

How to register as a Nurse in Ireland if you have completed a nurse education and training programme outside the Republic of Ireland

Documentation Required

Document	Applicants who meet EU Directive
Application Form with Photograph	×
Certified Copy of Birth Certificate	×
Certified Copy of Passport Page showing photograph and number	×
Certified Copy of marriage certificate/divorce certification/deed poll	If relevant
Transcript of Training FORM A Main Programme	
Transcript of training for all other nursing/midwifery programmes if you wish to register in these divisions also	
Professional Employment Reference FORM B	
Certificate OF Current Professional Status CCPS Form C	× See Note
Evidence of English Competence Form D	
Graduate Nurse Programme /Transition to Nursing Practice Form E	

Note : If you have trained as nurse in an EU Country you must contact the Regulatory Body /Competent authority in the country you trained and enquire if your education/training and clinical practice experience as a nurse entitles you to Registration with the Nursing and Midwifery board in Ireland (NMBI) In accordance with [European Directive 2005/36/EC](#)

If they confirm that you are entitled to Registration as a nurse please arrange with them to send a **Certificate of Current Professional Status** directly to the Nursing and Midwifery Board Ireland address below :. This is known as Verification of Registration and Good Standing (**FORM C**):

Form C

An Bord Altranais
 Registration Department
 18-20 Carysfort Avenue
 Blackrock
 County Dublin
 Republic of Ireland.

This **Certificate of Current Professional Status must confirm compliance with European Directive 225/36/EU** .You will not have to furnish **FORM A** Transcript of training or **Form B** Professional Employment Reference.

- Application Form download and print [EU and Non-EU Application Request Form - January 2014](#)
- Must be completed by applicant in English
- Must be sent by applicant

When the Application Request Form and Fee have been satisfactorily processed, a Personalised Application Form that contains a specific Reference Number will be issued. Printed Name and Reference Number must be on reverse of the photograph This Reference Number must be quoted in all communications.

- Ensure you fully complete and sign the form
- If you have a gap in work history ,an explanation must be given and signed

Registration with An Bord Altranais is mandatory in order to practise as a registered nurse or midwife in Ireland.

In order to obtain registration with An Bord Altranais you must submit:

- a completed application form detailing your nursing experience from graduation to date,
- details of the Educational Institute where you undertook your nursing training,
- details of the Registration you hold with the relevant Nursing/Midwifery Registration Authorities,
- Copy of your birth certificate must be certified as a true copy of the original by either a lawyer, notary public, member of the police(or post office only applies to UK)
- Certified copy of passport page showing photograph and number must be certified as a true copy of the original by either a lawyer, notary public, member of the police(or post office only applies to UK)
- Certified copy of marriage certificate/Divorce certificate/deed poll if you have changed your name must be certified as a true copy of the original by either a lawyer, notary public, member of the police(or post office only applies to UK)

Appropriate application fee.

Fees

Overseas Applicant Assessment Stage 1 Euro 350 .00
Overseas Applicant is eligible for registration Euro 145.00
Total Amount due 495 .00

The Fee is non-refundable.

Only one fee will be required regardless of how many Divisions you apply for at the same time.

Work Permits Working Visa

If you are from an EU country you will not require a working visa or work permit

EU COUNTRIES

Czech Republic, Denmark, Greece, Estonia, Spain, France, Portugal, Croatia, Italy, Cyprus, Latvia, Hungary, Luxembourg, Hungary, Malta, Netherlands, Austria, Poland, Romania, Slovenia, Slovakia, Finland, Belgium, Bulgaria

If you completed your nursing education and training in a Country outside the European Union(EU) Member State:

Documentation required

Document	EU Trained Applicants who do not meet EU Directive	Non EU Trained Applicants who do not meet EUDirective	IF Relevant
Application Form with Photograph	×	×	
Certified Copy of Birth Certificate	×	×	
Certified Copy of Passport Page showing photograph and number	×	×	
Certified Copy of marriage certificate/divorce certification/deed poll			×
Transcript of Training FORM A Main Programme	×	×	
Transcript of training for all other nursing/midwifery programmes if you wish to register in these divisions also	×	×	
Professional Employment Reference FORM B	×	×	
Certificate OF Current Professional Status CCPS Form C	×	×	
Evidence of English Competence Form D			×
Graduate Nurse Programme /Transition to Nursing Practice Form E			×

If you are applying for registration in any Division of the Register maintained by An Bord Altranais and your Nursing training took place in a country that is not within the European Union then your application will undergo an individual assessment. In order to be granted direct registration your training programme must meet with the educational requirements and standards of Irish trained nurses.

Working Visas/Work Authorisations for Employment in Ireland. February 1st 2007

To facilitate the recruitment of suitably qualified people from non-EEA* countries for designated sectors of the employment market where skill shortages are particularly acute, for example in nursing and midwifery Please refer to the Employment Permits section of the [Department of Enterprise, Trade and Employment website](#) for further details. . (*European Economic Area comprises EU Member States, Iceland, Liechtenstein, Norway and Switzerland.

English Competence Non EU Trained Applicants: Form D

English is the primary language of expression in the Republic Ireland. Therefore, proof of English language competence (International English Language Testing System: IELTS) is required in cases where English is not the first language or the primary language of expression.

English language competence is required at a level that supports communication and enables the applicant to practise nursing/midwifery safely and effectively in the Republic of Ireland.

The envelope/s containing the IELTS document must have proof of postage, franked or stamp or seal or courier identity or name & address of sender.

The Test Report form showing evidence of English language competence (IELTS) The Test Report form must be submitted to An Bord Altranais directly from the Test Centre where the test was undertaken the Test (see Form D). An Bord Altranais must be nominated as a recipient for the test results with their Test Centre. Only Test Report forms that have been forwarded by the Test Centre directly to An Bord Altranais will be accepted.

The test must have been undertaken no more than two years prior to the date of application or the applicant must provide evidence of having worked full time as a nurse or midwife in an English-speaking environment since having completed the test. The latter will be assessed on an individual basis.

Evidence of competence is required through completion of International English Language Testing System (**IELTS**) Academic Test. (Further information on the test may be obtained on <http://www.ielts.org/>

Applicant must achieve an overall band score of 7.0

Example

Listening	Reading	Writing	Speaking	Overall Score
6.5	6.5	7.0	7.0	7.0

- English Language Competency For information in relation to proof of English language competence [Information for Applicants who completed their training outside the Republic of IrelandEU and Non-EU Application Request Form - January 2014](#)

Translations:

If original documents are not in the English language they must be submitted to An Bord Altranais together with an original translation bearing the stamp/seal of the official translator. If other documents received directly as part of your application (Verification of Registration and Good Standing, References, Transcripts of Training) are not submitted in English or together with an English translation, you will be responsible for the cost of such translations

The name that will be used for registration purposes is as per the applicant's birth certificate.

In the event that the applicant wishes to be registered in another name, the acceptable evidence of such name change will be a marriage certificate or name change by deed poll or other legal document.

In any event please ensure that you use the name exactly as it appears on the Birth Certificate or Marriage Certificate or Deed Poll or other legal document (whichever is applicable to you).

The address to which you want the Personalised Application Form to be posted and that will be used by you for the duration of the application process should be where you are residing. It should not be a third-party address or a care-of (C/O) address.

EU-Trained Applicants who do NOT meet the with the European Directive (EU Directive 2005/36/EC of The European Parliament and the Council)

NOTE: DOCUMENTATION REQUIRED

Transcript of Training Form A

A detailed signed Transcript of Training **Form A** to include:

- Title of programme
- Start and finish dates
- Theoretical clock hours and content
- Clinical practice clock hours & areas of practice.

Clinical practice means direct-patient/client care.

Clinical laboratory hours are counted as theory.

Both sides of **Form A** must be fully completed. **Form A** must be signed and dated with an official stamp/seal.

The envelope/s containing Form A and Transcript must have proof of postage, franked or stamp or seal or courier identity or name & address of sender.

If there is a gap of six months or more between date of programme completion & date of registration in the Country where you undertook the programme, please provide an explanation

Professional Employment Reference: Form B

The reference should be sent directly from the current/most recent practice-related employer. If the current/most recent post is less than twelve months duration, a second reference is required from a previous employer.

The reference should be completed by the Director of Nursing/Midwifery or the Matron or the Nurse/Midwifery Manager. If this is not possible an explanation should be provided by the applicant and attached to Form B. In exceptional situations, references signed by the Human Resources Department or by a Doctor will be

acceptable, where the Doctor is designated as the Head of Section or Department where the nurse/midwife is employed.

A reference or references must be sent directly to An Bord Altranais from source. The envelope/s containing the reference/s must have proof of postage, franked or stamp or seal or courier identity or name & address of sender.

Certificate/s of Professional Status: Form C

At the date of application, you must hold a current registration in another jurisdiction. If you hold or have held registration in other countries/states or jurisdictions, a Certificate of Current Professional Status must be forwarded by each Regulatory Body/Competent Authority.

If you worked as a nurse/midwife in other countries/states or jurisdictions, a Certificate of Current Professional Status must be forwarded by each Regulatory Body/Competent Authority.

A Certificate of Current Professional Status must be sent directly to An Bord Altranais from source. The envelope/s containing the Certificate of Current Professional Status must have proof of postage, franked or stamp or seal or courier identity or name & address of sender. A Certificate of Current Professional Status must be sent directly to An Bord Altranais by the Regulatory Body/Competent Authority.

If there is a gap of six months or more between date of programme completion & date of registration in the Country where you undertook the programme, please provide an explanation.

Document Expiry

The application date is defined as the date an applicant's full fee payment is processed by An Bord Altranais.

At the date of application, the applicant must hold a current registration in another jurisdiction.

The reference/s, if acceptable, is/are valid until the file is assessed or closed.

If at twelve months following application, all documentation required to assess the file has not been received, the file is closed.

Where the file has been assessed and the outcome is other than to register the applicant, then the file is kept for twelve months following the date on the decision letter, following which the file is closed.

Discrepancy between Documents

If there is a discrepancy regarding documentation or if there is a significant difference between the information received from the one source, then clarification will be sought from the official source.

Identity Checks

You must complete an identity check in regard to all documentation and if there is an anticipated discrepancy in any aspect of your identity you must write a detailed explanation of this and staple to the front of your completed Personalised Application Form.

Examples of Identity Checks include:

The date of birth on the birth certificate and passport and application form plus any other documents where the date of birth is present must correlate. If there are any discrepancies a clear detailed explanation must be provided.

If an applicant has any query, the most effective and efficient way of having it dealt with is to send an email to registration@nursingboard.ie.

Useful contacts	
<p>An Bord Altranais Overseas Registration Department 18-20 Carysfort Avenue Blackrock County Dublin. Republic of Ireland. Tel: 00353 1 2669777 Fax: 00353 1 6398515 Email: registration@nursingboard.ie Web: www.nursingboard.ie</p>	<p>Visa Office Irish Naturalisation and Immigration Service 13/14 Burgh Quay Dublin 2. Republic of Ireland. Tel: Locall: 1890 551 500 Web: www.inis.gov.ie</p>
<p>Employment Permits Department of Jobs, Enterprise and Innovation Davitt House, 65A Adelaide Road, Dublin 2. Telephone: +353 1 4175333 LoCall: 1890 201 616 Fax: +353 1 631 3268 E-mail: employmentpermits@djei.ie http://www.djei.ie/aboutus.htm</p>	<p>IELTS www.ielts.org</p>

<http://www.nursingboard.ie>