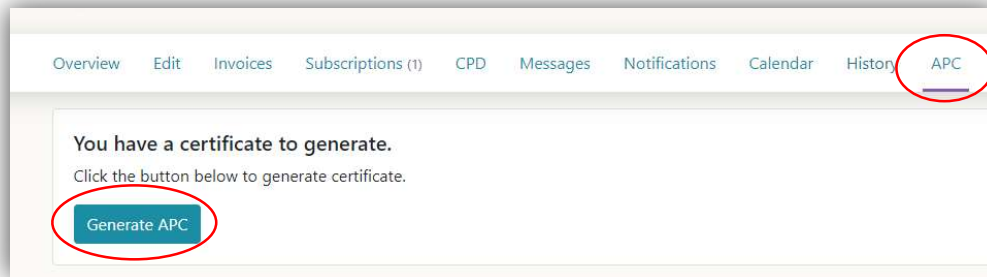


HOW TO: Renew an APC

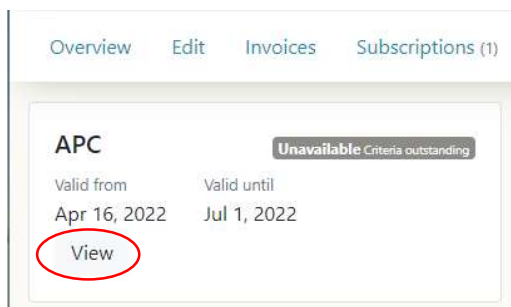
1. Getting Started
2. Uploading Documents
3. Printing APC

1. Getting started

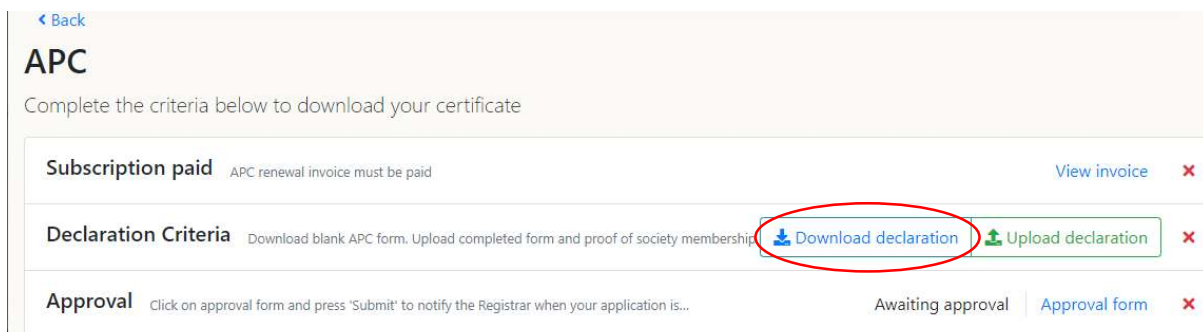
- Log in to www.cprb.org.nz and access your profile.
- Click on the **APC** tab. Click on **'Generate APC'**



- Click on **'View'** to open. (Note: default dates: If you click on the button earlier than 1 month pre-expiry, it will default to your current APC dates – Admins can change these dates when they approve your APC).



- **'View invoice'** and pay the APC renewal invoice. If you pay by internet banking, there will be a delay of up to 7 days as the Registrar will need to manually log this payment.
- Download and print a blank declaration (Blue button – **'Download declaration'**).

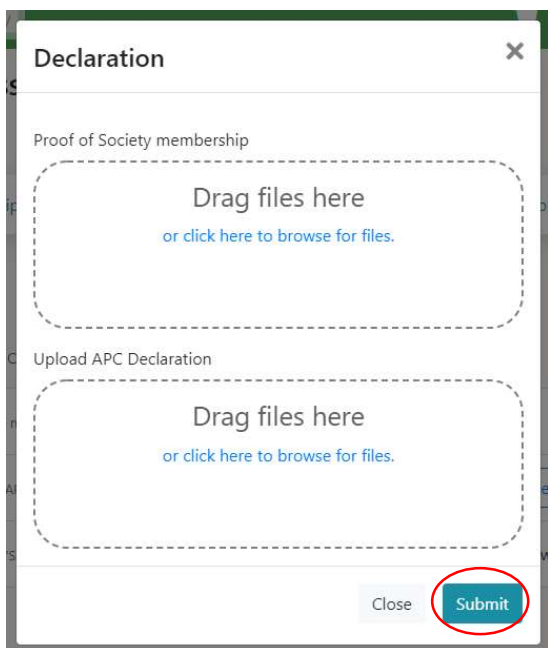


- Complete signatures and scan to a single PDF file.
- Have proof of society membership ready to upload – in PDF format

HOW TO: Renew an APC

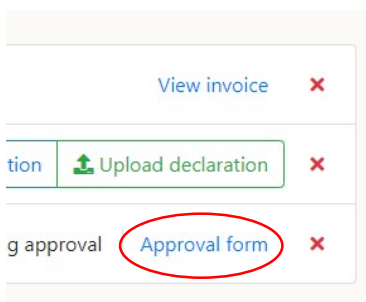
2. Uploading documents

- Click on the green 'Upload declaration' box and upload
 - your society membership proof,
 - signed declaration form (plus any additional documents – must be scanned together into single PDF).



Select 'Submit' to save the uploaded documents.

- Lastly click on 'Approval Form' and then 'Submit' – this lets the Registrar know your application is ready for board review.



Once each criterion is met successfully, the corresponding red cross will change to a green tick.

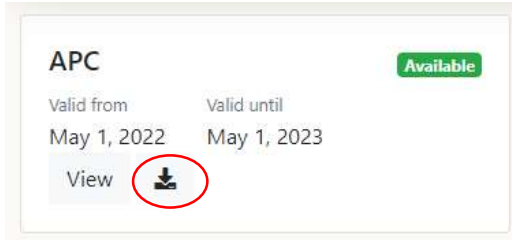
If your documents are not accepted e.g., missing a signature or similar, you will be notified and that criteria will once again show a red cross. Re-upload when the required changes have been made.

Three green ticks will allow you to download your APC certificate.

HOW TO: Renew an APC

3. Printing your APC

When approved, your APC tab will display this image:



Click on the download icon to view and print your certificate.

APCs prior to year ending 2022 can not be viewed on the new CPRB website. If you need a copy of an old APC contact the Registrar.

APCs year ending 2023 onwards will be stored under the APC tab and able to be viewed or downloaded at any time.

APC tab non-functional? If you do not have an APC type registration, your APC tab will not be active. This could be because you have been on parental leave, have a lapsed APC of over 1 year, or have non-resident registration. Please contact the Registrar if you require an APC, and they will activate your APC tab and create an invoice.

Overdue APC renewals Your APC tab will stay active for 1 year and you can perform the above renewal actions at any time. Your APC status will show 'Overdue' on the public register until your APC has been approved.

Lapsed APCs If your APC is overdue for 1 year, your status will change to 'Lapsed' on the public register, and your registration changed to a non-renewing type. You will not receive further reminders and will not be able to access your APC tab. If you wish to renew, contact the Registrar.