

# 2021 Annual Registration Renewal Guide



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



## Who is this Guide for?

This guide provides information on the 2021 annual renewal process. To access the services below you need to be registered in at least one division of the Register of Nurses and Midwives.

## What does this Guide cover?

1.	Renewin	g Your Registration with NMBI	2
	1.1	Overview of the Renewal Process with MyNMBI	3
	1.2	Accessing MyNMBI	4
	1.3	First Time Login in Detail	5
	1.4	Annual Renewal in Detail: Three Step Process	8
	1.5	What to do if I am having problems starting or completing	
		the process	16
2.	Voluntar	y Removal	17
	2.1	Overview of the voluntary Removal Process with MyNMBI	17
	2.2	Voluntary Removal in Detail: Two Step Process	18
	2.3	How Much Does it cost?	20
	2.4	How Long Does it take?	20



# 

# **1** Renewing Your Registration with NMBI

Every registered nurse and midwife in Ireland is required by law to renew their registration each year. At the start of the calendar year, employers will seek evidence that your registration has been renewed.

The NMBI has sent renewal notices by post to all registrants providing detailed instructions on how to renew online. **Please do not start the process without the renewal notice.** 

If your letter has not arrived, please contact our customer care centre at **1890 200 116** to request your login credentials.

#### The renewal facility will be open from 30 November 2020 until 31 January 2021.

The renewal notice includes temporary credentials to be used this year exclusively to allow you to access your registration account. **Please do not create a new account on MyNMBI.** 

All registrants are legally obliged under Section 53 of the Nurses and Midwives Act to keep their details on the register correct and up-to-date. These details include contact information (address, email address and phone number) and employment details.

Final reminder letters will be sent mid-February to inform those who did not renew that the registration deadline has been passed.

Unfortunately if the annual renewal is not completed by the deadline, we are legally obliged to include your name on the list of registrants that will be considered by the Board for removal. A removal email will be sent to all those who did not renew their registration by the deadline (Section 77 of the Nurses and Midwives Act 2011). Please note that notifications of removals are also sent to employers, the Minister for Health and the Health Service Executive (Section 02).



Please allow 15 minutes to complete the renewal process.

We recommend all our registrants use a laptop or desktop to renew their 2021 registration. Our application is not mobile enabled in 2021.

2





### 1.1 Overview of the Renewal Process with MyNMBI

### NMBI

- End of November: a letter is posted to inform registrants it is time to renew
- The letter contains temporary logins for MyNMBI

### REGISTRANT

- Completes the first time login (using the temporary credentials)
- Logs into MyNMBI with updated email
- In the navigation bar selects 'Registration Services' and then 'Annual Renewal'
- Updates 'Personal Details' and provides 'Employment Details'
- Pays the €100 rentention fee

#### **MyNMBI**

 The annual retention certificate is available in 'My Documents'

#### **NMBI WEBSITE**

 Your registration details are now updated on the <u>Register</u>



## 1.2 Accessing MyNMBI

• You can access MyNMBI by clicking on the MyNBI button on the <u>NMBI</u> website.

100 NMBI - Nursing and Midwifery × +	- 🗆 ×
← → C ŵ       A https://www.nmbile/Home.aspx	
COVID-19 Contact Us Publications Help Centre News FOI and Data Protection	Search Q A MyNMBI
	- o ×
Bord Altransis agus Cnáimhseachais na hÉireann	(10%) ···· ♡☆ 生 M/ ① (\$* 三
di lieland Home Complaints Standards & Guidance What We Do	Education Regis and Data Protection Search Q AMNMBI
	Text size 🖃 🕀
	hat We Do Education Registration Check the Register
NMBI	and the second s
the regulatory body for nursing and midwifery in Ireland	
Registered Nurse » Registered Midwife » Become a Nurse/Midwife	e » Apply to Register »

• You can also type my.nmbi.ie into the address bar of your browser.

Coptions	X G Google X +		-	- 0	×
↔ ↔ ↔ ↔	Q, my.smbbie	<i>&gt;</i>	1	\ 🗊 📽	≡
	http://my.ambi.le/ — Voit	Image	s III	Sign in	
	G my.nmblie				
	This time, search with: G 💩 🚺 🚺 🕶 🖤 🛊 🛋 🚫	*			
	Google				
	٩				
	Google Search I'm Feeling Lucky				
	Google offered in: Gaeilge				
Ireland					
Advertising Business	About How Search works	Privacy	Terms	Setting	IS



### 1.3 First Time Login in Detail

- 1. Visit MyNMBI
- 2. Login using the temporary username and password sent to you in your renewal letter.

Every Affordation and Affordation Review of Michael Strand Intelling	Home	Complaints	Standards & Guidance	What We Do	Education	Registration	Check the Register
Welcome to Nursing and Midwife	ry Board of I	reland					
IMPORTANT NMBI is sending login credentials to all registrants, ca	ndidates and exist	ing applicants.					
Please use your temporary credentials to k	gin for the first ti	ne.					
Do not create a new account if you are a candidate, are already registered	or if you have an	application in pr	ogress with NMBI.				
Log in							
Email / Username							
McBioggs@1423							
Patienta [							
tog in							
to ensure the security and privacy of your data, you must clock on the Logout button when you have finished using MyNMBI.							
Having difficulties logging in?							
Please click here							

 Once logged on, you will be prompted to enter your personal email address. This will be used as your new username as well as for contact purposes in the future. Click Save.

Bord Altranais agus Cnáimhseachais na hÉireann Nursing and Midwifery Board of Ireland	
Nursing and Midwifery Board Ireland My Account	Welcome Josephine Mary McBloggs to MyNMBl Please enter your personal email address. Email * suqohetiz@inboxbear.com
My Personal Details	Save



4. An email containing an activation link will be sent to your personal email address and will be used as your new username as well as for future contact purposes.

This is a verification process. Click on the link to validate your email address.

CR	Email from CRMRegistration_UAT	5	Ś	$\rightarrow$	Eļ
<u>City</u>	Email Change Confirmation REF:0001251				
	Dear Josephine Mary McBloggs,				
	Please follow this link provided to confirm your change of email add	res	5.		
	Note: This link will become invalid in 1 hour. After this period has pa	asse	ed, y	our	
	email address will not be updated and will remain on your existing (	ema	il		
	address.				
	Sincerely,				

NMBI Registration Team

After clicking the link, the screen below will appear.
 Press the Click to Confirm button to verify your email. (Note that your email is now your ID for future logins).

	Bord Altransis agus Cnáimhseachais na hÉireann Nursing and Midwlfery Board of Ireland	Home	Complaints	Standards & Guidance	What We Do	Education	Registration	Check the Register
Email change req Click To Confi Return to Login.	uest has been initiated. Please click on the button below to confirm th rm	e email char	nge.					
Your e	email will now be updated.							
	Bord Altransis agus Cnáimhseachais na hÉireann Nursing and Midwifery Board of Instand	Home	Complaints	Standards & Guidance	What We Do	Education	Registration	Check the Register
Thank you fo	r your Confirmation! Your email has been updated. Please wait 1 i	minute befo	ore attempting to	login with your new email a	ddress.			

Return to Login.

Once you have verified your personal email address, you must continue the process on your laptop or desktop.



6. <u>Return to the login screen and enter your personal email address (which is now</u> your ID for using the site in future) and then enter the password from your renewal letter.

Bord Atransis agus Calmineachdar a thErean Heined Heined	Home	Complaints	Standards & Guidance	What We Do	Education	Registration	Check the Register	
Welcome to Nursing and Mid	wifery Board of I	reland						
IMPORTAN NIMBI is sending login credentials to all registra	IT its, candidates and exist	ing applicants.						
Please use your temporary credentia	Is to login for the first ti	ne.						
Do not create a new account if you are a candidate, are already regi	stered or if you have an	application in pri	ogress with NMBI.					
Log in Email / Userrame								
Password [								
Log in To ensure the security and privacy of your data, you must click on the Logout button when you have finished using MyNMBI.								
Having difficulties logging in?								
Please click I	iere							

Once logged into MyNMBI you will have access to all of the services available. You can view and edit your personal information, including passwords, or enter your employment details.





### 1.4 Annual Renewal in Detail: Three Step Process

rsing and Midwifery Board Ireland
My Account 🗸
My Applications
Registration Services $$
Candidate Registration
Graduate Registration
🛱 Annual Renewal

# Step 1 Division renewal/personal details

- Annual Renewal can be accessed from the MyNMBI navigation bar on the lefthand side of your screen (as seen above left) by clicking on Registration Services, and then scrolling down and clicking Annual Renewal.
- Please confirm your personal details, the divisions you are registered in and wish to renew.
- You can update your details including your address and phone number if required.
- You may submit a voluntary removal request if you wish to remove your name from a division(s) of the Register.
- If you are happy that your personal details and registration details are correct, click Next to continue.

Nursing and Midwifery Board Ireland			
	Step 1:	Step 2:	Step 3:
👗 My Account 🗸 🗸			
My Applications	Registration Number	Type Encluit lives	
	27000	Potal Call	
Registration Services ~	Forename *	Summe *	Any other name known by
Candidate Registration	Josephine Mary	Meiroggs	
	Gender '	Date of Birth *	0
Graduate Registration	reman	06/06/1984	<sup>D</sup>
ta Annual Renewal	Place of Birth *	Nationality (If this is incorrect please contact us at: IEReg@nmbi.ie) *	
	reland	read	
C Voluntary Removal	Constant Address		
Overseas Recognition	Contact Address		
	Address Line 1 *	Address Line 2 *	Area/Town *
Overseas registration	18 Main Street	Village Road	Boyle
* Restoration	Ercode / Zip Code *	County/State/Province -	Country *
Decement CCDS	R012 Y13	Roscommon	Ireland
a wegen cora	Phone Code Prefix *	Phone Number *	
Add New Division	Ireland(+253)	851255551	
	Enal		
현 My Appeals 🗸 🗸	kotapoxan@tafmail.com		
Help	Primary Language *	Secondary Language	Third Language
	Inglah	lish	• French •
	Below is a list of your associated divisions due for renewal. If you wish to remove your name from a divisional of the Register, clease sub-	it a voluntary removal request.	
			a [
	Design .	Livison status	· Exply Lase
	General Narses	Registered	31/12/2021
	Children's Nurses	Registered	31/12/2021
	Nurse Prescribers	Registered	31/12/2021
	H 4 1 5 K 5 V item renne		1.3of Stern O
			1-20-2 Marine
	Save	Next	





#### A) Complete the first question

- Please confirm whether you are currently practising in the profession of nursing or midwifery.
- Please answer Yes if you are working in clinical care, management, administration, education, research or in an industry where NMBI registration is required.
- Please answer No if you are retired, unemployed or are working in a different sector.

	Step 1: Division Renewal	Step 2: Employment Details & Declarations	Step 3: Payment Summary	
Are you currently practising in the profe 'No' if you are retired. unemployed or a	ssion of nursing or midwifery? Please answer 'Yes' if y re working in a different sector.	ou are working in clinical care, management, adminit	stration, education, research or in industry where NM	BI registration is required. Please select
Ves	O No			

- If you answered Yes to the above question, the next two sections are mandatory.
- If you answered No, you do not need to provide details of your current practice or employment.

#### B) Divisions of current practice

- Once answered, scroll down the page to Divisions of Current Practice. The grid below will list all the divisions of your current registration.
- If you answered Yes to the previous question you will need to edit all of the divisions below.
- To edit, click the pencil icon. Each time you click on the pencil icon a pop-up window will appear. Click to select each division and press Save before moving onto the next division until you have completed each one.

If you answered yes above, please edit the divisions here to indicate if you are currently practising and whether you are providing direct patient care.

Edit	Division	÷	Division Status	i	Are you currently practising in thi $^{\frac{1}{2}}$	Are you providing direct patient	
8	General Nurses		Registered		Yes	Yes	^
۵	Children's Nurses		Registered		No	No	
8	Nurse Prescribers		Registered		No	No	



• You can update each division by confirming in which you are currently practising and whether you are directly facing patients.

Division Pract	tice Status		
	Bord Altransis sgus Cnáimhseachais na hÉireann Nursing and Midwifery Board of Ireland		
Divi	ision neral Nurses	Division Status Registered	
Are	you currently practising in this division?	Yes	•
Are	you providing direct patient care?	No Practising Nurses/midwives provide services directly to	•
s	Save	patients or work in administration, management, research and other posts without direct contact with patients. Excludes: unemployed and retired nursec/middwes.	

• Tooltips are visible by hovering over each question.

#### **Division Practice Status**

Bord Altranais agus Cnáimhseachais na hÉireann Nursing and Midwifery Board of Ireland	
Division General Nurses Are you currently practising in this division?	Division Status Registered Yes
Are you providing direct patient care?	No *
'Practising Nurses/ midwives provide services directly to patients or work in administration, management, research and other posts without direct contact with patients. Excludes: unemployed and retired nurses/midwives.'	'Providing care directly to patients. This excludes positions in administration, management, research and other posts without direct patient contact.'

• Click Save to confirm.



#### C) Employment details

My Employment Details

- The next section is related to your current employment. Now you will need to enter information on your current job title and workplace.
- Click Add to your My Employment Details.

ko' if you are retired, unemployed or are working in a different sector. No No Noisions of Current Practice you ammered yes above, please edit the division here to indicate if you are currently practing and whether you are providing direct patient care. Edit Division of I Division Status I Are you currently practing in this division? I Are you providing direct patient care? Edit Division Registered Yes Source Hares Registered Yes No. Division Status Registered No. No. No.	atient care.           I         Are you providing direct patient care?         I           Yes         Yes         Yes
Image: Children in Nurses         Division Status         Are you currently practising in this division?         Are you providing direct patient care?           Image: Children in Nurses         Division Status         Are you currently practising in this division?         Are you providing direct patient care?           Image: Children in Nurses         Registered         Yes         Yes           Image: Children in Nurses         Registered         No         No           Image: Children in Nurses         Registered         No         No	atient care.           i         Are you providing direct patient care?         i           Yes         Yes         Yes           No         No         No
Arisions of Current Proteinson bare to indicate if you are currently providing direct patient care.           It         Division         Division fait         Division fait         A regour providing direct patient care.           It         Division fait         Division fait         Division fait         A regour providing direct patient care.           It         Division fait         Division fait         Division fait         A regour providing direct patient care.           It         Division fait         Division fait         Division fait         A regour providing direct patient care.           It         Division fait         Division fait         Registered         Yes           It         Division fait         Registered         No         No           It         Division fait         Registered         No         No	atient care.           I         Are you currently practising in this division?         I         Are you providing direct patient care?         I           Yes         Yes         Yes         Yes
a specified processes         bit within specified processes         A specified processes <th>atient care.           I         Are you currently practising in this division?         I         Are you providing direct patient care?         I           Yes         Yes         Yes         No         No</th>	atient care.           I         Are you currently practising in this division?         I         Are you providing direct patient care?         I           Yes         Yes         Yes         No         No
Instrume         Division         Division         Status         Areyou currently practising in this division?         Are you providing direct patient care?           Instrume         General Nurses         Registered         Yes         Yes           Instrume         Children's Nurses         Registered         No         No           Instrume         Nurse Prescribers         Registered         No         No	I Are you currently practising in this division?     I Are you providing direct patient care?     I     Ves     No     No     No
Division         Division         Division         Division         Status         Concentration         Are you providing direct patient care?           Division         General Nurses         Registered         Yes         Yes           Division         Children's Nurses         Registered         No         No           Division         Nurse Prescribers         Registered         No         No	Ale you currently practising in this dowsion?     Ale you providing direct patient care?     Yes     No     No     No     No
C         Centeral Nurses         Registered         Yes           C         Children's Nurses         Registered         No         No           C         Nurse Prescribers         Registered         No         No	Yes Yes No
C         Children's Nurses         Registered         No         No           C         Nurse Prescribers         Registered         No         No	No No
Nurse Prescribers     Registered     No     No	
	No No
4 1 → H 4 ▼ Rems per page 1-3 of	

If currently emp	loyed, please click the add button to provide information on your current employment. You may also add previous employment details if you wish.
O Add	

Edit	Remove	Job Title	:	Workplace Name	Address Line 1



• Upon clicking, the below screen will pop up.

Employment Details						3
Bord Altransis agus Chairmhseachais na hÉireann Nursing and Midwillery Board of Ireland						
Please expand and search for your Job Title in the dr current Job Title. Job Title *	op-down list below. If yo	ur job title is not in the lis	t please select "Other" an	d then click/tap on Add N	iew Job Title to add you	ur •
Please search for your workplace/employer here:						
Selected Employer *				QSearch		
If you can't find your employer please select the 'Add	d' button below to add ye	our employer.				•
• Add						
No Data Available						
4						) i
I I I I I I I I I I I I I I I I I I I					No items to display	¢
Employment Start Date *		Employm	eent End Date			
If this is your current employer, please leave Employer Save	nent End Date blank.					

- The most common job titles are already recorded in the system, please search using the drop down list and click on the relevant job title.
- If your job title is not listed, please select Other and click Add New Job Title.

Please expand and search for your Job Title in the drop-down list below. If your job title is not in the list please select "Other"	' and then
click/tap on Add New Job Title to add your current Job Title.	
Job Title •	

OTHER	•	Add New Job Titl	
	Q	ch	
Midwile Tutor			
Nurse Planner Nurse Practice Development Co-Ordinator			•
Nurse Tutor Nurse/Michelle Researcher			
Nursing and Midwifery Services Director			
OTHER			
Practice Development Co-ordinator Practice Midwife		State/Provin	
Practice Nurse			
<ul> <li>Health St James Hospital</li> </ul>		Dublin	



• Once you have entered your job title you can Search your employer by Name or Address or Eircode. When you can see your workplace in the grid below, please click Select.

ical Nurse Manage	er 2									
e use the search be cannot find your v	ox bek vorkpl:	ow to search for your workplace ace using the provided search b	by name, address or Eircode . ox, please add your workplace	You can use partial spellin by clicking the "+ Add" b	ig to outto	get a wider range of results. n.				
e search for your w	orkpla	ce here:								
llingar								QSearch		
can't find your wo	rkplac	e please select the 'Add' butto	below to add your workplace.							
Add										
	1	Workplace Name 🕇 🚦	Address Line 1	Address Line 2	:	Area/Town	State/Pro	ovince/Cou	Eircode/Postcode	1
Select		Iwa Mullingar	Springfield				Longford	i/Westmeath		
Select		Kilbeggan Health Centre	Mullingar Road	Kilbeggan		Co. Westmeath	Westme	ath	N91 EYH2	
Select		Kilbeggan Medical Centre	Mullingar Road	Kilbeggan		Co. Westmeath	Westme	ath	N91 XP26	
Select		Mhb Bridge Training Centre	Mullingar Resource Centre	Delvin Road		Mullingar	Longford	i/Westmeath		
Select		Midland Regional Hospital Mullingar	Longford Road	Mullingar		Co. Westmeath	Westme	ath	N91 NA43	
Select		Mullingar 5	College View	Irishtown		Mullingar	Westmea	ath	R32E4C6	
4 1	•	10 🔻 items per page							1 - 10 of 23 items	
elected Workplace										
lland Regional Hos	pital N	fullingar								-

- If you cannot find your employer or practise outside Ireland, you may add a new employer.
- Click the Add button on the top left of the employment search grid to add your employer.

	Bord Alt Cnáimhs Nursing of Irelan	ranais agus leachais na hÉireann and Midwilfery Board d								
Please expand	and search	h for your Job Title in the	drop-down list below. If	your job title is not in	the lis	t please select "O	ther* an	d then click/tap on Add N	New Job Title to add	your
Job Title *	e.									
										•
Please search fo	or your wo	rkplace/employer here:								
								QSearch		
Selected Emplo	oyer *									
										•
If you can't find	your emp	oloyer please select the 'A	dd' button below to add	your employer.						
O Add										
	:	Employer Nam	Address Line 1	Address Line 2	:	Area/Town	:	State/Province	Eircode/Postc	:
										*



- The screen below will pop up.
- Please fill in the fields accurately and click Save.
- Once your employer is saved, it can be searched and selected using the same process outlined on the previous page.

Vorkplace Details
To exit this page please use the X button on the top right-hand corner of this screen. Do not use the back button on the browser.
Before saving the workplace, please search and make sure your workplace is not in the list provided.
Workplace Name *
St Thomas' Hospital
Address Line 1 *
Westminster Bridge Rd
Address Line 2
Bishop's
Area/Town *
London
Eircode/Postcode •
SE1 7EH
Country •
United Kingdom 🔹
State/Province/County *
London
Save

• Enter the dates of your employment. Please leave the end date blank if you are still with the same employer.

Emplo	yment	Start [	Date *				Employment End Date	
12/0	2/2014	L.						8
•		Feb	ruary 2	014		•	Employment End Date blank.	
SU	MO	TU	WE	TH	FR	SA		
26	27	28	29	30	31	1		
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28	1		
2	3	4	5	6	7	8		
	Mono	day, D	ecemb	er 07,	2020			

Click Save to add to employment details

Employment Start Date *	Employment End Date	
12/02/2014	1	
If this is your current workplace, please leave Employment End Date blank.		
Save		

• You can add multiple employments if you work in more than one workplace. Please return to section C (P.10) for additional information on adding a new employment.

14



2021 Annual Registration Renewal Guide

- The final part of step 2 is the Declaration.
- Please tick Yes to confirm that the information you provided in your application is complete, accurate and true.
- If you wish to save your application and continue the process at a later stage click Save. Your application will be saved in the My Applications section.
- To complete your application click Next.

Declarations I confirm that all the information	provided by me in connection with this applica	ation is complete, accurate and true to the best of my knowledge.
Yes		
Back	Save	Next

- Step 3 Pay the appropriate fee
  - Please pay your annual renewal fee online using a debit or credit card. The annual renewal fee is €100.
- Click Pay Now to proceed.

Bod Altenaia agus Chaimheachais na hÉireann Aursing and Midwifery Board ci Inland				
Nursing and Midwifery Board Ireland		Step 1: Division Renewal	Step 2: Employment Details & Declarations	Step 3: Payment Summary
My Applications     My Applications     Candidate Registration     Graduate Registration     Annual Renewal     Annual Renewal     Voluntary Removal	Payments Summary Full Name Josephne Mary McBlogs Free type Annual Riteanton Free Amount I(0 10000			

• Enter your card details and click Pay Now.

Secure	Payment	Bord Atomica spat Contributional as a 10 Kersen Non and Atomica Board of mand
Payment Details	Secured By 256bit SSL Cert 🖴	Secure Payment
3566000000000		Success
Cannot process this card type, please use a Expiry(mmyy) Security Code C 12 / 28 123	nother Card	
Cardholder Name Josephine McBloggs		
P	ay Now	
Secured 8	payments	



• When the payment has been processed, you will receive confirmation of renewal.

Bod Attentis ages Chambeachas na hÉisean Auning and Midwiley Boad of Ireland	
Nursing and Midwifery Board Ireland	Dear Josephine Mary, Your registration has been renewed. Please check My Documents for your Annual Retention Certificate.
💄 My Account 🗸 🗸	Please note that on some occasions it may take up to 60 minutes for the certificate to generate. If it takes any longer, please call our customer support line.
	Open: Monday-Friday 9:00am - 5:30pm
My Documents	Both you and your employer can check your registration status online. We will send you an email when it is time to renew again.
My Personal Details	
<ul> <li>My Registration Datails</li> </ul>	

• You can view your annual retention certificate in the My Documents section. It will remain there on future visits should you need to download it or provide it by email to your employer.

Bord Altranais agus Chaimbeachais na hÉireann Naimbeachais na hÉireann Naimbeachais na hÉireann Naimbeachais na hÉireann					
Nursing and Midwifery Board Ireland	Please click the name of the document to download it. Al document surt to pro by the MMI are streed from. It also includes the documents proceplanded on MgMMI. Documents				
My Documents	Document Name 1	i p	Jocument Size	8	Created On
My Personal Details	Annual Retention Certificate - Quals_26_11_2020_010351.pdf	14	43.80 KB		26/11/2020
<ul> <li>My Registration Details</li> <li>My Employment Details</li> </ul>					
My Applications					
$\square$ Registration Services $\checkmark$					
한 My Appeals 🗸 🗸					
<b>Ø</b> Help					
	H 4 1 F H 25 V Items per page				

# 1.5 What to do if I am having problems starting or completing the process?

If you require support to complete the renewal process, please call: **1890 200 116.** Open: Monday-Friday 9:00am - 5:30pm

# 2. Voluntary removal

**⊣¦**LMy**NMBI** 

You can remove your name from one or all divisions in which you are registered. Registrants generally voluntarily remove their names from all divisions if they are taking a career break, retiring or moving to work abroad. We highly recommend that you voluntarily remove your name from the register rather than let your registration lapse (i.e. not renew your registration on time) in order to avoid paying increased restoration fees in the future.

The voluntary removal facility is open at all times on MyNMBI except for a very short period of time to allow the Board to remove registrants for non-payment of retention fee.

If you decide to return to your nursing or midwifery practice at a later stage, you will be able to restore your name to the Register. You will also need to comply with the restoration requirements at the time of restoration.

#### 2.1 Overview of the Voluntary Removal Process with MyNMBI





### 2.2 Voluntary Removal in Detail: 2 Step Process

Log into My NMBI - for additional information on first time login please see our Login Guide. Select Registration Services and then Voluntary Removal.



• Review your personal details and update if needed



## Step 2 Remove from division(s)

- Select in the grid, the division(s) from which you would like to be removed.
- To select a division please click on the pencil icon

l wish to	voluntarily re	move my name from th	e following	g division(s) of the Regis	ster of Nur	ses and Midwives
🛛 U	pdate Select	ed Divisions				
		Division	÷	Removal Reason	-	Request of Removal
	8	Intellectual Disabili	ity			



• Provide the reason for your removal and the removal date

Update Divisions For Removal	
Request of Removal Date *	
17/07/2020	
Remove from Divisions	
Yes	•
Removal Reason •	
Career Break/Leave of Absence	•
Update	

Submit your request

H 4	1	► ►	100 🔻	items per page
Submit	Car	ncel		

- A pop-up will appear to explain the consequences of voluntary removal
- Please read the text and click OK if you fully agree

In making this application I understand that:

• I cannot practise as a nurse or midwife in the division from which I have been removed.

• If I decide to practise again in that division I will need to apply to restore my name to that division. My application will undergo an assessment and I will be required to comply with any conditions for restoration at that point.

ОК

Cancel

• If there are any FTP issues associated with my registration my application will undergo a review.



• You will receive an email confirming that the removal was successfully completed. Your removal is now updated on My Registration Details.



Voluntary removal is free of charge.

## 2.4 How Long Does it Take?

The voluntary removal process is very quick, it should take a few minutes to complete.

