

Applicant **User Guide**

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



Who is this Guide for?

1. Applicants who trained as nurses or midwives outside Ireland and wish to register in Ireland

2. Applicants who trained outside Ireland, are currently on the NMBI Register of Nurses and Midwives and would like to apply for registration in an additional division of the Register (also referred to as adding a qualification on the NMBI Register)

3. Applicants wishing to practise in Ireland on a temporary and occasional basis

4. European Professional Card (EPC) holders

This guide is **<u>not</u>** for:

- Any student who trained as nurse or midwife in Ireland and wishes to register with NMBI
- Registered nurses or midwives who trained in Ireland and who would like to be considered for an additional division of the Register





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1. Glossary of Terms

Term	What it means
G1	Applications classified under the automatic recognition pathway. Directive applicants.
G2	Applications classified under the general systems pathway. Directive applicants.
G3	Non-Directive applicants. These applications are not governed by the EU regulation.
Directive 2005/36/EC	The recognition of professional qualifications is governed by Directive 2005/36/EC. This directive enables the free movement of professionals such as nurses and midwives within the EU.
Qualification Recognition	The process of reviewing your nursing or midwifery qualifications including your degree, work experience and other relevant training.
Registration	This step follows qualification recognition and is the last process before your name is added to the Register.
European Professional Card (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.
Host Country or Authority	Is the organisation that has been legally delegated with the powers to regulate the nursing or midwifery professions in the country you intend to practise. In Ireland, the competent authority is NMBI.
Home Competent Authority	Is the organisation that has been legally delegated with the powers to regulate the nursing or midwifery professions in the country you qualified or trained as a nurse or a midwife.
Establishment	When you establish yourself (permanently) in Ireland and intend to practise nursing or midwifery.
Temporary and Occasional	If you are already legally established in a Member State other than Ireland and wish to practise nursing or midwifery in Ireland on a temporary and occasional basis. The temporary nature of the service is assessed on a case-by-case basis.
Period of Adaptation	A supervised placement in an approved Irish health care facility. The timeframe of a period of adaptation is of 6-12 weeks.
Aptitude Test	A test for overseas applicants. The test is composed of two parts: theory and practical.
Reference Date	The date the member state agreed to comply with the EU minimum training requirements.



2. Overview of the Application Process with NMBI

Main steps:

To practise nursing or midwifery in Ireland, you will need to go through a two-step process:

1. Recognition of qualifications - involves comparison of your qualifications with the Irish education standards and requirements

2. Registration

2.1 Recognition Process Overview

These are the steps required to apply for qualifications recognition:

- 1. Log into MyNMBI
- 2. Set up an account
- 3. Answer questions to allow NMBI to classify your application
- 4. The list of required documents will be presented to you
- Obtain all the required documentation, upload to MyNMBI (and translations if needed) and pay the appropriate fee
- 6. NMBI will then review your application and email you the recognition outcome. Possible outcomes: qualifications recognised, submit missing document(s), a compensation measure is required, qualifications refused for recognition. The last two outcomes are provisional and can be appealed

2.2 Registration Process Overview

These are the steps required to apply for registration:

- 1. Log into MyNMBI
- 2. Answer questions to allow NMBI classify your application
- 3. Provide evidence of English language competence
- 4. The list of required documents will be presented to you
- 5. Obtain all the required documentation upload to MyNMBI (with certified translations if needed) and pay the appropriate fee
- 6. NMBI will then review your application and email you the outcome. Possible outcomes: you are now registered, resubmit missing document(s), registration with conditions attached and registration refused. The last two outcomes are provisional and can be appealed

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2.3 Who Can Apply?

NMBI has developed a tool that will give you a quick answer to this question. All you need to do is log into MyNMBI and answer a few questions. Please note that at this stage you are not required to pay any fees.

To check if you are eligible to apply for qualifications recognition, create an account in MyNMBI, selecting 'Registration Services' and then 'Overseas Recognition'¹.



Step 1 Fill in your personal details

Step 1: Personal Details	Step 2: Qualification Pathway	Step 3: Submission Sets	Pa	tep 4: ayment ummary
Personal Details				
Registration Number	Туре			
			•	
Forename	Surname			Any other name known by
Nurse	Nightingale	9		
Gender *	Date of Bir	th *		
	▼			
Place of Birth *	Nationality			
Ireland	▼ Ireland		•	
Contact Address				

1 Eligible to apply does not mean that your qualifications are eligible for recognition. To determine that, our team will need to review the relevant documentation.



Step 2 Answer some questions

- You will be asked a series of questions that will classify your application and determine if you are eligible to apply
- At the end of Step 2, you will know:
 - If you are eligible to apply
 - The type of your application: G1, G2 or G3 (details in Section 3.1)
 - The documents you need to submit

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Nursing and Midwifery Board Ireland	dwifery Board Irel	and	Step 1:	9 o St			 s	
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My Applications	lications		Personal Details					
\square Registration Services \checkmark	ation Services	\sim	Registration Number		Туре		Ŧ	
🔹 Candidate Registration	eals	~	Forename		Surname			Any other name known by
Registration			Nurse		Nightingal			
1 Annual Renewal			Gender *	Ŧ	Date of Bir	th *	**	
▲ Voluntary Removal			Place of Birth *		Nationality			
Q Recognition			Ireland	Ψ	Ireland		Ψ	
Recognition Registration			Contact Address Address Line 1 *		Address Lin	ne 2 *		Area/Town *
3 Restoration								
CCPS Certificate			Eircode / Zip Code *		State/Provi	nce/County *		Country *
Add Qualifications			Phone Code Prefix *		Phone Nur	nber *		
র্ট্র My Appeals 🗸 🗸				Ŧ				

• Once we have all the correct documents, processing timelines are:

Арр	lication Type	Recognition Decision	Registration Decision (working days)	Overall processing timelines (working days)
G1	EPC	1 month	20 days	3 months approx.
G1	No EPC	3 months	20 days	4 months approx.
G1	Temporary and Occasional No EPC	1 month	20 days	2 months approx.
G2	EPC	2 months	20 days	3 months approx.
G2	No EPC	3 months	20 days	4 months approx.
G2	Temporary and Occasional EPC	2 months	20 days	3 months approx.
G2	Temporary and Occasional No EPC	1 month	20 days	2 months approx.
G3		3 months	20 days	4 months approx.





2.4 How Much Does it Cost?

For the most up to date information on our fees please check our <u>website</u>.



2.5 How Long Does it Take?

The timelines depend on the type of application. The main factors determining the length of the process:

- Having all the correct documents ready to hand when you submit your application. The documents need to be valid, current and translated to English (see Section 9.1)
- The level of checks required to determine if your qualifications meet the standard. G1 applications require an administrative assessment only, while G2 and G3 applications will also go through a qualifications assessment process
- If you are requested to complete a compensation measure: this might apply to G2 and G3 applicants only. You will have 12 months to complete a compensation measure. Details available in <u>Section 10.3</u>. It takes successful applicants on average 13 months from submission of documentation to registration
- If you applied for your qualifications to be recognised and a document is missing, you have six months from the date of submission to provide the missing document(s). Otherwise your application will be automatically closed, and you will need to apply again





3. Type of Applications (G1/G2/G3)

Why is it important to know which type of applicant you are?

- It determines the documents you will be required to submit
- The classification is based on an EU Directive on the recognition of professional qualifications (2005/36/EC) which clearly defines the level of assessment an application can undergo and the timelines to process applications once all documents are submitted







3.1.1 G1 and G2 Applications (EU Directive Applications), General Description

For your application to be considered under the EU Directive in needs to meet two criteria below at the same time:



Meet one of the four 'Personal Status Criteria':

- I am an EU or EEA Member State national (<u>see Annex 1</u>); or
- A family member of an EU Member State national (see Annex 1); or
- A person who has been granted refugee or subsidiary protection status in Ireland (<u>see Annex 1</u>); or

 A family member of a person granted refugee or subsidiary protection status in Ireland <u>see Annex 1</u>).

Meet one of the 'Qualifications Criteria':

- I am applying to the general nursing or midwifery division of the Register, and I started my qualifications in an EU or EEA country after its reference date (see Annex 2)
- 2 I am applying to the general nursing or midwifery division of the register, I qualified in an EU or EEA country and started my qualifications before the country's reference date. I also have three (general nursing) or two (midwifery) out of five consecutive years of professional experience in an EU or EEA country in the planning, organising and administration of care
- 3. I started my qualifications in an EU or EEA country before the reference date of that country, and I satisfy a list of criteria specific to my country of training (see Annex 3)
 - I qualified in an EU or EEA country and I am applying to any division other than general nursing or midwifery
 - I qualified outside the EU or EEA and I have three years of professional experience in an EU or EEA country in the planning, organisation, and administration of care
- 3 I qualified as a general nurse or midwife in an EU or EEA country. I started my qualifications before the reference date of that country. I do not have three out of five consecutive years (for general nursing) or two out of five consecutive years (for midwifery) of professional experience in an EU or EEA country in the planning, organising and administration of care. I do not satisfy the list of criteria specific to my country of training (see Annex 3)



3.1.2 G3 Applications (Non-Directive) General Description

Applications that do not meet the criteria for G1 or G2 mentioned above. Applications who meet qualifications criteria specific to the G3 group.

3.2 G1 (Automatic Recognition) in Depth





G1 Option 2



G1 Option 3





G1 Option 4



Slovakia, Estonia, Latvia, Lithuania, Slovenia and Croatia. Annex 3 provides details on the country specific criteria (see Annex 3).





3.3 G2 (General Systems) in Depth













Ineligible applications

Holders of the Bulgarian qualification "feldsher" are ineligible to apply.



3.4 G3 (Non-Directive) in Depth





G3 Option 2



- Nurse's Aide
- Associate Degree



4.

The Qualification(s) Recognition Process

APPLICANT

- Logs into MyNMBI
- Fills in the personal details page
- Answers a series of questions to allow for G1/G2/G3 classification
- A list of required documents will be presented in MyNMBI
- Submits the required documents
- Reviews that his or her personal information provided is correct and accurate
- Pays the €350 recognition fee

MyNMBI

- In the 'My Applications' section of MyNMBI, the application will appear
- Once the application progresses through the qualifications recognition process, the status of the application will be updated in real time

NMBI

- NMBI staff will review the documents submitted to make sure that they are correct, valid and authentic
- An ID check is performed
- G1 applications will undergo an administrative assessment only
- G2 and G3 applications will undergo both an administrative assessment and qualification(s) assessment

EMAIL AND MyNMBI

- An email is sent with the result of the assessment. The result may be:
 - Qualifications are provisionally recognised
 - A successful completion of a compensation measure is needed (G2 and G3 only)
 - Qualifications recognition provisionally refused

APPLICANT

• Either accepts the decision sent by email or appeals it



5. The Registration Process

APPLICANT

- Logs into MyNMBI
- Answers questions related to English language competence
- Uploads evidence of English language competence
- Answers questions related to his or her registration application
- Is provided with a list of required documents in MyNMBI
- Submits the required documents
- Submits a declaration
- Reviews his or her personal details
- Pays the €145 registration fee

MyNMBI

- In the 'My Applications' section of MyNMBI, the registration application will appear
- Once the application progresses through the process, the status of the application will be updated in real time

NMBI

- NMBI staff review the documents submitted to make sure that they are correct, valid and authentic
- A provisional registration decision is made

EMAIL AND MyNMBI

- The provisional registration decision is communicated by email. The possible decisions are:
 - Provisional decision to register applicant
 - Provisional decision to refuse registration

APPLICANT

• Either accepts the decision by sent email or appeals it





6. Adding a New Division

If you are already on the NMBI Register and you would like to apply for registration in another division, you will need to go through the recognition and registration processes again. This applies to all those who trained outside Ireland. If you submit your second application for qualification recognition within seven days of the first one, you will be exempt from paying the qualification recognition fee the second time.

7. The European Professional Card (G1 and G2)

The European Professional Card (EPC) aims to facilitate the free movement of professionals in the EU and EEA. The EPC is intended to simplify the recognition of professional qualifications, enhance transparency for EU citizens and increase trust among authorities across the EU.

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 <u>EU's online portal</u>. The EPC relates only to the recognition of professional qualifications. If you have an EPC, it means that your qualifications have been recognised and you are now required to apply for registration with NMBI.



8. Temporary and Occasional Applications (G1 and G2)

G1 and **G2** applicants may provide their services in Ireland on a temporary and occasional basis. We look at the following criteria to assess the provision of nursing and midwifery services temporarily:

- Duration
- Frequency
- Regularity
- Continuity

This option is only available for those who do not wish to establish themselves in Ireland. Applicants wishing to provide temporary and occasional services in Ireland have two application pathways:



Have a temporary <u>European Professional Card (EPC)</u>. This means that your qualifications have been recognised by your home competent authority and now you may begin your registration application on MyNMBI.

							Logged in as Nurse Nurse
Nursing and Midwifery Board Ireland	nd Altranais agus náimhseachais na hÉireann Irsing and Midwifery Board Ireland						Logout
🚨 My Account 🗸 🗸	lwifery Board Ireland						
My Applications	iunt V		Step 1: Personal Details	Step 2: Education Details			
Registration Services V	ications	Personal Details					
Candidate Registration	tion Services 🗸			-			
Registration	te Registration	Registration Number		Type	v		
t⊐ Annual Renewal	e Registration	Forename *		Sumame *		Any other name known by	
 Voluntary Removal 	tenewal	Gender *		Date of Birth *			
Q Recognition	y Removal	Place of Birth *	Ŧ	Nationality *	6		
Recognition Registration	s Recognition		Ŧ		Ŧ		
* Restoration	s Registration	Contact Address		Address Line 2 *		Area/Town *	
CCPS Certificate Add Qualifications	CCPS	Eircode / Zip Code *		State/Province/County *		Country *	
-	v Division						¥
My Appeals 🗸 🗸	eals 🗸	Phone Code Prefix *		Phone Number *			
Help							



You do not hold an EPC and would like to start the temporary and occasional recognition process with us.

Nursing and Midwifery Board Ireland	hid Altraneis agus Naimhseachais na hÉireann Irsing and Nidwifery Board						Logged in as Nurse Nurse 1 Logout
💄 My Account 🗸 🗸	wifery Board Ireland						
My Applications	unt 🗸		Step 1: Personal Details	Step 2: Education Datails			
Candidate Registration	ications	Personal Details					
Registration	tion Services 🗸	Registration Number		Туре	×		
t⊐ Annual Renewal	te Registration a Registration	Forename *		Sumame *	·	Any other name known by	
Voluntary Removal Recognition	tenewal	Gender *	Ŧ	Date of Birth *	G		
Recognition Registration	y Removal s Recognition	Place of Birth *	Ŧ	Nationality *			
③ Restoration	s Registration	Contact Address		Address Line 2 *		Area/Town *	
CCPS Certificate	ion CCPS	Eircode / Zip Code *		State/Province/County *		Country *	
م المعالم المع معالم المعالم ا	v Division	Phone Code Prefix *		Phone Number *			*
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For more information on fees please click here.

Once you complete the registration process successfully, your name will appear on search the register as a provider of temporary and occasional services.



9.1 Translation of Documents

We 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, and
- Dated by the translator

The translator must confirm, in the English language, that the translation is an exact translation of the original document. You will be requested to submit translations of documents not in English in MyNMBI.

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. The translation must be in writing and must include the translator's professional contact details (telephone, address and email address).

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9.2 Glossary of Documents that NMBI Might Ask You to Submit

The glossary below includes all documents that NMBI may ask you to provide during qualification recognition and registration stages. This is the full list of documents; it does not mean that you are required to provide all of them. To know which documents are relevant to your application, please log into <u>MyNMBI</u>, answer a few questions and the system will tell you which documents you need to provide.

Document Name	What is it?	Submission Details and Document Validity	When we may request this document?
Certificate of Acquired Rights	A certificate used amongst EU regulators. Your home competent authority (regulator in the country you trained in) attests that you have practised for a certain period of time before the date of the certificate (three years for general nurses and two years for midwives out of the last five years). This is generally required when your training does not meet the minimum training requirements as described in Annex V of <u>Directive 2005/36/EC</u> . This certificate is produced for G1 applicants.	Issued in the last six months	Qualification Recognition
Certificate of Conformity	A certificate used amongst EU regulators. Your home competent authority (regulator in the country you trained in) produces a certificate which mentions that your education programme fulfils the requirements of Annex V of <u>Directive</u> <u>2005/36/EC</u> . This certificate is produced for G1 applicants.		Qualification Recognition



Document Name	What is it?	Submission Details and Document Validity	When we may request this document?
Certificate of Current Professional Status or Certificate of Good Character	A certificate produced by a regulator in a jurisdiction where you practised nursing or midwifery. Some countries have regional regulators while others have national ones. The certificate states your registration dates, registration status and if you have any Fitness to Practise restrictions.	Issued in the last six months NMBI will request that you provide a certificate for each jurisdiction you practised or registered nursing or midwifery in. For G1/G2 applicants this will be required as part of registration while for G3 as part of Recognition process.	Qualification Recognition and in some cases in Registration
Certificate of General System	A certificate used amongst EU regulators to state that the applicant is eligible under General Systems.		Qualification Recognition
European Professional Card	A document that you receive once you complete the recognition of your qualification through the <u>EU online portal</u> .		Registration
Evidence of Formal Qualifications or Diploma	Diploma or Parchment or official evidence that your successfully competed your training.		Qualification Recognition
Evidence of meeting the minimum levels of an English language test	A certificate of test results from either the International English Language Test System (IELTS) or Occupational English Test (OET).	 Information on the minimum scores is available <u>here.</u> We only accept IELTS or OET test results that are less than two years old. If your test results are out of date, you will need to resit the IELTS or OET 	



Document Name	What is it?	Submission Details and Document Validity	When we may request this document?
		 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 We only accept one test result and do not accept combined results 	
Evidence of registering and practising in English	 A letter on headed paper or an email from your employer(s) or Nursing Authority covering the following: Location of employment The dates of employment Statement that you were practising as a nurse or midwife primarily through English 	If you have registered and practised in English must be able to prove that you have three years post registration practice within the last five years in one of the recognised countries. These are: • Australia • Canada • New Zealand • The United States of America • United Kingdom	
Evidence of training in English in a NMBI recognised country	 A letter on headed paper or an email from your training institution covering the following: The location of the training institution The name of the training programme attended The dates of attendance Confirmation that the course was taught and assessed in English 	If you trained in one of the countries: • Australia • Canada • New Zealand • The United States of America • United Kingdom	Registration



Document Name	What is it?	Submission Details and Document Validity	When we may request this document?
Other relevant training or previous compensation measures	Other training courses you consider are relevant. This will be considered by our assessors if you have shortfalls in your qualifications. If you have completed a compensation measure in another EU country, please provide evidence of that.		Qualification Recognition
Passport or ID	Passport, or a National Identity Card (for non-Irish citizens). Family members of EU nationals are also to provide evidence of their residence in the EU (see Annex 1). Applicants who have been granted refugee status or subsidiary protection status or are family members of someone who has been granted refugee status or subsidiary protection status in Ireland are to upload evidence of their status (see Annex 1).	Your ID upload should be in f ull colour and a minimum quality of 300dpi . The file should be in a . jpeg or .png format. Valid ID. Expired documents will not be accepted.	Qualification recognition and Registration
Proof of indemnity	Proof of indemnity in Ireland (insurance or letter from employer) to cover you if a claim is made against you.	The document must be valid for the period you intend to practise in Ireland.	Registration (Temporary and Occasional only)
Proof of Professional Experience	A form that is downloaded from MyNMBI and send to your previous employer(s). Once completed by the employer you will need to upload it in MyNMBI. In this form the employer provides details (roles/ duties/activities) of your previous employment.	G3 applicants must submit the most recent employment, covering the most recent 12 months work experience. If you wish you can also submit older employment.	Qualification Recognition



Document Name	What is it?	Submission Details and Document Validity	When we may request this document?
Qualification Form	A form that you download from MyNMBI and send to your training institution to be completed. This form must be completed by the Head of Nursing or Midwifery Education. Once completed you will need to upload it to MyNMBI with the rest of your documents.		Qualification Recognition
Temporary and Occasional Declaration Document	A form that you download from MyNMBI, complete and upload it. It includes a declaration that you intend to provide temporary and occasional services and the location and dates you intend to provide services in Ireland.		Registration Temporary and Occasional Only
Transcript of Training	As part of the qualification form your previous education institute will be required to provide two documents: 1) Official transcript of the programme 2) Programme syllabus The official programme syllabus provided by the university or institute you trained in.	The syllabus/ curriculum must be relevant to the programme you completed.	Qualification Recognition
Translations of any documents not in English	We 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, and Dated by the translator 	Qualification Recognition and Registration



10. Your Application: NMBI Review Process

10.1 Administrative Assessment (G1/G2 and G3 Applicants)

Your application will undergo an administrative assessment to ensure that all the documentation is in order. You will be advised by email if any additional information is required.

10.2 Qualification Assessment (G2 and G3 Applicants)

The transcripts of your training and syllabus will be assessed by a specialised Education Assessor. The Assessor will examine in detail whether the clinical and theory content of your qualifications meets EU Directive and NMBI requirements. If relevant, courses additional to your graduate and post-graduate qualifications and work experience will be considered.

NMBI processes applications in a chronological order on a "first come, first served basis". We do not fast-track applications for any reason.

Following the assessment of your application, NMBI will inform you of one of the assessment outcomes:

- 1. Your qualifications have been recognised
 - . Further information is required
- 3. You are required to successfully complete a compensation measure (applies to G2/G3 only). A <u>compensation measure</u> refers to a period of adaptation or an aptitude Test that needs to be successfully completed before we can recognise your qualifications. This decision is taken:
 - If the theory and clinical content or hours of your overall nursing or midwifery education and training falls short of NMBI requirements, and
 - You have enough hours or appropriate content to allow you to complete compensation measure(s)
 - Provisional refusal to recognise qualifications. This means that there are significant deficits in theory or/and clinical content of your training compared to NMBI requirements



To proceed to the next stage, your qualifications need to be recognised first. This happens when:

- 1. NMBI informs you that the clinical and theoretical components of your education and training meets the NMBI standard (meaning no compensation measure is needed), or
 - You have successfully completed a compensation measure a period of adaptation or an aptitude test as requested by NMBI

10.3 Compensation Measures: Completing a Period of Adaptation or Aptitude Test

If you are applying to the General Nursing division and you were informed by NMBI that you are required to complete a compensation measure, you have a choice to undertake one of the following:

- Period of adaptation, or
- Aptitude test

If you are applying to any division other than General Nursing, you will need to complete a period of adaptation (i.e. aptitude test is not available for Midwives, Children's Nurses, Psychiatric Nurses, Intellectual Disability Nurses, Public Health Nurses, Nurse Tutors, Midwife Tutors, Nurse Prescribers, Midwife Prescribers, Advanced Nurse Practitioners or Advanced Midwife Practitioners divisions).

You will be given a link to MyNMBI to inform us of your choice.

10.3.1 What is an aptitude test?

The Royal College of Surgeons in Ireland's (RCSI) Faculty of Nursing and Midwifery coordinates and manages an aptitude test for applicants trained outside the Republic of Ireland. The test is composed of two parts:

- Part 1: Theory or knowledge test or MCQ, which must be successfully completed before Part 2 can be attempted.
- Part 2: Practical or OSCE test

Please refer to this link for full details on this Test.

The process to complete the test is:

- You have 12 months, from the date on the letter to complete the aptitude test
- Complete RCSI's online application
- RCSI will send you a confirmation email with an invitation to the test
- You might need a visa to travel to Ireland to complete the test. NMBI has no role in organising or answering visa related queries. For more information please contact INIS

Once you complete the test, you can inform NMBI of the result through MyNMBI.

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10.3.2 What is a period of adaptation?

A period of adaptation is a period of supervised practice under the supervision or responsibility of a qualified member of that profession, such period of supervised practice possibly being accompanied by further training. This period of supervised practice will be the subject of an assessment.

Periods of supervised practice must be undertaken at an approved Irish healthcare facility. You will be able to choose from a list of hospitals matched to the division of the Register you are applying to and approved by NMBI. A list of approved healthcare facilities is available on our website.

The minimum timeframe to complete a period of adaptation is six weeks. However, that period may be extended to 12 weeks and beyond if required.

General information:

- You have 12 months from the date on the letter to secure a period of adaptation. After that period elapses, your application will be closed
- You might need a visa to travel to Ireland to complete the period of adaptation. For more information please contact <u>INIS</u>. NMBI has no role in organising nor answering visa-related queries
- You or your potential employer must contact the health care facilities to secure an adaptation placement. We do not organise periods of adaptation for our applicants
- Once you find a health care facility you need to:
 - Complete information on the hospital in MyNMBI
 - Upload a letter of confirmation of your adaptation hospital
- NMBI will place your name on the Candidate Register for the duration of your period of adaptation and we will issue you with a Candidate Certificate

What happens next?

When you start the placement, together with your preceptor (the person supervising your period of adaptation), you will complete the Competence Assessment tool. The form can be downloaded from MyNMBI and once completed; you should upload it to MyNMBI.

Also, at the end of your period of adaptation the director of nursing or midwifery will complete a Candidate Eligibility Report (downloaded from MyNMBI) and send it by email to inform NMBI whether you successfully completed your period of adaptation.



11. English Language Competence in Detail

All applicants must satisfy NMBI that they have the necessary knowledge of English to communicate effectively in their practice. This is a requirement of the registration process (after qualifications are recognised). Language competence is a critical aspect of patient safety.

Communication is defined as speaking, reading, listening and writing, and the applicant must provide evidence which demonstrates that he or she has met the required level of competence in these four mandatory skills.

To facilitate this, it is up to all applicants from outside of Ireland to satisfy one of the three pathways by which they can demonstrate that they meet the NMBI English Language requirements.

11.1 Pathway 1: Trained in English in a NMBI Recognised Country

The pre-registration nursing or midwifery qualification which an applicant is relying on for registration was taught and examined in English in one of the NMBI recognised countries.

NMBI will recognise the following countries as majority English speaking for the purpose of registering and practicing in Ireland:

- Australia
- Canada
- New Zealand
- The United States of America
- United Kingdom

Evidence required:

A letter on headed paper or an email from the applicant's training institution covering the following:

- The location of the training institution
- The name of the training programme attended
- The dates of attendance
- Confirmation that the course was taught and assessed in English



11.2 Pathway 2: Registered and Practised in English

An applicant who wishes to rely on evidence that that they have registered and practised in English must be able to prove that they have three years post registration practice within the last five years in one of the recognised countries.

Recognised countries are:

- Australia
- Canada
- New Zealand
- The United States of America
- United Kingdom

Evidence required:

A letter on headed paper or an email from the applicant's employer(s) or Nursing Authority covering the following:

- location of employment
- the dates of employment
- statement that the applicant was practising as a nurse or midwife primarily through English

11.3 Pathway 3: English Language Tests

The applicant may submit a certificate of test results from either the International English Language Test System (IELTS) or Occupational English Test (OET).

Evidence required:

NMBI accepts International English Language Testing System (IELTS) Academic Test 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:

IELTS Academic Test	Minimum International English Language Testing System (IELTS) Academic Score	
Listening	7.0	
Reading	7.0	Overall IELTS score of 7.0
Writing	6.5	with a minimum of 6.5 in any
Speaking	7.0	one component.
Overall	7.0	

OET	Minimum Occupational English Test (OET) Grade and Scores	
Listening	B (350-450)	OET (Nursing) with a minimum
Reading	B (350-450)	of Grade B in three
Writing	C+ (300-340)	components and a minimum
Speaking	B (350-450)	of C+ in one component

Please note that:

- We only accept IELTS or OET test results that are less than two years old. If your test results have expired, you will need to re-sit the IELTS or OET
- You must provide IELTS Academic Test Report Form (TRF) number OR OET Candidate Number
- NMBI will independently verify your scores
- We only accept one test result (one sitting) and do not accept combined results



IMPORTANT INFORMATION

- **Do not apply for registration** until you meet the minimum scores under the IELTS Academic Test or OET
- Ensure that the test result is current
- Remember that if you make an application, and do not meet the English language competence requirements, **the assessment fee is non-refundable**

TRF Number or OET Candidate Number

You must upload your Test Report Form (TRF) Number or OET Candidate Number. Your TRF Number is the 15-18 characters (alpha or numeric combination) which you will find on the bottom right hand corner of your Test Report Form. Your OET Candidate Number is the nine digit number noted under your name on your OET Statement of Results sheet. NMBI will use the TRF or OET number you provide to independently verify your scores.





12. Appealing a Decision

If you are not satisfied with one of the decisions below, you have the right to appeal the decision. You can only appeal the following decisions:

Appealing Qualification Recognition Decisions (Decisions 1 and 2):

- **Provisional Decision 1:** Decision to refuse the recognition of your qualifications
- **Provisional Decision 2:** Decision requiring you to complete a compensation measure (Adaptation placement or Aptitude Test)

Appealing Registration Decisions (Decision 3):

Provisional Decision 3: Refused registration

12.1 Appealing a Recognition Decision (Decisions 1 and 2):

- G1 and G2 applicants can appeal provisional decisions 1 and 2 to the Registration Committee first (within 56 days of being notified of the provisional decision)
- Applicants can subsequently submit an appeal to the High Court (within 42 days of the Registration Committee decision). Applicants may alternatively submit an appeal to the High Court (within 42 days of the NMBI provisional decision)
- G3 applicants can appeal provisional decisions 1 and 2 to the Registration Committee only (within 56 days of the NMBI provisional decision)

12.2 Appealing a Registration Decision (Decision 3):

- Applicants can appeal a decision to refuse registration (Provisional Decision 3 above)
- All applicants (G1, G2 and G3) can appeal the decision to the Registration Committee (within 56 of receipt of provisional decision from NMBI). The decision of the Registration Committee can then be appealed to the High Court (within three months of the Registration Committee Decision)
- Applicants may alternatively submit an appeal to the High Court within three months of the NMBI's decision



12.3 Appeal process overview

APPLICANT

- Logs into MyNMBI
- Selects 'My Appeals'
- Confirms his or her personal details and selects the decision that he or she is appealing
- Provides appeal rationale and uploads supporting documents (if any)
- Pays the fee

MyNMBI

- Reviews the information and documents submitted
- Requests additional documentation if needed

REGISTRATION COMMITTEE

- Reviews the appeal request
- Decides on the application. The possible outcomes are to: confirm original decision, reverse original decision, or assign a compensation measure

APPLICANT

• Receives an email with the final decision and rationale



13. Tracking Your Application

You can view the current processing stage of your application on MyNMBI. To check the status of your application, please click on 'My Applications'. You will be able to see the application status and the date the application status was last updated.

14. Our Fraud Policy

This policy sets out the actions that can be taken when fraud is detected. The full policy is available on our website.

14.1 Fraud and fraudulent behaviours in relation to applying for registration

Fraud and fraudulent behaviours include, but are not limited to:

- False representation of facts on an application for registration;
- Provision of inaccurate answers to questions on health, character, or other fit and proper related questions
- Forging of documents and/or credentials as required for registration
- Aiding, abetting, assisting or hiring an individual to violate or circumvent any laws, rules and regulations intended to guide the conduct of a nurse or midwife or other health care provider;
- Alteration of/tampering with key dates (e.g., date of birth, dates of commencement and completion of pre-registration training/ education programmes) on original documents such as birth certificates, etc
- Alteration of/tampering with names on original documents
- Submission of inaccurate/false details of post-qualification employment
- Omission of information with regard to employment history
- Omission of information with regard to previous registration with a professional regulator or similar organisation
- Submission of documents that have not been issued by the named school of nursing, higher education institution, etc
- Use of forged seals or stamps
- Unauthorised use of seals or stamps
- Purchase of or fraudulently obtaining any nursing and/or midwifery certificates, diplomas or other documentation necessary for the purposes of registration



14.2 Where Fraud is Detected or Where Doubts Exist as to The Accuracy of Information or the Authenticity of Documentation

If it is considered or alleged during the application process that an applicant has provided misleading information or fraudulent documentation, the Registration Department will not continue to process the application and we will refer the application to the Fit and Proper Panel.

The Fit and Proper Panel will consider the alleged misinformation or fraud, it may direct for correspondence to be sent to the applicant seeking clarification or further information and it may also seek further information directly from other parties. The applicant will be provided with full information as to the reasons for concern and he or she will be provided with an opportunity to address them. Having considered the entire application, the Fit and Proper Panel will decide whether the application should proceed for assessment or registration or should be refused.

14.3 Where Fraud is Confirmed

- Registration shall be refused. All applicants who are refused have the right of appeal
- The applicant concerned will not be eligible to progress for registration again in the future
- An alert may be sent via the IMI system to notify other competent authorities with regard to falsification of documentation
- Any evidence of criminal activity may be referred to the relevant authorities, i.e. An Garda Síochána



Annex 1: Definitions: EU Member State nationals, family members, refugee and subsidiary protection

Who is considered a Member State national?

Citizens of the 28 Member States of the EU:

Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.

And, per the definition of Member State used in the Recognition Regulations, those countries not in the EU but which are members of the European Economic Area (EEA):

Iceland, Liechtenstein, and Norway.

Who is considered a family member of a Member State national?

A family member of a national of a Member State, as defined in Article 2(2) of Directive 2004/38/EC of the European Parliament and of the Council of 29 April 2004, who has been given the right of residence or permanent residence in the State pursuant to that directive.

In this context Member State does not include the EEA countries and family member means:

- (a) the spouse; or
- (b) the partner with whom the national of a Member State has contracted a registered partnership, on the basis of the legislation of a Member State, if the legislation of the host Member State treats registered partnerships as equivalent to marriage and in accordance with the conditions laid down in the relevant legislation of the host Member State; or
- (c) the direct descendants who are under the age of 21 or are dependants and those of the spouse or partner as defined in point (b); or
- (d) the dependent direct relatives in the ascending line and those of the spouse or partner as defined in point (b)

if that family member has been given the right of residence or permanent residence in the State pursuant to Directive 2004/38/EC.



Who is considered to have refugee or subsidiary protection status?

A person granted refugee or subsidiary protection status in the State under Council Directive 2004/83/EC of 29 April 2004, or a dependent family member of such person.

In this context 'family members' means, insofar as the family already existed in the country of origin, the following members of the family of the beneficiary of refugee or subsidiary protection status who were present in the same Member State in relation to the application for international protection:

- the spouse of the beneficiary of refugee or subsidiary protection status or his or her unmarried partner in a stable relationship, where the legislation or practice of the Member State concerned treats unmarried couples in a way comparable to married couples under its law relating to aliens; or
- the minor children of the couple referred to in (i) or of the beneficiary of refugee or subsidiary protection status, on condition that they are unmarried and dependent and regardless of whether they were born in or out of wedlock or adopted as defined under the national law



Annex 2: Reference Dates for General Nursing and Midwifery

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 January 1983
Germany	29 June 1979	23 January 1983
Greece	01 January 1981	23 January 1983
Hungary	01 May 2004	01 May 2004
Iceland*	01 January 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 January 2002	01 January 2002
United Kingdom	29 June 1979	23 January 1983

* 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



Annex 3: Country Specific Criteria

General Nursing		
Country	Criteria	
Poland	 Formal qualification as a nurse responsible for general care obtained in Poland which does not comply with the minimum training requirements laid down in Article 31 of the Directive, and are attested by the diploma 'bachelor' which was obtained based on a special upgrading programme contained in – (i) Article 11 of the Act of 20 April 2004 on the amendment of the Act on professions of nurse and midwife and on some other legal acts (Official Journal of the Republic of Poland of 2004 No 92, pos. 885 and of 2007, No 176, pos. 1237) and the Regulation of the Minister of Health of 11 May 2004 on the detailed conditions of delivering studies for nurses and midwives, who hold a certificate of secondary school (final examination – matura) and are graduates of medical lyceum and medical vocational schools teaching in a professions of a nurse and a midwife (Official Journal of the Republic of Poland of 2004 No 110, pos. 1170 and of 2010 No 65, pos. 420); or (ii) Article 52.3 point 2 of the Act of 15 July 2011 on professions of nurse and midwife (Official Journal of the Republic of Poland of 2011 No 174, pos. 1039) and the Regulation of the Minister of Health of 14 June 2012 on the detailed conditions of delivering higher education courses for nurses and midwives who hold a certificate of secondary school (final examination –matura) and are graduates of a medical secondary school or a post-secondary school teaching in a profession of a nurse and a midwife (Official Journal of the Republic of Poland of 2012, pos. 770), for the purpose of verifying that the nurse concerned has a level of knowledge and competence comparable to that of nurses holding the qualifications listed for Poland in point 5.2.2 of Annex V to the Directive. 	
Romania	 Formal qualification is: a) Certificat de competențe profesionale de asistent medical generalist with post-secondary education obtained from a şcoală postliceală, attesting to training started before 1 January 2007 or b) Diplomă de absolvire de asistent medical generalist with short- time higher education studies, attesting to training started before 1 October 2003 or c) Diplomă de licență de asistent medical generalist with long-time higher education studies, attesting to training started before 1 October 2003 and 	



Country	Criteria
Romania (continued)	 Must possess a certificate stating that the applicant has effectively and lawfully been engaged in the activities of a nurse responsible for general care in Romania, including taking full responsibility for the planning, organisation and carrying out of the nursing care of patients, for a period of at least three consecutive years during the five years prior to the date of issue of the certificate
Germany	• Formal qualification as a general nurse obtained in the former German Democratic Republic where such evidence certifies successful completion of training which began before 03 October 1990
Czech Republic Slovakia	 Formal qualification as a nurse obtained in former Czechoslovakia or by the appropriate authority in the Czech Republic or Slovakia and the person concerned commenced training for such qualification before 01 January 1993 and where the appropriate authority attests that such evidence of formal qualification has the same legal validity within its territory as the evidence of formal qualification it issues as regards access to the professional activities of a nurse and the pursuit of such activities, and a certificate issued by the authority referred to in that paragraph stating that the person concerned has effectively and lawfully been engaged in the activities in question within its territory for at least three consecutive years during the five years prior to the date of issue of the certificate.
Estonia Latvia Lithuania	 the evidence of formal qualification was issued by the appropriate authority in the former Soviet Union or; the person concerned commenced his or her training in Estonia before 20 August 1991 or; the person concerned commenced his or her training in Latvia before 21 August 1991 or; the person concerned commenced his or her training in Lithuania before 11 March 1990 and; and where the appropriate authority of any of the three aforementioned Member States attests that such evidence has the same legal validity within its territory as the evidence which it issues as regards access to the professional activities of a nurse and the pursuit of such activities and; must possess a certificate issued by the appropriate authority stating that the person concerned has effectively and lawfully been engaged in the activities in question within its territory for at least three consecutive years during the five years prior to the date of issue of the certificate.



Slovenia Croatia	 the evidence of formal qualification was issued by the appropriate authority in the former Yugoslavia or;
	 the person concerned commenced his or her training in Slovenia before 25 June 1991 or;
	 the person concerned commenced his or her training in Croatia before 8 October 1991 and;
	 and where the appropriate authority of any of the two aforementioned Member States attests that such evidence has the same legal validity within its territory as the evidence which it issues as regards access to the professional activities of a nurse and the pursuit of such activities and
	 must possess a certificate issued by the appropriate authority stating that the person concerned has effectively and lawfully been engaged in the activities in question within its territory for at least three consecutive years during the five years prior to the date of issue of the certificate.

Midwifery	
Country	Criteria
Germany	• Formal qualification as a midwife obtained in the former German Democratic Republic where such evidence certifies successful completion of training which began before 03 October 1990
Czeck Republic Slovakia	 Formal qualification as a midwife obtained in former Czechoslovakia or by the appropriate authority in the Czech Republic or Slovakia and the person concerned commenced training for such qualification before 01 January 1993 and where the appropriate authority attests that such evidence of formal qualification has the same legal validity within its territory as the evidence of formal qualification it issues as regards access to the professional activities of midwife and the pursuit of such activities, and it must be accompanied by a certificate issued by the authority referred to in that paragraph stating that the person concerned has effectively and lawfully been engaged in the activities in question within its territory for at least three consecutive years during the five years prior to the date of issue of the certificate



Country	Criteria
Estonia Latvia Lithuania	 the evidence of formal qualification was issued by the appropriate authority in the former Soviet Union or the person concerned commenced his or her training in Estonia before 20 August 1991 or the person concerned commenced his or her training in Latvia before 21 August 1991 or the person concerned commenced his or her training in Lithuania before 11 March 1990 and and where the appropriate authority of any of the three aforementioned Member States attests that such evidence has the same legal validity within its territory as the evidence which it issues as regards access to the professional activities of midwife and the pursuit of such activities and must possess a certificate issued by the appropriate authority stating that the person concerned has effectively and lawfully been engaged in the activities in question within its territory for at least three consecutive years during the five years prior to the date of issue of the certificate
Slovenia Croatia	 the evidence of formal qualification was issued by the appropriate authority in the former Yugoslavia or the person concerned commenced his or her training in Slovenia before 25 June 1991 or the person concerned commenced his or her training in Croatia before 8 October 1991 and and where the appropriate authority of any of the two aforementioned Member States attests that such evidence has the same legal validity within its territory as the evidence which it issues as regards access to the professional activities of midwife and the pursuit of such activities and must possess a certificate issued by the appropriate authority stating that the person concerned has effectively and lawfully been engaged in the activities in question within its territory for at least three consecutive years during the five years prior to the date of issue of the certificate Exceptions Acquired rights in midwifery shall not apply to the following qualifications which were obtained in Croatia before 1 July 2013: via medicinska sestra ginekoloko-opstetrikog smjera (High Gynaecology-Obstetrical Nurse)
	continued



Country	Criteria
Slovenia Croatia (continued)	 via medicinska sestra primaljskog smjera (High Nurse with Midwifery Degree) medicinska sestra primaljskog smjera (Nurse with Midwifery Degree) ginekoloko- opstetrika primalja (Gynaecology-Obstetrical Midwife) and primalja (Midwife)
Poland	 Formal qualification as a midwife obtained in Poland which does not comply with the minimum training requirements laid down in Article 40 of the Directive, and are attested by the diploma 'bachelor' which was obtained on the basis of a special upgrading programme contained in – (i) Article 11 of the Act of 20 April 2004 on the amendment of the Act on professions of nurse and midwife and on some other legal acts (Official Journal of the Republic of Poland of 2004 No 92, pos. 885 and of 2007 No 176, pos. 1237) and the Regulation of the Minister of Health of 11 May 2004 on the detailed conditions of delivering studies for nurses and midwives, who hold a certificate of secondary school (final examination – matura) and are graduates of medical lyceum and medical vocational schools teaching in a profession of a nurse and a midwife (Official Journal of the Republic of Poland of 2004 No 110, pos. 1170 and of 2010 No 65, pos. 420), or (ii) Article 53.3 point 3 of the Act of 15 July 2011 on professions of nurse and midwife (Official Journal of the Republic of Poland of 2011 No 174, pos. 1039) and the Regulation of the Minister of Health of 14 June 2012 on the detailed conditions of delivering higher education courses for nurses and midwives who hold a certificate of secondary school (final examination – matura) and are graduates of a medical secondary school (final examination – matura) and are graduates of a medical secondary school (final examination – matura) and are graduates of a medical secondary school (final examination – matura) and are graduates of a medical secondary school (final examination – matura) and are graduates of a medical secondary school (final examination – matura) and are graduates of a medical secondary school or a post-secondary school teaching in a profession of a nurse and a midwife (Official Journal of the Republic of Poland of 2012, pos. 770) for the purpose of verifying that the midwife concerned has a level of knowledge and competence comparable to that
Romania	 Formal qualification (asistent medical obstetrică-ginecologie/ obstetrics-gynecology nurse) as a midwife obtained in Romania before 1 January 2007 which do not comply with the minimum training requirements laid down in Article 40 of the Directive and Must possess a certificate from the Home Competent Authority stating that the applicant has effectively and lawfully been engaged in the activities of midwife in Romania for at least five consecutive years during the seven years prior to the issue of the certificate