



MEDICAL SCIENCES COUNCIL
OF NEW ZEALAND
TE KAUNIHERA PŪTAIAO HAUORA O AOTEAROA

Recertification programme – continuing professional development (CPD)

What if you're selected for audit?

August 2026

Continuing professional development (CPD) audit

When does it happen – why – and why you?

Every two years the Council selects up to 40% of practitioners and asks them to provide information about what CPD they've carried out over the last 24 months.

Selection is random – there's no reason why one person is chosen over another.

You're asked to report on what CPD you've done over the last two consecutive years - from January one year to December the following year.

Why?

Continuing professional development (CPD) is a way for health practitioners to retain competence and keep updated on the most current practices.

It's also a critical part of the Council's recertification programme, and a requirement under section 41 of the Health Practitioners Competence Assurance Act 2003 (HPCA/the Act).

Everyone must do it.

Information is here on the website



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Recertification programme - continuing professional development (CPD)

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Recertification programme - continuing professional development (CPD)

Continuing Professional Development (CPD) is a critical part of the Medical Sciences Council recertification programme. **It's a way for health practitioners to retain competence and keep updated on the most current practices.** It's also a way for them to support their ongoing professional development. All health practitioners must complete their required CPD.

The Council's recertification programme (CPD) is established under section 41 of the Health Practitioners Competence Assurance Act 2003 (the Act).

As a health practitioner you will actively engage in a range of learning activities throughout your career to **make sure you continue to practise safely, effectively, and legally** within your evolving profession.

To make sure this is happening the Council uses a recertification programme to carry out CPI. **Two years up to 40% of practitioners are selected and asked to provide information about their CPD.**

What you need to do

You'll find information on the website about what you need to do if you're selected for an audit. This includes 'how to guides' and common questions, such as:

- Can I get out of being audited?
- Am I legally required to do it?
- Do I still have to do it even though I've been working as a practitioner for more than 15 years?
- I work part-time – do I still need to do it?
- What CPD is relevant to my scope of practice?
- How do I provide details of my CPD?
- What's a '**reflective statement**'?
- What if I didn't practice for the full period that I'm being audited for?

What is a general reflective statement? It's a brief explanation of:

- the professional development activities you're engaged in
- how these activities relate to your practice
- what you've learnt from them
- any changes you made to your practice as a result, or why you decided no changes were needed.

You should also explain how you consider professional ethics and cultural competence in your day-to-day work.

There is no minimum length or number of general reflective statements required. However, we do expect you to provide a general reflection covering these areas.

Need help? If you're unsure about any part of the audit process, please contact us by phone 04 801 6250 or email mscaudit@medsci.co.nz

CPD audit

More about what
you need to do?

Follow the **How to guides**

There's more specific information about
what to do if you're a –

[Medical Laboratory Scientist](#)

[Medical Laboratory Technician](#)

[Medical Laboratory Pre-analytical Technician](#)

[Anaesthetic Technician](#)

... including resource documents (policy, peer
declaration, **a how to guide** for submitting your
audit information).

Tips on what to do

Follow the '**how to guide**' – do everything in order, ie

Step 1: Log in to your online portal

Step 2: **Now**, click on the link we provided in our first recertification email to you about the CPD audit

Top tip: If you're not logged on clicking the link won't work.

Step 3: Carry on....

If you get stuck, give us a call 04 801 6250 or send us an email mscaudit@medsci.co.nz (we'll get back to you within 24hrs).

When we need your submission

Please make sure you submit your audit information by 5pm,
Monday 5 October 2026.

Give us some time to review your submission – if we've got any queries, we'll be in touch as soon as possible.

Thank you.