**Application form for approval of CPD short courses/online courses/conferences/annual meetings/symposiums and seminars**

NMBI have a mechanism to approve programmes to support continued professional and practice development. These programmes are considered central to the continued development and maintenance of knowledge, skills and competencies for nursing and midwifery practice within a rapidly changing health care environment. They also support the concepts of critical thinking, reflective practice, problem-solving and lifelong learning in professional nursing and midwifery practice.

We aim to address all applications within **4 weeks** for all complete submissions **(from date of submission email).** Please ensure that you have completed all relevant sections of the application form and submit in advance of the event. **All incomplete application forms will not be processed.**

All completed application forms and timetables **must be** emailed to EducationandGuidance@nmbi.ie

|  |  |
| --- | --- |
|  | **Course/event details** |
| **Date of application** |  |
| **Title of the course/event**(Attach timetable with the names of the speakers) |  |
| **Total number of theoretical hours** (Excluding breaks) |  |
| **Name of course/event provider** |  |
| **Who is providing the course/event?**(√ tick as appropriate) | HSE hospital [ ]  ⏐ CNME [ ]  ⏐ ONMSD [ ]  ⏐ NMPDU [ ] HEI [ ]  ⏐ Voluntary Organisation [ ]  ⏐ Private Hospital [ ] Private Course Provider [ ]  ⏐ Pharmaceutical Company [ ] Private Community Care Provider [ ]  ⏐ Other [ ] Please specify, if others:  |
| **Date of the course/event**(If known) |  |

|  |  |
| --- | --- |
| **Course/event type**(√ tick as appropriate) | Short course (less than 35 days) [ ] Online course [ ] Study day(s) [ ] Short education meeting [ ] In-service education (Mandatory training only) [ ] Conference/ symposium/ seminar [ ]  |
| **Expected learning outcomes** |  |
| **Target audience** | Nurses [ ]  ⏐ Midwives [ ]  ⏐ Both [ ]  |
| **Sponsorship\*** (√ tick as appropriate) | Yes [ ]  ⏐ No [ ]  |
| **Details of sponsorship** |  |
| **Details of course/event fee** (If applicable) |  |
| **Name and title of the course/event coordinator** |  |
| **Email address** |  |
| **NMBI PIN** (if applicable) |  |
| **Professional registration details**(√ tick as appropriate | RANP/RAMP [ ]  ⏐ RCN [ ]  ⏐ RGN [ ]  ⏐ RM [ ]  RNID [ ]  ⏐ RPHN [ ]  ⏐ RPN [ ]  ⏐ RNT [ ]   |
| **Name and NMBI PIN of at least one registered nurse/ registered midwife speaking on the course/event** |  |
| **Academic qualifications** |  |

\* All approved programmes and its contents (if appropriate) are expected to adhere to the Code of Marketing of Breastmilk Substitutes (WHO 1981).

**Disclaimer**

Please note Bord Altranais agus Cnáimhseachais na hÉireann do not endorse any product or service and reserve the right to interpret whether the event is appropriate for obtaining CEU accreditation for professional development.

It is the responsibility of the education provider to ensure the content delivered is current and evidence based. The Code of Professional Conduct and Ethics (NMBI, 2021) and The Scope of Nursing and Midwifery Practice Framework (NMBI 2015) must underpin all continuing professional development for nurses and midwives. **The CEU points awarded to a particular course or event will only apply to Registered Nurses and Registered Midwives.**

**Online course disclaimer**

* CEU points will only be achieved on completion of the course.
* The online course submitted is free from commercial bias.
* Personal information will be maintained in keeping with the Data Protection Act (2018).

**Checklist when submitting**

 **☐ All sections of the form are completed. Incomplete form will not be processed.**

 **☐ Timetable with the names of the speakers is attached.**

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**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)**.**

In particular, 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.