



Are you keen to enrol in one of our

## Short Courses for Registered Midwives?

**You can start studying right away!**

### **To access the course material you just need to follow these simple steps:**

1. You will need to create an account in Moodle:
  - go to <https://moodle.op.ac.nz/login/signup.php>. If you have previously studied one of our courses on Moodle then skip these set-up steps and go straight to step 3. You will need to enter your existing username & password.
2. Once you have completed the steps on the Moodle page check your email. You will receive an email regarding your request for a Moodle account and will be asked to follow a link to confirm your registration.
3. Once you have confirmed your Moodle registration you will be taken to a Courses page: <http://moodle.op.ac.nz/course/index.php> – Scroll down until you find Midwifery.
4. Please note that when logging in you will need to click on the '**other users**' tab option on the right hand side not the staff and students tab.
5. a) To enrol in **Pharmacology and Prescribing, Cultural Competence, Examination of the Newborn or NZ Maternity or Midwifery Systems**, scroll down on the Midwifery page and click on Overseas Registered Midwives tab.  
b) To enrol in the **Integrated Short Course Complicated Childbirth**, scroll down on the Midwifery page and click on Return to Practice tab.
6. On the Midwifery page scroll down and click on the Overseas Registered Midwives.
7. Click on the course you want.
8. You should be prompted by a 'enrol me in this course' alert. Please click on this.
9. Start working through the modules!
9. If you have any technical issues with Moodle please contact our IT support on 0800 POLY IT (0800 766 948) or email [servicedesk@op.ac.nz](mailto:servicedesk@op.ac.nz) .

### **To complete the course you will need to formally apply to Otago Polytechnic:**

1. Once you have completed most of the modules and anticipate that you will be ready to complete the final course assessment in the next week or two it will be time to formally apply with Otago Polytechnic. You will not be able to access the final assessment or certificate of completion until you have applied and paid the course fee.
2. Apply online at <https://www.op.ac.nz/apply>.
  - Under the 'Health, Community & Education'/'Midwifery' drop down
  - Click on 'Recertification and Registration Competence Programme for New Zealand and Overseas Midwives', you can then choose your selected course.
3. Once you have applied, this will show as 'Completed' in your portal, and paid for the course (see below) you will be issued with a receipt and a password which will enable you to access the final assessment and if successful obtain your certificate directly from Moodle.
4. **Please note:** once you have enrolled with Otago Polytechnic there is a refund period of three weeks. If you choose to withdraw from the course more than three weeks after enrolling you will **not** be eligible for a refund.

5. Additionally, once you have formally applied/are enrolled you have three months (six months for Pharmacology) in which to complete the course. If you do not complete the course within this timeframe you will need to enrol with Otago Polytechnic again and pay the course fee again in order to access to the final course assessment and certificate of completion. We recommend enrolling and paying for one course at a time to avoid missing the completion timeframe.
6. If you have enrolment issues please email [ebsmid@op.ac.nz](mailto:ebsmid@op.ac.nz) or call Customer Services on 0800 762 786.

### **Payment Instructions:**

After you have applied online you can then make your payment. The fees for each course in 2021 are as follows:

<b>Course</b>	<b>Fee (incl. GST)</b>	<b>Fee (excl. GST)</b>
Cultural Competence for Registered Midwives	\$430.00	\$373.95
Examination of the Newborn for Registered Midwives	\$430.00	\$373.95
New Zealand Maternity and Midwifery Systems	\$430.00	\$373.95
Pharmacology and Prescribing for Registered Midwives	\$430.00	\$373.95
Integrated Short Course Complicated Childbirth	\$635.00	N/A

To make your payment you can:

- Pay by credit/debit card over the phone by calling Customer Services on 0800 762 786 (Domestic) or +64 3 477 3014 (International). ***This is the fastest payment method, your payment will be in our system straight away.***
- Pay by Internet Banking using the following details. ***This will take up to 2-3 business days to process:***
  - Account: 03 0883 0134810 00
  - Reference: Your student ID number
  - SWIFT#: WP AC NZ 2W
  - **Once you have made this payment please email [ebsmid@op.ac.nz](mailto:ebsmid@op.ac.nz) with the name of the course you are paying for.**
- By visiting Customer Service in The Hub on the corner of Forth Street and Union Street East to pay by eftpos, credit card, debit card, cash or cheque.

Once your payment has been **processed and is in our system** (see time frames above) you will be issued with a receipt and a password which will enable you to access the final assessment and if successful obtain your certificate directly from Moodle.

If you are a student studying from within New Zealand you will need to pay the GST inclusive fee, for students studying from overseas the cost for the course will be GST exclusive.

As these courses are approved by the Midwifery Council as part of the registration competence programme and recertification programme, the School of Midwifery recommends that you contact the New Zealand Midwifery Council to ensure you are studying the correct courses.

If you have any questions regarding payment please email [ebsmid@op.ac.nz](mailto:ebsmid@op.ac.nz) or call Customer Services on 0800 762 786.