



Te Kaunihera Tapuhi o Aotearoa
Nursing Council of New Zealand



Recertification audit

Guidance for enrolled and
registered nurses

October 2025
Version 2.0

Contents

Recertification audit requirements	3
Introduction.....	3
Audit process for enrolled and registered nurses.....	3
Continuing competence	3
Professional development	3
Standards of competence	4
Evidence required	4
The use of artificial intelligence	4
Confidentiality.....	4
Audit evidence to submit	5
Recertification audit form	6
Tracking your professional development	6
Submitting your evidence	6
Nurses working in non-clinical roles.....	7
PDRP and the recertification audit.....	7
For further information	7



Recertification audit requirements

Introduction

The role of the Nursing Council (the Council) is to protect the health and safety of the public by setting standards and ensuring nurses are competent and fit to practise under the Health Practitioners Competence Assurance Act 2003 (the Act).

The Council sets continuing competence requirements for nurses. This requires a declaration of continuing competence from each nurse applying for their annual practising certificate (APC).

Each year, the Nursing Council randomly selects five percent of practising nurses for recertification audit (audit) to provide assurance that nurses are meeting continuing competence requirements.

This document is a guide for enrolled and registered nurses who have been selected for audit.

Audit process for enrolled and registered nurses

If selected for audit, you must provide evidence to the Council that you have met the continuing competence requirements for your scope of practice as declared in your APC application.

A Council auditor (a nurse trained and skilled in assessment) will review your evidence and assess whether you have met the requirements. If you do not meet audit requirements, you may be requested to provide additional evidence.

Note: if you have a PDRP portfolio assessed within the last three years you are exempt from audit.

Continuing competence

- As a practising nurse, you must continue to meet ALL the following continuing competence requirements set by the Council:
- Complete a minimum of practice (a minimum of 450 hours - 60 full-time working days) during the previous three years (36 months).
- Complete a minimum of 60 hours of professional development relevant to your scope of practice during the previous three years (36 months).
- Meet the Council's standards of competence for your scope of practice.

Professional development

The Council and the public expect that all nurses will continue to learn and to maintain their competence.

This means that you are responsible for seeking professional development opportunities. Your professional development must:

- be relevant and appropriate to your scope of practice, development as a nurse, and your work context
- relate to the standards of competence for your scope of practice.



Standards of competence

Competence is the combination of skills, knowledge, attitudes, values and abilities that underpin effective performance as a nurse. You are expected to reflect each year on whether your practice meets the standards of competence for your scope of practice and declare this when applying for your APC.

As part of the recertification audit requirements, you are required to provide actual examples of your nursing practice that demonstrate your competence (i.e. your safety to practise) against the standards of competence.

The standards of competence consist of [5 pou for enrolled nurses](#) and [6 pou for registered nurses](#). The pou serve as symbols of strength and support and describe the competence required to practise safely as a registered nurse in Aotearoa New Zealand. Each pou includes descriptors to provide depth and context to the pou and support nurses to identify and provide quality care in all settings.

Evidence required:

For evidence of continuing competence, you are required to provide an example that evidences your practice for each pou. You are not required to provide evidence against each descriptor; however, the descriptors will provide guidance to the breadth of evidence required for each pou.

Important concepts in the standards of competence are defined in the glossary and should guide your choice of practice example.

Your examples should:

- show **how** your practice meets each **pou** for your scope of practice with a specific example
- be from **your** recent nursing practice, i.e. within the last three years
- describe specific interactions/situations from your nursing practice.

The use of artificial intelligence

As AI tools become more accessible, there is a greater temptation to use AI to generate evidence requirements for the revalidation audit. Competence audits require authentic, personal reflection.

- Using AI without disclosing that you have done so may lead to professional misrepresentation and inaccuracies.
- Using AI-generated examples may fail to address the complexities of nursing practice.

Instead of using AI, check in with your nursing peers, mentors or senior nurses. If you need help to reflect on your practice, please reach out for support. Self-reflection provides the best insights that AI cannot replace.

Confidentiality

You must protect the privacy of health consumers' personal information as outlined in the Council Code of Conduct. Please ensure you keep people, colleagues and workplaces anonymous in your examples and only include information that is required for context.



Audit evidence to submit

The table below sets out continuing competence requirements for enrolled and registered nurses, and the evidence you need to submit for recertification audit.

Continuing competence requirements for enrolled and registered nurses	Evidence for recertification audit
Practice hours A minimum of 450 hours during the previous three years (36 months). Refer to the definition of practice under APC on the Council website.	Your declaration that you have met at least 450 practice hours within the last three years.
Professional development (PD) A minimum of 60 hours professional development (PD) during the previous three years (36 months). These hours must be relevant to your scope of practice. New Zealand nursing qualification education can be considered PD if within the last three years.	You provide a minimum of 60 hours' PD relevant to your scope of practice during the last three years, clearly stating: - the date or period of the activity - the topic of the activity - the duration in hours - which pou the PD relates to. PD certificates are not required.
Competence against your scope of practice The requirement for competence against the scope of practice is evidence of safety to practise. Safety to practise is demonstrated when you meet ALL the requirements described in the standards of competence for your scope of practice.	You provide an example that evidences your practice for each pou to demonstrate how you meet the standards of competence for your scope of practice. You provide evidence for each pou as a whole and not each descriptor (the descriptors are a guide to understanding each pou).
Declaration	Your signed declaration that your evidence is true, correct and authentic, and has not been generated by artificial intelligence (AI).
Verification declaration	The verification by a senior nurse (or employer, if no senior nurse is in your employment setting) that the evidence you have provided for recertification audit reflects your practice, and that you meet the standards of competence for your scope of practice.



Recertification audit form

Use the correct form for your scope of practice:

- [Enrolled nurse recertification form](#)
- [Registered nurse recertification audit form](#)

You can download the forms from the Council's website under [Recertification Audits](#).

You can complete the form electronically or print and complete it by hand.

You may use alternative forms/templates if they include all the continuing competence requirements.

Tracking your professional development

You can maintain continuous records of your professional development:

- in your [‘MyNC’ portal](#) - in the continuing competence tab or
- in the Professional Development Record form available on the ‘recertification audit’ page on the Council's website.

If you have questions, are having difficulties preparing your evidence or some of your evidence is missing or incorrect, please email us using audit@nursingcouncil.org.nz

Submitting your evidence

Please submit your evidence documents using your ‘MyNC’ portal on the Council's website (click on ‘Log into MyNC’ on the Council website).

Note: MyNC does not save evidence so only upload documents when you are ready to submit all your evidence for assessment.

- Click the blue ‘Upload Audit Documents’ button to take you to the upload evidence section of MyNC.
- Click the blue ‘Select’ buttons to select your files to upload.
 - » If your evidence is all in one document, click ‘Select’ beside ‘Audit Evidence’ and choose the file you want to upload.
- If your evidence is in separate documents, click ‘Select’ beside ‘Practice Hours’, ‘Professional Development’, and ‘Competence Assessment’ (for your completed recertification audit/assessment form) to upload each document as appropriate.
- Enter the date you are submitting your evidence in the ‘Date Received’ field.
- Click the blue ‘Submit’ button once (if you click more than once, your evidence will be submitted more than once).

You will receive immediate confirmation from the Council that your submission has been received via:

- your MyNC, and
- the email address that you have provided.

If you are having difficulties uploading your evidence documents to MyNC, please email the Council using audit@nursingcouncil.org.nz



Nurses working in non-clinical roles

Nursing practice is not restricted to the provision of direct clinical care. Nursing practice extends to roles where a nurse uses their nursing skills and knowledge in non-clinical roles such as in management, administration, education, research, and in advisory, regulatory and/or policy development roles that impact on safe, effective delivery of services.

The standards of competence set by the Council are designed for every nurse to apply them in the practice context of their work. If your nursing role does not include the provision of direct clinical care, you may like to provide examples of how you use your critical thinking and knowledge to enable others to safely practice as nurses and meet the pou.

PDRP and the recertification audit

Professional development and recognition programmes (PDRPs) have been developed by employers to recognise and support individual nurses to meet continuing competence requirements and to enable career pathway progression.

The Council approves PDRPs as recertification programmes under section 41 of the Act.

Nurses who demonstrate continuing competence by successfully having a portfolio assessed via PDRP within the last three years are exempt from a recertification audit. If you have had a portfolio assessed, please contact your PDRP office and they will email the Council with the date you last had your portfolio assessed for exemption from audit. You will be emailed by the Council once your exemption has been processed.

Further information about PDRPs is provided on the [PDRP webpage](#) on the Council's website.

For further information

Refer to the FAQs on the [Council website](#).

