

Graduate **User Guide**



Bord Altranais agus Cnáimhseachais 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 <u>www.nmbi.ie</u>.

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 <u>MyNMBI</u> and select 'Add New Division'.

2



What does this guide cover?

| 1. | Logging into MyNMBI - first time users and repeat users | 4 |
|----|---|----|
| 2. | Overview of the process | 5 |
| | Graduate (first time registration) process | 5 |
| | Certified copies | 6 |
| 3. | Graduate registration in detail: three step process | 7 |
| 4. | Searching the Registers (Candidate Register and the Register of | |
| | Nurses and Midwives) | 11 |
| 5. | What to do if I changed HEI or programme of study? | 12 |
| 6. | Appealing a provisional registration decision | 12 |
| | | |



Logging into MyNMBI – first time users and repeat users

Graduates

- Please <u>do not</u> 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 <u>regservices@nmbi.ie</u> if you do not have temporary credentials.
- For more information on first time login, please see our <u>First Time Login User</u> <u>Guide</u>.





2. Overview of the process

Graduate (first time registration) process

GRADUATE

- Logs into MyNMBI
- Provides personal details and uploads certified copy of their ID (see page 5).
 If the ID is not a certified copy, this will cause a delay in
 - processing.
- Provides course information
- Pays appropriate fee

Higher Education Institute

- Receives a reminder email to verify application
- Administrator logs into MyNMBI
- Reviews each application (personal details and course information) accepts or rejects it

NMBI

• Performs identity verification and HEI approval checks. **Certified copy of ID is essential.**

GRADUATE

• Receives an email with a decision

IF APPROVED:

- Registration and Annual Retention Certificates are made available in the 'My Documents' section of your MyNMBI account
- Your name is placed on the Register of Nurses and Midwives

PUBLIC

• Any member of the public can search the <u>Register of Nurses</u> and <u>Midwives</u>.

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.



Certified copies

A certified copy is a photocopy of the document which has been certified by an appropriate authority. The certified copy must be a first-generation copy - that's a photocopy of the original document, not a photocopy of a photocopy or a fax. It is important that you certify documents correctly. Not doing so will delay how quickly NMBI can process your application.

To get a certified copy of your document, you must bring your original document(s) and a photocopy of the document to one of the certifying authorities listed below:

- Solicitor or Lawyer
- Notary public
- Peace Commissioner
- Justice of the Peace
- Commissioner for Oaths
- Post Office, United Kingdom only

It should be noted that the certifying authority must confirm they have seen the original document. They must state their full name and profession and stamp, sign and date the photocopy of the document.

A copy or a picture of this must be uploaded as part of your application.



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 <u>MyNMBI</u>. See Section 1 above for details on first time login.

Please <u>do not</u> 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).

| ase click on one of the options below or select from the left hand | menu |
|--|---|
| | |
| gistration Services | |
| 📽 Candidate Registration | Graduate Registration |
| Click here if you are a nursing or midwifery student training in Ireland) | (Click here if you have completed your undergraduate training in Ireland) |
| Querseas Recognition | Dverseas Registration |
| (Click here if you have qualified outside Ireland and would | (Click here if you have had your qualifications recognised by NMBI or have an EPC card) |





Step 1 Complete your personal details and upload a certified copy of your ID

| Nursing and Midwifery Board Ireland | Step 1: | Step 2: Step 3: | | | |
|--|----------------------|---------------------------------------|-------------------------|--|--|
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| My Applications | Personal Details | | | | |
| \square Registration Services \checkmark | Registration Number | Туре | | | |
| 🛎 Candidate Registration | 000 | • | | | |
| Graduate Registration | Forename * | Sumame * | Any other name known by | | |
| 13 Annual Renewal | Gender * | Date of Birth • | | | |
| Voluntary Removal | | 6 | | | |
| Q Overseas Recognition | Place of Birth * | Nationality * | | | |
| Overseas Registration | Contact Address | | | | |
| * Restoration | Address Line 1 * | Address Line 2 * | Area/Town * | | |
| Request CCPS | Eircode / Zip Code * | State/Province/County * | Country * | | |
| Add New Division | | | • | | |
| | Phone Code Prefix * | Phone Number * | | | |
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| | Primary Language * | Secondary Language | Third Language | | |
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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

| Nun | sing and Midwifery Board Ireland | | | | | |
|-----|--------------------------------------|---|--|--|--|---|
| * | Home | - | Step 1: Personal Details | Step 2: Education Details | Step 3: Payment Summary | |
| 4 | My Account 🗸 🗸 | Education Details Higher Education Institution | | Programme of Study | | |
| B | My Applications | University College Dublin | * | Nursing (Children's & General | - DN451 * | |
| ß | Registration Services $~\checkmark~$ | List of Associated Divisions | | Programme of Study Start Date 01/01/2018 | | |
| 4 | Candidate Registration | Children's Nurses | | Programme of Study End Date | 8 | |
| 1 | Graduate Registration | Declarations | | | | |
| 5 | Overseas Recognition | I declare that I am a fit and proper pending investigations in any juris | r person, my registration diction. I confirm that a | n or licence was never refused If the information provided by | /suspended/cancelled/restric me in connection with this a | cted in any jurisdiction. I have no criminal convictions or pplication is complete, accurate and true to the best of |
| | Overseas Registration | my knowledge. Ves • | No | | | |
| 539 | My Appeals 🗸 🗸 | Back | | Save | | Next |
| 0 | Help | | | | | |

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



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.

| Step 1: | 29 Step 2: | Step 3: |
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| Personal Details | Education Details | Payment Summary |
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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 to for a final check. To monitor the status of your application please click '**My Applications**'.

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| | | | | | | | | | | | |
| Nursing and Midwifery Board | Ireland | Graduate Re | gistration | | | | | | | | |
| | | | | | | Status | : | Date Added | 1 | Application Type | : |
| The Home | | | | | | Awaiting HEI Validation | | 10/08/2022 | | Graduate Registration | |
| Account | ~ | | | | | | | | | | |
| My Applications | | | | | | | | | | | |
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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.

| Nursing and Midwife of Ireland | ry Board | | | | | | Logout |
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| Account | ∨ Do | cument Name | 1 | Document Size | 1 | Created On | 1 |
| My Documents | Pas | sport_Certified Copy.jpg | | 4.04 KB | | 24/06/2022 | |
| My Personal Details | Ann Reg | nual Retention Certificate - gistration_24_06_2022_034000.pdf | | 124.93 KB | | 24/06/2022 | |
| My Registration Detail | s 07. | ial Certificate for Qualifications 28-0 pdf | 7-2022 15-37- | 112.23 KB | | 28/07/2022 | |
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| Help | | | | | | | |



4. Searching the Registers of Nurses and Midwives

Your name is now added to the <u>Register of Nurses and Midwives</u> 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.

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|--|--|-----------------------|---------------------|--------------------|----------------|----------------|--------------------|--|--|
| | Search t | he Regist | er of Nurs | es and M | idwives | | | | |
| The Register of Nurses and | Midwives contains the n | ames of the nurses | and midwives regi | stered in accorda | nce with the N | lurses and Mid | wives Act 2011. | | |
| The Register updates in real-time and contains the registration status, the registration expiry date, division(s) the nurse or midwife is registered in and if Fitness to Practise conditions are attached. | | | | | | | | | |
| The search criteria must co | ntain either a PIN numbe | r or last name. A se | earch by first name | only is not permit | ted. | | | | |
| For terms and conditions in | relation to the Register, | visit the legal state | ments page. | | | | | | |
| Please specify search | criteria | | | | | | | | |
| Registration Number | | First Name | | | Last Name | | | | |
| | | | | | | | | | |
| KOEGN Read the code | | | | | | | | | |
| Please type the code above | • |] | | | | | | | |
| Search the Register | Back | | | | | | | | |



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 form your HEI's representative. Please contact <u>IEreg@nmbi.ie</u> 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.

