GUIDE FOR OVERSEAS APPLICANTS

Bord Altranais agus Cnámhseachais na hEireann
Nursing and Midwifery Board of Ireland
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INTRODUCTION

The Nursing and Midwifery Board of Ireland (NMBI) is the independent, statutory organisation that regulates the nursing and midwifery professions in Ireland. We aim to protect patients and improve nursing and midwifery education and practice in Ireland. We provide guidance to nurses and midwives on achieving and exceeding high standards of practice.

About this guide

Nurses and midwives who practise in Ireland must register with NMBI. The purpose of this guide is to provide all applicants who trained outside of Ireland with the information they need to apply to register as a nurse or midwife. Before you complete an Overseas Registration Application Request form, please:

• Read this guide in full
• Identify which Application Group (1, 2 or 3) applies to you
• Understand NMBI’s five-step application process

You need to read about each of these steps and their relevance to you and your application to join in the relevant sections of this guide.

STEP 1
Overseas Registration Application Request Form

STEP 2
Overseas Registration Application Pack

STEP 3
Forms and documents from relevant authorities

STEP 4
NMBI carries out an assessment of your application

STEP 5
You will receive a decision letter from NMBI

Advice for all applicants

As the outcome of the application process cannot be predicted, NMBI strongly advises that you:

• Do not to move to Ireland, or leave your current employment, based on the expectation that your application for registration will be successful. Please wait until you receive your decision letter (Step 5) before making any travel or employment plans.

• Do not to apply for nursing or midwifery positions until you have received a registration decision. We cannot fast-track applications based on offers of employment, as this would be unfair to other applicants.
Glossary of terms

The registration of nurses and midwives by NMBI is governed by Irish and EU laws, as well as by processes used within regulatory bodies such as NMBI. Terms are used that are sometimes difficult to understand. This glossary explains these terms.

<table>
<thead>
<tr>
<th>Term or phrase</th>
<th>What it means</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquired rights</td>
<td>If you trained in the EU/EEA the term “acquired rights” means that if you have a certain amount of post-registration experience as a nurse or midwife you may have a right to join the Register.</td>
</tr>
<tr>
<td>Automatic recognition</td>
<td>If you trained in the EU/EEA and if you started your training on or after your country’s reference date, it is likely that we will be able to automatically register you under Directive 2005/36/EC.</td>
</tr>
<tr>
<td>Directive 2005/36/EC</td>
<td>The recognition of professional qualifications laid down in Directive 2005/36/EC enables the free movement of professionals such as nurses and midwives within the EU.</td>
</tr>
<tr>
<td>Competent authority</td>
<td>A competent authority is an organisation that has been legally delegated with the powers to regulate the nursing or midwifery professions in its jurisdiction. In Ireland, the competent authority is NMBI.</td>
</tr>
<tr>
<td>CCPS</td>
<td>This stands for Certificate of Current Professional Status. See Verification (CCPS) below.</td>
</tr>
<tr>
<td>European Economic Area (EEA)</td>
<td>This includes the member states of the EU as well as Iceland, Liechtenstein and Norway.</td>
</tr>
<tr>
<td>General system</td>
<td>This section of the EU directive sets out a framework approach for recognising qualifications that do not meet the requirements for automatic or acquired rights recognition.</td>
</tr>
<tr>
<td>International English Language Testing System (IELTS) Academic Test</td>
<td>This is a test of English language competence. It will be accepted by NMBI by applicants who trained outside the EU and EEA (Group 3) if English is not their first language.</td>
</tr>
<tr>
<td>Occupational English Language Test (OET)</td>
<td>This is a test of English language competence. It will be accepted by NMBI by applicants who trained outside the EU and EEA (Group 3) if English is not their first language.</td>
</tr>
<tr>
<td>Reference date</td>
<td>This is the date a country joined the EU.</td>
</tr>
<tr>
<td>Relevant authority</td>
<td>These are organisations that need to submit forms directly to NMBI. They include competent authorities (see above) employers and Higher Education Institutions.</td>
</tr>
<tr>
<td>Test Report Form (TRF)</td>
<td>Test Report Form (TRF) is issued following completion of the International English language Testing System (IELTS) Academic Test</td>
</tr>
<tr>
<td>Verification Certificate (CCPS)</td>
<td>This certificate provides a range of information about the current status of your registration and training in the country where you trained or have practised. This is issued by a competent authority.</td>
</tr>
</tbody>
</table>
NMBI maintains the Register of Nurses and Midwives in Ireland. It is illegal to practise as a nurse or a midwife if you are not on the Register.

The Register contains ten divisions. In Ireland, you can use the designated (abbreviated) letters below, if you are registered with NMBI in the corresponding division of the Register.

The divisions marked with an asterix (*) in the table have different, specific requirements for registration. These involve separate application processes. For more details, check the Registration section of our website www.NMBI.ie

<table>
<thead>
<tr>
<th>Division</th>
<th>Designated Titles</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>General</td>
<td>General Nurse</td>
<td>RGN</td>
</tr>
<tr>
<td></td>
<td>Registered General Nurse</td>
<td></td>
</tr>
<tr>
<td>Midwives</td>
<td>Midwife</td>
<td>RM</td>
</tr>
<tr>
<td></td>
<td>Registered Midwife</td>
<td></td>
</tr>
<tr>
<td>Childrens</td>
<td>Children’s Nurse</td>
<td>RCN</td>
</tr>
<tr>
<td></td>
<td>Registered Children’s Nurse</td>
<td></td>
</tr>
<tr>
<td>Psychiatric</td>
<td>Psychiatric Nurse</td>
<td>RPN</td>
</tr>
<tr>
<td></td>
<td>Registered Psychiatric Nurse</td>
<td></td>
</tr>
<tr>
<td>Intellectual Disability</td>
<td>Intellectual Disability Nurse</td>
<td>RNID</td>
</tr>
<tr>
<td></td>
<td>Registered Nurse Intellectual Disability</td>
<td></td>
</tr>
<tr>
<td>Public Health</td>
<td>Public Health Nurse</td>
<td>RPHN</td>
</tr>
<tr>
<td></td>
<td>Registered Public Health Nurse</td>
<td></td>
</tr>
<tr>
<td>Nurse Tutor</td>
<td>Nurse Tutor</td>
<td>RNT</td>
</tr>
<tr>
<td></td>
<td>Registered Nurse Tutor</td>
<td></td>
</tr>
<tr>
<td>Nurse Prescribers*</td>
<td>Nurse Prescriber</td>
<td>RNP</td>
</tr>
<tr>
<td></td>
<td>Registered Nurse Prescriber</td>
<td></td>
</tr>
<tr>
<td>Advanced Nurse Practitioner*</td>
<td>Advanced Nurse Practitioner</td>
<td>RANP</td>
</tr>
<tr>
<td></td>
<td>Registered Advanced Nurse Practitioner</td>
<td></td>
</tr>
<tr>
<td>Advanced Midwife Practitioner*</td>
<td>Advanced Midwife Practitioner</td>
<td>RAMP</td>
</tr>
<tr>
<td></td>
<td>Registered Advanced Midwife Practitioner</td>
<td></td>
</tr>
</tbody>
</table>
Applying for registration in a division of the Register

To apply for registration in a division of the Register you must be educated and trained in that division. For example, if you trained as a general nurse and want to register as a general nurse with NMBI, you are eligible to apply to register.

However, if you trained as a general nurse only and have gained considerable experience working as a children’s nurse in another country, you will not be eligible to register as a children’s nurse with NMBI.

You would need to have completed an appropriate education and training programme as a children's nurse before NMBI can consider your application for registration in this division.

If you want to apply for registration in a specific division of the Register, and your training for that division was completed after your initial training as a nurse or midwife, there are some specific registration requirements. For example, NMBI will need to consider your initial registration as a general nurse or midwife first before we consider an application for registration in that division. This will happen at Step 4 in the process, when your application is being assessed.
Before you start the application process, you first need to identify your Application Group. This will determine:

- The type and nature of the documents we will require from you
- Whether or not your application will require a full education assessment
- The nature of the registration process within NMBI

### APPLICATION GROUPS

Which of the following best describes you?

<table>
<thead>
<tr>
<th>Which of the following best describes you?</th>
<th>Your Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>I trained as a general nurse or midwife in the European Union (EU) or European Economic Area (EEA)</td>
<td>Group 1</td>
</tr>
<tr>
<td>I meet the automatic recognition or acquired rights provisions of the Directive</td>
<td>Group 1</td>
</tr>
<tr>
<td>I trained as a general nurse or midwife in the EU or EEA</td>
<td>Group 2</td>
</tr>
<tr>
<td>I am seeking recognition under the “general system” provision of the Directive</td>
<td>Group 2</td>
</tr>
<tr>
<td>I trained in the EU or EEA in a division other than general nursing or midwifery</td>
<td>Group 2</td>
</tr>
<tr>
<td>I trained outside the EU or EEA</td>
<td>Group 3</td>
</tr>
</tbody>
</table>

To help you identify which Application Group applies to you, check the reference table above. These Application Groups are explained in more detail on the following pages.

### Track your application

As part of the application process, you will be given details of how to logon to the NMBI website through the My Account section, www.NMBI.ie/My-Account. You will be able to check on the status of your application and what documents are outstanding through the Track My Application webpage.

**Group 1: EU/EEA trained, automatic recognition or acquired rights**

You belong to Group 1 if you trained in the EU or EEA and meet the “automatic recognition” or “acquired rights provisions of the EU Directive 2005/36/EC (the Directive).

This Directive sets out the minimum training standards for
nurses and midwives to practise in their country of training and across the EU. It lists the dates adopted by each country to implement the EU standards for the training of general nurses and midwives. This date is known as the reference date.

**Automatic recognition**

If you trained in an EU country, as a general nurse or a midwife, then your training may meet the “automatic recognition route to registration” set out in the Directive. If you started your training on or after your country’s reference date, we may be able to automatically register you when you apply to register as a nurse or midwife.

To check what date your country implemented the Directive, please refer to the table on the next page which lists countries in the EU and EEA. All of the countries listed have implemented the training standards in the Directive. If you trained in one of these countries on or after what is called the “reference date” then you may also have an automatic right to registration.

**Acquired rights**

If you trained in the EU or EEA before the reference date for your country, then you may have “acquired rights” to registration based on your post-registration employment experience as a general nurse or midwife.

The term “acquired right” means that if you have a certain amount of post-registration experience as a nurse or midwife you may have a right to join the Register. To check this, please contact the “competent authority” in the country where you trained. This is the organisation within each country which is responsible for registering nurses and midwives. In Ireland, the competent authority is NMBI.

**English language competence**

Evidence of English language competency is not currently required from EU or EEA applicants however plans to introduce English language competency for this group of applicants is underway. Please refer to our website for updates on the introduction of language testing for EU or EEA applicants.
<table>
<thead>
<tr>
<th>Country</th>
<th>Reference Date for General Nursing</th>
<th>Reference Date for Midwifery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Austria</td>
<td>01 January 1994</td>
<td>01 January 1994</td>
</tr>
<tr>
<td>Belgium</td>
<td>29 June 1979</td>
<td>23 January 1983</td>
</tr>
<tr>
<td>Bulgaria</td>
<td>01 January 2007</td>
<td>01 January 2007</td>
</tr>
<tr>
<td>Cyprus</td>
<td>01 May 2004</td>
<td>01 May 2004</td>
</tr>
<tr>
<td>Croatia</td>
<td>01 July 2013</td>
<td>01 July 2013</td>
</tr>
<tr>
<td>Czech Republic</td>
<td>01 May 2004</td>
<td>01 May 2004</td>
</tr>
<tr>
<td>Denmark</td>
<td>29 June 1979</td>
<td>23 January 1983</td>
</tr>
<tr>
<td>Estonia</td>
<td>01 May 2004</td>
<td>01 May 2004</td>
</tr>
<tr>
<td>Finland</td>
<td>01 January 1994</td>
<td>01 January 1994</td>
</tr>
<tr>
<td>France</td>
<td>29 June 1979</td>
<td>23 Jan 1983</td>
</tr>
<tr>
<td>Germany</td>
<td>29 June 1979</td>
<td>23 Jan 1983</td>
</tr>
<tr>
<td>Greece</td>
<td>01 January 1981</td>
<td>23 Jan 1983</td>
</tr>
<tr>
<td>Hungary</td>
<td>01 May 2004</td>
<td>01 May 2004</td>
</tr>
<tr>
<td>Iceland*</td>
<td>01 Jan 1994</td>
<td>01 January 1994</td>
</tr>
<tr>
<td>Italy</td>
<td>29 June 1979</td>
<td>23 January 1983</td>
</tr>
<tr>
<td>Latvia</td>
<td>01 May 2004</td>
<td>01 May 2004</td>
</tr>
<tr>
<td>Liechtenstein*</td>
<td>01 May 1995</td>
<td>01 May 1995</td>
</tr>
<tr>
<td>Lithuania</td>
<td>01 May 2004</td>
<td>01 May 2004</td>
</tr>
<tr>
<td>Luxembourg</td>
<td>29 June 1979</td>
<td>23 January 1983</td>
</tr>
<tr>
<td>Malta</td>
<td>01 May 2004</td>
<td>01 May 2004</td>
</tr>
<tr>
<td>Netherlands</td>
<td>29 June 1979</td>
<td>23 January 1983</td>
</tr>
<tr>
<td>Norway*</td>
<td>01 January 1994</td>
<td>01 January 1994</td>
</tr>
<tr>
<td>Poland</td>
<td>01 May 2004</td>
<td>01 May 2004</td>
</tr>
<tr>
<td>Portugal</td>
<td>01 January 1986</td>
<td>01 January 1986</td>
</tr>
<tr>
<td>Romania</td>
<td>01 January 2007</td>
<td>01 January 2007</td>
</tr>
<tr>
<td>Slovakia</td>
<td>01 May 2004</td>
<td>01 May 2004</td>
</tr>
<tr>
<td>Slovenia</td>
<td>01 May 2004</td>
<td>01 May 2004</td>
</tr>
<tr>
<td>Spain</td>
<td>01 January 1986</td>
<td>01 January 1986</td>
</tr>
<tr>
<td>Sweden</td>
<td>01 January 1994</td>
<td>01 January 1994</td>
</tr>
<tr>
<td>Switzerland**</td>
<td>01 June 2002</td>
<td>01 June 2002</td>
</tr>
<tr>
<td>United Kingdom</td>
<td>29 June 1979</td>
<td>23 January 1983</td>
</tr>
</tbody>
</table>

Countries marked with an asterix (*) are not members of the EU but are members of the EEA.

**Switzerland, while not an EEA member, has mutual recognition of nursing and midwifery qualifications**
European Professional Card

The European Professional Card (EPC) aims to further facilitate the free movement of professional in the EU and EEA. The card is intended to simplify the recognition of professional qualifications, enhance transparency for EU citizens and increase trust among authorities across the EU. For overseas applicants, the EPC affects Group 1 applicants only. From January 2016, nurses responsible for general care can apply for the recognition of their qualification in EU countries through the Internal Market Information System (IMI).

Applying for an EPC

The EPC is not a physical card, but rather electronic proof that you have passed administrative checks and that your professional qualifications are recognised by the host country.

If you are a nurse responsible for general care and wish to apply for an EPC, you must do so through the EU’s online portal, the IMI. The EPC relates only to the recognition of professional qualifications and does not give you the right to practice as a nurse responsible for general care in Ireland.

If you have been issued with an EPC, you will still be required to apply for registration with NMBI.
Group 2: EU/EEA trained, education assessment required

You belong to Group 2 if you have trained in the EU or EEA and your application needs a full education assessment. Group 2 applicants fall into two categories.

a) **EU/EEA trained general system**

You are a Group 2 applicant if you trained as a general nurse or a midwife in the EU or EEA:

- Before the reference date for your country and
- You do not meet the requirements for automatic recognition or acquired rights (Group 1)

Check the table on the previous page to find out about the reference date for your country.

b) **EU/EEA trained in a division other than General/Midwifery**

You are a Group 2 applicant if you trained in the EU or EEA as a nurse or a midwife in a division other than General/Midwifery. The EU does not have a set of agreed standards of training for divisions other than general nursing and midwifery.

For both types of Group 2 applicants, NMBI will process your application with reference to what is known as the “general system” provision of the Directive. This means that a full education assessment will be conducted on your application.

If you trained in another division of the Register, we will compare your training directly against the standards and requirements that NMBI have set for that division. Your application will undergo a full education assessment if you trained as a:

- Children's nurse
- Psychiatric nurse
- Intellectual disability nurse
English language competence

Evidence of English language competency is not currently required from EU or EEA applicants however plans to introduce English language competency for this group of applicants is underway. Please refer to our website for updates on the introduction of language testing for EU or EEA applicants.

Group 3: trained outside EU/EEA

If you trained outside the EU or the EEA you are a Group 3 applicant. To be eligible to apply for registration to the register, you must:

1. Hold a current registration, or licence without restriction, with the competent authority in the country in which you qualified or have been practising
2. If you completed your nurse/midwifery registration education programme more than five years prior to the date of application, you must have practiced for at least 12 months during that five year period
3. Meet our English language competence requirements, which are set out on the next page
4. If you hold any of the following qualifications you must have completed further nurse education programmes to be eligible to apply to register with NMBI:-
   - State Enrolled Nurse
   - Licensed Practical Nurse
   - Vocational Nurse
   - Nurse’s Aide
   - Associate Degree

NMBI will carry out a full education assessment on your application for registration. If you trained in a particular division of a Register in another country, then we will evaluate your training against NMBI’s requirements and standards for that division.
English language competence

If you are a Group 3 applicant and if English is not your first language or primary language of expression, you will need to demonstrate that you can speak English. NMBI accepts International English Language Testing System (IELTS) Academic Test, IELTS Academic Test for UKVI, and the Occupational English Language Test (OET) as evidence of English language competency. Please refer to the tables below for the minimum levels in each of the tests that are accepted by NMBI.

<table>
<thead>
<tr>
<th>IELTS Academic Test: minimum scores</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td>6.5</td>
<td>6.5</td>
<td>7.0</td>
<td>7.0</td>
</tr>
<tr>
<td>Reading</td>
<td>6.5</td>
<td></td>
<td>7.0</td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>7.0</td>
<td>7.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaking</td>
<td>7.0</td>
<td>7.0</td>
<td>7.0</td>
<td></td>
</tr>
<tr>
<td>Overall</td>
<td>7.0</td>
<td>7.0</td>
<td>7.0</td>
<td>7.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OET: minimum scores</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Listening</td>
<td>C+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td>C+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Writing</td>
<td>B</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Speaking</td>
<td>B</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- We only accept IELTS/OET test results that are less than two years old. If your test results are out of date, you will need to re-sit the IELTS/OET.
- No other general version of IELTS will be accepted by NMBI
- You must provide IELTS Academic Test Report Form (TRF) number or OET Candidate Number as part of Step 1 of the application process, detailed in the next section
- NMBI will independently verify your scores

**Important**

- Do not apply for registration until you meet the minimum scores under the IELTS Academic Test/OET
- Ensure that the test result is current
- Remember that if you make an application, and don’t meet the English language competence requirements, the assessment fee is non-refundable
The first step in the application process is to logon to our website www.NMBI.ie and then download and complete the Overseas Application Request Form. You will find this form in the Registration/Trained outside Ireland section.

This form requires you to provide:

- Personal contact details
- Division(s) of the Register
- Your TRF number/OET Candidate Number, for Group 3 applicants only (see next page)
- Details of your debit/credit card so that the Overseas Registration Application fee can be paid.

Details of current NMBI fees are available on the form and also on fees page of the NMBI website. If you have never been employed as a nurse/midwife, you will need to note this in sub section G in Section 1 of the Overseas Registration Application Pack (see next section).

Those already on the Register who have trained outside Ireland and want to register additional divisions should not complete this form. Instead, they want to register additional divisions they need to logon to our website www.NMBI.ie through the MyAccount section and complete the Overseas Additional Divisions Form.
Group 3 applicants only

You must provide your Test Report Form (TRF) Number/OET Candidate Number when completing the Overseas Registration Application Pack. Your TRF Number is the 15–18 characters (alpha/numeric combination) which you will find on the bottom right hand corner of your Test Report Form. Your OET Candidate Number is the 9 digit number noted under your name on your OET Statement of Results sheet. NMBI will use the TRF/OET number you provide to independently verify your scores.

Once NMBI processes your Overseas Registration Application Request Form and the assessment fee, we will issue you with an Overseas Registration Application Pack. You need to read and follow all the instructions within this pack carefully to avoid unnecessary delays in processing your application.
STEP 2
Overseas Registration Application Pack

Once NMBI processes your Overseas Registration Application Request Form and the assessment fee, we will issue you with an Overseas Registration Application Pack. You need to read and follow all the instructions within this pack carefully to avoid unnecessary delays in processing your application.

Application Reference Number and security code

Your Application Reference Number is noted in the top right hand corner of the pack and in the cover letter. You need to ensure that this reference number is used in all communications and correspondence with us.

Your pack also includes details of how to set up an account on the NMBI website. This will allow you to track your application and identify which documents have been received and which ones are outstanding.

The pack will include a security code which you will need to use along with your Application Reference Number to set up an account.
Section 1: for completion by you

This section must be completed by you and returned with relevant documents which are detailed in that section. Within Section 1 you will find a number of subsections, from A – J. Here are details of each of those sub sections:

A: Personal details

Your personal details that you provided in the Overseas Registration Application Request Form will be printed in that section.

You must attach a recent passport-sized photograph of yourself to that section and include your name and Application Reference Number on the reverse of the photograph.

B: Identity documents

NMBI requires that you provide certain identity documents to verify your name and date of birth.

Passport

This is the primary document of identification. You must send a certified photocopy of a valid, current passport. We require a copy of the page containing your photograph, signature, personal details, passport number and passport expiry date. Please ensure that the photocopy is legible.

Other documents of identification

If you do not hold a current passport, we need you to verify your identity by providing either:

- A certified photocopy of your National Identity Card or
- A certified photocopy of your Birth Certificate

If your name as it appears on the application form differs from the name on the copy of your Birth Certificate provided, we will require additional documentation to validate the name change. You need to provide a certified copy of one of the following:

- Marriage or Civil Partnership
- Deed Poll, if you have officially changed your name
- A sworn affidavit to validate any change in the spelling of your name

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) 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)
- A member of the police force, such as An Garda Síochána in Ireland

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.

**Translation of documents**

NMBI will need a certified English translation of any document which is not written in English. The translation must be:

- Carried out by a qualified translator
- Signed and stamped by the translator

The translator must confirm, in the English language, that the translation is an exact translation of the original document. The translation must be in writing and must include the translator’s professional contact details (telephone, address and email address).

For example, if your birth certificate is not in English, you should send us a certified copy of your birth certificate and a certified English translation of your birth certificate.

**C. Contact details**

NMBI will only communicate with one point of contact for each overseas application. In this section you need to indicate if you as the applicant will be the point of contact. If you wish to authorise a recruitment agency to act on your behalf, you need to complete and sign the form in that sub section. If you decide that a recruitment agency is to be the point of contact, you cannot also contact NMBI about your application.

**D. Professional Education Primary Qualification**

You must provide details of your initial nursing or midwifery qualification, as well as any postgraduate qualifications you hold.

**E. Registration details**

You need to provide details of all competent authorities where you hold or have held registration.
F. Compulsory questions

You need to answer a number of questions about your practice as a nurse or a midwife in any country, state or jurisdiction where you have practised.

G. Details of professional practice

You need to list all your nursing and/or midwifery experience since qualification.

H. Explanations regarding professional practice

If you have any gaps or overlaps in your experience since you qualified, you must provide details in this sub section.

I. Declarations

You must read four declarations about the completion of Section 1 and about giving NMBI authority to assess the application. Then you must sign and date the declarations page.

J. Checklist

The last part of Section 1 is a checklist to assist you in finalising Section 1 and then forwarding forms contained in Section 2 to relevant authorities.

Section 2: forms to be completed by relevant authorities

Section 2 includes a series of forms which you need to send to relevant authorities so that they can complete and return them to NMBI. Further details are provided in Step 3 on the next page.

Important

NMBI cannot accept completed forms from Section 2 from you, the applicant. Instead, the relevant authorities must return completed forms directly to NMBI.
**STEP 3**
Forms to be completed by relevant authorities

The next step involves ensuring that relevant authorities complete their forms and return them directly to the Nursing and Midwifery Board of Ireland (NMBI). Once you have set up an online account with NMBI following receipt of your Overseas Registration Application Pack you will be able to track your application and see which forms have been received by NMBI. The table below provides details of the forms and some important notes for applicants who belong to different Application Groups.

<table>
<thead>
<tr>
<th>Group</th>
<th>Form</th>
<th>Relevant authority</th>
<th>Important notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1, 2 &amp; 3</td>
<td>Verification (CCPS)</td>
<td>Where you hold (and have previously held) nursing/midwifery registration</td>
<td>There are specific requirements for Group 1, 2 and 3 applicants. They are detailed below under the Verification (CCPS) heading.</td>
</tr>
<tr>
<td>2 &amp; 3</td>
<td>Transcript(s) of Training</td>
<td>Where you completed your nursing or midwifery training and education programme</td>
<td>There is a specific form for each division of the Register within your Overseas Registration Application Pack. There are also specific requirements which are detailed under the Transcript(s) of Training heading below.</td>
</tr>
<tr>
<td>2 &amp; 3</td>
<td>Employer Reference</td>
<td>Where you are employed as a nurse or midwife</td>
<td>Applies to Group 2 and 3 applicants only. There are some specific requirements detailed under the Employer Reference heading below</td>
</tr>
<tr>
<td>3</td>
<td>Graduate Nurse/Midwife Programme</td>
<td>Where you completed your graduate nursing or midwifery programme.</td>
<td>Applies to Group 3 only. There are some specific requirements detailed under the Graduate Programme heading below.</td>
</tr>
</tbody>
</table>
Verification (CCPS)

We need a Verification (CCPS) certificate or certificates from the competent authorities where you:

- Completed your nursing/midwifery education
- Hold current registration
- Have previously held registration
- Have worked as a nurse or midwife in that country, state or jurisdiction

Group 1 & 2 applicants

You must provide an original or authentic certificate. If you are a Group 1 applicant the Verification (CCPS) document we receive should clearly state what article of the EU Directive you meet. If required, NMBI may verify this document through the EU’s Internal Market Information (IMI) system.

The (IMI) system allows competent authorities to exchange information with other competent authorities in the EU. There are two competent authorities in some EU/EEA countries. One competent authority in that country will confirm if your training meets the requirements of the Directive, while a different competent authority in the same country will confirm your good character. If this is the case, we will need a Verification (CCPS) from each competent authority.

Group 3 applicants only

You must send the Verification (CCPS) Form to the relevant competent authority or competent authorities, if you are registered with more than one. The authority must complete the form and send it directly to NMBI with a Verification Certificate (CCPS).

Important

Group 3 applicants: Do not send the Verification (CCPS) Form or Verification Certificate (CCPS) to NMBI. NMBI cannot accept this documentation from you.

Transcript(s) of Training

This applies to Group 2 and 3 applicants only.

As part of the education assessment of the registration application process we need to verify your nursing or midwifery training with the Higher Education Institution(s) where you completed your nursing or midwifery programme.

To do this, we require that the institution(s) where you trained provides NMBI directly with a fully completed Transcript of Training Form(s) for the division(s) of the Register you have applied for.
There are separate forms for each division of the Register. Based on the information you provide in the Overseas Registration Request Form (Step 1), we will provide one or several Transcript of Training Forms. The form or forms will be provided in your Overseas Registration Application Pack. You must forward the form(s) to the correct institution(s) for completion.

The Head of Nursing/Midwifery Education must sign the completed form and return by post directly to NMBI,

If you have completed other nursing and midwifery-related programmes that you would like us to consider, please arrange for a transcript to be sent to NMBI from the training institution. All transcripts should include:

- Theory (contact teaching) in clock hours
- Clinical practice (direct patient care) in clock hours

### Employer Reference

This applies to Group 2 and 3 applicants only.

We need to evaluate your work experience as part of the registration application process. We require your current employer to provide a professional reference covering the previous 12 month period from the date of your application to NMBI.

If you have been at your current place of employment for less than 12 months, you will need another employer to also provide a professional reference to cover the required 12 month period.

The Employer Reference Form must be completed and signed by one of the following:

- Director of Nursing/Midwifery or
- Matron or
- Nurse/Midwife Manager

If anyone else signs the Employer Reference Form, a full written explanation must be provided stating why one of the individuals above has not authorised the reference.

### Graduate Programme

If you completed a supervised Graduate Nurse/Midwife Programme (GNP/GMP) after you completed your training, you may arrange for details of the programme to be sent directly to us from the hospital or health care facility where you completed the programme. We may be able to use any relevant supervised theory and clinical hours in the programme to support your application.

The Programme Co-ordinator must:

- Complete the Graduate Programme Form detailing the graduate nurse/midwife programme
- Provide a detailed breakdown of theory (contact teaching) and supervised clinical practice (direct patient care) in clock hours
GNP or GMP is the most common names for a supervised graduate nursing/midwifery programme. In addition, the hospital or health care facility where you completed the programme can forward a completed Graduate Programme Form if you have completed one of the following graduate programmes:

- Transitional programme
- Internship programme
- Preceptorship programme
- Co-op work experience programme

**Translation of documents from relevant authorities**

If NMBI receives documents from relevant authorities which are not in English, we will notify you and request that they be translated. We will send you a copy or copies of the document(s) so that you can have them translated by a qualified translator.

**Important deadlines**

All documentation required to fully assess your application must be provided to NMBI no later than 6 months from the application date. This is the date that we process your relevant fee with the Overseas Registration Application Request Form that you submit in Step 1 of the process. After this 6 month deadline, your application will be closed and all documents received as part of the application are destroyed.

If you still want us to consider your application after 6 months, you will need to start the application process again. This means making a new application and paying the relevant assessment fee.
STEP 4  
Assessment of your application

When NMBI receives all of the information we require for your application, we will assess your file.

You will be able to see the status of your application and what documents are outstanding through Track My Application when logged into the NMBI website. Details of how this operates are included in your Overseas Registration Application Pack.

Please be aware that we will not receive all parts of the completed Overseas Registration Application Pack at the same time. This is because some parts will come from you while others will be sent by the relevant authorities. If we require any additional information from you we will advise you by email or in writing.

NMBI processes applications in a chronological order in what is called a “first come basis”. We do not fast-track applications for any reason. When we have received all the correct documentation in relation to your application, we will assess your application within 90 days.

If NMBI should require additional information from you before reaching a final decision regarding the outcome of your application process, this may have an impact on the timing of the completion of the assessment.

The assessment process will differ for Groups 1, 2 or 3.

Group 1 assessment

You meet the requirements of the Directive for:

- Automatic recognition
- Acquired rights
If we are satisfied that your application meets these and other application requirements, you will be eligible for inclusion in the appropriate division of NMBI’s Register.

If the Article of the Directive recorded on your Verification CCPS shows that you do not meet the requirements for automatic recognition or acquired rights, we will require additional information from you so that we can educationally assess your application.

Assessments (Groups 2 and 3)

When we have satisfactorily received all of the information we require for your application, a full education assessment will be conducted. An educational assessor will examine your application file in detail. The assessor will calculate whether the theory and clinical content of your training programme meets NMBI’s requirements. He/she will also assess the content of the training programme to check if it meets our education requirements.

Outcome of assessment

When the assessment process has been completed, we will send you what is called a “decision letter”. There are four possible outcomes to the assessment process, which are detailed in Step 5 on the next page.
STEP 5
Outcome of assessment

The decision letter issued by NMBI will detail one of four possible outcomes of the assessment process:

1. Eligible for registration
2. Further information required
3. Required to successfully complete a period of adaptation and assessment/Aptitude Test before we can register you
4. Refused registration

Outcomes of Assessment

- Eligible for registration
- Further information required
- Adaptation and Assessment/Aptitude Test
- Refused registration
1. Eligible for registration

If we are satisfied that your application meets all of NMBI’s application requirements, then we will issue you with a letter requesting that you pay the registration fee to have your name included on NMBI’s Register of Nurses and Midwives. When you pay the registration fee, NMBI will finalise your registration and issue you the following details within 7 – 10 working days.

**Decision letter**

This letter confirms that you are now registered with NMBI. The letter tells you what division of the Register you are registered in and confirms your personal identification number (PIN). This number identifies you on our Register and must be used in all communication with us. Please read this letter carefully, as it also contains important information about how to remain active on the Register.

The letter also contains a link to relevant NMBI publications on www.NMBI.ie, which you should read carefully, as they are of relevance to practising as a nurse or midwife in Ireland.

**Initial Registration Certificate**

This certificate is only issued at the point of registration. This certificate contains your:

- Full name
- PIN
- Division
- Initial registration date (for this division). This is the date that your name was entered in the division of the Register.

Please keep this certificate safe as you may be asked to show it to potential employers or to Higher Education Institutions (HEIs). An employer or HEI may make a copy of this certificate. However, you should always keep your original certificate.

**Annual Retention Certificate**

The Annual Retention Certificate confirms your registration details and the date that your registration expires. To stay on NMBI’s Register, you must renew your registration each year. This certificate is very important and you will need to show it to all nursing and midwifery employers in Ireland. An employer or HEI may make a copy of this certificate. However, you should always keep your original certificate.

**The Code of Professional Conduct and Ethics**

This NMBI publication will guide you in your day-to-day practice and help you to understand your professional responsibilities in caring for patients in a safe, ethical and effective way.
2. Further information required

NMBI may issue a decision letter requesting further information such as:

- An explanation from you about information contained in your application
- An explanation from a relevant authority about information contained in your application, or documents they sent us as part of your application
- Extra documents we now need from you or a relevant authority

To avoid unnecessary delays, you should provide us with the necessary explanations or additional documentation as quickly as possible.

3. Adaptation and assessment/Aptitude Test

An “adaptation and assessment/Aptitude Test” decision means that you need to successfully complete a supervised placement in an Irish health care facility/or undertake the Aptitude Test, before you can be registered. This decision is taken based on the education assessment.

This decision is taken:

- If the theory and clinical content or hours of your overall nursing or midwifery education falls short of NMBI requirements
- Where you have enough hours or appropriate content to allow you to complete a period of adaptation and assessment.

We will place your name on our Candidate Register for the duration of this placement/Aptitude Test, and we will issue you with a Candidate Certificate.

How to secure your adaptation and assessment placement

The decision letter will include details of how to join our Candidate Register and information about adaptation and assessment. You cannot start your placement until you have your Candidate Certificate.

We will also send you a list of health care facilities. These health care facilities have been approved by NMBI as suitable placement sites. Please keep your decision letter safe as you will need to send a copy of the letter to the Clinical Practice Co-Ordinator in an approved health care facility, to secure your placement.

Six important points about adaptation placements

1. You or your employer must contact the health care facilities on the list to secure a placement
2. You must complete your placement in an NMBI approved health care facility for your division
3. You have 12 months, from the date on your decision letter, to secure this placement
4. Health care facilities may require you to have secured an offer of employment, subject to registration, before they will consider you for a placement.
5. NMBI has no role in organising placements, assisting with visas or permits or securing you an offer of employment

6. The minimum timeframe for completing the placement is six weeks, but the health care facility can extend the placement timeframe to 12 weeks. NMBI approval is needed for extensions beyond 12 weeks.

What happens next?

After you have secured a placement, you need to send us a completed Adaptation Placement Request Form. This form should be completed by you or your prospective employer in Ireland. You also need to send us a letter of confirmation from the health care facility with:

- Name of the placement site
- Proposed placement start date
- Proposed placement finish date

You will need to use the “Competence Assessment Tool”, which explains how the placement is assessed which is available for download on our website. This assessment tool will be used by the health care facility to track your progress during the placement. There are two competence assessment tools which are available for download on the NMBI site.

After your placement

At the end of your placement, the Director of Nursing or Midwifery will be asked to recommend whether or not you are eligible for registration. If you are recommended for registration, we will inform you and request the registration fee. After you pay the registration fee, NMBI will finalise your registration and issue your registration details within 7 – 10 working days.

If the Director of Nursing or Midwifery does not recommend you for registration, then you will receive a letter confirming that you have been refused registration.

How to secure your Aptitude Test

NMBI has granted approval, on a pilot basis, to RCSI’s Faculty of Nursing and Midwifery to co-ordinate and manage an aptitude test for overseas applicants. Please refer to the following link for full details on this Test: http://www.rcsi.ie/overseasaptitudetest
4. Refused registration

There are a number of possible grounds for a refusal which will be explained in the decision letter. You will be issued with a refused registration decision following an education assessment of your application if your overall nursing or midwifery education contained:

- Significant deficits in theory content or hours compared to NMBI requirements
- Significant deficits in clinical content or hours compared to NMBI requirements

Our letter will provide a breakdown of the clinical and theory in your nursing education programme(s) compared with our requirements.

Other grounds for refusal include:

- Failing your adaptation and assessment placement
- Submitting fraudulent documents or information as part of your application
- Having a relevant criminal conviction(s) in this or another country*
- Being the subject of a fitness to practise investigation by another regulator*
- Being found guilty of misconduct by another regulator

The asterisk (*) above means that these situations will be reviewed on a case by case basis. Refusal will depend on the seriousness of the conviction and its relevance to practising nursing or midwifery.

Appealing an overseas registration decision

If you are not satisfied with your decision, you can lodge an appeal with the Nursing and Midwifery Board of Ireland (NMBI) if you have been:

- Refused registration
- Given an adaptation and assessment decision
- Failed your adaptation and assessment placement/Aptitude Test

You must lodge your appeal within 56 days of receiving your decision. You need to complete an online form which you can access by logging onto the My Account section of the NMBI website, www.NMBI.ie/my-account.

After you have lodged an appeal, your application will be reviewed by NMBI's Registration Committee at its next meeting. The Registration Committee, which is made up of seven members of the NMBI Board, may decide to:

- Uphold the original decision
- Seek further information
- Issue a new decision