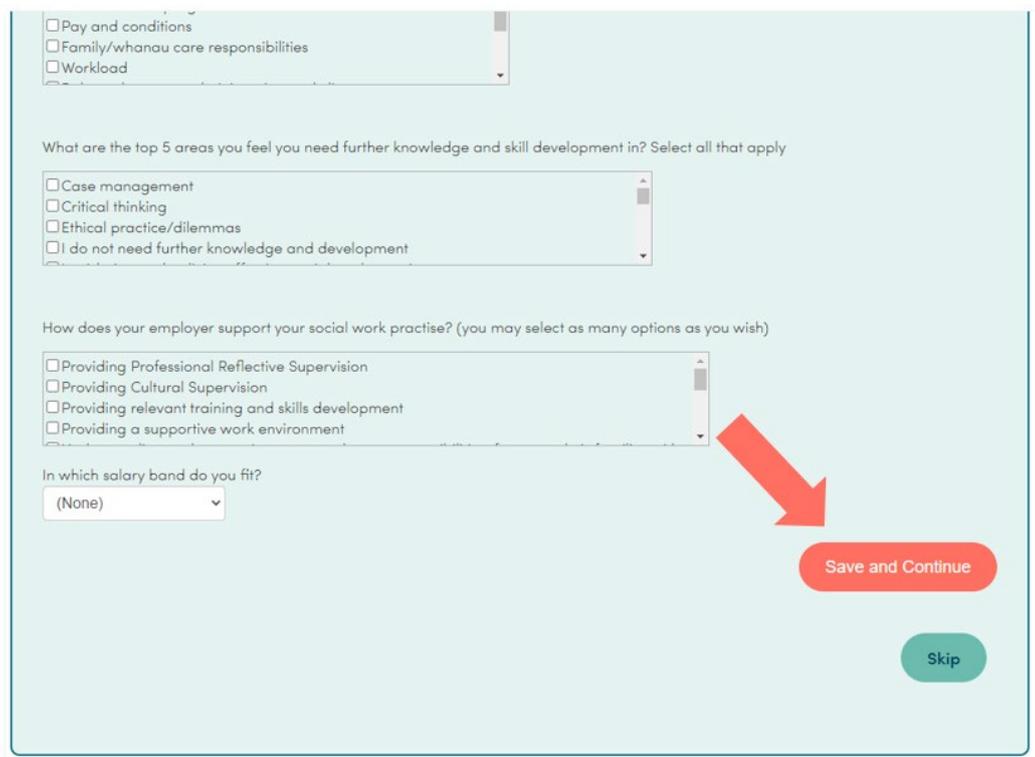
Providing Professional Reflective Supervision  
 Providing Cultural Supervision  
 Providing relevant training and skills development  
 Providing a supportive work environment

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)

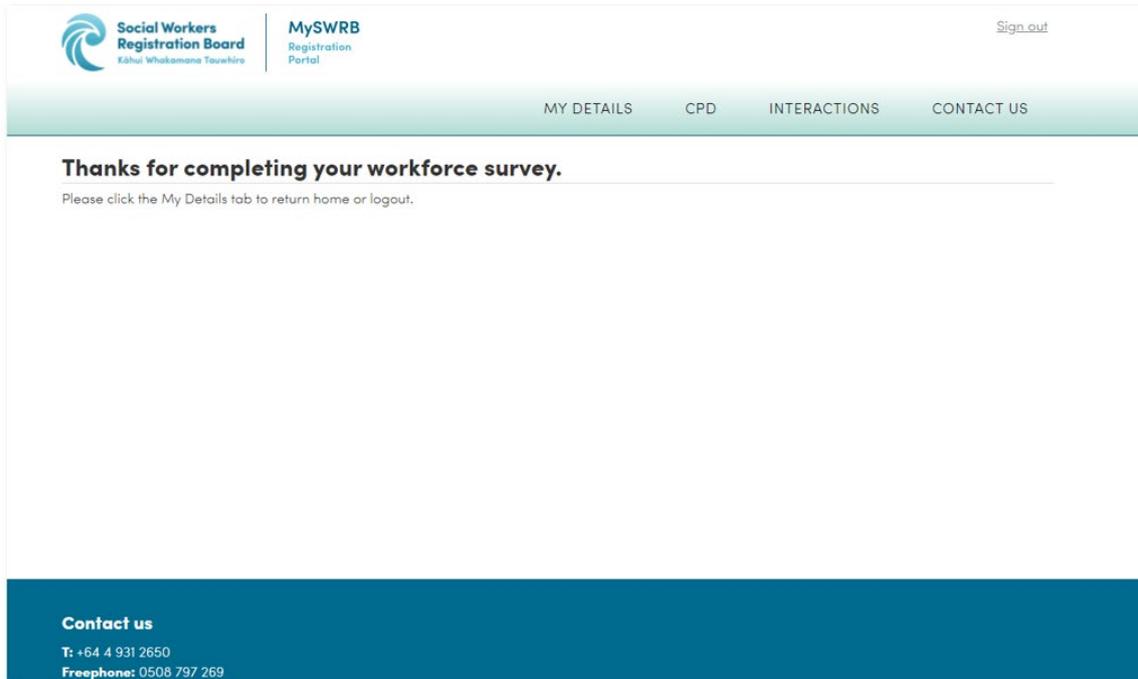
Providing Professional Reflective Supervision  
 Providing Cultural Supervision  
 Providing relevant training and skills development  
 Providing a supportive work environment

In which salary band do you fit?  
(None)

Save and Continue

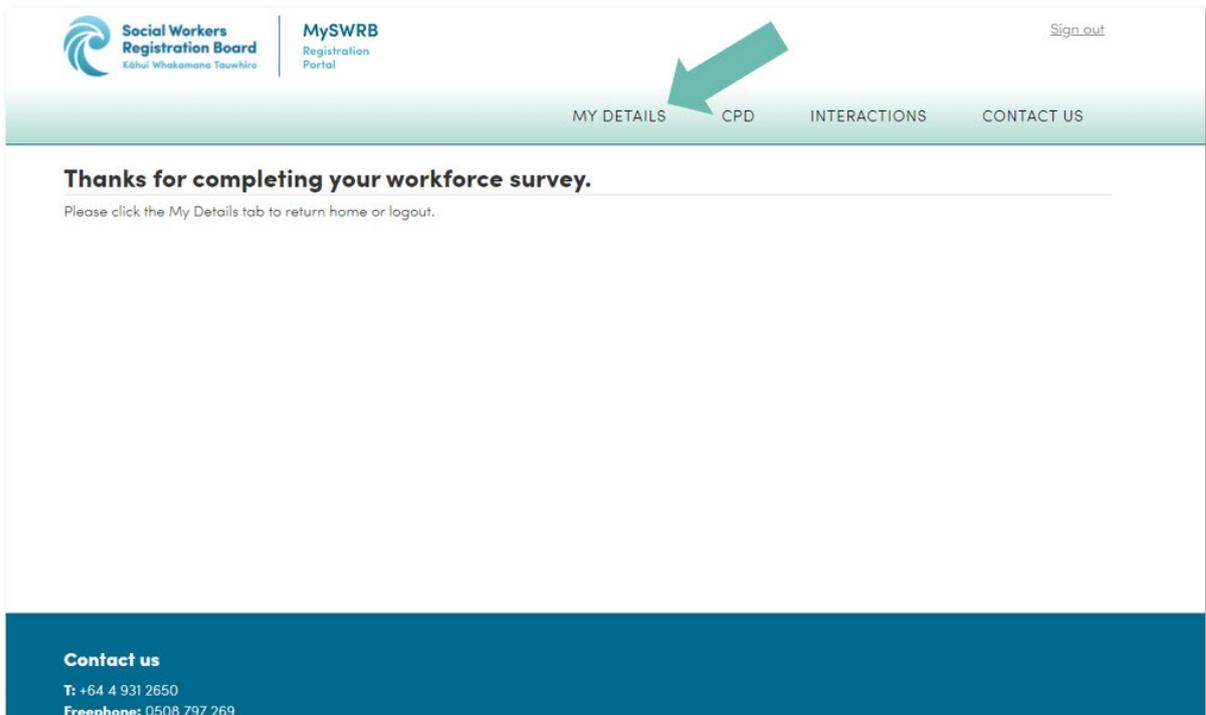
Skip

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



## Step 8 - 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.

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

