



Student (Candidate) 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 Candidate Register. The Candidate Register is updated in real time and is 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.

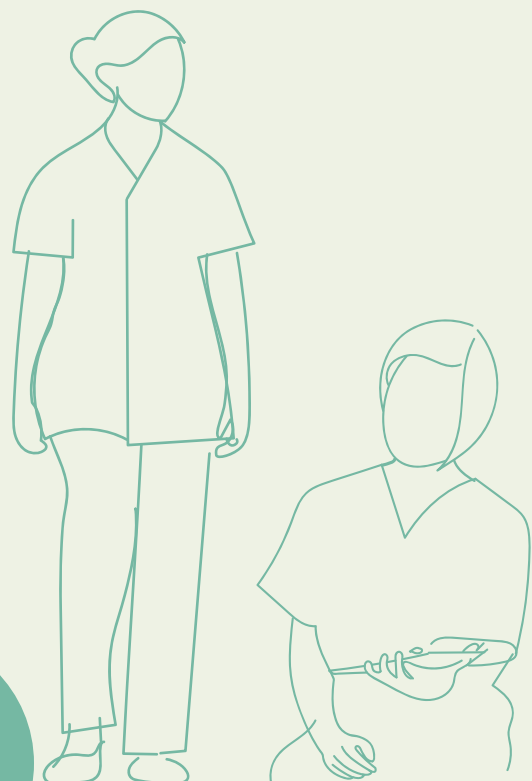
The candidate registration fee (€20) is a once off payment at commencement of your training. Only fully registered nurses and midwives are required to renew their registration.

Who is this guide for?

1. **A nursing or midwifery student** in one of Ireland's HEIs. It is important to be on the Candidate Register as without registration you can not work with patients.

This guide is **not** for:

- Applicants who were educated outside Ireland and may 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.
- A graduate of a nursing or midwifery programme who wishes to place her or his name on the Register of Nurses and Midwives.
- 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'.



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1. Logging into MyNMBI – First Time Users

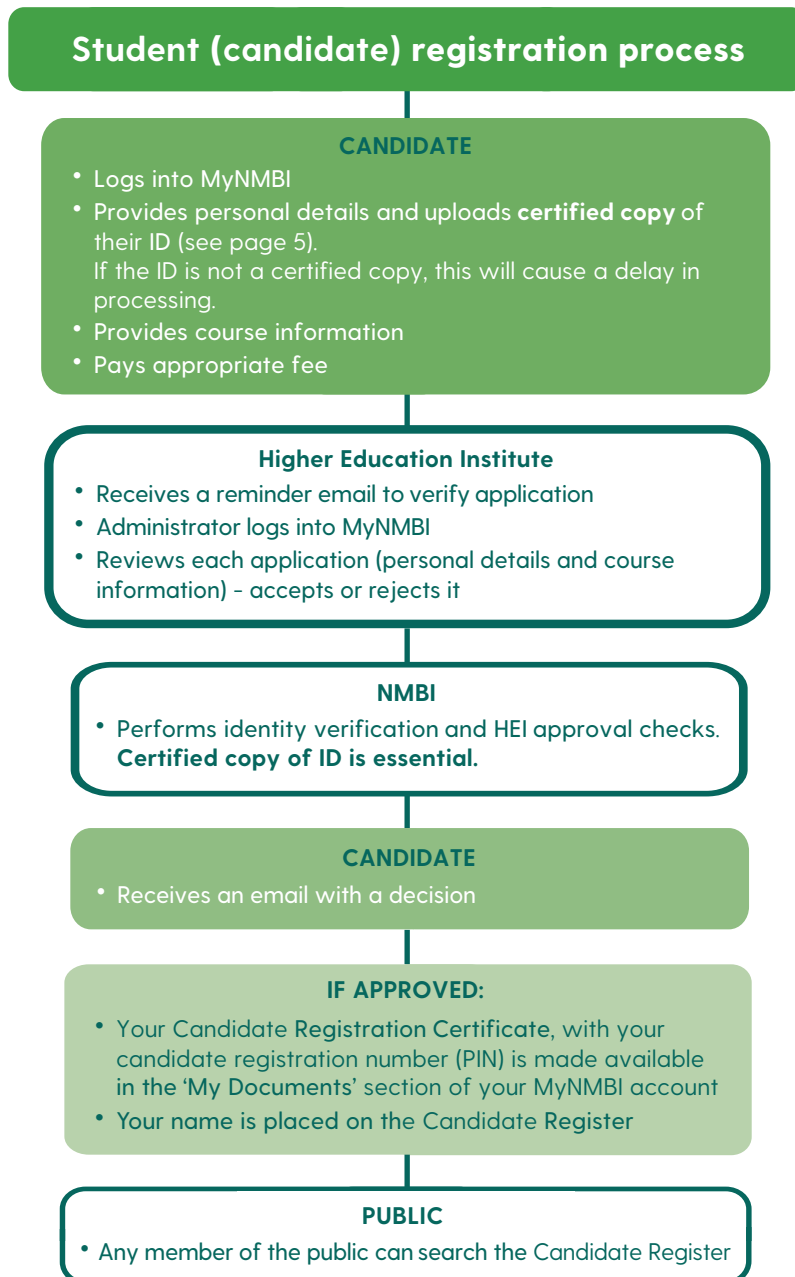
Candidates

- To log into MyNMBI you need to create a new account (more details available in our [First Time Login User Guide](#))
- You will need an email address and password*
- Login to MyNMBI and Select “Create new account” button
- You must **confirm your email address** within 1 hour of creating a new account
- You will not be able to access your account unless your email is confirmed
- Once you have set up your account and confirmed your email, the next time you log in select the “**Already have an Account**” button and proceed with your email address and your chosen password.

*Please use your **personal email** and not your HEI/school email



2. Overview of the Process



Candidate fee and processing timeline:

The candidate registration fee is €20. It takes a maximum of 10 working days to process a candidate application after HEI approval providing identification document is certified.

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.

[illegible]

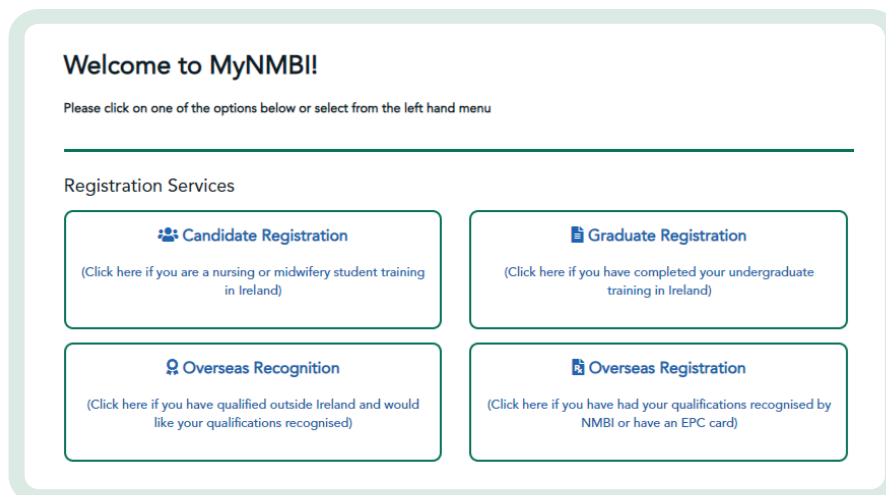
3. Candidate Registration in Detail: Three Step Process

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.

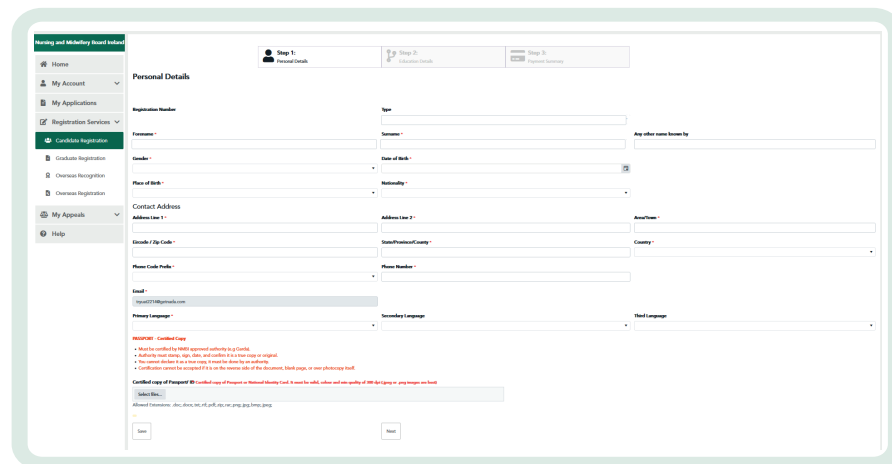
Please do not create multiple accounts. The forgotten password function will only work following confirmation of your email.

Click the relevant button on the home screen or 'Registration Services' and pick 'Candidate Registration'.



Step 1

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



Certified copy of ID documents accepted by NMBI

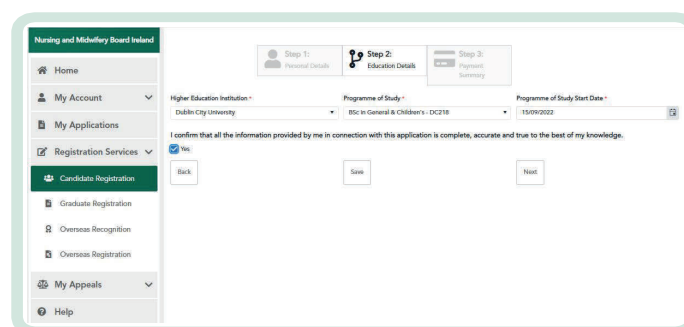
- Passport
- National Identity Card (non-Irish citizens)
- The ID must be certified by a competent authority. They will be required to see the original document. They must state their full name and profession and stamp, sign and date the photocopy of the document. For full list of certifying authorities, please refer to page 5.

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.

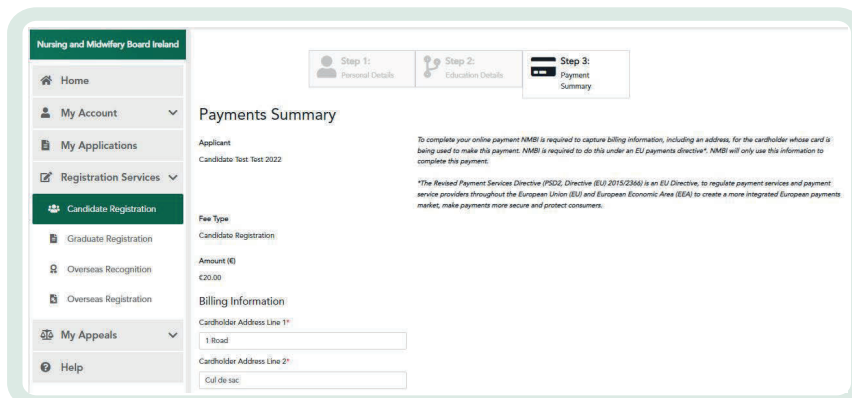
Step 2

Complete your education details



Please ensure that you have the correct HEI, programme of study and start date.

Step 3 Pay the appropriate fee

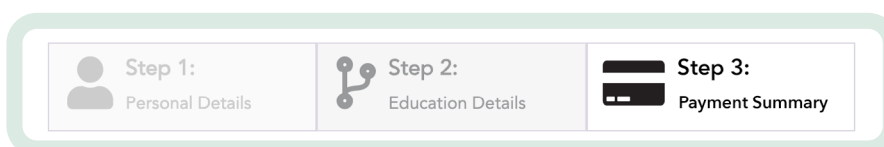


The screenshot shows the 'Payments Summary' page on the NMBI website. The left sidebar contains navigation links: Home, My Account, My Applications, Registration Services, Candidate Registration (highlighted), My Appeals, and Help. Under 'Candidate Registration', there are links for Graduate Registration, Overseas Recognition, and Overseas Registration. The main content area displays the 'Payments Summary' for 'Candidate Test 2022'. It includes a progress bar at the top with three steps: Step 1: Personal Details, Step 2: Education Details, and Step 3: Payment Summary (current step). The summary shows the fee type as 'Candidate Registration', the amount as '€20.00', and the billing information as 'Cardholder Address Line 1*' and 'Cardholder Address Line 2*'. A note at the bottom states: '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. *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.'

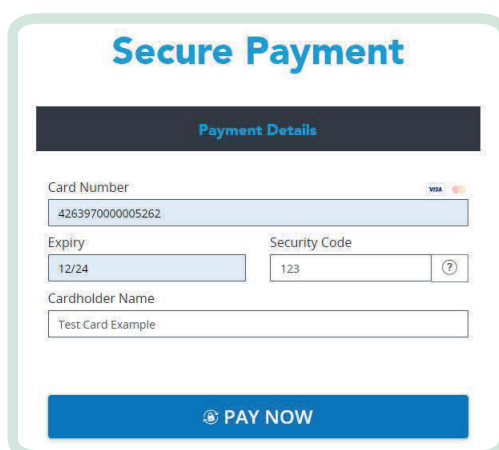
To complete your online payment, NMBI is required to capture billing information, including an address, of the cardholder whose card is being used to make this payment. NMBI is required to do this under an EU payments directive*. NMBI will only use this information to complete this payment. Debit/credit 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.



The diagram illustrates the three-step payment process. Step 1: Personal Details, Step 2: Education Details, and Step 3: Payment Summary. Each step is represented by a card with an icon and a label.

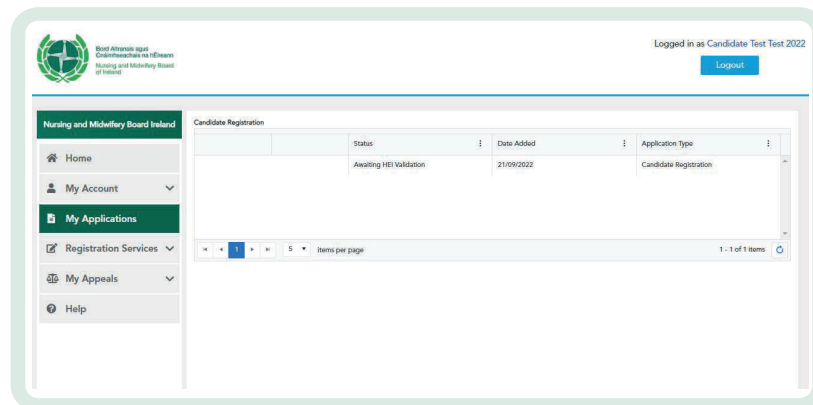


The screenshot shows the 'Secure Payment' form. It has a title 'Secure Payment' and a section 'Payment Details'. The form contains fields for Card Number (4263970000005262), Expiry (12/24), Security Code (123), and Cardholder Name (Test Card Example). A 'PAY NOW' button is at the bottom.

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

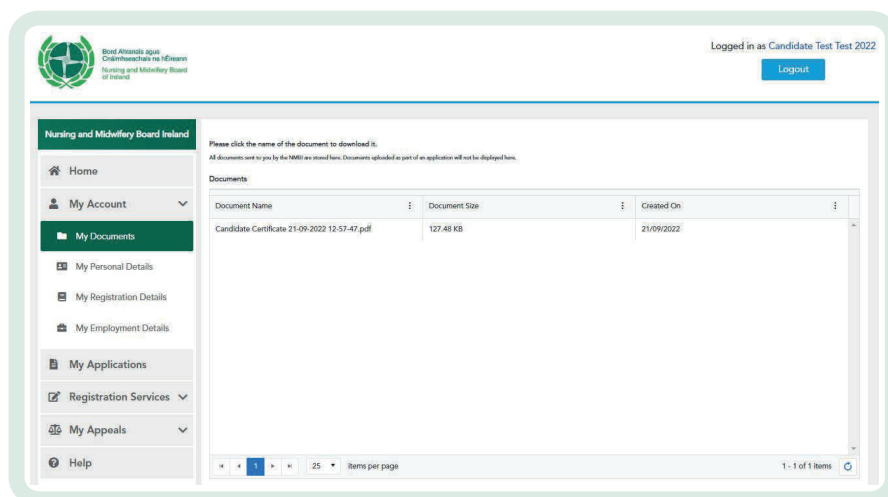
Check the status of your application

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**'.



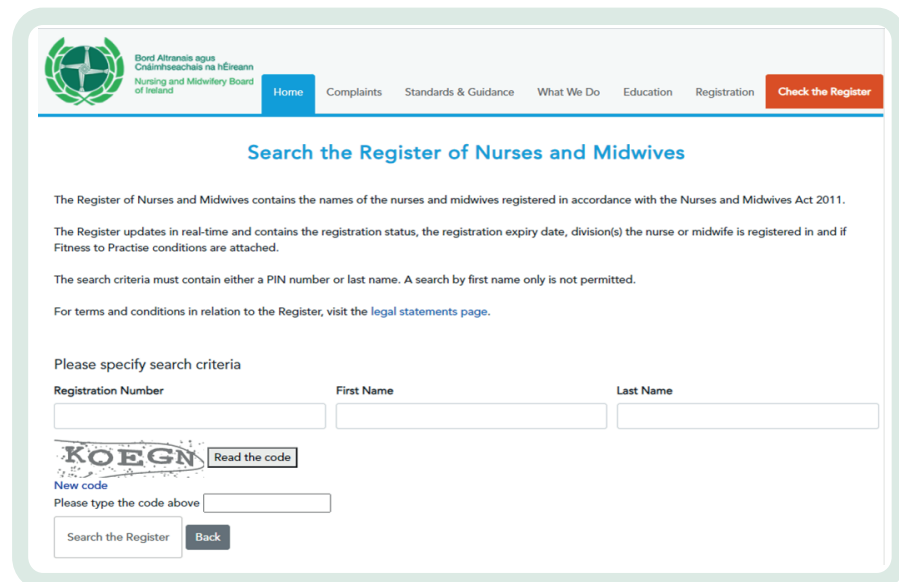
When all the checks are completed, the status will change to '**Provisionally Accepted**'. You will receive an email with a link to confirm the decision.

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 [Candidate Register](#). NMBI maintain the Candidate Register of undergraduate nurses and midwives in Ireland, and the Register of Nurses and Midwives. These two Registers can be searched by registration number or surname.



The screenshot shows the NMBI website's search interface. At the top is the NMBI logo and navigation links: Home, Complaints, Standards & Guidance, What We Do, Education, Registration, and a red 'Check the Register' button. The main heading is 'Search the Register of Nurses and Midwives'. Below this, there is explanatory text about the register and search criteria. The search form includes fields for 'Registration Number', 'First Name', and 'Last Name'. There is also a CAPTCHA section with a 'KOEEN' image and a 'Read the code' button. At the bottom of the form are 'Search the Register' and 'Back' buttons.



5. What to do if I Changed HEI or Programme of Study?

All undergraduate students of nursing and midwifery need to be on the Candidate Register to enable them to interact with patients. If you have decided not to commence or continue your course, or have moved to a different course or HEI, you will need to update your details with NMBI. To do so, please contact your HEI to inform them of your change.

6. Appealing a Provisional Registration Decision

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

