



Are you keen to enroll 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. Create an account in OP Moodle by completing the following signup form: <https://moodle.op.ac.nz/login/signup.php>
 - If you have previously studied one of our courses on Moodle then skip these setup steps and go straight to step 3
2. Once you have completed the steps on the Moodle signup 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 your **Moodle Dashboard**. Once you have enrolled in any course it will appear here on your Dashboard
4. Please note that when logging again in you will need to click on the '**Other Users**' button on the right-hand side, not the 'Staff and Students' button
5. Enrol yourself into the following courses. Click on the links below, then click on '**Enrol me**':
 - [Pharmacology and Prescribing](#)
 - [Cultural Competence](#)
 - [Examination of the Newborn](#)
 - [New Zealand Maternity and Midwifery Systems](#)
 - [Integrated Short Course Complicated Childbirth](#)
6. Start working through the modules!
7. If you have any technical issues with Moodle please contact our IT support on 0800 POLY IT (0800 765 948) or email servicedesk@op.ac.nz.

To complete the course you will need to enrol with 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 enrol with Otago Polytechnic. You will not be able to access the final assessment or certificate of completion until you have enrolled and paid the course fee.
2. Apply online at <https://www.op.ac.nz/apply>. **You are required to provide a certified copy of your Birth Certificate or Passport**. If your name differs from that on your Birth Certificate or Passport, you must also include certified copy(s) of your Marriage Certificate, Civil Union Certificate or Statutory Declaration Form.
3. Once you have enrolled 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 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 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 2022 are as follows:

Course	Fee (incl. GST)	Fee (excl. GST)
Cultural Competence for Registered Midwives	\$450.00	\$392.00
Examination of the Newborn for Registered Midwives	\$450.00	\$392.00
New Zealand Maternity and Midwifery Systems	\$450.00	\$392.00
Pharmacology and Prescribing for Registered Midwives	\$450.00	\$392.00
Integrated Short Course Complicated Childbirth	\$655.00	N/A

To make your payment you can:

- Pay by credit/debit card over the phone by calling Customer Services on 0800 762 786.
- Pay by Internet Banking using the following details:
 - 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 with the name of the course you have paid for.
- By visiting Customer Service in The Hub to pay by eftpos, credit card, debit card, cash or cheque.

Please note that the Internet Banking option will take up to 2-3 working days to confirm and receipt the payment.

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.

Once your payment has been processed 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 have any questions regarding payment please email ebsmid@op.ac.nz or call Customer Services on 0800 762 786.