

# Registrant **User Guide**



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



# Who is this Guide for?

This guide provides information on the services available for those on the Register of Nurses and Midwives. To access the services below you need to be registered in at least one division of the Register.

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# 1. Renewing Your Registration with NMBI

Every registered nurse and midwife in Ireland is required by law to renew their registration each year. At the start of the calendar year, employers will seek evidence that your registration has been renewed. With MyNMBI this process is quick and intuitive.

You will receive an email from us informing you that the renewal facility is open and it's time to renew your registration.

A reminder email will be sent at least 28 days before we close the payment facility. The reminder will be sent only to nurses and midwives who have not renewed their registration.

Unfortunately, if the annual renewal is not completed by the deadline, we are legally obliged to include your name on the list of registrants that will be considered by the Board for removal. A removal email will be sent to all those who did not renew their registration by the deadline (Section 77 of the Nurses and Midwives Act 2011). Please note that notifications of removals are also sent to employers, the Minister for Health and the Health Service Executive (Section 82).

## 1.1 Overview of the Renewal Process with MyNMBI





# 1.2 Annual Renewal in Detail: Three Step Process

Step 1:	Step 2:	Step 3:
Division Renewal	Employment Details & Declarations	Payment Summary



• Please verify the divisions you are registered in and click 'Next'



• Please complete the information on your current employment



• Please pay your annual renewal fee online using a debit or credit card

# 1.3 What to do if I am having problems starting or completing the process?

If you require support to complete the renewal process, please call: **1890 200 116.** Open: Monday-Friday 9:00am - 5:30pm

# 1.4 Important notice about your details on the Register

All registrants are legally obliged under Section 53 of the Nurses and Midwives Act to keep their details on the register correct and up-to-date. These details include contact information (address, email address and phone number) and employment details.



1.6 How Long Does it Take?

The renewal process is very quick, it should take only a few minutes to renew your registration.



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# 2. Voluntary removal

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You can remove your name from one or all divisions in which you are registered. Registrants generally voluntarily remove their names from all divisions if they are taking a career break, retiring or moving to work abroad. We highly recommend that you voluntarily remove your name from the register rather than let your registration lapse (i.e. not renew your registration on time) in order to avoid paying increased restoration fees in the future.

The voluntary removal facility is open at all time on MyNMBI except for a very short period of time to allow the Board to remove registrants for non-payment of retention fee.

If you decide to return to your nursing or midwifery practice at a later stage, you will be able to restore your name to the Register. You will also need to comply with the restoration requirements at the time of restoration.

### 2.1 Overview of the Voluntary Removal Process with MyNMBI





# 2.2 Voluntary Removal in Detail: 2 Step Process

Log into My NMBI - for additional information on first time login please see our Login Guide. Select 'Registration Services' and then 'Voluntary Removal'.

# Step 1 Update your personal details

• Review your personal details and update if needed



# Step 2 Remove from division(s)

- Select in the grid, the division(s) from which you would like to be removed
- To select a division please click on the pencil icon

l wish to	voluntarily re	move my name from	n the following	g division(s) of the Regi	ster of Nur	ses and Midwives
D U	pdate Select	ed Divisions				
		Division	:	Removal Reason	÷	Request of Remova
	8	Intellectual Disa	bility			



**Registrant User Guide** 

• Provide the reason for your removal and the removal date

Request of Removal Date • 17/07/2020	
17/07/2020	
Remove from Divisions	
Remove from Divisions	
Yes 🔻	
Removal Reason •	
Career Break/Leave of Absence 🔹	
Update	

• Submit your request

<b>a a</b>	1	•	H	100	•	items per page
Submit	C	ancel				

- A pop-up will appear to explain the consequences of voluntary removal
- Please read the text and click 'OK' if you fully agree

In making this application I understand that:

• I cannot practise as a nurse or midwife in the division from which I have been removed.

• If I decide to practise again in that division I will need to apply to restore my name to that division. My application will undergo an assessment and I will be required to comply with any conditions for restoration at that point.

• If there are any FTP issues associated with my registration my application will undergo a review.

ОК

Cancel



• You will receive an email confirming that the removal was successfully completed. Your removal is now updated on 'My Registration Details'.



Voluntary removal is free of charge.

# 2.4 How Long Does it Take?

The voluntary removal process is very quick, it should take a few minutes to complete.



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# 3. Restoring Your Name to a Division or Multiple Divisions

Applications for restoration are accepted for those who voluntarily removed or were removed for non-payment of the annual retention fee. You can restore your registration to one or multiple divisions on MyNMBI.

## 3.1 Overview of the Restoration Process

#### APPLICANT

- Logs into MyNMBI
- Selects 'Registration Services' and then 'Restoration'
- Reviews personal details and updates if needed
- Selects in the grid the division(s) he or she wishes to restore in
- If applicant worked in another jurisdiction he or she uploads a Certificate of Current Professional Status for each jurisdiction
- Submits a Fit and Proper Person Declaration
- Pays the appropriate fee

#### NMBI

• Reviews the application and check the documents which have been uploaded by the applicant

#### **APPLICANT**

• An email is sent to the applicant with a decision (accepted or provisionally refused)

#### **MyNMBI**

• If accepted, the Annual Retention Certificate is available in 'My Documents' and the division appears with the status registered in 'My Registration Details'

#### NMBI WEBSITE

• The status of the restored division is updated on the <u>Register</u>



# 3.2 Restoration in Detail: Three Step Process

Log into MyNMBI (for additional information on first time login see our First Time Login User Guide. Select 'Registration Services' and then 'Restoration'.



• Review your personal details and update if needed



# Step 2 Divisions and jurisdictions

- Select in the grid, the division(s) to which you would like to be restored
- To select a division please click on the 'Edit' button



• Confirm that you selected the correct division

Bord Al Cnáimh Nursing of Irelar	tranais agus seachais na hÉireann 1 and Midwifery Board 1d	
Division	Please confirm that you wish to be added to this division *	



- If you worked outside of Ireland while removed from the Register of Nurses and Midwives, select the country and jurisdiction worked in
- To upload your document please click on 'Add'

	Bord Altranais agus Cnáimhseachais na hÉireann Nursing and Midwifery Board of Ireland	
Country *	Jurisdiction (Country/State)	
Upload Certifica	ste of Good Standing Issued in the last 6 months by a regulator in a jurisdiction where you practised nursing/midwiff ions: .doc;.docx;.txt;.rtf;.pdf;.zip;.rar,.png;.jpg;.bmp;.jpeg;	ery
Allowed Extens		

- Provide the name of the country you worked in and the specific jurisdiction if that applies to your case
- Upload the Certificate of Current Professional Status (CCPS) or Certificate of Good Character

Declaration	S				
I declare that I am would discredit th good physical and that all the inform accurate and true	n a person of good ne nursing and mid d mental health an nation provided by to the best of my	l character lwifery pro d am fit to me in con knowledg	and am not guilty of any ofessions. I also declare th practise nursing/midwife nection with this applicat e.	offence th nat I am of ry. I confin ion is com	nat m plete,
O Yes	No				
Back		Save		Next	

• Submit your Fit and Proper Person Declaration



# 3.3 Have you worked in another country while removed from the Register?

If you worked in a jurisdiction other than Ireland while removed from the Register you will need to provide NMBI with a CCPS or a Certificate of Good Character.

This certificate is produced by a regulator in a jurisdiction where you practised nursing or midwifery. Some countries have regional regulators while others have national ones. We will require a certificate for each jurisdiction you worked in while removed from the Register of Nurses and Midwives.

The certificate must be issued in the last six months to be considered valid. The certificate states your registration dates, registration status and if you have any Fitness to Practise restrictions.

## 3.4 Expired Restoration Applications

You will be informed if there are any documents outstanding. Please note that you have six months (from the day you submit your restoration application) to provide any outstanding documents or provide clarifications. After that date you will be required to submit a new application.



# 3.5 Appealing a Negative Provisional Restoration Decision

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



Additional information on how to appeal is available in Section 5.



Restoration in one division (while remaining registered in another division): €0

Restoration following voluntary removal in all divisions: €100 00 (retention fee only)

Restoration following removal for non-payment of renewal fee: €350 (€250 restoration fee and €100 retention fee)

# 3.7 How Long Does it Take?

It can take up to 10 working days for us to process your restoration application. Once we finish the review of your application you will receive an email from us. **Registrant User Guide** 

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# 4. Requesting a Certificate of Current Professional Status (CCPS) to work abroad

Nurses and Midwives applying for registration outside Ireland will be requested to provide a Certificate of Current Professional Status. This certificate is also called Certificate of Good Standing. The regulator in the country you are applying for registration will use this document to verify your registration in Ireland.

If you are applying to register in an EU country, the regulator of that country may ask you for an EU specific certificate (Certificate of Conformity, Certificate of Acquired Rights or Certificate of General Systems). When you apply for a CCPS, you will be asked for the name of the competent authority and the destination country for your CCPS. Based on the information you provide, you will be issued you with the relevant EU certificate as part of the CCPS application.

At the end of the process, we will send the CCPS to the requesting regulator by email and you will have a copy of it in 'My Documents'.

## 4.1 Overview of the CCPS Request Process

## APPLICANT

- Logs into MyNMBI (for more information on first time login see our First Time Login User Guide)
- In the navigation bar selects 'Registration Services' and then 'Request CCPS'
- Updates personal details
- Provides information on the competent authority or regulator that requested the CCPS
- Pays the appropriate fee

#### NMBI

- Checks the information provided and produces the relevant certificate(s)
- Sends the certificate(s) directly to the competent authority by email

#### **MyNMBI**

• Certificate(s) are made available in the 'My Documents' section of the MyNMBI account



# 4.2 CCPS in Detail: Three Step Process

Step 1:     Step 2:       Personal Details     Competent Authority
--

# Step 1 Update your personal details

• Review your personal details and update if needed



Provide details of the authority or regulator that requested the CCPS

Competent Authority Address				
Address Line 1 *		Phone Number		
Address Line 2 *		Email *		
Address Line 3				
Address Line 4				
Zip Code *				
Country *				
	•			



# Step 3 Pay the appropriate fee

• Please enter your card number details and pay the €80 CCPS fee

Secure Payment Payment Details Secured By 256bit SSL Cert Card Number Cardholder Name



# 4.4 How Long Does it Take?

It can take up to 10 working days for us to process your CCPS application.





# 5. Submitting an Appeal

If you are not satisfied with a negative provisional registration decision you can appeal it i.e. negative restoration or renewal decisions.

## 5.1 Overview of the Process

#### APPLICANT

- Logs into MyNMBI (for more information on first time login see our First Time Login User Guide)
- In the navigation bar selects 'My Appeals' and then 'Submit Appeal'
- Updates personal details
- Provides appeal details
- Pays appropriate fee

#### **NMBI**

- Appeal request is reviewed
- The appeal is submitted to the Registration Committee for review including all additional documentation provided by the applicant
- Final decision is communicated to the applicant

#### APPLICANT

• Receives an email with appeal result and reasons

#### MyNMBI

• The status of your application (in My Applications) is updated based on the result





# 5.2 Appeals in Detail: 3 Step Process



# Step 1 Update your personal details

- Review your personal details and update if needed •
- Select the application or decisions that you would like to appeal •

Application *			
Recognition (Midwives)	•		
Save	Next		



# Step 2 Appeal details

- Please type in the appeal grounds. Provide all the reasons you think should be considered by the Registration Committee
- Upload any documents that support your appeal •

Application		Appeal Type
Registration (Genera	l Nurses,Children's Nurses)	Registration Committee
Title *		
Appeal Grounds *		
Appeal Grounds *	the required documentation is available here	
Appeal Grounds * Further details about Supporting Documer	the required documentation is available here	



# Step 3 Pay the appropriate fee

 Please enter your card number details and pay the €150 appeal fee





The appeal fee is €150.

# 5.4 How Long Does it Take?

Once you submit your appeal it will reviewed at the next Registration committee meeting. The Registration Committee meets approximately five times a year. If there are documents outstanding which are necessary for consideration by the Registration Committee, the appeal will not be scheduled for consideration until all required documentation has been submitted.



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# 6. Adding a New Division to Your Registration

This section is relevant to those who are registered in the Register of Nurses and Midwives and would like to add a new division to their registration record. This process only applies to those who trained in Ireland.

If you trained outside Ireland and would like to add another division to your registration, please refer to our Applicant Guide.

## 6.1 Adding a New Division: Overview of the Process



<sup>1</sup> Additional information is required for Nurse or Midwife Prescribers and for Advanced Nurse or Midwife Practitioners applying through the developmental pathway. This is described in Section 6.2.



# 6.2 Adding a New Division to Your Registration in Detail: Three Step Process



Applying for registration in the division	Process #
Psychiatric Nurses Children's Nurses Midwives Nurse Tutors Midwife Tutors Public Health Nurses	1
Nurse Prescribers Midwife Prescribers	2
Advanced Nurse Practitioners Advanced Midwife Practitioners	3

The process varies depending which division you are applying to register in. Please check which division you are applying to and refer to the relevant process.



# Process 1

# Step 1 Update your personal details

• Review your personal details and update if needed

# Step 2 Submit your education details

- Please provide the name of the Higher Education Institution, select the programme of study and programme of study start and end dates
- Upload evidence of your qualifications. Submit a Fit and Proper Person Declaration

Please select your division from the field below in order	to determi	ne your required submission details.	
Division *		Midwives	•
Higher Education Institution *		Programme of Study *	
University College Dublin	•	Higher Diploma in Midwifery	•
Programme of Study Start Date *		Programme of Study End Date	
01/09/2020		09/09/2020	
Jpload Evidence of Qualification/transcripts Diploma	/Parchment	/official evidence that you successfully competed your training	
Select files			



• Pay the €80 application fee



# Process 2

# Step 1 Update your personal details

• Review your personal details and update if needed

# Step 2 Submit your education details

- Please provide the name of the Higher Education Institution, select the programme of study and programme of study start and end dates
- Upload evidence of your qualifications
- Please download, complete and upload a completed 'Nurse or Midwife Prescriber Employment Validation Form'
- The form is to be completed by: the director of nursing, midwifery, public health nursing, service manager or the authorised representative of the health service provider
- Submit a Fit and Proper Person Declaration



• Pay the €80 application fee



# Process 3

There are two paths to register as an ANP or AMP.

**Pathway 1:** All applicants who successfully completed the NMBI approved Master of Science in Nursing (Advanced Practice Nursing).

**Pathway 2:** Nurses and midwives who are applying for ANP or AMP registration through a developmental pathway. This means that they have completed a collection of courses when combined meet the Advanced Practice (Nursing) Standards and Requirements. Pathway 2 applications will be assessed to ensure that the standards and requirements are met.

# Step 1 Update your personal details

• Review your personal details and update if needed

# Step 2 Submit your education details

- If you completed a MSc degree and applying through Pathway 1: please provide the name of the Higher Education Institution, select the programme of study and programme of study start and end dates
- Upload evidence of your qualifications

Step 1:	Step 2:	Step 3:
Personal Details	Competent Authority	Payment Summary



• If you completed multiple courses and applying through Pathway 2: select the division you are applying to followed by 'Multiple Courses or Developmental Path'

Personal Details	Education D	Petails Payme	ent Summary	
ase select your division from the field below	in order to determine your requ	ired submission details.		
ision *	Advanced Nurs	e Practitioners	•	
alification Path *	Multiple course	s/Developmental Path	•	
• Add				
IEI : Programme of S	Study/Name of Course	Programme Start Date	Programme End Date	:
				-

- Add each course together with the relevant transcripts by clicking on the 'Add' button
- Submit a Fit and Proper Person Declaration



• Pay the €145 fee





# 6.3 How Much Does it Cost?

Applying for registration in the division:	Additional division fee
Psychiatric Nurses	€80
Children's Nurses	
Midwives	
Nurse Tutors	
Midwife Tutors	
Public Health Nurses	
Nurse Prescribers	
Midwife Prescribers	
Advanced Nurse	€145
Practitioners	
Advanced Midwife	
Practitioners	



## 6.4 How Long Does it Take?

It takes a maximum of 10 working days to process a new division application.

Please note that for those applying to add ANP or AMP division to their registration through the developmental pathway, it can take up to 20 working days to process. **⊣**IL My**NMBI** 

# 7. Updating Your Personal Details

You can keep your personal information up-to-date on MyNMBI. Your personal details can be accessed by clicking on 'My Account' and then 'My Personal Details'.

### 7.1 Updating Your Name or Gender on the Register

Some of the information can be updated without any supporting documents (e.g. your address, phone number and email account).

However, if you wish to change your name or gender as recorded on the Register, we request supporting documents as described below.

Changes to your details	Supporting documents needed (one of the below)
Request name change	<ul> <li>A certified copy of your marriage or civil partnership certificate; or</li> <li>Deed Poll, if you have officially changed your name</li> <li>Certified copy of passport</li> </ul>
Request gender change	<ul><li>A gender recognition certificate</li><li>Certified copy of passport and deed poll</li></ul>

### 7.2 What is a certified copy?

A certified copy is a photocopy of the document which has been certified by an appropriate authority. 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)

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.



# 7.3 Updating Your Name or Gender on the Register Process Overview





-<u>i</u> My**NMBI** 

# 7.4 Updating Your Name or Gender on the Register in Detail: Two Step Process

To update your name or gender records on the register, click on 'My Account' and then 'My Personal Details'.

At the bottom of the 'My Personal Details' page you will see two blue buttons.

# Step 1 Select the records you want to change

To change your name click on 'Request Name Change' or 'Request Gender Change'

I confirm that I have reviewed 'My Information so complete and accurate	ection and the details provided by me are
Yes	
Save	Change Password
Request Name Change	Request Gender Change



• Upload your documents

equested First Name *	Requested Last Name *
Submit Cancel Please fill in this field.	Proof of Name Change *
	Select files
	Allowed Extensions: .pdf;.doc;.docx;.txt;.rtf;.zip;.rar;.png .jpg;.bmp;.jpeg



# 7.5 Changing Your Email on MyNMBI: Two Step Process

To change the MyNMBI email, click on 'My Account' and then 'My Personal Details'.



## Provide new details

• Provide your new email account and confirm that you reviewed the information provided

Phone Code Prefix *	Phone Number *		
Email *			
Primary Language *	Secondary Language	Third Language	
English	▼ Arabic	▼ Irish	•
Confirm that I have reviewed 'N Yes	ly Information' section and the details pr Change Password	ovided by me are complete and accurate	
Request Name Change	Request Gender Change		



- You will receive a confirmation email in the new email account provided
- Please check your email and click on the link to confirm the account. If you do not receive an email please check your spam



#### **Changing MyNMBI Password: Two Step Process** 7.6

To change the MyNMBI password, click on 'My Account' and then 'My Personal Details'. At the bottom of the 'My Personal Details' page you will see 'Change Password' button.



• To change the password click on 'Change Password'

Primary Language *	Secondary Language	Third Language	
English	* Arabic	▼ Irish	•
confirm that I have reviewe	d 'My Information' section and the details	provided by me are complete and accura	ite
Yes			
Save	Change Password		
Dermost Name Change	Derivert Constant Channel		



-<u>I</u> My**NMBI** 

• Provide your current and new password. Then click the 'Save' button

Change Password
Current password
New password
Repeat new password
Save



# 7.7 Changing other details: address, phone number and languages

You can update your address, phone number and languages you speak in 'My Personal Details'. Once new details provided please click to confirm that you reviewed the information.

omplete and accurate	
Yes	
Save	Change Password
Request Name Change	Request Gender Change

## 7.8 Updating Your Employment Details

You can keep your employment details up-to-date anytime on MyNMBI. To access your employment details, click 'My Employment Details'.



# 7.10 How Long Does it Take?

It can take up to 15 working days to process your request.