



Bord Altranais agus
Cnáimhseachais na hÉireann
Nursing and Midwifery Board
of Ireland



HOW TO REGISTER AS A NURSE OR MIDWIFE

A guide for all applicants who trained outside Ireland

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About NMBI

The Nursing and Midwifery Board of Ireland (NMBI) is the independent, statutory organisation which regulates the nursing and midwifery professions in Ireland. We help to protect patients and improve nursing and midwifery education and practice in Ireland. We provide guidance to nurses and midwives on achieving and exceeding high standards of practice.

- We decide which nurses and midwives are qualified to work in Ireland and we oversee the education and training of nurses and midwives
- We set the standards for nurses and midwives and provide tools and guidance to help them to meet these standards
- We are the body where the public may make a complaint about a nurse or midwife and we take action when we believe a nurse or midwife may be putting the safety of a patient at risk.

You can find out more about the primary functions of NMBI on our website, www.NMBI.ie

Introduction to the Register

One of the core functions of the Nursing and Midwifery Board of Ireland (NMBI) is to maintain a register, known as the “Register of Nurses and Midwives” or the Register, for short. To practise as a nurse or midwife in the Republic of Ireland registrants must:

- Be on our Active Register
- Pay the Annual Retention Fee
- Comply with any fitness to practice restrictions or conditions attached to their registration

The Register is sub-divided into ten divisions of the Register and each has different education requirements. A nurse or midwife can only practise in a division or divisions in which he or she is registered. The [table of divisions](#) on page 3 lists all the division of NMBI’s Register.

Divisions of the Register

We currently maintain a Register with ten divisions. In Ireland, you can only use the designated titles in the table below, if you are registered with NMBI in the corresponding division of the Register:

Division	Designated Titles	Abbreviation
General Nurses	General Nurse Registered General Nurse	RGN
Midwives	Midwife Registered Midwife	RM
Children's Nurses	Children's Nurses Registered Children's Nurse	RCN
Psychiatric Nurses	Psychiatric Nurse Registered Psychiatric Nurse	RPN
Intellectual Disability Nurses	Intellectual Disability Nurse Registered Intellectual Disability Nurse	RNID
Public Health Nurses	Public Health Nurse Registered Public Health Nurse	RPHN
Nurse Tutors	Nurse Tutor Registered Nurse Tutor	RNT
Nurse Prescribers*	Nurse Prescriber Registered Nurse Prescriber	RNP
Advanced Nurse Practitioners*	Advanced Nurse Practitioner Registered Advanced Nurse Practitioner	RANP
Advanced Midwife Practitioners*	Advanced Midwife Practitioner Registered Advanced Midwife Practitioner	RAMP

The divisions marked with an asterisk (*) in the table above have specific requirements for registration. You can read about [applying for registration as a Nurse Prescriber](#) on page 9. The advanced practice divisions have specific registration criteria which are provided on the Registering to Practise section of our website NMBI.ie.

Rules about applying for division(s)

To apply for registration in a division of the Register you must be educated and trained in that division.

For example, if you trained as a general nurse only, but have gained considerable experience working as a children’s nurse in your country, you will not be eligible to register as a children’s nurse with NMBI. You would need to have completed an appropriate education and training programme as a children’s nurse before we could consider your application for registration in this division.

If you want to apply for registration in a division of the Register, and your training for that division was completed after your initial training as a nurse or midwife, you must either:

- Be already registered with NMBI in the division in which you completed your initial training
- Also apply for registration in the division in which you completed your initial training



You can apply for registration in more than one division at the same time (the exception is [Nurse Prescribing](#), which you can read more about on page 9). However, **we cannot issue you with a decision for any subsequent divisions, until we have issued you with a decision for your initial training.**

Application Groups

Before you start the application process, it is very important to know what application group you belong to. Your application group will determine what documents we will need from you and also whether or not your application will require a full educational assessment. To find out what your group is, answer the questions in the table below:

Quick reference table: Groups 1, 2 and 3	
Which of the following best describes you?	Your Group
I trained as a General Nurse or Midwife in the European Union (EU) or European Economic Area (EEA), and I meet the automatic recognition or acquired rights provisions of EU Directive 2005/36/EC (the Directive)	Group 1
I trained as a General Nurse or Midwife in the EU or EEA, and I am seeking recognition under the General System provision of the Directive	Group 2
I trained in the EU or EEA in a division other than general nursing or midwifery	Group 2
I trained outside the EU or EEA	Group 3

The [application groups](#) are explained in greater details on pages 5 - 8.

Group 1

Minimum training standards for nurses and midwives to practice in their country of training and across the EU are set out in the EU Directive 2005/36/EC (the Directive). The Directive lists the date that each country implemented the EU standards for the training of general nurses and midwives. This date is known as the reference date.

Automatic Recognition

If you trained in an EU country, as a general nurse or a midwife, then your training may meet the “automatic recognition route to registration” which is set out in the Directive.

If you started your training on or after your country’s reference date, it is likely that we will be able to automatically register you, provided that you submit the correct application documents and pay the relevant fees.

To check what date your country implemented the Directives, the NMBI has prepared a quick A-Z listing. The A-Z country listing also includes information about the following European Economic Area (EEA) countries: Iceland, Lichtenstein, Norway and Switzerland.

Although not in the EU, these countries have implemented the training standards in the Directive. If you trained in one of these countries on/or after the implementation date then you may also have an automatic right to registration.

If you trained after the reference date or implementation date in your country of training, you are a **Group 1 applicant**.

A-Z Listing		
European Country	Reference Date for General Nursing	Reference Date for Midwifery
Austria	01/01/1994	01/01/1994
Belgium	29/06/1979	23/01/1983
Bulgaria	01/01/2007	01/01/2007
Cyprus	01/05/2004	01/05/2004
Croatia	01/07/2013	01/07/2013
Czech Republic	01/05/2004	01/05/2004
Denmark	29/06/1979	23/01/1983
Estonia	01/05/2004	01/05/2004
Finland	01/01/1994	01/01/1994
France	29/06/1979	23/01/1983

A-Z Listing		
European Country	Reference Date for General Nursing	Reference Date for Midwifery
Germany	29/06/1979	23/01/1983
Greece	01/01/1981	23/01/1983
Hungary	01/05/2004	01/05/2004
Iceland*	01/01/1994	01/01/1994
Italy	29/06/1979	23/01/1983
Latvia	01/05/2004	01/05/2004
Liechtenstein*	01/05/1995	01/05/1995
Lithuania	01/05/2004	01/05/2004
Luxembourg	29/06/1979	23/01/1983
Malta	01/05/2004	01/05/2004
Netherlands	29/06/1979	23/01/1983
Norway*	01/01/1994	01/01/1994
Poland	01/05/2004	01/05/2004
Portugal	01/01/1986	01/01/1986
Romania	01/01/2007	01/01/2007
Slovakia	01/05/2004	01/05/2004
Slovenia	01/05/2004	01/05/2004
Spain	01/01/1986	01/01/1986
Sweden	01/01/1994	01/01/1994
Switzerland*	01/06/2002	01/06/2002
United Kingdom	29/06/1979	23/01/1983

The European countries marked with an asterisk (*) in the table above, are not in the EU, but have implemented the EU Directive on the reference dates listed above.

Acquired rights

If you trained in the EU or EEA before the reference date or implementation date for your country, then you may have “acquired rights” to registration based on your post-registration employment experience as a general nurse or midwife. The term “acquired right” means that if you have a certain amount of post-registration experience as a nurse or midwife you may have a right to join the Register.

To check this, please contact the “competent authority” in the country where you trained. This is the organisation within each country which is responsible for registering nurses and midwives. In Ireland, the competent authority is NMBI.

If your training meets the Directive due to acquired rights, you are a **Group 1 applicant**.

Group 2

If you trained in the EU or EEA and your application needs a full educational assessment, you are a **Group 2 applicant**. Group 2 applicants fall into two categories:

EU or EEA trained general nurse or midwife – general system

If you trained as a general nurse or a midwife in the EU or EEA, and you do not meet the requirements for automatic recognition or acquired rights, NMBI can still consider your application under what is known as the “general system” terms of the Directive. If we consider your application under these terms, we will need to educationally assess your application. Your application will need a full educational assessment if you:

- Trained as a general nurse or midwife before the reference date for your country
- Do not have the post-registration employment experience needed to have acquired rights to registration

EU or EEA trained in a division other than general nurse or midwife

The EU does not have a set of agreed standards of training for divisions other than general nursing and midwifery. NMBI will consider your application under what is known as the “general system” terms of the Directive. If we consider your application under these terms, we will need to educationally assess your application. If you trained in another division of the Register, we will compare your training directly against the requirements and standards that NMBI have set for that division.

Your application will undergo a full educational assessment if you trained as a:

- Children’s nurse
- Psychiatric nurse
- Intellectual disability nurse
- Nurse tutor
- Nurse prescriber ([this division has specific application criteria](#) – see page 9)

If you trained in the EU or EEA and your application needs a full educational assessment, you are a **Group 2 applicant**.

Group 3

If you trained outside of the EU or EEA, in **any** division of the Register, we will compare your training directly against NMBI's requirements and standards for that division. Your application will need a full educational assessment.

To be eligible to apply for registration, you must:

- Hold a current registration, or licence without restriction, with the competent authority in the country in which you qualified or have been practising
- Have practised as a nurse or midwife in the last five years
- Meet our [language competence requirements](#) (read more on page 11)
- Have completed extra courses leading to registration as a first level nurse, if you hold the following qualifications: state enrolled nurse, state certified nurse, licensed practical nurse, vocational nurse, nurse's aide, and an associate degree (United States)

If you trained outside the EU or EEA, and meet these requirements, you are a **Group 3 applicant**.

Application requirements for Nurse Prescribing

You can apply for registration as a nurse prescriber if you completed your prescribing programme outside Ireland. However, you need to meet additional application criteria. In order to apply for registration as a Nurse Prescriber, you must:

- Be already registered in another division with NMBI
- Be currently employed in the Republic of Ireland in nursing or midwifery. This employment must be in a clinical setting and for at least the last 12 months
- Have three years' post-registration clinical experience in nursing or midwifery within past five years
- Have completed no more than 75% of your post-registration experience outside the Republic of Ireland

Your application will be educationally assessed and you will be informed of the outcome in your decision letter. Please note that you may be required to successfully complete compensatory measures as a pre-requisite to registration.

If your application is successful, you will need to draw up a Collaborative Practice Agreement (CPA) with your employer before your name can be entered in the Nurse Prescribers division of the Register. This will be explained in detail in your decision letter.

Read page 20 to find out more about the [extra documents needed for Nurse Prescribing](#).

English language requirements

Group 3

You will need to demonstrate that you can speak English, if you are a Group 3 applicant and English is not your first language or primary language of expression.

As proof of English language competence, NMBI only accepts the following scores in the **International English Language Testing System (IELTS) Academic Test**:

IELTS Academic - minimum scores				
Listening	Reading	Writing	Speaking	Overall
6.5	6.5	7.0	7.0	7.0

You will be asked to supply your IELTS Academic Test Report Form Number in Section 1 of the application pack. Your "Test Report Form (TRF) Number" is the 15–18 characters (combination of numbers and letters) found in the bottom right-hand corner of your Test Report Form. NMBI will then use the IELTS Test Report Form (TRF) Verification Service to check your scores.

Understand the following before you apply:

1. Please do **not** apply for registration until you have met our minimum scores. We can only progress your application if you meet these scores. Remember that once you apply, the application fee is non-refundable.
2. NMBI does not accept the general version of the test (IELTS General Training), or any other English language tests
3. You must achieve the minimum score in each area of the IELTS Academic test, even if you meet the overall score of "7.0". For example if you score "7.5" overall, but have a score "6.0" in listening then we will not be able to accept your test results
4. NMBI requires proof of your current level of English language competence, so we cannot accept IELTS test results which are over two years old. If your test result is more than two years old, you will need to re-sit the IELTS Academic test and meet our minimum scores. You should do this before you apply for registration.

Group 1 and 2

NMBI is not allowed to ask European Union (EU) or European Economic Area (EEA) trained applicants to provide proof that they can speak English, as a requirement for registration, under the relative EU Directive.

However, European legislation does not prevent an employer from carrying out an assessment of an individual nurse or midwife's English language competence or from asking a nurse or midwife to produce formal certification of such competence.

Application fees

If you decide to apply, you need to complete the [Overseas Registration Application Request Form](#) on the Application forms section of our website www.NMBI.ie and pay the assessment fee.

Assessment fee

All Group 1, 2, and 3 applicants must pay an assessment fee. This fee covers the cost of assessing your application.

If you are applying for registration with NMBI for the first time, then you need to pay an assessment fee of €350. Your assessment fee will cover the cost of applying for multiple divisions of the Register, provided that you include all divisions on your application request form.

If you are already registered with NMBI, and you are applying to register an extra qualification that you obtained outside of Ireland, then you need to pay an assessment fee of €200.

Please make sure that you have read all the information about the application process and documentation requirements before you apply. The assessment fee is non-refundable.

Registration fee

After we have assessed your application, we will issue you with a decision letter to let you know the outcome of your application. If you are eligible to join the Register, then you will need to pay a registration fee:

- €145, if this is your first time registering with NMBI
- €80, if you are already registered with NMBI

If we issue you with a decision that you must undertake a period of adaptation and assessment to be eligible to join the Register, then you will only need to pay the registration fee if you successfully complete your adaptation and assessment placement.

After you pay the registration fee, NMBI will finalise your registration and issue your registration pack within 7 – 10 working days.

Documents required

To avoid delays in processing your application, you need to ensure that you provide all of the documents we require. Once we have received and processed your completed Registration Application Form, we will send you a full application pack.

This pack includes:

- Your reference number
- Section 1: application form for you to complete
- Section 2: extra forms that need to be completed and sent directly to the Nursing and Midwifery Board of Ireland (NMBI) by a number of different relevant authorities, such as your current or previous employer and training colleges. The [forms /relevant authorities table](#) on page 16 provides more details of the documentation we require.

Do **not** send us any documents until you have received your full application pack. Also, when you receive that pack, take care in completing the form and reading the declaration before you sign it. Read the instructions carefully to understand what forms within the pack need to be completed by relevant authorities and sent directly to us.



Warning against submitting fraudulent application documents

It is a criminal offence in Ireland to make any false declarations or supply misleading information, for the purpose of obtaining registration. It is also a criminal offence in Ireland if a person falsely represents to be a registered nurse or a registered midwife.

Full details of Section 49 of the Nurses Act, 1985 are available to read on: <http://www.irishstatutebook.ie/1985/en/act/pub/0018/sec0049.html#sec49>

If at any point in the application process we discover that any part of your application is fraudulent, we will not continue to process your application, and you may be prosecuted.

Section 1: Application Pack

Within the full application pack, you will receive an application form for completion. Please read this form carefully before completing it. You must complete Section 1 of the application form and return it to NMBI with the following documents:

Passport

You must send us a certified photocopy of your current passport. We will only need a certified copy of the page containing your photograph, signature and personal details. Find out more about what a [certified copy](#) is on page 15. Please ensure that the photocopy is clear and easy to read. If you do not hold a passport, please send us one of the following:

- Written explanation about why you cannot supply the copy of your passport
- Certified copy of your National Identity Card

Photographs

Send us a passport-sized photograph. Please write your name and reference number on the reverse of each photograph. Your reference number is printed on each page of the full application pack.

Birth certificate

You must send us a certified copy of your birth certificate. We will record your name on our records as it appears on your birth certificate. Find out more about what a [certified copy](#) is on page 15.

If there is no difference between the name on your birth certificate and the name on other application documents, there are no further requirements. However, if there is a difference between the name on your birth certificate and the name or names on other application documents, you must also send us one of the documents listed below:

Marriage or civil partnership certificate

If you are married, send us a certified copy of your marriage or civil partnership certificate. Find out more about what a [certified copy](#) is on page 15. On the application form, please indicate whether you want to change your surname following marriage or civil partnership, use a double barrelled surname or keep your maiden name (birth surname).

Deed Poll

If you have officially changed your name since birth (other than a change of surname by marriage), you need to send us a certified copy of your legal change of name by Deed Poll. Find out more about what a [certified copy](#) is on page 15.

Affidavit

Please send us a sworn affidavit if the spelling of your name on your birth certificate is different from the spelling of your name on the application form, or on other application documents. The affidavit must be sworn or declared before a:

- Legal practitioner – a solicitor or a lawyer
- Notary public
- Peace commissioner
- Commissioner for oaths

Declaration page

Within the pack, you will find a declaration page. It is important that you read it carefully before you sign it. By signing the declaration, you are confirming that you have completed the form truthfully and that you consent to NMBI contacting other parties in connection with your application.

Certifying copies of your documents

A “**certified copy**” is a photocopy of the document which has been certified by an appropriate authority. The certified copy must be a first generation copy - that’s a photocopy of the original document, not a photocopy of a photocopy or a fax. It is important that you certify documents correctly. Not doing so will delay how quickly we can process your application.

How to get a certified copy of a document

You must bring your original document(s) to one of the certifying authorities listed below:

- A member of the police force, such as An Garda Síochána in Ireland
- Solicitor or Lawyer
- Notary public
- Peace commissioner
- Justice of the peace
- Commissioner for Oaths
- Post Office – United Kingdom only

Please note:

The certifying authority must confirm they have seen the original document. They must state their **full name** and **profession** and **stamp, sign**, and **date** the photocopy of the document.

Certified English translations of your documents

If you submit a document which is not written in English, you must provide us with a certified English translation of the document.

The translation must be:

- Carried out by a qualified translator
- **Signed** and **stamped** by the translator

The translator must confirm, in the **English language**, that the translation is an exact translation of the original document. The translation must be in writing and must include the **translator’s professional contact details** (telephone, address and/or email address) should also be included.

Section 2: Application Pack

This table summarises the forms within the full application pack that must be completed by relevant authorities. It should be read along with other sections below to understand what is relevant to all non-Irish trained applicants and what is relevant only to Group 1, 2 or 3 applicants.

Group	Form	Relevant authority
2 & 3	A - transcript	Where you completed your nursing or midwifery training and education programme <u>Please note:</u> There is a specific Form A for each division of our Register
2 & 3	B - reference	Where you are employed as a nurse or midwife <u>Please note:</u> If you are in your current post for less than 12 months, we will need a second Form B from your previous employer
1, 2 & 3	C – CCPS	Where you hold (and have previously held) nursing/midwifery registration <u>Note for Group 1 applicants:</u> There are two competent authorities in some countries. One competent authority in that country will confirm if your training meets EU Directive 2005/36/EC, while a different competent authority in the same country will confirm your good character. If this is the case, we will need a CCPS from each competent authority.
3	E– GNP/GMP	Where you completed your graduate nursing or midwifery programme. <u>Please note:</u> We do not need this form from all group 3 applicants. We only need this form if you have completed a graduate nursing or midwifery programme
Prescriber applicants only	P1 – Employer’s reference (current)	Where you are currently employed as a nurse or midwife in Republic of Ireland. This employment must be in a clinical setting and for at least the last 12 months
Prescriber applicants only	P2 – Employer’s reference (previous)	Where you were employed after your prescribing qualification. This experience must be in a clinical setting and midwifery and of a duration of at least three years within the past five years

Certificate of Current Professional Status (CCPS): Form C

At the date of application, **all Group 1, 2 and 3 applicants must hold current registration as a nurse or midwife in another country.** A Certificate of Current Professional Status (CCPS) is a certificate which provides a range of information about the current status of your registration and training. The certificate is issued to professionals who are seeking registration with a regulator such as NMBI in another country.

This certificate is issued by your competent nursing or midwifery authority. The “competent authority” is the organisation within each country which is responsible for registering nurses and midwives. In Ireland, the competent authority is NMBI.

We need a CCPS from the competent authorities where you:

- Completed your nursing/midwifery education
- Hold current registration
- Have previously held registration
- Have worked as a nurse or midwife in that country, state or jurisdiction

Please continue reading below to find out the CCPS requirements specific to your group:

Group 1 & 2 applicants

You must provide an original or authentic CCPS. If you are a Group 1 applicant the CCPS we receive should clearly state what article of EU Directive 2005/36/EC you meet. If required, NMBI may verify this document through the EU’s Internal Market Information (IMI) system. The (IMI) system allows competent authorities to exchange information with other competent authorities in the EU.

There are two competent authorities in some EU/EEA countries. One competent authority in that country will confirm if your training meets EU Directive 2005/36/EC, while a different competent authority in the same country will confirm your good character. If this is the case, we will need a CCPS from each competent authority.

Group 3 applicants

You must send Form C (in Section 2 of the application pack) to the relevant competent authority. The authority should complete the form and send it **directly** to us with a CCPS. You can make extra copies of Form C, if you are registered with more than one competent authority. We cannot accept Form C or the CCPS if posted by you.

Extra documents from all Group 2 and 3 applicants

All Group 2 and 3 applicants need two additional items sent directly to NMBI from the training institution where you trained and from your current or recent employer or employers.

Education transcript: Form A

As part of the educational assessment we are obliged to carry out, we need to verify your nursing or midwifery training. You must always apply for registration in the division of your primary qualification. You can also apply for registration in any secondary divisions in which you have been educated and trained.

To process your application, we need the following from your training institution:

- Fully completed Form A for division applied for, which is part of your full application pack
- Education transcript

Form A – applying for more than one division

We will send you a specific Form A for each division that you apply for. Form As are clearly labelled with the appropriate division at the top of the form. Take care to send the Form A to the correct training institution.

If you have completed other nursing and midwifery-related programmes that you would like us to consider, please arrange for a transcript to be sent to NMBI from the training institution. All transcripts should include:

- Theory (contact teaching) in clock hours
- Clinical practice (direct patient care) in clock hours

Professional employment reference: Form B

As part of the application process, we need to check your post qualification work experience as a nurse or midwife. To do this, we need a professional employment reference or references. Form B, which is part of your full application pack, must be completed by your current or most recent employer.

If your current or most recent post is less than 12 months of continuous employment, we need extra Form Bs from your previous employer(s) to cover a 12 month period. If you have never been employed as a nurse/midwife, please note this in the Curriculum Vitae section on the main application form.

Please make sure that you follow the instructions on Form B and arrange for the correct person to complete and sign the form. Form B must be completed and signed by the:

- Director of Nursing/Midwifery
- Matron
- Nurse/Midwife Manager

If you do not report to an individual holding one of those titles, we need an explanation in writing from the person that you report to explaining:

- Why a Director of Nursing/Midwifery, Matron or Nurse/Midwife Manager cannot complete Form B
- The professional reporting relationship where you work

Extra documents needed from certain applicants

If you are a Group 2 or 3 applicant, we may need an extra application item directly from the source. You should review the item listed below to check it applies to you:

Graduate nurse/midwife programme: Form E

If you completed a supervised Graduate Nurse/Midwife Programme (GNP/GMP) after finishing your training, you may arrange for details of the programme to be sent directly to us from the hospital or healthcare institution where you completed the programme. We may be able to use any relevant supervised theory and clinical hours in the programme to support your application.

The Programme Co-ordinator must:

- Complete Form E about the graduate nurse/midwife programme
- Send us a detailed breakdown of theory (contact teaching) and supervised clinical practice (direct patient care) in clock hours

GNP/GMP is the most common name for a supervised graduate nursing/midwifery programme. However, you can also arrange for a Form E, to be directly to us from the hospital or healthcare institution where you completed the programme, if you have completed one of the following graduate programmes:

- Transitional programme
- Internship programme
- Preceptorship programme
- Co-op work experience programme

Extra documents needed for nurse prescribers

As part of the application process for nurse prescribing, we need to check your post qualification work experience as a nurse or midwife, and also review your prescribing experience. To do this, we need professional employment references, which must be completed on the following forms:

Form P1 – current employer’s reference

Form P1, which is part of your full application pack, must be completed by your current employer in Ireland. This employment must be in a clinical setting and you must be employed there for at least the last 12 months. This reference is for your current practising division.

Please make sure that you follow the instructions on Form B and arrange for the correct person to complete and sign the form. Form B must be completed and signed by the:

- Director of Nursing/Midwifery
- Matron
- Nurse/Midwife Manager

If you do not report to an individual holding one of those titles, we need an explanation in writing from the person that you report to explaining:

- Why a Director of Nursing, Midwifery, Matron, Nurse/Midwife Manager cannot complete Form B
- The professional reporting relationship where you work

Form P2 – prescribing employer’s reference

Form P2, which is part of your full application pack, must be completed for your most recent prescribing post (outside Ireland). This form will provide us with details of your prescribing experience.

Please make sure that you follow the instructions on Form B and arrange for the correct person to complete and sign the form. Form B must be completed and signed by the:

- Director of Nursing/Midwifery
- Matron
- Nurse/Midwife Manager

If you do not report to an individual holding one of those titles, we need an explanation in writing from the person that you report to explaining:

- Why a Director of Nursing, Midwifery, Matron, Nurse/Midwife Manager cannot complete Form B
- The professional reporting relationship where you work

Important deadlines

Timeframe for submission of documents

We must receive all the application documentation needed to assess your application no later than 12 months after your application date. Your “application date” is the date that we process your assessment fee. If we have not received all the documents needed within this timeframe, your application will be closed. **Please note that when we close an application we destroy all documents received as part of the application.**

If you still want us to consider your application after 12 months, you will need to start the application process again. This means making a new application and paying the assessment fee.

Timeframe for assessing an application

In order to be fair to all applicants, NMBI processes applications in date order. Please note that we do not fast-track applications for any reason, as this is unfair to other applicants. Once we have satisfactorily received all of your application documents, we aim to assess your application within 90 days.

If documents have not been correctly received, your application will take longer to process. After your application is assessed, one possible decision is that further information, or extra documents, may be needed before a final decision can be reached. We cannot issue you with a final decision until the further information/extra documents have been satisfactorily received. Find out more about our [application outcomes](#) on page 26.

Advice for all applicants

As the outcome of the application cannot be predicted, NMBI strongly advises you:

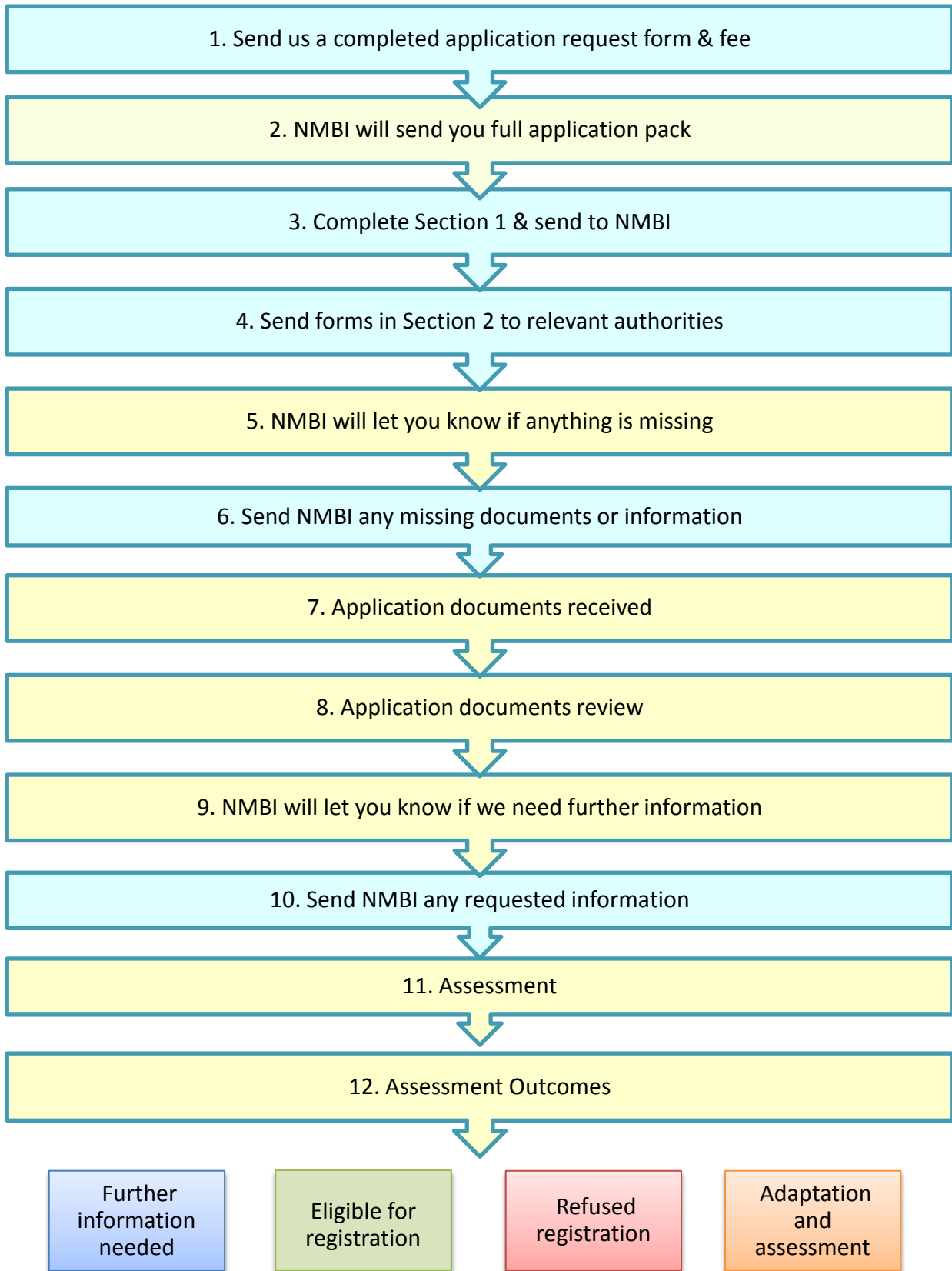
1. Not to move to Ireland, or leave your current employment, based on the expectation of a positive application outcome. Please wait until you receive your decision letter before making any travel or employment plans.
2. Not to apply for nursing or midwifery positions until you have received a registration decision. We cannot fast-track applications based on offers of employment, as this would be unfair to other applicants.

The application process

Colour Key:

Applicant

NMBI



Processing your application documents

Our Finance Department will process your payment and our Registration Department will send you a full application pack, which includes your reference number. The first thing you should do when you receive your full application pack is to make a note of your reference number. You must use this reference number in all communication with us. You will find your reference number on the upper right hand corner of each page in your application form.

The Registration Department will log receipt of your “application documents”. These are the documents requested from you, and your relevant authorities, in the application pack. The table below shows what application documents we need, depending on what application group you belong to. The [difference between Group 1, 2 and 3 applicants](#) is explained on pages 4-8.

Application documents	Group 1	Group 2	Group 3
Application form	✓	✓	✓
Certified name documents	✓	✓	✓
Fee	✓	✓	✓
Photographs (x2)	✓	✓	✓
Translations (of any documents not in English)	✓	✓	✓
Form A + education transcript		✓	✓
Form B		✓	✓
Form C + Certificate of Current Professional Status (CCPS)	✓	✓	✓
Form E + details of graduate programme			*
Form P1 (prescribers applicants only)		*	*
Form P2 (prescribers applicants only)		*	*

The asterisk symbol (*) in the table above means that you should read about our [documentation requirements](#) on page 19-20, to see if we will need this as part of your application.

The Registration Department will check that your part of the application form has been correctly completed. If there are any errors, we will write to you to request any missing information.

Forms A, B, C, E, P1 and P2 within the pack must be sent directly from the relevant authority to NMBI. The Registration Department will check the envelope that the form came in to make sure it was sent directly to NMBI. The envelope should bear the:

- Return address of the relevant authority
- The authority's stamp or seal

If proof of the authority is not on the envelope, we cannot be sure they were sent directly. If we are in any doubt that the form was sent directly from the authority, we will contact you to arrange for a new form to be completed and sent by the authority.

Application documentation check – Groups 1, 2 & 3

Your documents come in to the Registration Department individually (as Forms A, B, C, E, P1 and P2 come from different authorities). We do not have the full application requirements until we have received all of your application documents. Once we have received all of your application documents, the Registration Department will review your application to see if we need what we call “further information”.

If this is the case, we will write to you for any further information needed to progress your application. The further information we request could be:

- An explanation from you about information contained in your application
- An explanation from a relevant authority about information contained in your application, or documents they sent us as part of your application
- Extra documents we now need from you or a relevant authority

Further Information requests

To avoid delays, please make sure that you read the request for further information carefully and follow any instructions given. We will not be able to progress your application without the information requested.

If you are a Group 2 or 3 applicant, the Registration Department will check to see if we correctly received Form A and the transcript. However, the clinical and theory content of your programme will not be reviewed until the full educational assessment. At this point in the process, we will be unable to tell you if the programme you completed meets our requirements.

Assessment

Once we have satisfactorily received your application documents, and any further information requested, we will assess your file. The assessment will be different, depending on which application group you belong to:

Group 1 assessment

Having already checked all your application documents, and any further information requested, we will now verify that your Certificate of Current Professional Status (CCPS) shows that you meet the appropriate Article of European Union Directive 2005/36/EC (the Directive) for:

- Automatic recognition
- Acquired rights

If we are satisfied that your application meets these, and our other application requirements, then our decision will be to include your name in the appropriate division of NMBI's Register.

If the Article of the Directive recorded on your CCPS shows that you do not meet the requirements for automatic recognition or acquired rights, then we will send you extra forms so that we can educationally assess your application.

Group 2 & 3 assessment

Having checked all your application documents and any further information received, we will now send your application to our Education Department for a full educational assessment. An assessor will examine your application in detail. The assessor will also calculate whether the theory and clinical content of your training programme meets our requirements.

Outcome of assessment

We will send you a "decision letter" to let you know the outcome of our assessment. The outcome may be that you are:

- Required to send further information so that we can make a final decision on your application
- Eligible for registration
- Refused registration
- Required to successfully complete a period of adaptation and assessment before we can register you

Pages 26-29 give more details regarding the [application outcomes](#).

Application outcomes

Once your application has been assessed by the Nursing and Midwifery Board of Ireland (NMBI) you will receive a “decision letter”. This letter will tell you the outcome of the assessment. You may receive one of the following decisions:

Further information required

If you receive a decision requesting further information following assessment, this means that the assessor needs extra information or documents before you can be issued with a final decision. If this is the case, we will write to you for any further information needed to progress your application.

The further information we request could be:

- An explanation from you about information contained in your application
- An explanation from a relevant authority about information contained in your application, or documents they sent us as part of your application
- Extra documents we now need from you or a relevant authority

To avoid delays, please make sure that you read the request for further information carefully and follow any instructions given.

Eligible for registration

If we are satisfied that your application meets all of NMBI’s application requirements, then we will issue you with a letter requesting that you pay the registration fee to have your name entered on NMBI’s Register of Nurses and Midwives. After you pay the registration fee, NMBI will finalise your registration and issue your registration pack within 7 – 10 working days containing the following:

Decision letter

This letter confirms that you are now registered with NMBI. The letter tells you what division of the Register you are registered in and confirms your personal identification number (PIN). This number identifies you on our Register and must be used in all communication with us. Please read this letter carefully, as the letter also contains important information about how to stay on the Register.

The letter also contains a link to relevant NMBI publications on NMBI.ie, which you should read carefully, as they are of relevance to practising as a nurse or midwife in Ireland.

Initial Registration Certificate

This certificate is only issued at the point of registration. This certificate contains your:

- Full name
- PIN
- Division
- Initial registration date (for this division)

Your initial registration date is the date that your name was entered in the division of the Register.

Please keep this certificate safe as you may be asked to show it to potential employers or to Higher Education Institutions (HEIs). An employer or HEI may make a copy of this certificate. However you should always keep your original certificate.

Annual Retention Certificate

The Annual Retention Certificate confirms your registration details and the date that your registration expires. To stay on NMBI's Register, you must renew your registration each year. This certificate is very important and you will need to show it to all nursing and midwifery employers in Ireland. An employer or HEI may make a copy of this certificate. However, you should always keep your original certificate.

The Code of Professional Conduct and Ethics

This NMBI publication will guide you in your day-to-day practice and help you to understand your professional responsibilities in caring for patients in a safe, ethical and effective way.

Refused registration

Refusal following assessment

You will be issued with a refusal decision following an educational assessment of your application if your overall nursing or midwifery education contained:

- Significant deficits in theory content or hours, as compared to NMBI requirements
- Significant deficits in clinical content or hours, as compared to NMBI requirements

The decision letter we issue will provide a breakdown of the clinical and theory in your nursing education programme(s) as compared to our requirements.

Other grounds for refusal

NMBI may also refuse your application for other reasons, such as if you have:

- Failed your adaptation and assessment placement
- Submitted fraudulent documents or information as part of your application
- Relevant criminal conviction(s) in this or another country*
- Been the subject of a fitness to practise investigation with another regulator*
- Been found guilty of misconduct or lack of fitness to practise by another regulator

The asterisk (*) above means that these situations will be looked at on a case by case basis. Refusal will depend on the seriousness of the conviction and its relevance to practising nursing or midwifery. The decision letter we issue to you will explain the grounds for refusal.

Adaptation and assessment

You will be asked to undertake a period of adaptation and assessment (placement) following an educational assessment of your application. This will happen if the theory and clinical content or hours of your overall nursing or midwifery education falls short of NMBI requirements but where you have enough hours or appropriate content to allow you to complete a period of adaptation and assessment.

An “adaptation and assessment” decision means that you need to successfully complete a supervised placement in an Irish healthcare facility, before we can register you. We will place your name on a Candidate Register for the duration of this placement, and we will issue you with a Candidate Certificate. NMBI will be able to register you if you successfully complete this placement, and all other application requirements have been met.

How to secure your placement

You will receive a decision letter with a Request for Candidate Certificate Form and information about adaptation and assessment. We will also send you a list of healthcare facilities, for the division you applied for. This list is also available in the Registering to Practise section on www.NMBI.ie. These healthcare facilities have been approved by NMBI as suitable placement sites. Please keep your decision letter safe as you will need to send a copy of the letter to the Clinical Practice Co-Ordinator, in an approved healthcare facility, to secure your placement.

Adaptation Placements: Six important points

1. You or your employer must contact the healthcare facilities on the list to secure a placement
2. You must complete your placement in an NMBI approved healthcare facility for your division
3. You have 12 months, from the date on your decision letter, to secure this placement
4. Healthcare facilities may require you to have secured an offer of employment, subject to registration, before they will consider you for a placement.
5. NMBI has no role in organising placements, assisting with visas or permits or securing you an offer of employment
6. The minimum timeframe for completing the placement is six weeks, but the healthcare facility can extend the placement timeframe to 12 weeks. NMBI approval is needed for extensions beyond 12 weeks.

What happens next?

After you have secured a placement, you need to send us a completed Request for Candidate Certificate form. This form should be completed by you or your prospective employer in Ireland. You also need to send us a letter of confirmation from the healthcare facility with:

- Name of the placement site
- Proposed placement start date
- Proposed placement finish date

We will then issue you with a Candidate Certificate. **You cannot start your placement until you have your Candidate Certificate.** We will also send you the “Competence Assessment Tool”, which explains how the placement is assessed. You can download the Competence Assessment Tool on our Publications page. This assessment tool will be used by the healthcare facility to track your progress during the placement.

After your placement

At the end of your placement, the Director of Nursing or Midwifery will be asked to recommend that you are eligible for registration. If you are recommended for registration, we will write to you to request the registration fee. After you pay the registration fee, NMBI will finalise your registration and issue your registration pack within 7 – 10 working days. Find out more about the [registration pack](#) on pages 26-31.

If the Director of Nursing or Midwifery does not recommend you for registration, then you will receive a letter confirming that you have been refused registration.

Appealing a decision

If you are not satisfied with your decision, you can lodge an appeal if you have been:

- Refused registration
- Given an adaptation and assessment decision
- Failed your adaptation and assessment placement

You must lodge your appeal within 56 days of receiving your decision. If you decide to appeal, then you need to email **registration.appeals@nursingboard.ie** to receive the application form and details about the appeals process. You must also pay the appeals fee which is €150.

After you have lodged an appeal, your application will be reviewed by NMBI's Registration Committee at their next meeting. The Registration Committee is made up of seven Board members. Your application will be reviewed by these members and not by the assessor who originally made the decision on your file.

Following a Registration Committee meeting, the Committee may decide to:

- Uphold the original decision
- Seek further information
- Issue a new decision

FAQs and useful links

Our website, www.NMBI.ie is a useful source of up-to-date information about registering as a nurse or midwife in Ireland. Our [Frequently Asked Questions \(FAQs\) about registration](#) on www.NMBI.ie are a collection of answers to the most common questions asked of NMBI's Registration team about the application process.

If you cannot find the answer to your question in this guide for applicants, or our FAQs, you can contact overseasreg@NMBI.ie

NMBI contact details

Nursing and Midwifery Board of Ireland (NMBI)
 18-20 Carysfort Avenue
 Blackrock
 Co Dublin
 Ireland

Tel: +353 (1) 639 8500

Fax: +353 (1) 639 8595

Email: overseasreg@NMBI.ie

Website: www.NMBI.ie

You may also find the following websites useful:

Information about:	Organisation	Website
Visas	Irish Naturalisation and Immigration Service (INIS)	www.inis.gov.ie
<u>Employment permits</u>	Department of Jobs, Enterprise and Innovation (DJEI)	www.djei.ie
IELTS tests	International English Language Testing System (IELTS)	www.ielts.org
<u>Licensed recruitment agencies</u>	Department of Enterprise Jobs Enterprise and Innovation (DJEI)	www.workplacerelements.ie