

**Post – Registration Academic Qualification Completed IN Ireland**

Application Form

IMPORTANT GUIDELINES! – Please Read Before Completing the Application Form

A. Only apply if you have completed one of the following Major Awards or full academic qualifications and awarded by a recognised University/ Institute of Technology/ Third Level College/ Higher Education Institution (HEI):

1. Postgraduate Certificate **(30 credits)**

2. Higher Diploma **(60 credits)**

3. Postgraduate Diploma **(60 credits)**

4. Master’s Degree **(90 credits)**

Or any other related Major Award academic qualifications that are comparable to an award at Level 8 of the Irish National Framework of Qualification (NFQ).

B. **Your academic qualification Must Be directly related to your current clinical speciality/ area of work as a Nurse or a Midwife.**

√ - Example of academic qualifications that are directly related/connected to a clinical speciality/ area of work of a nurse: A nurse who has completed a major award *Postgraduate Certificate in Gerontology* or a *Higher Diploma in Gerontology* or a *Postgraduate Diploma in Gerontology* or a *Master’s Degree in Gerontology* and currently working in the Care of the Older Person.

X - Example of an academic qualification that is not directly related to a nurse’s area of clinical speciality: A nurse who has completed a major award management course and currently working in the Care of the Older Person. Nursing/ Midwifery management is not a recognised clinical speciality.

C. Stand Alone modules or minor awards and level 7 academic qualifications do not qualify as Category 2 or Equivalent academic qualifications.

– Only Major Award Programmes or Full Academic Programmes at level 8, 9 and 10 qualify as Category 2 or Equivalent academic qualifications.

D. Your academic qualification must not lead to registration in any of the divisions of the register of NMBI.

**I have read and understood the guidelines:**

 **Applicant signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NMBI Reference No: \_\_\_\_\_\_**

(*For NMBI use only)*

 **Date of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Personal Information** |
| **Name** |  |
| **NMBI PIN** |  |
| **Date joined register** |  |
| **Home address** |  |
| **Email address** |  |
| **Contact Number** |  |
| **Workplace information** |
| **Workplace Name** |  |
| **Name of Unit/ Ward** |  |
| **Workplace Address** |  |
| **Date commenced employment** |  |
| **Employment title** |  |
| **Academic information** |
| **Title of Post- Registration Course** |  |
| **Please circle your course award level****Certificate/Diploma/Higher Diploma/Masters/PhD** |  |
| **Dates of Study** | **Date Started** |  | **Date Completed** |  |
| **Date of Graduation** |  |
| **Name of University/ College/ Institute** |  |
| **Is your Post – Registration Academic Qualification directly related to your current job?** | **Yes** |  | **No** |  |
| **What is your job title?** |  |
| **Area of Speciality (e.g. Gerontology, Palliative Care, Rheumatology, Intellectual Disability, Psychiatry, ICU, Theatre, Medical, Surgical)** |  |
| **Are you currently working in your Speciality?**  | **Yes** |  | **No** |  |
| **The purpose of your verification request is to apply for a Qualification Allowance?** | **Yes** |  | **No** |  |
|  **Other reasons:**  |

**Verification of Category 2 or Equivalent Post – Registration Qualification Completed IN Ireland**

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| **Requirements:*** Submit a **certified copy** (see note below) of your college transcript of records and diploma.
* Do not submit original documents.
* Incomplete application will not be reviewed by NMBI.
* Review the checklist before submitting an application.
* All documents submitted to NMBI will not be returned to the applicant.

**Note:** **Certified copies of documents may be obtained by bringing the original document and a photocopy of the document to your University/College, Solicitor, An Garda Siochana or Commissioner of Oaths, and having the photocopy certified and officially stamped as a true copy of the original.** **Non-certified photocopied copies of transcripts and diploma are not acceptable and applications containing photocopied only documents will not be reviewed.** **Note: Please allow up to 8 weeks for review of the application.** |
| **Submit The Following Required Documents** | **Tick the box if attached/ completed** |
| 1. **Certified Photocopy of College Diploma**
 |  |
| 1. **Certified Photocopy of Transcript of Records**
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| 1. **Completed and Signed Application Form**
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**Please post back application form and required documents to the Professional Standards Department, 18/20 Carysfort Avenue, Blackrock, Co. Dublin.**

**Note: You will receive a confirmation email from NMBI once we received your application form and the required documents.**

**Privacy Notice**

Nursing and Midwifery Board of Ireland of 18-20 Carysfort Avenue, Blackrock, Co. Dublin, Ireland is a data controller for the purpose of the relevant data protection law including the General Data Protection Regulation.

We collect personal data from you (including special categories of personal data) in accordance with our [Privacy Notice](https://www.nmbi.ie/Footer-Pages/Privacy-Statement).

We use personal data:

• Where we need to comply with a legal or regulatory obligation including our obligations under the Nurses and Midwives Act 2011 (as may be amended or updated from time to time).

• For the purpose of the performance of a contract between us; and/or

• For the purpose of a task carried out in the exercise of our official functions including under the Nurses and Midwives Act 2011 (as may be amended or updated from time to time).

Please [click here](https://www.nmbi.ie/NMBI/media/NMBI/How-We-Use-Your-Personal-Data-Table_1.pdf) for further details on how we use your personal data and the legal basis on which we process your personal data.

Please address any questions, comments and requests regarding our data processing practices to DataProtection@nmbi.ie