## HASANZ REGISTER STANDARDS/BEST PRACTICE GUIDE

**Creating a profile:**

We advise you to use your private email address to login. The email address to be displayed on your profile page can be different from your login email.

**Email address:**

Insert email address and you will be sent a code to that address to log in. Passwords are not required.

**Log in:**

Enter code - Type in (don't cut and paste) the five characters.

For example, if the text of the email is "Email login code: AXx41", you would enter AXx41 into the box below. **Please note that the code is case sensitive.**

**General information:**

Fields marked with an asterisk are required.

Fields marked with a paperclip are also required and need supporting evidence.

Changes to these fields after submission require the whole form to go through the approval process again.

**General format:**

Phone number format

| | |
|---|---|
| Landline phone number | Format example: +64 1 2345678 ext.90 |
| Mobile phone number | Format example: +64 12 34567890 |
| Title | leave blank only if Dr. |
| Address | Physical vs Postal address |
| | Uncheck display Physical address |

**upload evidence/documents:**

Accepted file types: JPG, JPEG, PDF

Maximum file size: 10 MB.

each item individually uploaded

all documents are named to reflect the content

e.g. Diploma in Occupational Health Management

**Short profile:**

This will appear in the search results and is limited to 255 characters or approximately 50 words.

Person should provide information about themselves <u>not</u> about their company.

This information should reflect the competencies that applicants have been assessed.

**Long profile:**

This will appear on profile page. It is a fuller description of their capabilities and skills and is limited to around 350 words.

The association and/or HASANZ will remove any competencies mentioned within the profiles that have not been approved to meet the competency standards.

**Association membership number:**

Evidence of all qualifications noted under the qualification.

Evidence of all memberships noted under the Professional Memberships section

**Insurance coverage:**

Consultants Only:
Upload a copy of certificate of currency from your insurer showing current cover for professional indemnity insurance and public liability insurance. NOTE: While statutory liability insurance is not a requirement, HASANZ's recommends that this insurance is held by consultants/self-employed persons.

In-house Health and Safety Advisers:
It is expected you are covered by your employers' Insurance and you need to select 'Employee Scheme' to confirm this – please check with your employer if you are in doubt about being covered before applying.

**Where do I find information?**

HASANZ provides a Help section on the [HASANZ register website](). Otherwise navigate yourself [HASANZ Register]() Help menu, there is a dropdown function to select each topic by itself.

**Glossary:**                         **https://register.hasanz.org.nz/help/glossary/**

**Registration standards: https://register.hasanz.org.nz/help/registration-standards/**

**FAQs:**                         **https://register.hasanz.org.nz/help/faqs/**

**Current application process:**

| In-Draft unpublished | Awaitning Payment Unpublished | For Association review unpublished | with Individual unpublished | For Association review unplublished | For HASANZ review unpublished | Approved unpublished | Approved pubblished |
| --- | --- | --- | --- | --- | --- | --- | --- |