

# 2025 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 for registrants on the Nursing and Midwifery Board of Ireland (NMBI) 2025 annual renewal process. To access the services below you need to be already registered in at least one division of the Register of Nurses and Midwives.

## What does this Guide cover?

1.	Renew	ing Your Registration with NMBI	2
	1.1	Overview of the Renewal Process with MyNMBI	3
	1.2	Accessing MyNMBI	4
	1.3	Logging In	5
	1.4	Annual Renewal in Detail: Six Step Process	7
	1.5	What to do if your payment has been declined	14
	1.6	What to do if you are having problems starting or completing the process	14
2.	Volunt	ary Removal	15
	2.1	Overview of the Voluntary Removal Process with MyNMBI	15
	2.2	Voluntary Removal in Detail: Two Step Process	16
	2.3	How Much Does it Cost?	17
	2.4	How Long Does it Take?	17
Do	ata Colle	ection	18



# **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.

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

#### The renewal facility will be open from 30 October 2024 until 31 January 2025.

If your renewal notice has not arrived by 6 November, please check your spam or junk email folders. If you still have not received the email, you can contact our customer care centre on **0818 200 116** (+353 818 200 116 from outside Ireland), or email <u>regservices@nmbi.ie</u> to request your notice.

You will be able to log into MyNMBI using the email address the notice was sent to and your password. If you cannot remember your password, please use the **Forgotten Password** button.

All registrants are legally obliged under Section 53 of the Nurses and Midwives Act, as amended 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 notices will be sent to all registrants in early January.

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

If you require support to complete the renewal process, please call: **0818 200 116** (+353 818 200 116 from outside Ireland) or email <u>regservices@nmbi.ie</u>. Opening hours are Monday to Friday 9am - 5:30pm





### 1.1 Overview of the Renewal Process with MyNMBI



#### **NMBI WEBSITE**

Your registration details are updated on the Register



### 1.2 Accessing MyNMBI

You can access MyNMBI by clicking on the MyNMBI button on our website, using the link provided in your renewal notice, or by clicking <u>here</u>.

COVID-19 Contact Us Publications H	Help Centre News FOI and Data Protection	Search Q	
Bord Altranais agus Cnáimhseachais na hÉireann			Text size 🕀 🕀
Nursing and Midwifery Board of Ireland	Home Complaints Standards & Guidance What W	Ve Do Education Registration Chee	ck the Register
NMBI		- All	
the regulatory body for Ireland	nursing and midwifery in		
Registered Nurse 🛛 🔉 🛛	Registered Midwife >> Become a Nurse/	Midwife » Apply to Register	»

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

G Google x + ← → C ⊗ my.nmbi.ie	Gmail Images	- 0	x :
Google	•		
Google Search I'm Feeling Lucky Google offered in: Gaeilge			



### 1.3 Logging In

#### 1. Visit <u>MyNMBI</u>

If this is your first time logging into MyNMBI, please refer to your renewal notice and the <u>First Time Login User Guide</u>.

#### 2. Select Already have an Account

Bord Altra Cnaimhse Nursing a of Ireland	anais agus eachais na hÉireann and Midwifery Board J <b>Home</b>	Complaints	Standards & Guidance	What We Do	Education	Registration	Check the Register
		Wel	come to MyNMBI				
		Alread	dy have an Account	C			
			Log in <sub>Email</sub>				
			Password				
			۲				
			Log in				
		l	● Go Back to Options				

- 3. Input the email address that your renewal notice was sent to. Add your password. This is either what you updated it to, or the temporary password provided by NMBI last year.
- 4. If you do not remember your password, click on Forgotten Password and follow the steps to reset. You will be required to enter your email address (that you received this notice to) and you will receive an email with a link to reset your password. Click on this link and create your new password. Please note, the forgotten password link is only valid for one hour. Your new password will be active at subsequent logins. If you are unable to access your account after you have reset your password, please contact our customer care centre on 0818 200 116 (+353 818 200 116 from outside Ireland) or email regservices@nmbi.ie

Bord Attrantis agus Chainnteachais na hÉireann Nursing and Midwifery Board of Ireland	Home Complaints Standards & Guidance What We Do Education Registration	Check the Register
	Welcome to MyNMBI	
	Already have an Account	Log in
	Log in Email	Email
	Password	Password
	Forgotten Password	٢
	Log in	Forgotten Password
	⊗ Go Back to Options	Log in



5. Once logged into MyNMBI you will have access to all of the services available. During the renewal period, click on the **Other Services** button to view the other applications available. You can view and edit your personal details, including password and email address. You can also update your employment details under the **My Account** section.

To start the annual registration renewal process, click on the **Annual Renewal** button.

Bord Altranis agus Chárnheachtais na hÉireann Nursing and Midwifery Board I reland		
Nursing and Midwifery Board Ireland	Welcome to MyNMBI! Please click on one of the options below or select from the left hand menu	
<ul> <li>My Account</li> <li>My Documents</li> <li>My Personal Details</li> </ul>	Services available for Registrants:	Other Services re for all other services)
<ul> <li>My Registration Details</li> <li>My Employment Details</li> </ul>	Annual Renewal Video Guide Annual Renewal Text Guide Frequently Asked Question	ons
<ul> <li>My Applications</li> <li>Registration Services ~</li> <li>My Appeals ~</li> </ul>	t⊐ Anr	nual Renewal
😧 Help	(Click here if you are rene	ewing your Annual Registration)





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

Nurs	sing and Midwifery Board I	reland
*	Home	
<b>.</b>	My Account My Applications	~
ľ	My Applications Registration Service	s 🗸
ť	Annual Renewal	5 •
٥	Voluntary Removal	

#### **Overview of the Six Step Process**

- At Step 1 and Step 2, you will confirm or update your personal details and contact information.
- At Step 3 and Step 4, please ensure your division and employment details are up to date and reflect your current work status.
- You must accept the declaration at Step 5.
- Step 6 requires you to input the debit/credit cardholder details that is being used for payment. It is important that the cardholder information is provided as verification of payment you may be required by the card provider/bank.
- You will be redirected to our Secure Payment facility where you will input your card details
- You may also be required to verify your payment with Strong Customer Authentication (SCA). This involves going into your banking app or inputting a code received by text message (different banks have different processes). Then confirm in the browser that the authentication has been completed.





## Step 1 Personal details

- Annual Renewal can be accessed by clicking on the **Annual Renewal** button on the homepage.
- Please confirm your personal details are up to date and correct. Your email address and password can be submitted in this section.
   For name and gender change requests, please go to the My Personal Details section.

To amend your date of birth, nationality or place of birth, please contact us at <u>IEReg@NMBI.ie</u> and provide the appropriate documentation.

• Click Save & Proceed to continue to Step 2.

Step 1: Personal Details Step 2: Contact Information Details Step 3: Division Details	Step 4: Employmen Details     Step 5: Declarations     Step 6: Payment Details
Please note, name and gender changes must be done on MyNMBI, through My Person	al Details in My Account. For all other changes please contact us at: IEReg@NMBI.IE
Registration Number	Email Address
299000	kotapoxan@tafmail.com
First Name	Last Name
Nurse	Gale
Any other name known by	Gender
Mary	Female
Date of Birth	Place of Birth
04/04/1984	Ireland
Nationality	Primary Language *
Ireland	lrish 🔹
Secondary Language	Third Language
Irish 🔹	French T
Save & Close	Save & Proceed



## Step 2 Contact details

- Please ensure that your contact details are correct and up to date.
- Click Save & Proceed to proceed to Step 3.

Step 1: Personal Details	Step 2: Contact Information	Step 3: Division Details	Step 4: Employment Details	Step 5: Declarations	Step 6: Payment Details
Please ensure your address and co	ntact details are corre	ct, and up to date			
Address Line 1 *			Address Line 2 *		
18 Main Street			Village Road		
Area / Town *			Eircode / Zip Code *		
Boyle			R012 Y13		
State / Province / County *			Country *		
Roscommon			Ireland		
Phone Code Prefix *			Telephone Number *		
Ireland(+353)		•	851255551		
Go back		Save & Close		Save & Proceed	



#### A) Complete the first question

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

Step 1: Personal Details	Step 2: Contact Information	Step 3: Division Details	Step 4: Employment Details	Step 5: Declarations	Step 6: Payment Details
Are you currently practisi	ng in the profession of nu	rsing or midwifery?			
<ul> <li>Yes (for example: you are</li> <li>No (for example: you are</li> </ul>	e working in clinical care; man e unemployed; retired; on care	agement; admin; education; eer break; or working in a dif	research or in an industry wh fferent sector)	ere NMBI registration is requ	ired)



- If you answered **Yes** to the above question, the next two sections are mandatory.
- If you answered **No** to the above question, you will not be required to update your employment details at the next step.

#### **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.
- Please update each division accordingly. Click the Edit button to update. Each time you click Edit, a pop-up window will appear. Select each division and press Save before moving onto the next division until you have completed each one.
- If you are no longer practising in nursing or midwifery but were the previous year, you must update all divisions to reflect this.

If you answered 'Yes you are providing di Divisions of C	' above, please review the information rect patient care. current Practice	1 below, and click the 'Edit' button(s)	for all relevant divisions to indicate if y	ou are currently practising and whether
Edit	Division :	Division Status	Are you currently practisin	Are you providing direct p
🛛 Edit	Children's Nurses	Registered	Yes	Yes
🛛 Edit	General Nurses	Registered	Yes	Yes
H 4 1 >	► 4 ▼ items per page			1 - 2 of 2 items 🔿

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

Step 1: Step 2: Contact Information	Step 3: Division Details	Step 4: Employment Details	Step 5: Declarations	Step 6: Payment Details	
Division General Nurses		Division Status Registered			
Are you currently practising in this division?		Yes Pro patient in adm researcl di	viding care directly to s. This excludes positions inistration, management, h and other posts without rect patient contact.	•	
Are you providing direct patient care?		No		•	
Back Sa	VØ				

- Tooltips are visible by hovering over each question.
- Click **Save** to confirm.
- Once you have finished updating your division status details, click Save & Proceed to continue to Step 4.



# Step 4 Employment details

The next section is related to your current employment. Here you will need to complete/confirm information on your current, primary job title and primary workplace. If you are working in more than one workplace, please use you primary employment details.

Please note, for agency nurses and midwives who work in multiple locations, please insert your agency's details.

- 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. You can type your job title search or scroll down.
- If your job title is not listed, please select **Other** and type your job title in the **Please specify** box that emerges.

Step 1: Personal Details	Step 2: Contact Information	Step 3: Division Details	Step 4: Employment Details	Step 5: Declarations	Step 6: Payment Details
Please complete / confirm th agency's details.	e following fields for your cur	rent, primary workplace. Plea	se note, for agency nurses/n	idwives who work in multiple	locations, please insert your
Job Title					
OTHER		•	Please expand and search	for your current Job Title in t	he drop down list opposite. If
			the box below.	st, please select OTHER and	a then type your job title in
Please specify • Clinical Nurse Specialist 2					

- Please confirm, update or add your workplace details by typing in the specified fields.
- If Ireland is selected for your workplace country, you must select the correct county from the **Workplace County** drop-down menu.
- Once your employment details are up-to-date, press Save & Proceed to continue to Step 5.

Job Title	
Clinical Midwife Manager 2	Please expand and search for your current Job Title in the drop down list opposite. If your job title is not in the list, please select 'OTHER' and then type your job title in the box below.
Current Workplace Name *	
Mullingar General Hospital	
Workplace Address Line 1 *	Meath A Monaghan
Longford Rd	Offaly
Workplace Area/Town *	Roscommon Sligo
Mullingar	Tipperary
Workplace Country *	Waterford Vestmeath *
Ireland	r Roscommon r
Go back Save & Close	Save & Proceed



# Step 5 Declaration

This declaration is an important part of your registration as a nurse or midwife.

- Please tick the box to confirm that the information you provided in your application is complete, accurate and true.
- This is the final step before you enter your payment details.
- To complete your application click Save & Proceed
- If you wish to save your application and continue the process at a later stage click **Save & Close**. Your application will be saved in the **My Applications** section.

Step 1: Personal Details	Step 2: Contact Information	Step 3: Division Details	Step 4: Employment Details	Step 5: Declarations	Step 6: Payment Details
Declarations					
I confirm that all the	information provided by r	me in connection with this	application is complete, ac	curate and true to the b	pest of my knowledge.
Following your declaration, y add your card details and 'Pa	ou will next be required to ac y Now' to finalise payment.	ld your cardholder details. W	'hen you click 'Pay Now', you w	ill be brought to our Secure	Payment site where you will
Go back		Save & Close			Save & Proceed





# Step 6 Payment details

- Step 6 requires you to input the debit/credit cardholder details of the card that is being used for payment. It is important that the cardholder information is provided as verification of payment may be required by the card provider/bank.
- To complete your online payment, NMBI is required to capture billing information, including an address for the cardholder whose card is being used to make this payment. NMBI is required to do this under an EU payments directive. NMBI will only use this information to complete this payment.
- You will be redirected to our Secure Payment facility where you will input your card details.
- Please pay your annual renewal fee online using a debit or credit card. The annual renewal fee is €100.
- Click Pay Now to proceed.

Step 1: Personal Details	Step 2: Contact Information	Step 3: Division Details	Step 4: Employment Details	Step 5: Declarations	Step 6: Payment Details
Fee Summary					
Registrant/Applicant Name (cardho next screen)	lder name will be requested on	To complete your online payment I used to make this payment. NMBI payment.	NMBI is required to capture billing in: is required to do this under an EU pa	formation, including an address, for t yments directive*. NMBI will only use	he cardholder whose card is being a this information to complete this
Nurse Gale		*The Revised Payment Services Dir providers throughout the Europear make payments more secure and p	ective (PSD2, Directive (EU) 2015/23 n Union (EU) and European Economic rotect consumers.	56) is an EU Directive, to regulate paj Area (EEA) to create a more integra	yment services and payment service ted European payments market,
PIN Number		, , , , , , , , , , , , , , , , , , , ,			
299000					
Fee type					
Annual Retention Fee					
Amount (€)					
€100.00					
Billing Information					
Cardholder Address Line 1*					
18 Village road					
Cardholder Address Line 2*					
New town					

- Enter your card details and click **Pay Now**.
- You may be required to verify your payment with Strong Customer Authentication (SCA). This involves going into your banking app or inputting a code received via text message (different banks have different processes). Then confirm in the browser that the authentication has been completed.

	Charling and Molvilley Road I Maha
Secure Payment	Socure Payment
Payment Details	Secure rayment
	Success
Card Number ww en ==	
Expiry	
10/24	
Security Code	
123 (1)	
Cardholder Name	
Mary Gale	
For added security you will be transferred to your bank's card verification page	
PROCEED TO VERIFICATION	



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

Bod Altransis agus Châmbeachais na M Nusig and Midwifer of Heand	Deann Board
Nursing and Midwifery Board In	Dear Josephine Mary,     Your registration has been renewed. Please check My Documents for your Annual Retention Certificate.     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.     NMB customer support 1990 200 116
My Documents	Open: Monday-Friday 9:00am - 5:30pm 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	

- 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.
- Please note, it may take up to 60 minutes to generate your retention certificate.
- You can login again at any stage to download your retention certificate.

Bod Atransis agus Châmhsechais na hÉireann Aursing and Midwifery Board of Intend			
Nursing and Midwifery Board Ireland	Please click the name of the document to download it. Al document wat you by fis MMI as stand has, it also includes the document you splanded on MyMMI. Documents		
My Documents	Document Name 1	E Document Size	: Created On
My Personal Details	Annual Retention Certificate - Quals_26_11_2020_010351.pdf	143.80 KB	26/11/2020
_	Annual Retention Certificate - Registration_24_11_2020_021651.pdf	142.46 KB	24/11/2020
My Registration Details	ARF Final Reminder_24_11_2020_030156.pdf	189.72 KB	24/11/2020
My Employment Details	Candidate Certificate_24_11_2020_020652.pdf	144.61 KB	24/11/2020
	Evidence of Formal Qualification.pdf	34.95 KB	26/11/2020
My Applications	Initial Certificate for Qualifications_26_11_2020_010152.pdf	126.70 KB	26/11/2020
Registration Services V	Initial Certificate_24_11_2020_021654.pdf	126.37 KB	24/11/2020
	Passport1.jpg	3.68 KB	24/11/2020
한 My Appeals 🗸 🗸	Proof of Professional Experience.pdf	34.51 KB	26/11/2020
Help			
	H 4 1 + H 25 V items per page		

### 1.5 What if your payment has been declined?

We have further information on what failed payment error codes mean in our FAQs. Please ensure that you have Strong Customer Authentication (SCA) set up with your bank.

To attempt payment again, you can access the **Draft** or **Awaiting Payment** tab via **My Applications**. You will have to click through Steps 1-5 and add your billing details again at Step 6.

# 1.6 What to do if you are having problems starting or completing the process

If you require support to complete the renewal process, please call 0818 200 116 (+353 818 200 116 from outside Ireland) or email <u>regservices@nmbi.ie</u>. Opening hours are Monday to Friday, 9am-5:30pm.

14

# 

# 2 Voluntary removal

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) to avoid paying increased restoration fees in the future.

The voluntary removal facility is always open on MyNMBI except for a very short period of time to allow the Board to remove registrants for non-payment of the renewal 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 at any time. You will also need to comply with the restoration requirements at the time of restoration. More information on restoring your name to the Register is available on the <u>NMBI website</u>.

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







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

- Log into MyNMBI for additional information on first time login please see our <u>First</u> <u>Time Login User Guide</u>.
- Select Registration Services and then Voluntary Removal.

# Step 1 Update your personal details

• 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.
- To remove your name from the Register entirely, select all the divisions you are registered in.

I wish to voluntarily remove my name from the following division(s) of the Register of Nurses and Midwives							
🛛 Up	pdate Selecte	ed Divisions					
		Division	÷	Removal Reason	÷	Request of Removal	
		Intellectual Disability					

• Provide the reason for your removal and the removal date.

Update Divis	Update Divisions For Removal					
	Removal Date					
	18/10/2021					
	Remove from Divisions					
	Yes	•				
	Removal Reason *	•				
	Update					



• Submit your request.



- A pop-up window 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.

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

OK

Cancel

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





### **Data Collection**

NMBI is legally required to maintain statistical records and make those records available for research and planning to include workforce planning in accordance with section 46 (9) of the Act 2011 and S.I. No. 503 of 2020.

The data will allow NMBI to quantify the number of practising nurses and midwives and deliver required statistical data to the European Commission and the Organisation for Economic Co-operation and Development (OECD), the Department of Health and other stakeholders.

Your personal data will be collected, maintained and processed in accordance with the General Data Protection Regulation (GDPR) and Irish data protection legislation. Your personal data will not be shared with others or published. All reporting is done on an anonymised basis. Please see the <u>NMBI Privacy Notice</u> for more details.

The data submitted by each registrant will enable us to better support the needs and skills of registered nurses and midwives in Ireland, as we work to maintain standards of professional conduct and associated public safety.

