

### Annual HASANZ Renewal Process 1/7/19 – 30/6/20

You will receive an automated email 30 days before your expiry date which will prompt you to renew via the dashboard. It will have links to FAQ's on the website, in addition to a contact us button for any questions.

The cost to renew your membership is \$100 +GST, **inclusive** of \$14.75 administration fee and to do this you need to login and complete the Renewal application.

The renewal process is very straightforward and will not require you to upload or update any existing information, it should take you approximately 5 minutes or less to complete. There are no approvals required from the HASANZ team or the Association. Please see below for the information you will need to provide:

- ✓ Confirmation of **membership** of your Association
- ✓ Your Association membership **expiry date** (Date Field)
- ✓ Your confirmation that you continue to meet your Associations' **requisite experience, CPD** and additional **professional practice** requirements.
- ✓ Confirmation that you have the appropriate level and type of **insurance** for the nature and scope of your work.
- ✓ You agree to the **disclaimer**.
- ✓ You agree to the **terms and conditions**.

If you wish to change or update your competencies on your profile, we recommend that you can do this at any time throughout the year, and avoid doing so over the months of July & August, to ensure a smooth and fast processing time. If you do choose to update your competencies, please expect a longer than usual processing time.

### QUESTIONS AND ANSWERS – MEMBERS

1. Do I need to update my competencies at the time I renew my membership?

No, it is expected that throughout the year, as you undertake CPD you will update your competencies as and when they are completed. We recommend that you avoid updating your competencies over the months of July and August to ensure a smooth and fast processing time.

2. I will be travelling when my renewal date expires, can I renew before my expiry date?

Yes, you can renew your Membership anytime within the 30 days prior to expiry.

3. How long will it take to renew my profile?

The application time for yourself should take no more than 5 minutes. Upon completing the form, you will be directed to payment express to pay the renewal fees. There will be no reviewing or approving from either the Association or the HASANZ office during this process.

4. What does it cost to renew my membership?

The cost of membership is \$100+GST, inclusive of the 14.75 administration fee.

5. How do I pay?

Please log onto your HASANZ register “My Dashboard”, complete the renewal form and use the secure payment gateway button displayed at the dashboard to pay your fees.

If you require alternative payment methods, then please contact the HASANZ team to discuss.

6. If my expiry date is due for renewal with my Association, how will this affect the renewal of my HASANZ Register membership?

You can still renew your HASANZ Register membership. However, to remain published on the HASANZ Register you must ensure your Association membership is current.

7. Why don't I need to upload my insurance?

HASANZ has sought legal advice and have been advised that it is the responsibility of each member, each with varying practices, to determine the best type of insurance for their work.

8. Will I get an invoice?

After you have completed the payment, you will receive a receipt via email.

9. Why should I renew my membership?

If you would like to remain on the Register for public view you need to update your membership for this. Otherwise you will become unpublished, and after 30 days deactivated.

10. What happens if I don't renew my membership straight away?

You will have 30 days, plus an additional 3 days to renew your profile before becoming unpublished. If you do not renew your membership within 30 days of being unpublished you will become deactivated.

11. What is the difference between unpublished and deactivated?

When in an unpublished state your profile can not be viewed from the Register search function. When you become deactivated, your information is at risk of being deleted and you will need to apply for a new Registration again.

12. If I have a legitimate reason (e.g. hospitalisation etc) to not renew on time, what can I do?

In this instance we urge you to get in touch with your Association and the HASANZ team. Notify us, so that we can put a note beside your profile.

13. Where do I find my HASANZ Register expiry date?

This can be found in the 'My Dashboard' area after logging into the HASANZ Register. Under the 'status' you will see how long your registration is valid for and when the expiry date is.

14. What will my new HASANZ Register expiry date be?

Your new expiry date will be 1 year after your original expiry date.

15. Can I renew my HASANZ membership while making changes to my profile?

Yes, you can. If you are currently making changes to your profile, you will still be able to renew your membership with HASANZ, however these changes will not be reviewed until after the renewal has been processed. Upon completing the renewal process, you can continue to make changes to your profile.

16. If I become unpublished, what do I need to do next?

If you are logging in within 30 days of expiry, you can still renew your membership. If you are past this date, you will need to contact HASANZ for further information.

17. Can I renew my HASANZ membership earlier, before I have received my 30 days reminder email (In the instance that I will be away?)

You will not be able to renew your HASANZ membership, until after you have received your 30 days reminder notice. This triggers your application to receive the options for renewal. If you really must renew prior to this time, please contact the HASANZ team.

If you have any queries about the renewal process, please contact either [register@hasanz.org.nz](mailto:register@hasanz.org.nz) or [grading@nzism.org](mailto:grading@nzism.org)