

Kia ora koutou

MyRecert – a gentle reminder

Congratulations to those of you who have completed, or nearly completed your MyRecert recertification requirements for 2021/22. It has been yet another disrupted and challenging year for everyone, so it is excellent to see that at least **93%** of registered pharmacists have engaged with the MyRecert platform since 1 April 2021 to document their learning activities.

Pharmacy practice has changed greatly with the advent of COVID-19, so its certain that most of you will have learnt many new skills and completed vast amounts of professional development in the past year. For Council's purposes, we just require you to document a small portion of this learning as evidence you are meeting your professional development requirements.

Council has significantly reduced [MyRecert requirements for the 2021/22 year](#) recertification year. You are only required to record the following CPD:

- Professional development plan x1
- Reflective account x1
- Participate in a professional peer group meeting x1
- Take an action towards cultural safety x1
- Nominate a verifier and hold 2 conversations with them

Pharmacists who passed the November 2021 Assessment Centre are required to submit one professional development plan only.

Pharmacists who passed the December 2021 Assessment Centre are not required to submit any formal CPD records.

You can access your portfolio [here](#).

As part of the APC renewal process, you will be asked to make a declaration that you have met your MyRecert requirements for this year.

If you're not quite there yet, try setting aside a couple of hours over the coming weeks to formally document your learning.

Council is aware of the challenging environment you are currently operating in. If you are not able to complete all your CPD by 31 March, we still encourage you apply for your new APC before this date and complete your declaration honestly.

MyRecert Frequently Asked Questions

Thank you to everyone who has contacted us about MyRecert. Your questions have helped us to refine the guidance for the benefit of the whole profession.

There are many written [resources](#) on the website, as well as videos, to help you navigate the system.

Many of the professional membership organisations also offer advice and support to help you meet your MyRecert requirements.

Why am I having trouble logging in?

If you are having trouble logging in, make sure you are using your Pharmacy Council registration number (not your email) as your username. If you have forgotten your password, click the 'Lost password' button. An email will then be sent to you with a link to change it – check your 'junk' folder if you do not receive the email.

What are the MyRecert requirements for 2021/22?

All the [requirements for 2021/22](#) are due to be completed by 31 March 2022. Once you have completed your CPD requirements, you can then make your application for your 2022/23 APC. If you are not able to complete your CPD by 31 March, we still encourage you make an application before this date and complete the declaration honestly. This will allow you to continue to practice on 1 April 2022. There is a dedicated portfolio page for each required activity. Follow the 'Create' or 'How to' links.

Why can't I add multiple PDFs to the same page?

For each PDF you want to add to a portfolio page you need to add a new block. Only one PDF can be loaded per block, but you can add multiple blocks to each portfolio page. All the instructions are in the 'How to' guide. See the written or video resources for guidance (go to [How to instructions](#))

Help – I can't find pages or completed templates that I have uploaded!

We are in the process of adding an "autosave" function, but in the meantime, make sure you save as you go in case the system "times out". If you do accidentally lose or delete material you have uploaded, contact us for help.

How do I add a verifier?

You must have a [verifier](#) who can provide feedback on your CPD activities. In future years, your verifier will be required to make a declaration that you have met your requirements. For this year, you do not have to provide a statement from a verifier, but you are expected to have two conversations with your verifier about your recertification activities prior to 31 March 2022. You can enter your verifier by clicking '[Share with Others](#)'

Do not hesitate to contact us at myrecert@pharmacycouncil.org.nz if you need any further assistance.

Ngā mihi nui
Pharmacy Council