



Information for Applicants who completed their training in a European Union (EU) Member State

**Please read this booklet carefully before completing any part of the application form.
Failure to do so may delay your application process.**

Introduction

An Bord Altranais is the statutory body (*Nurses Act, 1985*) responsible for the regulation of nurses and midwives in Ireland. The general concern of An Bord Altranais is the promotion of high standards of education, training and professional conduct among nurses and midwives, thus ensuring protection of the public.

If you wish to practice as a nurse or midwife in Ireland, you must register with An Bord Altranais.

An Bord Altranais Register

An Bord Altranais maintains the following separate Divisions of the Register:

- Registered General Nurse (RGN)
- Registered Midwife (RM)
- Registered Nurse Intellectual Disability (RNID)
- Registered Psychiatric Nurse (RPN)
- Registered Children's Nurse (RCN)
- Registered Public Health Nurse (RPHN). Registration as a Registered General Nurse is a pre-requisite to registration in this Division.
- Registered Nurse Tutor (RNT). Registration in another Division of the Register is a pre-requisite to registration in this Division.
- Registered Nurse Prescriber (RNP). Registration in another Division of the Register is a pre-requisite to registration in this Division. You must also be currently employed as a nurse/midwife in Ireland prior to seeking registration in this Division. Please contact our office for further details in relation to applying for registration in the Nurse Prescribers Division of the Register.

An Bord Altranais does not accept applications from the following:

- State Enrolled Nurses
- Licensed Practical Nurses
- Vocational Nurses
- State Certified Nurses
- Nurses Aides

Application for Registration in one Division of the Register

In order to apply for registration in a Division of the Register it is necessary for you to have been educated and trained in that Division.

For example, if you were educated and trained as a General Nurse only, and yet have gained considerable experience working as a Children's Nurse, you will not be eligible to register in the Children's Nurse Division of the Register unless you can demonstrate the appropriate educational preparation.

Applications for Registration in two or more Divisions of the Register

Applicants wishing to have their name entered in two or more Divisions of the Register are required to have met the education and training requirements for each such Division. Please refer to our website www.nursingboard.ie under **Publications** for further information. For a full list of relevant publications, please see the last page of this booklet.

A second registration is dependent on an applicant's primary registration.

For example, if you initially completed a general nursing programme and subsequently completed a midwifery programme, you must, if you wish to register as a midwife, apply for registration in both the General Nurse Division and the Midwives Division of the Register.

Warning:

1. **It is an offence under the *Nurses Act, 1985* to use the name or title of nurse or midwife unless you are registered with An Bord Altranais.**
2. **If it is discovered during the application process that you have provided fraudulent documentation, we will not continue the application process and you may be prosecuted.**
3. **If you are successful in gaining registration with An Bord Altranais, and it is subsequently discovered that any part of your application was fraudulent, we may remove your name from the Register. In addition, you may be prosecuted.**

General Nurse applications

Prior to making an application to An Bord Altranais, please contact the competent authority in the country where you trained and enquire as to whether your education/training or clinical practice experience entitles you to Registration with An Bord Altranais in accordance with European Directive 2005/36/EC. In the event that your competent authority confirms that you are entitled to such registration, please ensure that you arrange for a Certificate of Current Professional Status to be forwarded directly to An Bord Altranais from your competent authority. The **Certificate of Current Professional Status** must confirm compliance with European Directive 2005/36/EC. In this instance, you will not be required to furnish Form A - Transcript of Training or Form B - Professional Employment Reference.

Midwife Application

Prior to making an application to An Bord Altranais, please contact the competent authority in the country where you trained and enquire as to whether your education/training or clinical practice experience entitles you to Registration with An Bord Altranais in accordance with European Directive 2005/36/EC. In the event that your regulatory authority confirms that you are entitled to such registration, please ensure that you arrange for a **Certificate of Current Professional Status** to be forwarded directly to An Bord Altranais from your competent authority. The Certificate of Current Professional Status must confirm compliance with European Directive 2005/36/EC. In this instance, you will not be required to furnish Form A - Transcript of Training or Form B - Professional Employment Reference.

Application for Registration where there is no automatic entitlement to Direct Registration

If you are applying for registration as a General Nurse or Midwife with An Bord Altranais, and your regulatory authority has confirmed that you are **NOT** entitled to Direct Registration, **OR**, if you are applying for registration in the Psychiatric, Children's, Intellectual Disability, Public Health, Nurse Tutor or Nurse Prescriber Divisions, you must arrange for certain documentation to be sent directly from source. Please see the next section, **How to apply to register as a nurse or midwife**, for details of required documentation.

How to apply to register as a nurse or midwife

In order to begin the registration process, you must complete the following steps:

Step 1

- When you have read this booklet, complete the **Initial Application Form** which you can download from our website – www.nursingboard.ie (**click on Registering to Practise, Application Forms, Initial Application Form**). This application form must be completed in full and posted to An Bord Altranais, Registration Department, 18/20 Carysfort Avenue, Blackrock, Co Dublin, Ireland, accompanied by the appropriate fee. Please refer to our website for fee details. **This fee is non-refundable.** Only one fee will be required regardless of how many Divisions you apply for at the same time.
- You will then be sent an application pack that includes a Personalised Application Form. This form will have a Reference Number which should be quoted by you in all correspondence with An Bord Altranais.

Step 2

You must complete the **Personalised Application Form** in English. No one else must fill in the form for you. You must sign and date your application form. The application form should be returned to An Bord Altranais accompanied by certified* copies of the following documents:

1. **Birth Certificate**
2. **Current Passport**
3. **Other name change documents (if applicable) ie. Marriage Certificate, Divorce Certificate, Deed Poll**
4. **Recent Passport-size photograph. Please print your name on the back of the photograph.**

*A copy of an original document must be **certified** by a lawyer, notary public or authorised member of the police. We advise applicants not to send original documents. **Original documents will not be returned.**

You must also arrange for the following documents to be sent to An Bord Altranais **directly from source**: None of these documents will be accepted directly from the applicant.

- **Form A - Transcript of Training.** This form must be sent to your university/college/school where you completed your education programme. A detailed Transcript of Training, to include all theoretical hours and all clinical hours contained in your education programme, must accompany this form.
- **Form B - Professional Employment Reference.** This form must be sent to your current or most recent nursing/midwifery employer for completion. If your current or most recent post is of less than twelve months duration, you will be required to arrange for a second Professional Employment Reference to be issued from your previous employer.
- **Form C – Certificate of Current Professional Status.** A Certificate of Current Professional Status must be sent from your competent authority. If you hold or have held registration in other countries/states or jurisdictions, please copy this form and forward it for completion to these competent authorities.

If we have not received all documents required within twelve months of the date of receipt of your Initial Application form, your file will be closed. No refund will be issued. If you request another application pack, you will be required to pay another application fee. Faxed or emailed applications from either applicants or third parties will not be accepted.

Evaluation of an Application

If your application for General or Midwifery registration meets with European Directive 2005/36/EC, you will be automatically entitled to Registration with An Bord Altranais once your application form has been fully completed and signed, and we have received a Certificate of Current Professional Status from your competent authority.

If your application does not meet with European Union Directive 2005/36/EC, your application will be evaluated by the Registration Department and the Education Department of An Bord Altranais.

The following documents will be reviewed to assess their validity and authenticity.

1. Application form
2. Birth Certificate
3. Current Passport
4. Other documents of identification
5. Transcript of Training
6. Professional Employment Reference
7. Certificate of Current Professional Status

When all the above documents are deemed satisfactory, the application is then assessed by an Education Officer. Evaluation is based on the Requirements and Standards for the specific education programme as set down by An Bord Altranais. Full details of the Requirements and Standards are available on our website www.nursingboard.ie under **Publications/Current**. A full list of relevant publications is available on the last page of this booklet. Deficits in the applicant's education programme may be compensated for by the completion of a post-registration education programme.

English Language Competency

As an applicant who trained in an EU Member State, there is no current requirement for you to provide proof of English language competency as part of your application for registration with An Bord Altranais. An Bord Altranais is not legally authorised to assess your language competency; however, you have a professional responsibility to have a standard of English language competence in order to:

- Communicate safely and effectively with patients/clients and their families in one-to-one and group situations
- Assist patients/clients to communicate their needs and make informed decisions
- Recognise and alleviate barriers to effective communication
- Communicate effectively with other members of the health care team
- Establish and maintain accurate, clear, objective and current patients/client records within a legal and ethical framework.

Prospective employers may assess the English language competence of nurses or midwives from EU Member States whom they are considering employing.

Translation of Documentation

Documents received directly from source and which are not in the English Language will be dealt with as follows:

1. The document, upon receipt in An Bord Altranais, will be date stamped, copied and sent to the applicant for translation.
2. The translation must be carried out by an official translator and stamped to that effect.
3. The document and translation should be returned to An Bord Altranais.
4. The cost of translations is the responsibility of the applicant.

Outcomes following assessment of an application

1. **Direct Registration** - Your application meets all the requirements for direct entry in the appropriate Division(s) of the Register by virtue of meeting European Directive 2005/36/EC or following an evaluation of your application.
2. **Adaptation and assessment** - Your application does not meet, in full, the requirements for direct registration. As a pre-requisite to Registration, you must successfully complete a period of adaptation and assessment in a hospital approved by An Bord Altranais for the education and training of nurses/midwives. An Bord Altranais will issue a list of approved sites for the purpose of adaptation and assessment with your decision letter.

Refer to our website www.nursingboard.ie under **Publications** for more information on adaptation and assessment. Refer to the last page of this booklet for relevant publications for adaptation and assessment. **Please be advised that it is not the business of An Bord Altranais to organise or arrange adaptation placements. You, or your authorised agency, must arrange this. If you have not commenced a period of adaptation and assessment within one year of the date of the decision letter, your file will be closed.**

3. **Refusal** - Your application does not meet the requirements and standards of An Bord Altranais for entry in a specific Division of the Register.

Appeals Process

If you are not granted Direct Registration, you may appeal the decision. Details of this procedure are supplied to all applicants who are not successful in gaining Direct Registration.

List of relevant An Bord Altranais Publications

- **Requirements and Standards for Nurse Registration Education Programmes (February 2005).** This sets out the requirements for Registered General Nurses, Psychiatric Nurses, Intellectual Disability Nurses, Integrated General/Children's Nurses.
- **Requirements and Standards for the Midwife Registration Education Programme (December, 2005).** This sets out the requirements for midwives who are not already Registered General Nurses.
- **Requirements and Standards for the Midwife Post Registration Education Programme (January 2007).**
- **Requirements and Standards for Nurse Post Registration Education Programmes (April 2007).** This includes requirements for Children's Nurse Post Registration Education Programme and Nurse Tutor Registration Education Programme.
- **Requirements and Standards for Public Health Nurse Registration Education Programmes (March 2005).**

Relevant publications for applicants required to undertake a period of adaptation and assessment are:

- **Competency Assessment Tool for Nurses Educated and Trained overseas in non-EU Countries and guidance on the provision of adaptation and assessment to nurses from overseas.**
- **Competency Assessment Tool Booklet for midwives education and trained in non-EU countries and midwives from EU Member States who do not qualify for registration under EU Sectoral Directives and guidance on the provision of a period a adaptation and assessment for Candidate Midwives.**