

PGY1 myMCNZ User Guide

Introduction

At the beginning of each year, the Medical Council of New Zealand (MCNZ) is notified of all 6th year medical students.

In June/July MCNZ will generate myMCNZ PIN numbers and email all students the information for [signing up to myMCNZ](#) and [applying for registration](#). myMCNZ is our secure, online environment where you can access our services and manage your details.

A myMCNZ account will allow you to:

- Submit an application for registration (PGY1).
- Update your contact information.
- Track the status of online requests.
- Access copies of invoices and receipts.

After you are registered, you will also be able to:

- Request a certificate of professional status.
- Complete your practising certificate renewal.
- Access practising certificates that have been issued to you.

You must use myMCNZ to submit a PGY1 application to advise us of your registration intentions, even if you don't require registration at this time. Full myMCNZ instructions are detailed in the tables below.

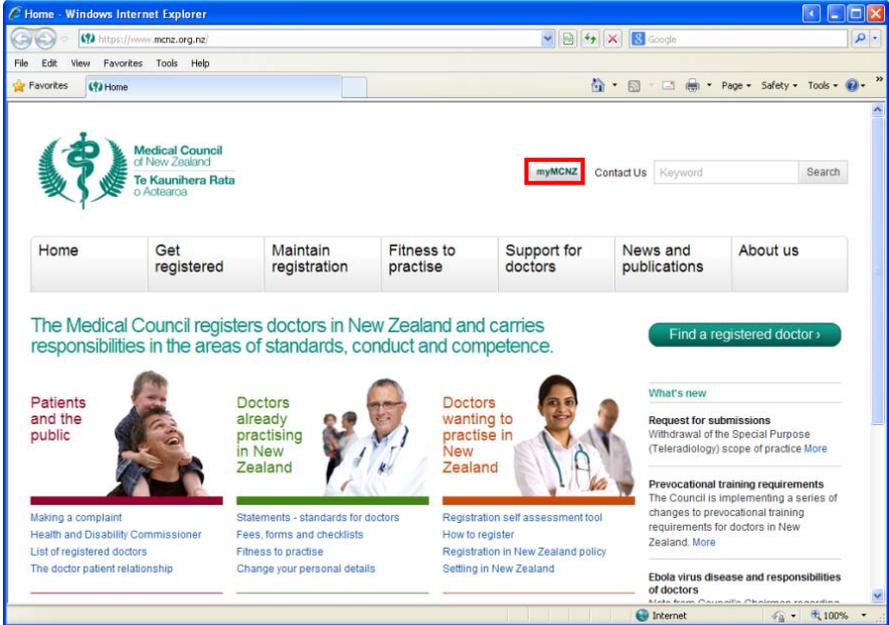
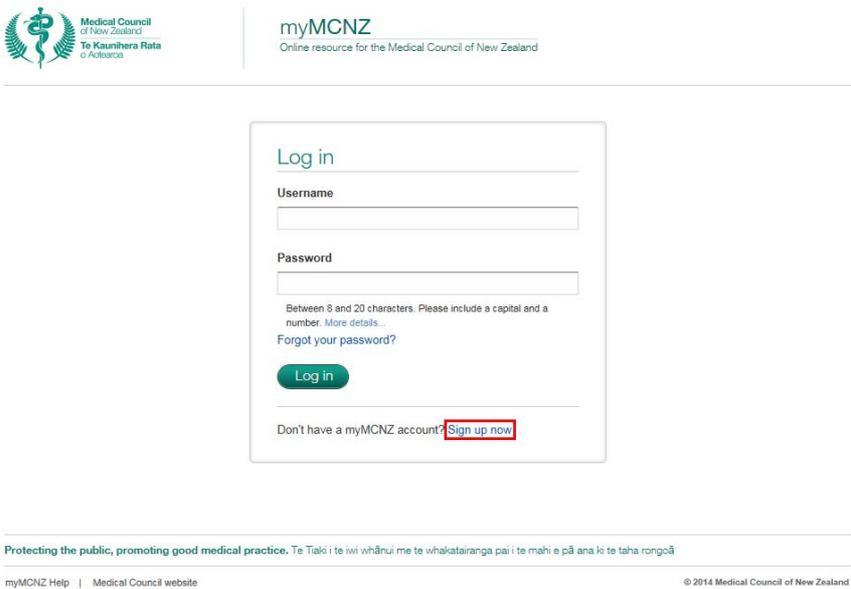
When you have completed your PGY1 application online, you will be emailed a pdf document of your application. This includes a coversheet and will advise you of the additional documentation you will be required to send to us. MCNZ Staff will process the applications and follow up any outstanding applications, or ones that we are awaiting paperwork or additional information.

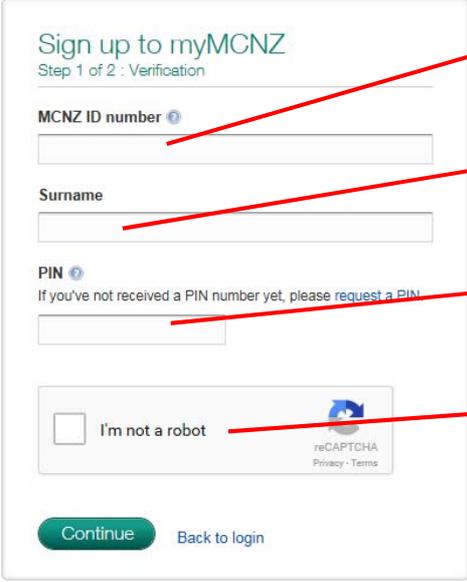
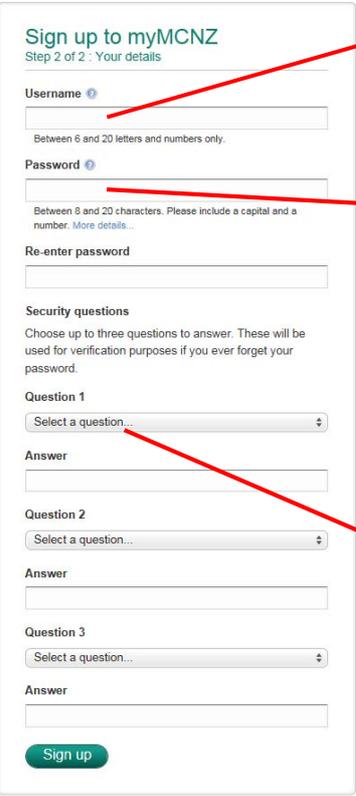
In mid-November, we are notified of those students that have passed from the universities. Based on this information, you will be sent your practising certificate and application approval letter, usually by the second to last Monday in November.

Sign up to myMCNZ

To sign up to myMCNZ, you will first need your unique PIN number. This will be sent to you via text message to the mobile number that was provided to us from your university. If your mobile number has recently changed, please contact us to ensure we have your correct number. If you do not have a mobile number, your PIN number will be mailed to your postal address. If you do not receive your PIN please contact us.

Follow the steps below to sign up to myMCNZ:

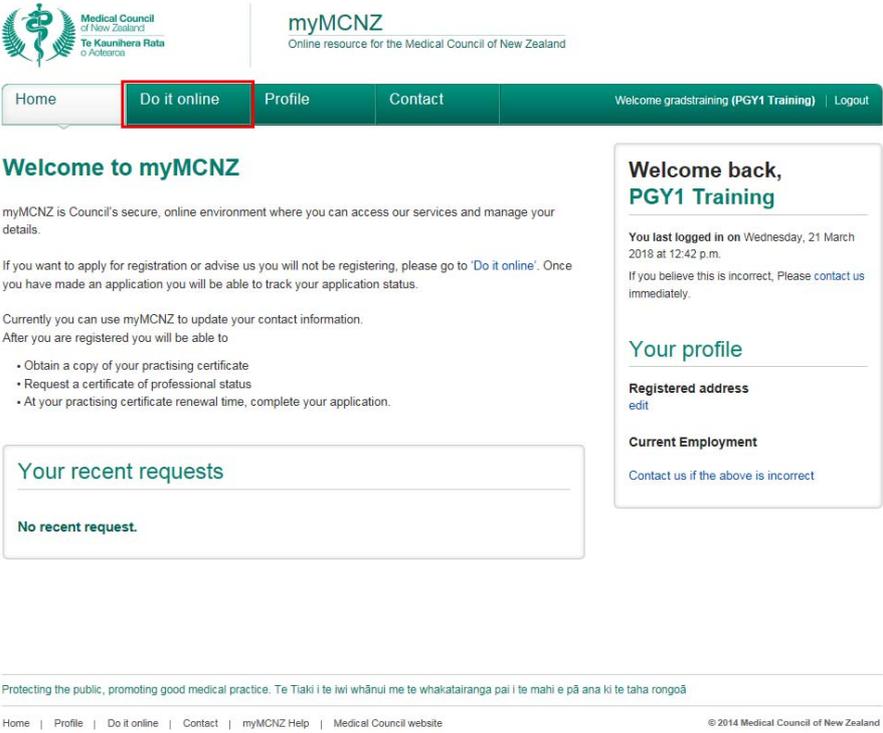
Step	Action
1.	Open your Internet browser .
2.	Go to the Medical Council of New Zealand website: https://www.mcnz.org.nz/
3.	<p>Click on the myMCNZ button.</p>  <p>The screenshot shows the homepage of the Medical Council of New Zealand. At the top right, there is a navigation bar with a search box and a 'myMCNZ' button highlighted with a red box. Below the navigation bar is a main content area with several sections: 'Home', 'Get registered', 'Maintain registration', 'Fitness to practise', 'Support for doctors', 'News and publications', and 'About us'. There are also several informational sections with images of doctors and patients, including 'Patients and the public', 'Doctors already practising in New Zealand', and 'Doctors wanting to practise in New Zealand'.</p>
4.	<p>The Log in page will display. Click on the Sign Up now link.</p>  <p>The screenshot shows the myMCNZ login page. It features the Medical Council of New Zealand logo on the left and the myMCNZ logo on the right. Below the logos is a login form with fields for 'Username' and 'Password'. A 'Log in' button is located below the password field. At the bottom of the form, there is a link that says 'Don't have a myMCNZ account? Sign up now', with 'Sign up now' highlighted by a red box. The footer of the page contains the text 'Protecting the public, promoting good medical practice. Te Tiaki i te iwi whānui me te whakatairanga pai i te mahi e pā ana ki te taha rongoā' and '© 2014 Medical Council of New Zealand'.</p>

5.	<p>The Sign up – Step 1 page will display. Enter the required information in the fields provided.</p>  <p>This is your registration number or reference number.</p> <p>This is the surname that is used in the letter or email sent to you.</p> <p>This is the PIN Number that was sent to you from MCNZ.</p> <p>As a security measure, click on the “I’m not a robot” tick box. You may also have to select certain pictures from a group.</p>
6.	<p>Click on the Continue button.</p> <p>Note: If you have three failed login attempts, you will need to wait 30 minutes before you can try again.</p>
7.	<p>The Sign Up – Step 2 page will display. Enter the required information in the fields provided.</p>  <p>Choose a username between 6 and 20 characters. This is what you will use when you login to myMCNZ in the future.</p> <p>Your password must contain between 8 and 20 characters and meet at least three of the following rules:</p> <ul style="list-style-type: none"> • contain a lower case character(s) • contain an upper case character(s) • contain a number (s) • contain a non-alphanumeric character(s) <p>Select at least one security question and enter an answer. This will be used for verification if you ever forget your password.</p>
8.	Click on the Sign Up button.
9.	Your account has been created.

	<p>Enter your username and password in the fields provided.</p> <div data-bbox="715 232 1246 757" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 80%;"> <p style="text-align: center;">Log in</p> <div style="background-color: #e0f0e0; padding: 5px; border: 1px solid #ccc; text-align: center; margin-bottom: 10px;"> ✔ Your account has been created </div> <p>Username</p> <input style="width: 90%; border: 1px solid #ccc;" type="text"/> <p>Password</p> <input style="width: 90%; border: 1px solid #ccc;" type="password"/> <p style="font-size: small; margin-top: 5px;">Between 8 and 20 characters. Please include a capital and a number. More details...</p> <p>Forgot your password?</p> <p style="text-align: center; margin-top: 10px;">Log in</p> </div>
10.	Click on the Log In button.

Apply for Registration

Follow the steps below to apply for registration:

Step	Action
1.	Log in to myMCNZ.
2.	<p>The Home page will display. Click on the Do it online page.</p> <div data-bbox="539 1137 1422 1870" style="border: 1px solid #ccc; padding: 10px; margin: 10px auto; width: 90%;">  <p>The screenshot shows the myMCNZ website interface. At the top left is the Medical Council of New Zealand logo. The navigation menu includes 'Home', 'Do it online' (highlighted with a red box), 'Profile', and 'Contact'. A 'Welcome gradstraining (PGY1 Training) Logout' link is on the right. The main content area has a 'Welcome to myMCNZ' heading and a 'Your recent requests' section showing 'No recent request.' A 'Your profile' sidebar contains 'Registered address' and 'Current Employment' sections.</p> </div>
3.	Click on Begin your Graduate application .

Medical Council of New Zealand
Te Kaunihera Raua
O Aotearoa

myMCNZ
Online resource for the Medical Council of New Zealand

Home | Do it online | Profile | Contact | Welcome gradstraining (PGY1 Training) | Logout

PGY1 Registration

PGY1 Registration

Congratulations - if you're reading this page, it means that you are likely to be conferred your medical degree quite soon. It may also be that you've already completed your degree but haven't yet practised as a doctor in New Zealand. Either way, we know you will be excited to be joining the ranks of doctors who serve New Zealand so well.

Once you are qualified, and if you intend to practise in New Zealand, you need to gain registration as a doctor. Registration is the process by which Council confirms that you are qualified as a doctor and assigns you a scope of practice.

You must also be issued with a practising certificate - a time restricted 'license to practise' that you will need to renew at least annually, for as long as you continue to practise. It is illegal to practise in New Zealand without this certificate. With a practising certificate you are authorised, and confirmed competent and fit to practise medicine within the scope of practice and conditions specified on your certificate. It is your own responsibility (not the Council's nor your employer's) to ensure that you hold a current practising certificate at any time that you are practising.

You can find out more about practising certificates here on the Council's website. You can also find out more here about the process of registration for new graduates starting their internships.

Begin your Graduate application

Recent Requests

No recent requests.

Protecting the public, promoting good medical practice. Te Tiaki i te iwi whānui me te whakatairanga pai i te mahi e pā ana ki te taha rongoā

Home | Profile | Do it online | Contact | myMCNZ Help | Medical Council website © 2014 Medical Council of New Zealand

4. **Step 1 - Personal Details will display.**
Check your personal details and enter your **Date of Birth** and **Gender**.

Register as a PGY1

Step 1 Personal | Step 2 Intentions | Step 3 Disclosures | Step 4 Employment | Step 5 Reg'd Address | Step 6 Declare | Step 7 Payment

Personal Details

Please review your Personal Details and, if necessary, edit them

Name: PGY1 Grad Training [I've changed my name](#)

Preferred email: test1@mcnz.org.nz

Phone: Mobile: 0275487222

Postal address

Residential address

Date of Birth:

Gender:

Confirmation

Please review the details above and update any incorrect personal information before continuing

I confirm that the details above are correct

[Save & Continue](#)

Note: If you need to change your details, click on the **update any incorrect personal information** link.

5. Tick the confirmation checkbox, then click on the **Save & Continue** button.

	<p>Note: Clicking on the Save & Continue button will save your application at that point. If you need to log out of myMCNZ, you can return to your application later.</p>
6.	<p>Step 2 - Intentions will display. Select your practising intention.</p> <p>Register as a PGY1</p>  <p>Your practising intention</p> <p>This application must be completed by graduates intending to undertake their internship in New Zealand, and also by those who are not going to be working in New Zealand as a doctor at this time.</p> <p> <input type="radio"/> I wish to register as a newly graduated doctor in New Zealand. <input type="radio"/> I do not wish to register as a newly graduated doctor in New Zealand. </p> <p>Previous Save & Continue</p> <p>If you select “I wish to register as a newly graduated doctor in New Zealand.”, also enter your university and graduating year.</p> <p> <input checked="" type="radio"/> I wish to register as a newly graduated doctor in New Zealand. </p> <p>Please select which university you are planning on graduating from</p> <p><input type="text"/></p> <p>Please select the year you plan to graduate in</p> <p><input type="text"/></p> <p>If you select “I do not wish to register as a newly graduated doctor in New Zealand.”, also select a reason.</p> <p> <input checked="" type="radio"/> I do not wish to register as a newly graduated doctor in New Zealand. </p> <p>Please select a reason</p> <p> <input type="radio"/> I have completed my medical degree course, but do not yet have a job in New Zealand. I will apply for medical registration when I have obtained a position. <input type="radio"/> I have been appointed to a position overseas and will not be applying for registration in New Zealand at this time. <input type="radio"/> I have completed my medical degree course but do not intend to start my intern year at this time. I will contact the Council office if my plans change. <input type="radio"/> I have not completed my medical degree course. I will contact the Council office once I have completed my course to ask for information about how to apply for registration. </p>
7.	Click on the Save & Continue button.
8.	<p>Step 3 – Disclosures will display.</p> <p>Carefully read and answer the questions, then click on the Save & Continue button.</p>

Register as a PGY1



Fitness for registration

This information is required (under Section 16 of Health Practitioners Competence Assurance Act 2003) to ensure that no person is registered as a doctor in New Zealand who has not met the required standards, including effective communication (including English proficiency), or whose previous or current health or conduct history may pose a risk to public health and safety. **If you selected YES to any questions in this section, please provide details.** For further information please see 'Fitness for registration - A statement for medical students'.

Mental and physical condition

Have you ever been diagnosed with, or assessed as having a mental or physical condition with the capacity to affect your ability to perform the functions required for the practice of medicine? These include neurological, psychiatric or addictive (drug or alcohol) conditions, including physical deterioration due to injury, disease or degeneration.

- Yes
 No

Conduct/Discipline

Convictions or investigation

Have you ever been the subject of a police investigation, and/or a criminal charge being laid by the police, and/or a guilty finding in a criminal proceeding including traffic offences involving alcohol or illegal substances? Disclosure is required even if the criminal proceedings resulted in discharge without conviction or a similar finding. (For NZ applicants, please note your rights under the Criminal Records (Clean Slate) Act 2004 before providing details of any criminal record).

- Yes
 No

Professional Conduct

Did you, for any reason, have any time when you were not participating in your medical degree programme for more than two months?

- Yes
 No

Are you now, or have you ever been (a) the subject of university disciplinary proceedings OR (b) involved with the university's fitness to practise committee for any matter (health, competence or conduct) which remains unresolved and/or requires ongoing monitoring and/or support?

- Yes
 No

Are you currently, or have you ever been, the subject of an investigation, in New Zealand or in another country, in respect of any matter that may be the subject of professional disciplinary proceedings?

- Yes
 No

[Previous](#)

[Save & Continue](#)

9. **Step 4 - Employment** will display.
To add your new employment details, click on the **+ Add employment** link.

Register as a PGY1



Proposed Employment

 You don't have an employment for the current date. Please check this is correct before you continue.

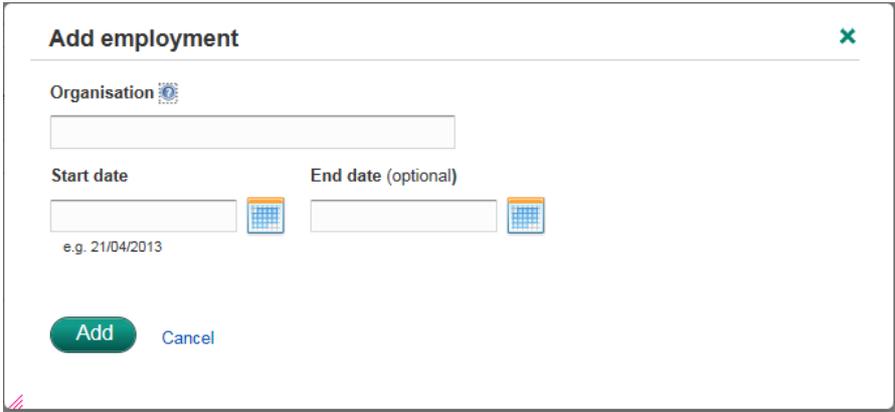
[+ Add employment](#)

Confirmation

I confirm that the details above are correct

[Previous](#)

[Save & Continue](#)

10.	<p>Type and select the Organisation. Then enter the Start date and End date (optional). Click on the Add button when all the required information is entered.</p> 
11.	<p>When you have entered your employment details, tick the confirmation checkbox and click on the Save & Continue button.</p>
12.	<p>Step 5 – Registered Address will display. Review your registered address information and if required, click on the Use another address as my registered address link to change your registered address.</p> <p>Note: Your registered address will appear on the public medical register and may be shared with approved organisations and individuals. We strongly encourage you use your proposed employment address as your registered address.</p>  <p>Registered address</p> <p>Your register address will appear on the public medical register and may be shared with approved organisations and individuals.</p> <p>We strongly encourage you use your proposed employment address as your register address.</p> <p>We strongly recommend that you do not use your residential address. If you do not want your registered address to appear on the medical register, select the confidentiality box below.</p> <p>Registered address [Redacted]</p> <p>By default we will use your proposed employer's address</p> <p><input checked="" type="radio"/> Capital and Coast District Health Board, Private Bag 7902, Newtown, Wellington 6242</p> <p>Use another address as my Registered address</p> <p>Confidentiality <input type="checkbox"/> Keep all my addresses (including my registered address) confidential</p> <p>Previous Save & Continue</p>
13.	<p>Click on the Save & Continue button.</p>
14.	<p>Step 6 – Declare will display. Review your application and if necessary, click on the corresponding Go back and edit link.</p>

Register as a PGY1



Review your application

1. Personal	Date of Birth: 21/06/1979 Gender: Female	Go back and edit
2. Intentions	I wish to register as a newly graduated doctor in New Zealand. University: University of Auckland Graduation Year: 2018	Go back and edit
3. Disclosures	Affected by a mental or physical condition: No Subject to a police investigation, criminal charge, and/or criminal proceeding: No Haven't participated during your medical degree for more than two months: No Subject to a university disciplinary proceeding or university's fitness to practise committee: No Subject to a professional disciplinary proceeding: No	Go back and edit
4. Employment	Added: Capital and Coast District Health Board - House Officer in General Medical or Surgical runs, Start date: 30 Apr 2018	Go back and edit
5. Registered Address	Capital and Coast District Health Board, Private Bag 7902, Newtown, Wellington 6242	Go back and edit

15. Read the **Declaration** and select the tick box as confirmation.

Declaration

I certify that I am the person who is applying for registration in New Zealand, that I am the person named in the qualifications listed on this application, and that all information I have given, and any further information I may later give, in relation to this application is true and correct.

I understand that the Council may obtain further information (within the provisions of the Privacy Act 1993) concerning this application and I consent to the collection of such information by the Council or its agents subject to the Council notifying me of the person who will be contacted and of the information sought. I further understand that although I provide this further information voluntarily, refusing to do so may affect the Council's consideration of my application.

I authorise the Council to disclose information about me (within the provisions of the Privacy Act 1993) to other agencies, if the Council believes on reasonable grounds that the disclosure is necessary (e.g. to DHBs / employers, Immigration NZ, medical colleges, etc.).

I understand that the information I have provided, and any further information I may provide, in my application for registration is to be relied on, and used by, the Registrar and the Council for the purposes of considering my application and that providing false, misleading, or intentionally incomplete information may result in the cancellation of my registration and other penalties. I acknowledge that:

Section 146 of the HPCAA allows the Council to cancel a person's registration if satisfied that they obtained registration by making a false or misleading representation or declaration; or that they were not entitled to be registered.

Section 172 of the HPCAA makes it an offence for a person to make false or misleading declarations and representations in relation to any information that is relevant to the Council, the Health Practitioners Disciplinary Tribunal or a Professional Conduct Committee. A person may be liable on summary conviction to a fine not exceeding \$10,000.

16.	<p>Authentication - Enter your myMCNZ password in the box provided to confirm your identity.</p> <p>Authentication</p> <p>Please enter your password again, to confirm your identity.</p> <p>Password</p> <input type="password"/> <p>Between 8 and 20 characters. Please include a capital and a number. More details...</p> <p>Previous Save & Continue</p>
17.	Click on the Save & Continue button.
18.	<p>Step 8 – Payment will display.</p> <p>Register as a PGY1</p>  <p>Information: Your fee will be \$221.95 including GST.</p> <p>How would you like to pay?</p> <p>If you are paying by Account2Account or Credit Card, please have all your payment information ready. Once you click Continue, you will only have 10 minutes to make your payment. After that time, your application will be automatically submitted to Council without the confirmation of payment and this may delay the processing of your application.</p> <p>If you do not have your payment information ready, you can return to this page at a later date – all your details in this form have been saved.</p> <ul style="list-style-type: none"> <input checked="" type="radio"/> Account2Account › Account2Account payments will incur an additional charge of \$2.20 You will be taken to a secure payment form and guided through the payment process. Once the payment is processed, you will be emailed a receipt as proof of payment. <input type="radio"/> Credit card › Credit card payments will incur an additional charge of \$2.63 You will be taken to a secure payment form and guided through the payment process. Once the payment is processed, you will be emailed a receipt as proof of payment. Note: We only accept Visa and MasterCard. <input type="radio"/> Internet banking › Payment instructions will appear on the next page. Please do not post date the direct credit (internet banking) payment. Your application will be incomplete and will not be considered until payment is received. <input type="radio"/> Cheque › Payment instructions will appear on the next page. Your application will not be considered until payment is received. <p>Previous Continue</p> <p>Select your payment method. If you select:</p> <ul style="list-style-type: none"> • Account2Account or Credit card - Click Continue. You will be taken to a secure payment form and guided through the payment process. Once the payment is processed, you will be emailed a receipt as proof of payment. <p>Note: Please have all your payment information ready. Once you click Continue, you will only have 10 minutes to make your payment. After that time, your application will be automatically submitted to Council without the confirmation of payment and this may delay the processing of your application.</p>

- **Internet banking or Cheque - Click Send request to MCNZ.**
Your application will not be considered until payment is received.
Payment instructions will appear on the next page.

Register as a PGY1



Your fee will be **\$221.95** including GST.

How would you like to pay?

If you are paying by **Account2Account** or **Credit Card**, please have all your payment information ready. Once you click **Continue**, you will only have **10 minutes** to make your payment. After that time, your application will be automatically submitted to Council without the confirmation of payment and this may delay the processing of your application.

If you do not have your payment information ready, you can return to this page at a later date – all your details in this form have been saved.

- Account2Account** › Account2Account payments will incur an additional charge of \$2.20
You will be taken to a secure payment form and guided through the payment process. Once the payment is processed, you will be emailed a receipt as proof of payment.
- Credit card** › Credit card payments will incur an additional charge of \$2.63
You will be taken to a secure payment form and guided through the payment process. Once the payment is processed, you will be emailed a receipt as proof of payment. **Note:** We only accept Visa and MasterCard.
- Internet banking** › Payment instructions will appear on the next page.
Please **do not post date** the direct credit (internet banking) payment. Your application will be incomplete and will not be considered until payment is received.
- Cheque** › Payment instructions will appear on the next page.
Your application will not be considered until payment is received.

[Previous](#)

[Continue](#)

19. The **Next Steps** page will display. This will display the steps you need to complete as part of your application.

Register as a PGY1

Thank you.
Your payment and application have been received by the Medical Council of New Zealand. You will receive a receipt for your records.

Next steps

You must send us the following information before we can process your application:

- Provide proof of your identity
- Copy of your job offer
- Print out of your [coversheet](#)



Proof of identity

Original certified copy of:

- your passport identity pages, or
- New Zealand drivers licence

If you don't hold either of these please contact us via email at graduates@mcnz.org.nz to make alternative arrangements. Send the original certified copy of either your passport or New Zealand drivers' licence, download and print your [coversheet](#) (this has been emailed to you) and send to:

Medical Council of New Zealand
Level 13 Plimmer Towers, 2-6 Gilmer Terrace, Wellington 6011
PO Box 10509, The Terrace, Wellington 6143
New Zealand



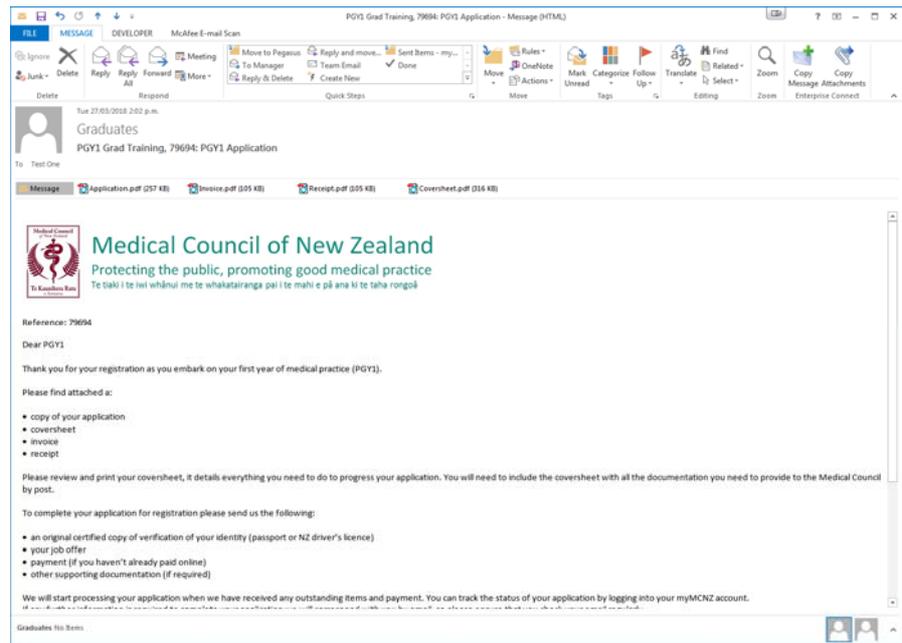
Job offer

Please scan or copy your job offer (do not send your original). This can either be printed and sent with the copy of your proof of identity or emailed separately directly to graduates@mcnz.org.nz please include your Medical Council ID.

Send all required information, along with your [coversheet](#) to:

Medical Council of New Zealand
Level 13 Plimmer Towers, 2-6 Gilmer Terrace, Wellington 6011
PO Box 10509, The Terrace, Wellington 6143
New Zealand

20. You will also be emailed a confirmation of your application, along with the relevant attachments.



Important: If you need to send us any item by post, including cheques, please include the coversheet.

21. You can check the status of your application from the **Do it Online** page on myMCZ.

Recent Requests

Application	Started/completed dates	Status	Outcome	Invoice	Receipt
PGY1	Started: 27/03/2018	Being Processed		MCOI15586345	MCOR25586345