

Accessing Your CPD Page From Your Portal



Sign out



Hi, [redacted]

You can access your Continuing Professional Development (CPD) by clicking here.



CPD

INTERACTIONS

MY DETAILS

Welcome Celia

Personal Details

Please check your details and add any missing information.

Please check your personal details below and if needed, select the 'Edit' button to provide the relevant details. You need to ensure you have entered your date of birth, email address, mobile phone number and a mailing address before continuing.



Edit

Prefix

[redacted]

Registration Number

[redacted]

First Name

[redacted]

Practising Status

[redacted]

Preferred Name

[redacted]

APC Expiry Date

[redacted]

Middle Name

[redacted]

Gender

[redacted]

Last Name

[redacted]

Email

[redacted]

Date of Birth

[redacted]

Mobile Phone

[redacted]

Download your Registration Certificate

Download your APC

Renew APC for 2024 - 2025 Year

Apply Non-Practising Status 2024 - 2025 Year

Requests

Cancellation of registration request

Your CPD Record

CPD INTERACTIONS MY DETAILS

Current Year CPD Summary

- 190 days left to **complete** annual CPD requirements (31 March 2026 deadline)
- **22 Total Credits Required**
- **19.50 Total Credits Completed**
- **2.50** further credits required for Continuing Education
- **0.00** further credits required for Cultural Development

Add CPD

Download ALL submitted CPD records

Download submitted CPD records by year

This is your draft CPD records. Any CPD you have saved as a draft and have not yet submitted will be displayed here.

Draft CPD records

Status	Activity	Date Completed	Points/Hours
There are no records.			

This is your CPD submitted record. It contains all of the CPD that you have submitted to your profile. From this view, you can see the status, the year the CPD was completed, the course name, the category of your CPD, the date you have completed it and how many points/hours your CPD equates to.

Submitted CPD records - Current year

Status	Year	Activity	Category	Date Completed	Points/Hours		
Submitted	2025-2026	Whiria te reo - tahi - Te reo tohutohu Instructions:	Cultural Safety/Competence	2/04/2025	3.00	Edit CPD	Delete record
Submitted	2025-2026	De-escalation	Chinese Medicine Practitioner - Acupuncture	23/04/2025	1.00	Edit CPD	Delete record
Submitted	2025-2026	Wellness and Resilience for Good Mental Health in the workplace	Chinese Medicine Practitioner - Acupuncture	23/04/2025	1.00	Edit CPD	Delete record

Current Year CPD Summary

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In this area you can see how many days left you have to complete your CPD requirements and how many more credits are required to complete your CPD for the practicing year.

Add CPD

Download ALL submitted CPD records

Download submitted CPD records by year

Draft CPD records

Status	Activity	Date Completed	Points/Hours
There are no records.			

Submitted CPD records - Current year

Status	Year	Activity	Category	Date Completed	Points/Hours	
Submitted	2025-2026	Whiria te reo - tahi - Te reo tohutohu Instructions:	Cultural Safety/Competence	2/04/2025	3.00	Edit CPD Delete record

You can edit CPD you have already added to your record by clicking here. You can also delete CPD that you have already added to your record by clicking here.

Only records within the current year that can be edited and/or deleted. Once the records have been closed for auditing purposes (historical) they can no longer be changed or removed.

Adding New CPD to Your Record

Current Year CPD Summary

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You can add new CPD to your record by clicking here.



Add CPD

Download ALL submitted CPD records

Download submitted CPD records by year

Draft CPD records


Status	Activity	Date Completed	Points/Hours
There are no records.			

Submitted CPD records - Current year

Status	Year	Activity	Category	Date Completed	Points/Hours		
Submitted	2025-2026	Whiria te reo - tahi - Te reo tohutohu Instructions:	Cultural Safety/Competence	2/04/2025	3.00	Edit CPD	Delete record

Add CPD


The CPD period for 2024-25 (1 April 2024 to 31 March 2025) has now ended, therefore you can't submit records for that time anymore. From now on, any CPD activities you enter should be for the period 1 April 2025 to 31 March 2026.

*Date Completed 
Required Field

*Activity (Title of session, course, conference etc)
400 characters left
Required Field

Please perform a self-assessment against the Council's [Clinical and Cultural competencies and Ethical Standards](#) and specify which of the Council's Standards/competencies this activity relates to and why

*Select the competency or standard most applicable to the CPD you have undertaken

(None) 

- (None)
- Standards of Clinical Competence for Chinese Medicine Practitioners
- Standards of Cultural Safety and Cultural Competency of Chinese medicine practitioners
- Standards of Ethical (Professional) Conduct for Chinese Medicine Practitioners
- Clinical Record Standard
- Informed Consent Standard
- Advertising Standard
- Professional Boundaries Standard
- Safe Practice Standard
- Statement on Cervical Neck Manipulations
- Guidelines for Safe Prescribing of Chinese Herbal Medicine
- Statement on the use of titles

When adding your CPD to your profile, you must fill out all required questions.

Please ensure you fill out all required fields and make note of the character/word limits, and drop down menus.



Select the Category and/or Scope your CPD activity relates to

Hours/Points *only whole and 0.5 values accepted

Evidence of CPD activity

(None) v

(None)

Cultural Safety/Competence

Other scope specific CPD

Chinese Medicine Practitioner - Acupuncture

Chinese Herbal Medicine Practitioner

Chinese massage (tuina) practitioner

Chinese Medicine Specialist

Make sure you select the correct category and/or scope that your CPD activity relates to.

Evidence of CPD activity

- Allowed file formats are: doc;docx;jpg;jpeg;pdf
- The maximum file size allowed is 4 MB

Comments for Auditor (if any)

400 characters left

If you have any comments for the Auditor, please write them here. An example of a comment may include letting your Auditor know you haven't received a certificate for the CPD you're adding.

Year

2025

Note:

If you're not ready to submit the form, please select "**Save as Draft**" from the **Status** dropdown below. This will save your progress so you can return later to complete or edit the form.

If the form is complete and ready for submission, select "**Submit**" and click the **Submit** button to finalise it.

• Status

(None) ▾

(None)

Save as Draft

Submit

When you have completed filling out your CPD, you can select Submit from the dropdown menu and save your CPD, which will then add to your record.

Alternatively, if you have not finished filling out your CPD and wish to return at a later date to submit it, you can save as a draft.



Note:

If you're not ready to submit the form, please select "**Save as Draft**" from the **Status** dropdown below. This will save your progress so you can return later to complete or edit the form.

If the form is complete and ready for submission, select "**Submit**" and click the **Submit** button to finalise it.

• Status

Save as Draft ▾



Once you have selected 'Submit' or 'Save as Draft', you will be able to save your CPD document.



Downloading a copy of Your Record

Current Year CPD Summary

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You can add new CPD to your record by clicking here.



Add CPD

You can download all your CPD record by clicking here.



Download ALL submitted CPD records

You can download your CPD record based by year by clicking here.



Download submitted CPD records by year

Draft CPD records

Status	Activity	Date Completed	Points/Hours
There are no records.			

Submitted CPD records - Current year

Status	Year	Activity	Category	Date Completed	Points/Hours		
Submitted	2025-2026	Whiria te reo - tahi - Te reo tohutohu Instructions:	Cultural Safety/Competence	2/04/2025	3.00	Edit CPD	Delete record

Download CPD by Year

Please enter the Year required in the format by APC Year eg 2024 = 01/04/24-31/03/25 and 2025 = 01/04/2025-31/03/26

*CPD Year

[Download submitted CPD records by year](#)

[Export](#)

[Find](#)

Input the APC year you would like download your CPD from here. For example, putting '2023' will give you your CPD for 1 April 2023 - 31 March 2024.

Click here to view and download your searched CPD.

You can download your CPD in other formats here.



This is one submitted CPD, and include details such as: date completed, category, activity, scope, CPD points/hours, comments, reflective statements and self assessment standards.

Click here to download and save your CPD activities.

CPD Activities for

CPD Year: 2025-2026

Date	Category	Activity	Scope	Points
2/04/2025	Cultural Safety/Competence	Whiria te reo - tahi - Te reo tohutohu Instructions:	Chinese medicine practitioner (acupuncturist) scope of practice	3
	Comments	Reflective Statements	Self Assessment Standards	Competency
		This course had three classes, it covered the dos and don'ts of instructions, and how to explore and practise how to give instructions in te reo that can be used at home or in the workplace. the goal of me taking this course is to continue to normalise the use of te reo in as many settings as possible.	This course relates to the competency "Demonstrate the ability to communicate effectively and interact respectfully with tangata whai ora from diverse cultures.". It was supported at developing te reo language skills for everyday use.	

Troubleshooting:

The system appears to have timed out and did not save my entered CPD – the system will ‘time out’ if a user does not interact with the site for 30 minutes. The user will need to log back in and re-enter their CPD if this occurs. To avoid this, ensure you select ‘Save as Draft’ and press ‘save’ if walking away from your screen for more than a few minutes.

I made a lot of entries at once and only some of them have come up on my list – CPD entries made in quick succession may not show up all at once. Be sure to hit ‘Save’ at the bottom of each entry and ensure all fields have been completed. The system has a built-in ‘refresh’ after 1 hour and CPD that does not show up instantly should appear within the hour. If you log out and in again. If this does not occur, please contact us for assistance.

The CPD I entered is not showing up on my record – this can occur when required fields have been missed during the entry process or if multiple entries have been made in quick succession (refer to the above example). Be sure to complete all required fields when making an entry and hit ‘save’ at the bottom.

My CPD is showing up but does not show for the correct practising year – The system has a built-in ‘refresh’ after 1 hour and will look for entries and the year they have been entered against. CPD should appear against the correct year within the hour if you log out and in again. If this does not occur, please contact us for assistance. Ensure you are checking your drafts for accurate information before submitting and delete any duplicate entries.

I don’t have a confirmation certificate for the CPD I entered – this is fine. Not all CPD will have an attendance certificate. Please add a ‘Note for the auditor’ at the bottom of the CPD entry to let the auditor know that there is no certificate available for this CPD. Please refer to the CPD guidance documents for what meets audit requirements as suitable evidence.

Mac Troubleshooting:

I’m having trouble loading the site on Safari – ensure that you’re using a different browser, such as Chrome, Edge or Firefox, as Safari is known to have some compatibility issues.

I’m having issues with the site, and I don’t use Safari – try loading up the site using an incognito/private window to ensure any browser settings you have active aren’t interfering with the website. If you google ‘incognito/private window’ you will find instructions online for how to do this.

I’ve tried all of the above and I’m still having site issues – please take a screenshot or ‘snip’ of your browser console logs and email it to Lindsey.Pine@chinesemedicinecouncil.org.nz. To access your browser's console logs in Safari, go into Safari's preferences (Safari Menu > Preferences) and select the Advanced Tab. Once that menu is enabled, you will find the developer console by clicking on Develop > Show Javascript Console. For Chrome or

Edge, right click anywhere on your browser window and click inspect. Console should be one of the selectable tabs when the developer console is opened up. Take a screenshot when you first land on the CPD page and after you submit your information.

My CPD entry keeps loading when I press Submit – this can happen if the text you pasted into a field contains hidden formatting from Word or AI, has unsupported special characters (like bullet symbols), or the field exceeds the character limit once formatting is counted.

- **Try pasting as plain text (no formatting)** – instead of normal paste, use: **Windows: Ctrl + Shift + V / Mac: Option + Shift + Command + V**. This removes hidden formatting and reduces the chance of the site rejecting the text.
- **Use a “Notepad/Memo” transfer method** – paste your text into **Windows Notepad** (or **TextEdit on Mac set to Plain Text**) first, then copy it from there into the CPD field. This strips hidden HTML/rich text that can cause submission errors.
- **Replace special characters before submitting** – update your text to use simple characters:
 - Smart quotes “ ” and ‘ ’ → straight quotes " " and ' '
 - Long dashes — / – → standard hyphen -
 - Decorative bullets • → use **1, 2, 3** or simple hyphens -
 - **Check the character count before pasting** – if the field has a maximum (e.g., **3,000 characters**), try to keep your entry around **2,800 characters** to avoid the system rejecting it, as hidden formatting can make the system count more characters than you can see.
 - **Confirm your session has not timed out** – if you’ve drafted/refined text for a while (especially when going between AI or another document) and then return to Submit, your login session may have expired. If Submit keeps spinning, **copy your text out**, refresh/log back in, and re-enter (or Save as Draft first if available).
 - **If it still won’t submit** – try a different browser (Chrome/Edge/Firefox), then try an incognito/private window. If the problem persists, take screenshots (and console logs if requested) and send them through to the Council for investigation.