

GUIDE FOR OVERSEAS APPLICANTS



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



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INTRODUCTION

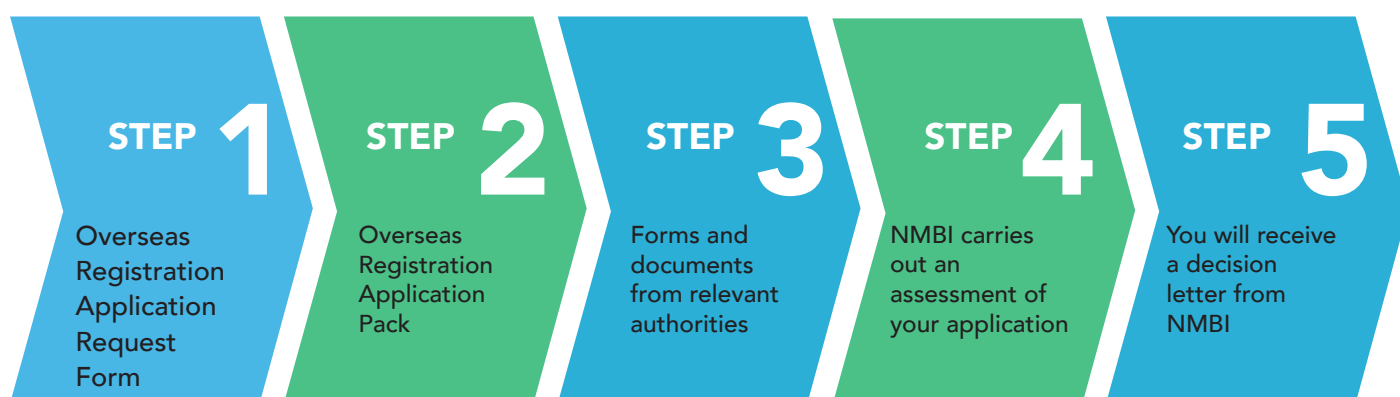
The Nursing and Midwifery Board of Ireland (NMBI) is the independent, statutory organisation that regulates the nursing and midwifery professions in Ireland. We aim to protect patients and improve nursing and midwifery education and practice in Ireland. We provide guidance to nurses and midwives on achieving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



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 table explains these terms.

Term or phrase	What it means
Acquired rights	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.
Automatic recognition	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.
Directive 2005/36/EC	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.
Competent authority	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.
CCPS	This stands for Certificate of Current Professional Status. See Verification (CCPS) below.
European Economic Area (EEA)	This includes the member states of the EU as well as Iceland, Liechtenstein and Norway.
General system	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.
International English Language Testing System (IELTS) Academic Test	This is a test of English language competence. It is the only one that will be accepted by NMBI by applicants who trained outside the EU and EEA (Group 3) if English is not their first language.
Reference date	This is the date a country joined the EU.
Relevant authority	These are organisations that need to submit forms directly to NMBI. They include competent authorities (see above) employers and Higher Education Institutions.
Test Report Form (TRF)	Test Report Form (TRF) is issued following completion of the International English language Testing System (IELTS) Academic Test
Verification Certificate (CCPS)	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.

THE REGISTER OF NURSES AND MIDWIVES

NMBI operates 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

Division	Designated Titles	Abbreviation
General Nursing	General Nurse Registered General Nurse	RGN
Midwifery	Midwife Registered Midwife	RM
Children and General Nursing (Integrated)	Children's Nurse Registered Children's Nurse	RCN
Psychiatric Nursing	Psychiatric Nurse Registered Psychiatric Nurse	RPN
Intellectual Disability Nursing	Intellectual Disability Nurse Registered Nurse Intellectual Disability	RNID
Public Health Nurses	Public Health Nurse Registered Public Health Nurse	RPHN
Nurse Tutors	Nurse Tutor Registered Nurse Tutor	RNT
Nurse Prescribers*	Nurse Prescriber Registered Nurse Prescriber	RNP
Advanced Nurse Practitioners*	Advanced Nurse Practitioner Registered Advanced Nurse Practitioner	RANP
Advanced Midwife Practitioners*	Advanced Midwife Practitioner Registered Advanced Midwife Practitioner	RAMP

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. 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.

APPLICATION GROUPS

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

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

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

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

As a Group 1 applicant, you do not have to provide proof that you can speak English as part of the application process. NMBI is not allowed to ask EU or EEA trained applicants to provide proof that they can speak English, as a requirement for registration under the EU Directive.

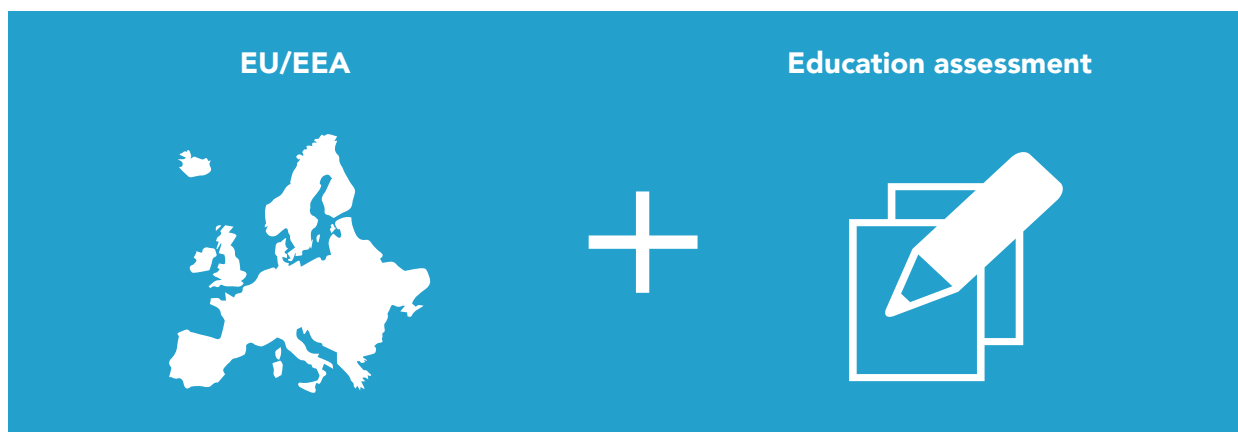
However, European legislation does not prevent an employer from carrying out an assessment of an individual nurse or midwife’s English language competence or from asking a nurse or midwife to produce formal certification of such competence.

Country	Reference Date for General Nursing	Reference Date for Midwifery
Austria	01 January 1994	01 January 1994
Belgium	29 June 1979	23 January 1983
Bulgaria	01 January 2007	01 January 2007
Cyprus	01 May 2004	01 May 2004
Croatia	01 July 2013	01 July 2013
Czech Republic	01 May 2004	01 May 2004
Denmark	29 June 1979	23 January 1983
Estonia	01 May 2004	01 May 2004
Finland	01 January 1994	01 January 1994
France	29 June 1979	23 Jan 1983
Germany	29 June 1979	23 Jan 1983
Greece	01 January 1981	23 Jan 1983
Hungary	01 May 2004	01 May 2004
Iceland*	01 Jan 1994	01 January 1994
Italy	29 June 1979	23 January 1983
Latvia	01 May 2004	01 May 2004
Liechtenstein*	01 May 1995	01 May 1995
Lithuania	01 May 2004	01 May 2004
Luxembourg	29 June 1979	23 January 1983
Malta	01 May 2004	01 May 2004
Netherlands	29 June 1979	23 January 1983
Norway*	01 January 1994	01 January 1994
Poland	01 May 2004	01 May 2004
Portugal	01 January 1986	01 January 1986
Romania	01 January 2007	01 January 2007
Slovakia	01 May 2004	01 May 2004
Slovenia	01 May 2004	01 May 2004
Spain	01 January 1986	01 January 1986
Sweden	01 January 1994	01 January 1994
Switzerland**	01 June 2002	01 June 2002
United Kingdom	29 June 1979	23 January 1983

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

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

As a Group 2 applicant, you do not have to provide proof that you can speak English as part of the application process. NMBI is not allowed to ask EU or EEA trained applicants to provide proof that they can speak English, as a requirement for registration under the EU Directive.

However, European legislation does not prevent an employer from carrying out an assessment of an individual nurse or midwife's English language competence or from asking a nurse or midwife to produce formal certification of such competence.

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. Have practised as a nurse or midwife in the last five years
3. Meet our English language competence requirements, which are set out on the next page
4. Have completed extra courses leading to registration as a first level nurse, if you hold the following qualifications
 - State enrolled nurse
 - State certified nurse
 - Licensed practical nurse
 - Vocational nurse
 - Nurse's aide, and
 - An associate degree (United States)



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 only accepts International English Language Testing System (IELTS) Academic Test as evidence of English language competency. NMBI will only accept the minimum scores in the IELTS Academic Test that are shown in the table below.

IELTS Academic Test: minimum scores				
Listening	Reading	Writing	Speaking	Overall
6.5	6.5	7.0	7.0	7.0

Please note that:

- We only accept IELTS 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
- No other general version of IELTS will be accepted by NMBI
- You must provide IELTS Academic Test Report Form (TRF) 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
- 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

STEP 1

Overseas Registration Application Request Form

The first step in the application process is to complete the Overseas Registration Application Form, which is available on our website.



This form requires you to provide:

- Personal contact details
- Division(s) of the Register
- Your TRF number, for Group 3 applicants only (see next page)
- Details of your Debit/Credit Card so that the assessment fee may be deducted

There are two types of assessment fees:

- The Overseas Registration Application Fee, which is payable if you are not on the Register
- Overseas Additional Divisions Fee, which is payable if you are already on the Register and wish to register additional qualifications

OVERSEAS REGISTRATION APPLICATION REQUEST FORM

This form should be completed if you are an overseas applicant and want to be registered with the Nursing and Midwifery Board of Ireland (NMBI)

Please read the following before completing this form

- Read our Guide for Overseas Applicants which can be downloaded from our website, www.NMBI.ie
- Identify which Application Group (1, 2 or 3) applies to you (the Application Groups are explained in the guide)
- If you are trained outside the EU or EEA, which means you are a Group 3 applicant, ensure you meet our English language competence requirement
- Remember that the assessment fee which must accompany this form is non refundable**
- Complete all fields in the form in BLOCK CAPITAL letters

A	<ul style="list-style-type: none"> ✓ Fill in your personal details ✓ Identify which divisions of NMBI's Register you wish to join
B	<ul style="list-style-type: none"> ✓ This part should only be completed by applicants who trained outside of the EU or EEA (Group 3) ✓ TRF number should be included ✓ If you do not have a TRF number then you should NOT complete this form
C	<ul style="list-style-type: none"> ✓ This section explains the fees due
D	<ul style="list-style-type: none"> ✓ Complete Debit/Credit Card Mandate

Returning your form

- Check that you have returned all pages
- Failure to complete and provide signatures will result in a delay in processing your application

You should send the form to:

Overseas Registration,
Registration Department,
Nursing and Midwifery Board of Ireland (NMBI)
18/20 Carysfort Avenue,
Blackrock,
Co. Dublin,
Ireland.

Personal Data Statement

The personal data given below will be processed in accordance with the Data Protection Acts 1988 and 2003 (the "Acts"). By submitting this form, you agree to NMBI processing your personal data in accordance with the Acts and our Privacy Statement.

1 | Overseas Registration Application Request Form

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, please note this in sub section G in Section 1 of the Overseas Registration Application Pack (see next section).

Group 3 applicants only

You must provide your Test Report Form (TRF) Number on the application form. 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. NMBI will use the TRF number you provide to independently verify your scores.

INTERNATIONAL ENGLISH LANGUAGE TESTING SYSTEM
Test Report Form GENERAL TRAINING

NOTE: Admission to undergraduate and post graduate courses should be based on the Academic Reading and Writing Modules. GENERAL TRAINING Reading and Writing Modules are not designed to test the full range of language skills required for academic purposes. It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed after two years from the date of the test.

Centre Number: AU310 Date: 26/MAY/2012 Reference Number: 1234567

Candidate Details

Family Name: Doe
 First Name: John
 Candidate ID: A0000000

Date of Birth: 09/11/1984 Sex (M/F): F Scheme Code: Private Candidate

Country or Region of Origin: INDIA First Language: GUJARATI

Repeating IELTS (Y/N): Y Previous Test Date: 26-APR-12 Previous Test Centre: AU310

Test Results

Listening	6.5	Reading	6.0	Writing	6.0	Speaking	6.5	Overall Band Score	6.5
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Administrator Comments

Writing Examiner Number: 991062 Administrator's Signature: [Signature]

Speaking Examiner Number: 991068 Date: 04/06/2012 Test Report Form Number: **12AU00659PATD310G**

BRITISH COUNCIL idp UNIVERSITY of CAMBRIDGE ESOL Examinations

The validity of this IELTS Test Report Form can be verified online by recognising organisations at <http://ielts.ucles.org.uk>

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

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.

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 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 identify 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

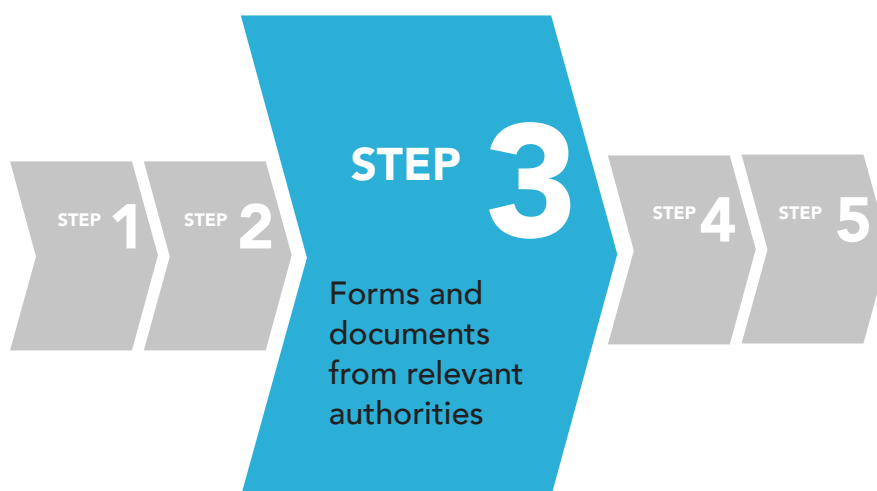
Section 2 includes a series of forms which you need to send to relevant authorities so that they can complete and return them to NMBI. Further details are provided in Step 3 on the next page.

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 NMBI. The table below provides details of the forms and some important notes for applicants who belong to different Application Groups.

Group	Form	Relevant authority	Important notes
1, 2 & 3	Verification (CCPS)	Where you hold (and have previously held) nursing/ midwifery registration	There are specific requirements for Group 1, 2 and 3 applicants. They are detailed below under the Verification (CCPS) heading.
2 & 3	Transcript(s) of Training	Where you completed your nursing or midwifery training and education programme	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.
2 & 3	Employer Reference	Where you are employed as a nurse or midwife	Applies to Group 2 and 3 applicants only. There are some specific requirements detailed under the Employer Reference heading below
3	Graduate Nurse/Midwife Programme	Where you completed your graduate nursing or midwifery programme.	Applies to Groups 1 and 2 only. There are some specific requirements detailed under the Graduate Programme heading below.

Verification (CCPS)

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

- 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 12 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 12 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 12 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.

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 gather additional information from you so that we can educationally assess your application.

Assessments (Groups 1,2 and 3)

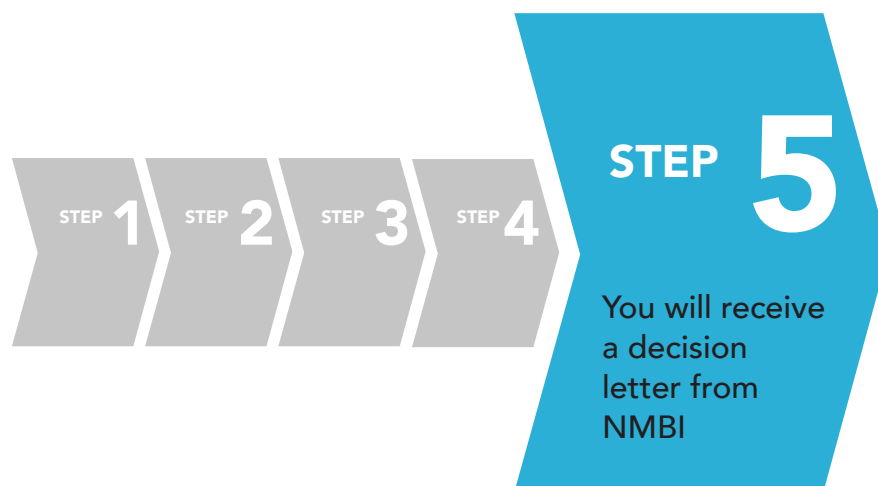
When we have satisfactorily received all of the information we require for your application, a full education assessment will be conducted. An independent assessor will examine your application file in detail. The assessor will calculate whether the theory and clinical content of your training programme 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.

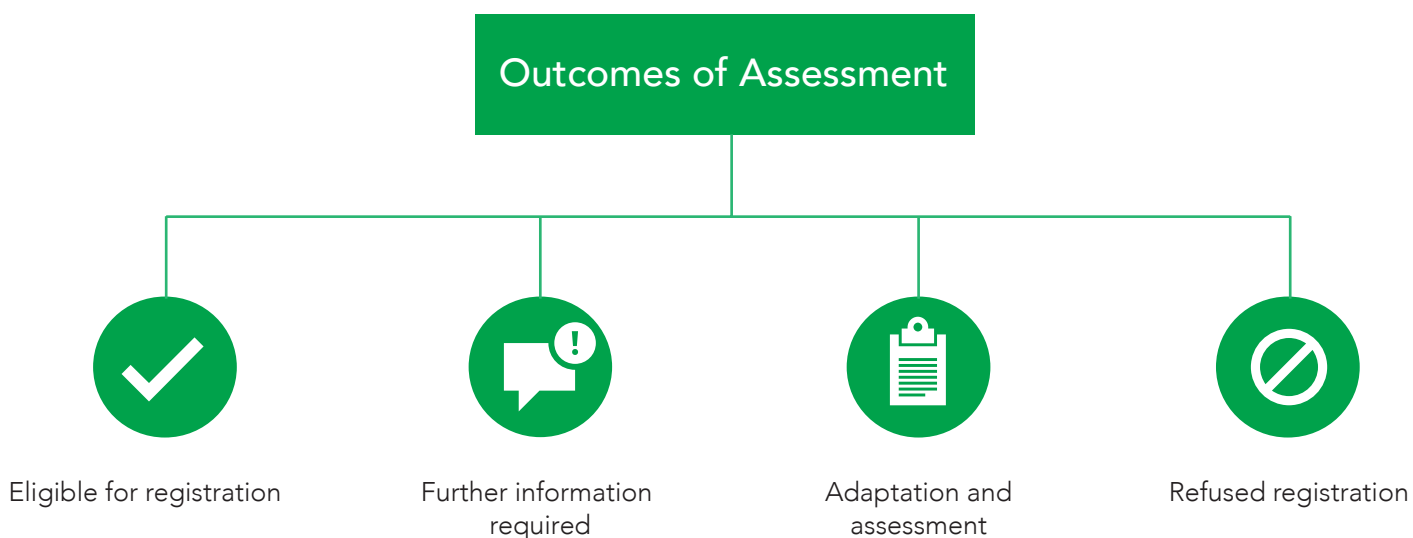
STEP 5

Outcome of assessment



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

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

An “adaptation and assessment” decision means that you need to successfully complete a supervised placement in an Irish health care facility, 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, and we will issue you with a Candidate Certificate.

How to secure your 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.

NMBI has granted approval to RCSI’s Faculty of Nursing and Midwifery to co-ordinate and manage an aptitude test for overseas applicants.

Six important points about adaptation placements

1. You or your employer must contact the health care facilities on the list to secure a placement

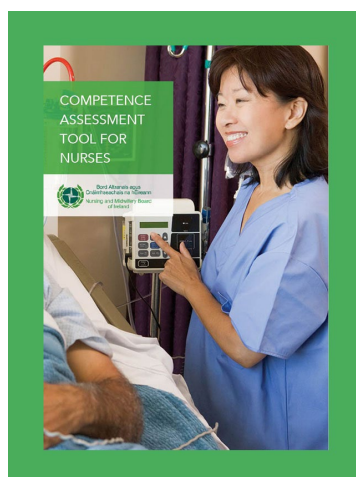
2. You must complete your placement in an NMBI approved health care facility for your division
3. You have 12 months, from the date on your decision letter, to secure this placement
4. Health care facilities may require you to have secured an offer of employment, subject to registration, before they 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.



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 a decision

If you are not satisfied with your decision, you can lodge an appeal if you have been:

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

You must lodge your appeal within 56 days of receiving your decision. If you decide to appeal, you need to email registration.appeals@NMBI.ie to receive the application form and details about the appeals process. You must also pay the appropriate fee.

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