



Graduate User Guide



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

MyNMBI is an online, easy to use, secure way for students and graduates to apply for registration and upload records for their Higher Education Institute (HEI) to verify. Following HEI verification, students or graduates can be added to the Register of Nurses and Midwives. Both registers, which are updated in real time are searchable on our website www.nmbi.ie.

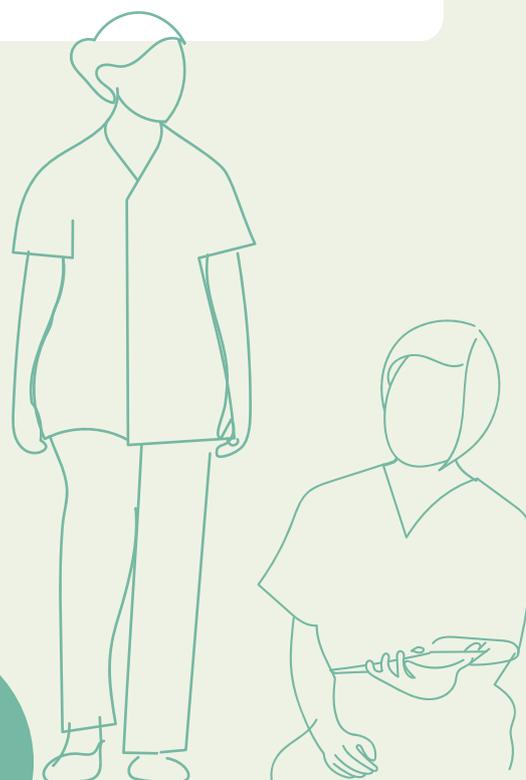
Registered nurses and midwives can use MyNMBI to update their details, renew their registration and view their registration status.

Who is this guide for?

1. **A graduate in a nursing or midwifery programme** who wishes to place their name on the Register of Nurses and Midwives before practising nursing or midwifery.

This guide is **not** for:

- A nursing or midwifery student in one of Ireland's HEIs who wishes to join the Candidate Register.
- Applicants who were educated outside Ireland and need to complete a period of adaptation. If you need to complete a period of adaptation and wish to have your name added to the Candidate Register please read our Applicant Guide.
- Registrants who were educated in one of Ireland's HEIs and wish to add their name to a second division of the Register (e.g. those who completed a post-graduate programme). For more information please read our Registrant Guide.
- Post-graduate students in an Irish HEI wishing to register in an additional division of the Register of Nurses and Midwives. To add a new division please go to MyNMBI and select 'Add New Division'.



What does this guide cover?

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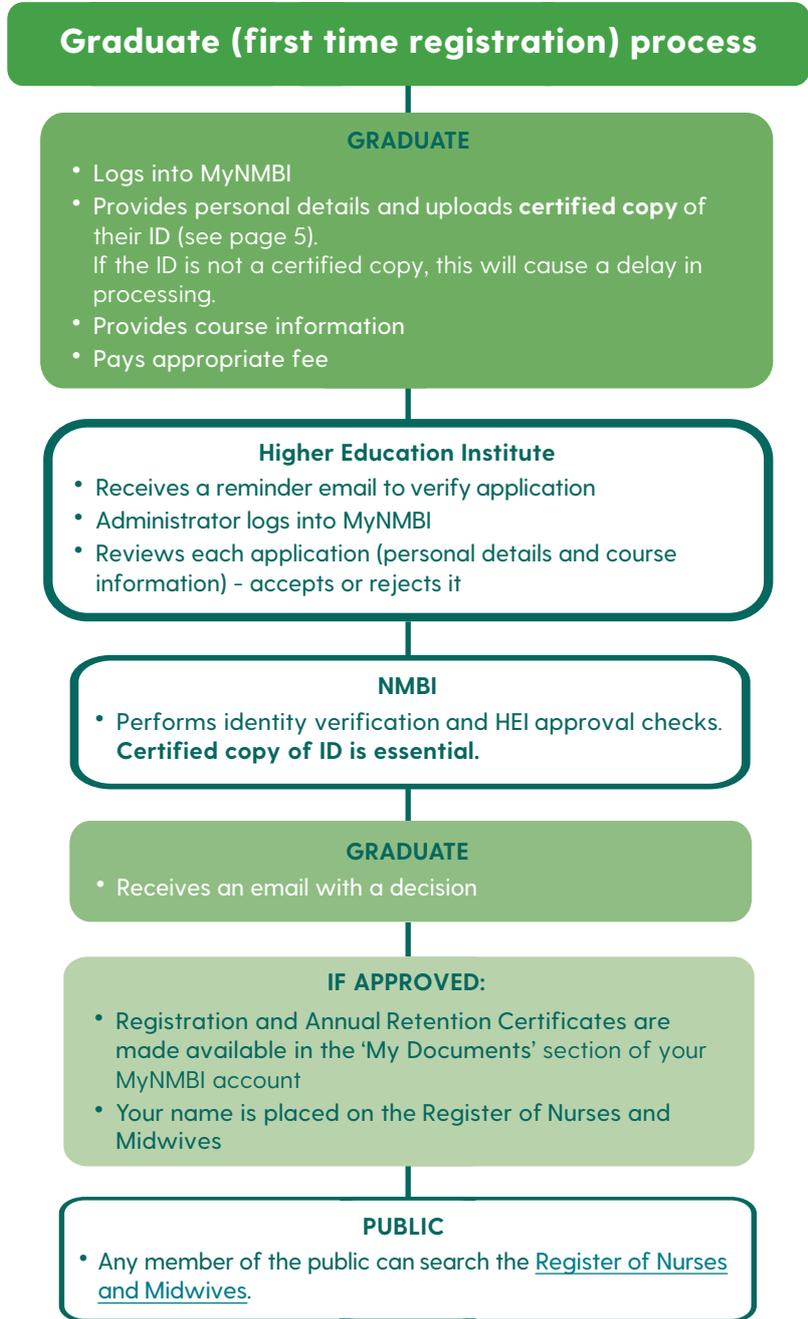
1. Logging into MyNMBI – first time users and repeat users

Graduates

- Please **do not** create a new account. This will delay your registration.
- Your candidate registration details are loaded on the MyNMBI system. If you have already logged into the MyNMBI system, use your existing credentials (email and password).
- If you have not logged in already to MyNMBI, you still need to do the first time login, you will have received Temporary Credentials from us. Please contact regservices@nmbi.ie if you do not have temporary credentials.
- For more information on first time login, please see our [First Time Login User Guide](#).



2. Overview of the process



Graduate fee and processing timeline: the graduate registration fee is €145. It takes a maximum of 10 working days to process a graduate application after HEI approval. Please note: an additional €20 may be added if you have not already paid the candidate registration fee.

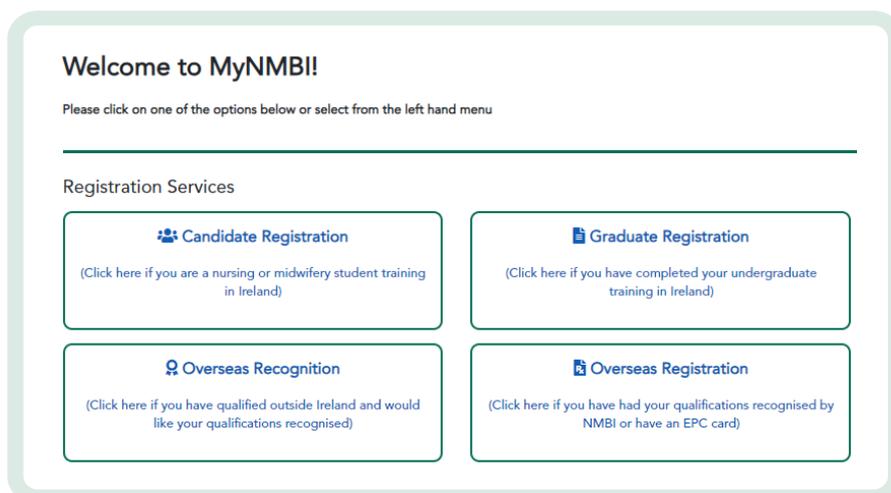
3. Graduate registration in detail: three step process

Logging into MyNMBI using your credentials (email and password).

You can access MyNMBI through our website or by going directly to [MyNMBI](#). See Section 1 above for details on first time login.

Please do not create a new account. You will not be able to complete 'Graduate Registration' using a new account. Do not submit a 'Candidate Registration' as this will cause delays.

Click the relevant button on the home screen or 'Registration Services' and pick 'Graduate Registration' (if you wish for your name to be placed on the Register of Nurses and Midwives).



Step 1

Complete your personal details and upload a certified copy of your ID

Certified copy of ID documents accepted by NMBI

- Passport
- National Identity Card (non-Irish citizens)
- The ID must be certified by a competent authority. They will be required to see the original document. They must state their full name and profession and stamp, sign and date the photocopy of the document. For full list of certifying authorities, please refer to page 6.

Certified copy of ID upload requirements

The ID you upload should be in full colour and a minimum quality of 300dpi. We will not be able to process lower quality images.

Step 2

Complete your education details

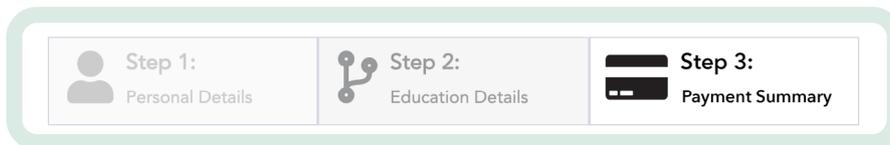
Please ensure that you have the correct HEI, programme of study and start/end dates.

Step 3 Pay the appropriate fee

To complete your online payment NMBI is required to capture billing information, including an address, of 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. Debit/credit card details are not retained by NMBI.

The payments must be verified in line with your banking provider's payment authentication requirements.

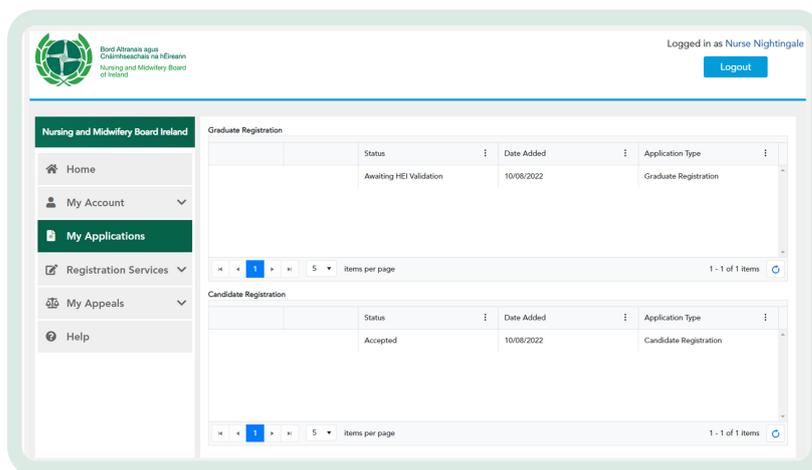
*The Revised Payment Services Directive (PSD2, Directive (EU) 2015/2366) is an EU Directive to regulate payment services and payment service providers throughout the European Union (EU) and European Economic Area (EEA) to create a more integrated European payments market, make payments more secure and protect consumers.



Once you finalise the payment, you should receive a confirmation email.

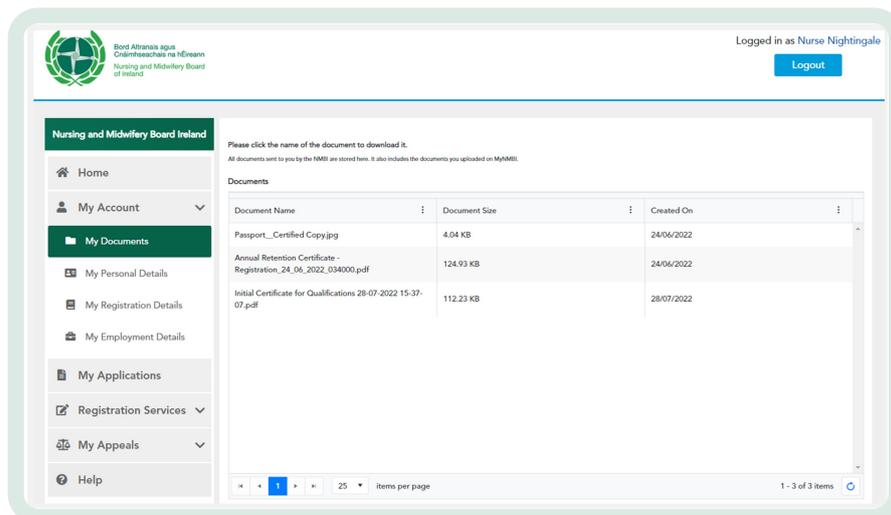
Check the status of your application

At this stage your application will go to your HEI for validation and then to us for a final check. To monitor the status of your application please click '**My Applications**'.



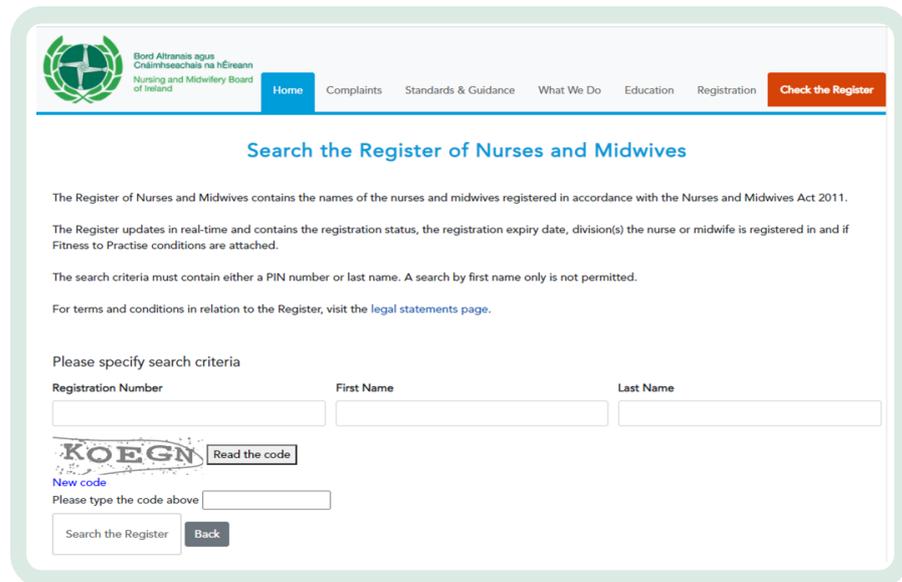
When all the checks are completed, the status will change to '**Provisionally Accepted**'. You will receive an email with a link to confirm the decision.

When you confirm, your application will be '**Accepted**'. You will be able to access your certificate in '**My Documents**' (first go to '**My Account**' and then select '**My Documents**') and it will remain in your MyNMBI account for future use. Please note that it may take up to 30 minutes for certificates to generate.



4. Searching the Registers of Nurses and Midwives

Your name is now added to the [Register of Nurses and Midwives](#) and removed from the Candidate Register. NMBI maintain Candidate Register and the Register of Nurses and Midwives. The Register of Nurses and Midwives can be searched by registration number or surname.



5. What to do if I changed HEI or programme of study?

If you have moved to a different course or HEI you will need to update your details with NMBI. It is important as your application requires validation from your HEI's representative. Please contact Jereg@nmbi.ie to update NMBI regarding your change of programme of study.

6. Appealing a provisional registration decision

If you are not satisfied with a negative provisional registration decision you can appeal it.

OPTION 1

- Step 1** You receive a negative provisional decision
- Step 2** Option to appeal to the Registration Committee within 56 days
- Step 3** Registration Committee issues decision on appeal
- Step 4** Option to appeal to the High Court within three months if dissatisfied with Committee decision

OPTION 2

- Step 1** You receive a negative provisional decision
- Step 2** Option to appeal to the High Court directly within 3 months

