



Ag Rialáil Gairmithe Sláinte  
agus Cúraim Shóisialaigh  
Regulating Health +  
Social Care Professionals

# Guidance Notes

## Applying for registration online for first-time Section 91 applicants

Revised November 2022



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## 1. Read these guidelines carefully

Please read these guidance notes carefully before completing the online application process. Take your time reading and know that it may take you longer than you think to get some information we need. This will all depend on your circumstances but if there is anything you do not understand, please contact us at:

- ▶ [registration@coru.ie](mailto:registration@coru.ie)
- ▶ phone 01 293 3160.

Please complete the online application before you apply for eVetting (explained on pages 15 to 17). You will need to send us supporting documents within 30 days of your online application.

## 2. Guidelines for Section 91 applicants

As a Section 91 applicant, you can apply to register with CORU under the Health and Social Care Professionals Act 2005 (as amended).

A Section 91 (S91) applicant is a person who during the 5-years before the opening of the register has been practising their profession in the Republic of Ireland for at least 2 years.

### Sending us your documents

Download the relevant forms and the application cover page. The cover page will have your unique application reference number. We tell you about relevant documents on page 24.

Complete the forms and the cover page and email them to: [registration@coru.ie](mailto:registration@coru.ie).

#### **Please note: voluntary removal**

If you were removed voluntarily from the register and want to return to the register in the Republic of Ireland, please do not apply online. Please refer to the Restoration requirements on the website at <http://www.coru.ie/>

#### **Removal for non-payment of fees**

If you were removed from the register for non-payment of fees and want to return to the register in the Republic of Ireland, please contact us at:

- ▶ [registration@coru.ie](mailto:registration@coru.ie) or
- ▶ phone 01 293 3160.

## 3. Stages you must follow to register

### Applying for registration

Below you can see the web page where you apply to register with CORU. To apply you need to complete three stages. To save time and delays, please read about these stages carefully. We describe these on the next page. To visit the webpage below please click the following link:

▶ [Apply for Registration \(https://system.coru.ie/index.php/interfaces/Registration\)](https://system.coru.ie/index.php/interfaces/Registration)

Home > Apply for Registration

Search The Register  
Apply for Registration  
Renew your Registration

## Apply for Registration

**Welcome to CORU's registration application process.**

This page gives you an overview of the main stages in using our online system to apply for registration with CORU. However, to understand exactly what we need, you **must** read the [Guidance Notes](#) - Applying for registration online for first-time applicants. These notes are essential reading if you are either:

- a person starting to practise your profession in the Republic of Ireland (Section 38 (S38) applicants) **or**
- a person who during the 5-years before the opening of the register have been practising their profession in the Republic for at least two years (Section 91 (S91) applicants).

If you are not one of the above people and you are interested in registering, you may need to go through our Recognition of International Qualifications process. You can contact our Recognition Department at [recognition@coru.ie](mailto:recognition@coru.ie).

Reading the relevant parts of the guidance document will take you about an hour and this will save you far more time in the end.

**What are the deadlines I need to know?**

You have 30 days to submit the documents we need from the time you complete your online application. We advise you to read the [Guidance Notes](#) **before** you start your online application and to gather the documents you need for registration. It may take you longer than you think to get some information we need. It will all depend on your particular circumstances but you can contact us by phone 01-293 3160 or email [registration@coru.ie](mailto:registration@coru.ie) if you have any questions.

**What are the main stages of registration?**

Once you have read the Guidance Notes **and** gathered the documents you need, you can proceed to submit your online application for registration. There are 3 stages in registration:

We can only process completed applications

## Stage 1: create user account

Create and complete a user account online (if you don't already have one) and then fill in your details. These will include:

- ▶ personal details
- ▶ qualifications
- ▶ career history (if relevant)
- ▶ regulatory or professional membership (if relevant)
- ▶ fit and proper questions (see page 14)
- ▶ payment of the correct fee (find fees online).

When you finish the online process, you can view, print and save a PDF report of the details.

## Stage 2: print out and fill in forms

You will need to print and fill out the **additional forms** at the end of the online process. These include:

### an application cover page (S91)

- ▶ <https://coru.ie/files-registration/cover-page-applicants-for-registration-s91.pdf>

### eVetting invitation form

- ▶ <https://coru.ie/files-registration/coru-evetting-invitation-form.pdf>

### statutory declaration about your registration

- ▶ <https://coru.ie/files-registration/coru-statutory-declaration.pdf> (see glossary)

### proof of professional practice form (if applicable).

- ▶ <https://coru.ie/files-registration/proof-of-professional-employment-form.pdf>

## Stage 3: email additional forms and certified copies of other documents

### Certified copies

You **must email** the additional forms and certified copies of any necessary supporting documents to CORU. Certified copies are copies of original documents that have been formally checked and stamped by a certifier like:

- ▶ a practising solicitor
- ▶ a Commissioner for Oaths
- ▶ a Peace Commissioner
- ▶ a Notary Public, or
- ▶ a member of an Garda Síochána (**note**: except for Statutory Declarations).

You need to **email** these to us.

We list the supporting documents we need on pages 7 and 8. We do not accept or return originals sent to us by regular post. Therefore, please send us **copies** of all documents and certify the ones requested. You may have to **pay** to get copies certified.

**Please note**

We cannot process your application until you send us all your forms and certified supporting documents. We need to get all documents we ask for 30 days after you complete the three stages of the process.

## 4. Supporting documents needed

### Proof of identity

To prove your identity, you must email us a certified copy of **one** of the following documents:

- ▶ passport
- ▶ both sides of a current passport card,
- ▶ driving licence, or
- ▶ Public Services Card.

### If emailing a copy of your passport

You must provide a **certified** copy of the photo page of your passport.

### If emailing a copy of your driving licence

You must provide a **certified** copy of the photo side of the new Irish Driving Licence Card. For security reasons we cannot accept certified copies of driving licences issued before January 2013.

### If emailing a copy of your Public Services Card

You must provide a **certified** copy of your Public Services Card as issued by The Department of Social Protection (copy **front and back** of the card).

### Reminder

If you have changed your name, you must provide a certified copy of evidence of change of name. Please refer to the previous page for more information.

### Photographic identification

You must provide **two** passport-size photographs. Please email in your passport photos as attachments in JPG or PNG formats. The photographs must:

- ▶ be identical
- ▶ be no more than six months' old
- ▶ be at least 35mm x 45mm in size and no more than 38mm x 50mm
- ▶ show a close up of your face and the top of your shoulders.

### Statutory Declaration

The Statutory Declaration document must be certified (see page 5) before you sending it to us. You must print and complete this form at the end of the online process.

### Please note

A Statutory Declaration cannot be certified by a member of an Garda Síochána

**Stick to the deadline**

Make sure that your statutory declaration is dated **within six months** of the date of your application.

**Translation of documents**

You must submit certified copies of all documents in English or Irish. If the documents are in other languages, you must submit **certified copies** of an English language translation. This must have been issued and officially stamped by an official translator.

You **must include** the name and address of the translator so that we can verify the translation. (Contact your Embassy or Consulate for names and contact details of official translators for your language.)



## Completing your application for registration

### You must do the following

#### ✓ Fully complete online application

You must complete the online application process and answer all questions fully. Print, review and sign the application cover page which will be available at the end of the online process. This page includes a checklist for you.

#### ✓ Send us everything we need

Check the sections later on to see which documents apply to you as an S91 applicant. You must email us **all** the completed forms and certified copies we need. Please make sure you have signed all the declarations.

#### ✓ Complete application in a certain order

1. Complete the online application process.
2. Pay the application fee of €100.
3. Email us copies of supporting documents we ask for.
4. Apply for eVetting online.

#### ✓ Pay the application fee

We will not process your application without the fee (see above). Please note that your application fee is separate from the annual renewal fee.

#### ✓ Keep us informed

Tell us immediately about any matter likely to affect your registration application and your ability to perform your professional duties.

#### ✓ Keep copies

Keep a copy of all the material you send for your own records. You will also be able to download, print or save a PDF report of the details you submit online.

## Avoid doing the following

**✘ Do not send original documents**

Do not send original documents unless we ask for them as we cannot return them. Instead, please send certified copies of documents (see page 5 to learn how to certify documents).

**✘ Do not lie**


Do not claim you are registered with a Registration Board if you are not.

**✘ Do not assume your registration will be successful**




We will not accept liability for any loss or expense that you experience if your application is not approved.

## Please note

- ▶ We will not accept liability (responsibility) for documents that we return to you.
- ▶ We will check all your information and documents.
- ▶ We have the right to ask you to confirm or check anything in your application.
- ▶ The Registration Board may verify, or ask you to verify, any information as part of your application.
- ▶ We aim to acknowledge receipt of your cover sheet and supporting documents within seven days.
- ▶ If you have not heard from us within seven days, please contact us.
- ▶ The Board may ask you to supply more information.
- ▶ Please fill out your personal details on the online system (see sample below).



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info@coru.ie   01 293 3160     

Home > Personal Details

Logout

Download documents

Guidance Notes

## Personal Details

All fields in the application form marked with an asterisk \* are mandatory. Please use Proper Case when completing this form.

Page 1 of 9

10%

Title \*

First Name(s) \*

Last Name(s) \*

Previous Name 🗑️

## 5. All applicants must include the following information

### General information

#### Previous name(s)

If you have legally changed your name, (for example, following marriage), you must give us your previous name and a **certified** copy of the relevant document (like a marriage certificate).

If you change your name in the future, you must complete the change of name request form and email it to us:

▶ <https://coru.ie/files-registration/change-of-name-form.pdf>

#### Professional name

This is the name you normally use and you are normally known as in work. This is the name that will appear on your Certificate of Registration and on the Register.

#### PPS Number

This stands for Personal Public Service Number. Your PPS Number is your unique reference number for all transactions with government departments and other public bodies like the:

- ▶ Revenue Commissioners
- ▶ Health Services Executive (HSE)
- ▶ Department of Social Protection.

If you do not have a PPS Number or cannot find it, contact your local social welfare office. The PPS Number used to be called the (P)RSI Number. By law, we have the right to ask you for this number. Please note it may take a number of weeks to receive your PPS Number.

#### Home address

We need your main home address so that we can write to you. We will not publish your home address on the Register where the public can see it.

We will **only** correspond with you, not with an agency. If you give an agency address, we will return your application.

#### Change of home address

If you change your home address during the application process or at any future point, you must write and tell us. By law, you must inform us of this type of change.

#### Personal email address

We strongly recommend that you give us a personal email address. We email correspondence about your application and any later communications including renewal notifications.

You will use this email address to access the online renewal system and if you need to update your personal or employment details.

## Work contact details

The work address you give us should be for your main place of work. Our Register will show the county or postal code where you practise. The public **will** be able to see this.

## Change of work address

If you change your work address during the application process or at any future point, you **must** write and tell us. By law, you must inform us of this type of change.

## Details of relevant memberships

You must fill out the details of your memberships of your regulatory or professional body, or both, on the online system.

### Regulatory body membership

We have the right to contact the regulator to verify the information you have given us.

We may also look for 'Certificates of Good Professional Standing' on your behalf from regulators with whom you have been registered.

The Certificate of Good Standing will show at the time of issue:

- ▶ your current registration status with the regulator
- ▶ your registration history (like the date when you first registered with them)
- ▶ whether you have been the subject of any restrictions (like having conditions imposed on your practice or having your registration suspended or revoked).

### Professional body membership

Please give details of all professional bodies of which you are a member. The Registration Board may contact the professional body to confirm your membership and good standing.

## Answers to all 'fit and proper' questions

You must answer all 15 fit-and-proper questions on the online system.

### Fit and proper for the profession

By law, before we can enter your name on the Register for your profession, you must satisfy the Registration Board that you are a fit and proper person to engage in the practise of the profession.

This includes showing that you are of good character and of good physical and mental health.

### Tell us about (disclose) material matters

In the Statutory Declaration document, you must make a number of disclosures about your qualification, registration and practise. These will include:

- ▶ any 'material matter' that has occurred that requires you to make a disclosure.

This means you must tell us information about any situations listed below that happened:

- ▶ in this State, or
- ▶ outside it.

A 'material matter' means any regulatory proceedings within the State or another jurisdiction that have resulted in<sup>1</sup>:

- ▶ the imposition of conditions, suspension, cancellation of registration, or
- ▶ the refusal to grant registration, or
- ▶ a) conviction triable on indictment (other than a spent conviction – see note below)

**or**

- ▶ b) conviction outside the State for an offence consisting of acts or omissions that, if done or made in the State, would constitute an offence triable on indictment in Ireland or another jurisdiction.<sup>2</sup>

If you are unsure whether or not you have been convicted of an offence which is triable on indictment in Ireland (or would be if the offence had been committed here), you should take legal advice. **If you do not disclose (tell us about) a conviction which you should have disclosed, you may be prosecuted.**

1 Source of this definition: Section 3 of the Health and Social Care Professionals Act 2005(as amended).

2 If you are unsure whether you have been convicted of an offence which is triable on indictment in Ireland (or would be if the offence had been committed here), you should take legal advice.

## Spent convictions

You do **not** have to disclose convictions which are spent convictions. Spent convictions are complex, and we **strongly advise** you to get legal advice in relation to spent convictions. The meaning of spent convictions is set out in **Section 5 of the Criminal Justice (Spent Convictions) Act 2016**.

### Please note

As detailed in Section 45 of the Health and Social Care Professionals Act 2005 (as amended) (the “Act”), you must notify the Registration Board “as soon as practicable” of any relevant issues that may impact your registration. If you make a false declaration, it is an offence under the Act and may result in a complaint being made against you.

You must provide additional information where required in the Fit-and-Proper section of your application.

## Information about relevant health conditions

You must disclose (tell us) whether or not you have a relevant medical disability.

If you have (or have had in the past) a physical or mental health condition that may affect your ability to practise the profession for which you seek registration, you must give full details.

If you answer ‘yes’ to any of the questions, it does not necessarily mean you are ineligible to register. It is an opportunity for you to show how you manage your health issues, and how this enables you to provide safe service to service users.

However, if you fail to give us relevant and accurate information, it **will** affect your application for registration.

**If you have declared a health condition, we advise you to give us a letter from your treating medical professional for the attention of the board.**

## Vetting with the National Vetting Bureau

All applicants must complete the eVetting process with the National Vetting Bureau (“**NVB**”). It is a requirement of registration. Follow the seven steps to do this on the next two pages.

Our disclosure policy means that the person in CORU who has Garda authorisation may disclose certain details to the Registration Board. These include details of convictions, or prosecutions, or both, successful or not, pending or completed, in the State or elsewhere.

**See table on the next two pages which show you the key stages in the eVetting process.**

## Key steps in the eVetting process for applicants

### 1. Download eVetting Invitation Form (NVB1) from the CORU website.

You can do this at the end of the online process directly from our website.

### 2. Complete eVetting Invitation Form.

You may complete the eVetting Invitation Form:

electronically in Acrobat Reader on a computer, or  
by hand.

You must sign it by hand and date it (using a ball point pen). You can send an electronic copy of the scanned form, including the signature and date, as an email attachment.

### 3. Attach proof of identity and current address to completed form.

You must provide a copy of:

your photo ID, and  
a document which confirms your current address.

Attach these to your completed eVetting Invitation Form. You may also need to provide your certificate of marriage/change of name.

#### Acceptable forms of ID

Photo page of your driving licence (issued from 2013 onwards).  
Photo page of your current passport.  
Photocopy of both sides of your current passport card.  
Photocopy of Public Services Card (both sides) or National Identity/Age Card.

#### Acceptable forms for proof of current address

Recent utility bill (gas, phone, broadband or electricity) not more than 6 months' old.  
Statement of results or correspondence from your college, university or SUSI (<https://susie.ie/>)  
Bank, building society, credit card or credit union statement.  
Document from a state agency showing your current address (P60, P45).



## Key steps in the eVetting process for applicants

### 4. Email the completed eVetting Invitation Form and attachments to CORU.

### 5. Within a week, you will receive an email inviting you to apply for eVetting online.

When we receive your eVetting Invitation Form, we will verify your application. If all is in order, we will enter your details on the National Vetting Bureau eVetting system. The eVetting system will then send you a link to the eVetting application form. This link is valid for 30 days.

### 6. Follow the link in the email to complete the eVetting Application Form (NVB2) online.

When you access the online Vetting Application Form, you can enter your details and the addresses at which you have lived since birth.

### 7. We will email you to let you know when we have received the outcome of the eVetting.

When you complete the eVetting application form online, we will then review it. We will submit it to the National Vetting Bureau to be processed. When the vetting result is returned to us, you will be automatically emailed with the result when the outcome is downloaded by our Liaison Person (a CORU staff member).

**We have a right to raise queries about anything that you may have not disclosed and about anything else arising as a result of vetting.**

## Certificate of Criminal Clearance

If you have lived abroad for one year and one day, or longer, after the age of 18 (working or not), you must provide **a certified copy** (explained on page 5) of a Certificate of Criminal Clearance (also known as Police Clearance). You must give us one **for each country** where you have lived for one year and one day, or longer, with your application.

The Certificate of Criminal Clearance provided from that country can be no older than three months' old on the date of application. So, make sure that the Certificate of Criminal Clearance was issued within the three months of your online application for CORU registration, for example if you apply on 30 April 2022, your certificate of criminal clearance should be issued no later than 30 January 2022.

If you got police clearance for a country some time ago and have not returned to live in that country, you may submit a certified copy of that document.

If you don't already have a Certificate of Criminal Clearance, please contact the embassy or consulate for the relevant country for details on how to get one.

If you are unable to secure a Certificate of Criminal Clearance for a particular country, please contact us.

For more information, please visit our website:

▶ <https://coru.ie/health-and-social-care-professionals/registration/registration-requirements/garda-vetting-and-police-clearance/police-clearance/>

## Statutory Declaration

A statutory declaration is a declaration of:

- ▶ knowledge
- ▶ circumstance
- ▶ fact.

You get this certified by going to:

- ▶ a solicitor with a practising certificate
- ▶ a Commissioner for Oaths
- ▶ a Peace Commissioner, or
- ▶ a Notary Public

Your statutory declaration must be dated within six months of the date of your application. If the certifier does not have an official seal or stamp, then they must provide their full name and address in block capitals. You can download and complete the statutory declaration on page 5 of this document.

## Please note

We will only process your application if **you have signed** this declaration in the presence of a:

- ▶ solicitor
- ▶ Commissioner for Oaths
- ▶ Peace Commissioner, or
- ▶ Notary Public

You should make sure that you fully understand the declaration before signing it.

It is illegal to try and get your name entered on the Register by fraud. If you do this, you may be prosecuted.

You must print and complete this statutory declaration form at the end of the online process and email it to us (**reminder**: you must physically sign the statutory declaration and send us a scanned copy).

▶ <https://coru.ie/files-registration/coru-statutory-declaration.pdf>

## Code of Professional Conduct and Ethics

Each Registration Board has a Code of Professional Conduct and Ethics which applies to the profession. For details, please go to the website:

▶ [www.coru.ie](http://www.coru.ie)

You must adhere to the Code for your profession.

This means all applicants must declare that they have read, understood and will comply with the Code of Professional Conduct and Ethics for their profession. This is part of the statutory declaration which all applicants must submit.

## Paying the fee

### Registration application fee and fee to stay registered

The application fee is €100.

In later years the annual renewal fee (currently €100) will be due on the annual renewal date for your profession.

If you are added to the register before the annual renewal fee is due, you will have to pay the annual renewal fee.

The annual renewal dates for each profession and register can be found on our website:

▶ <http://www.coru.ie/>

For more information on the renewals process, please visit our Frequently Asked Questions section on our website:

▶ <https://coru.ie/health-and-social-care-professionals/registration/registration-faqs/registration-renewals-faqs/>

Your application is not complete, we will not process it until we receive the required forms and

supporting documents by email.

## What happens next?

Once we receive your cover sheet, forms and supporting documents by email, we will check to see if you have included all the documents we need. If any documents are missing, you must provide it within 30 days of applying online.

We will check your application to make sure it is valid. If your eVetting Invitation Form is completed correctly we will enter it into the National Vetting Bureau (NVB) system. We may contact you to clarify information in your application.

When we have all the documents and the verification process has been completed, including vetting, we will bring your application to the Registration Board for decision.

The Registration Board may look for more information from you before deciding on your application. In addition, the Registration Board may look for information about you from other bodies. This includes equivalent bodies to CORU in the Republic of Ireland or other jurisdictions.

If the Registration Board is satisfied that you have met the criteria, it will grant you registration. Your name will be entered on to the register for your profession and you will be issued a Certificate of Registration.

## Closure of incomplete applications

If you do not provide the documents within an appropriate timeframe, your application will be deemed withdrawn and shall be closed. If you wish to apply for registration after your application has been closed, you will need to make a new application and pay a new application fee.

## 6. Section 91 applicants

### S91 applicants: who can apply?

You can apply to register as an S91 applicant if during the 5-years before the register opened you had been practising your profession in the Republic of Ireland for at least 2 years. More information about the different criteria follows after this table.

You must also fit the criteria in **one** of the following from A to E.

#### A) Qualification approved by by-law

This is a qualification approved by the Registration Board by-law:

<https://coru.ie/health-and-social-care-professionals/education/approved-qualifications/>

If you hold an approved qualification you do not need to provide details of any other qualification with your application.

#### B) Hold a Schedule 3 qualification

Hold a Schedule 3 qualification listed for profession:

<https://coru.ie/health-and-social-care-professionals/registration/registration-requirements/approved-qualifications/schedule-3-qualifications/>

This is a qualification listed in Schedule 3 of the Health and Social Care Professionals Act 2005 (as amended) for existing practitioners under Section 91. If you have one of the qualifications below you can apply to register with CORU during the 2-year (transitional) period after a Register opens.

If you hold a Schedule 3 qualification you do not need to provide details of any other qualification with your application.

#### C) Letter of recognition or accreditation

Have a letter of recognition or accreditation from the designated competent authority in the Republic of Ireland.

This is a qualification gained outside of the Republic of Ireland. It must have been recognised by:

the Registration Board in CORU for your profession, or  
other designated Competent Authority in the Republic of Ireland under  
Council Directive 2005/36/EC.

You must enter the name of the Competent Authority and the date of the letter of recognition. If you hold a letter of recognition for an international qualification, you do not need to provide details of any other qualification with your application.

If you hold an international qualification in the profession and you do not have a letter of recognition, please contact:

## S91 applicants: who can apply?

[recognition@coru.ie](mailto:recognition@coru.ie)

### D) Other sufficiently relevant qualification

Hold another qualification which may be considered by the Registration Board to be sufficiently relevant.

You may hold another qualification that the Registration Board considers sufficiently relevant to the profession and that meets a standard of proficiency corresponding to a Schedule 3 qualification.

If the Registration Board does not consider this qualification sufficient, you must complete an Assessment of Professional Competence.

### E) Are already working in your profession

**Have been working in your profession without holding any of the above qualifications.**

If you meet the application requirements but have been working without holding an approved or equivalent qualification, you must complete an Assessment of Professional Competence arranged by CORU.

## When can you apply?

You can only make an S91 application during the 2-year transitional period (referred to as the grandparenting period) for your profession. This is the 2-years after the opening of the register. If you are unsure, please check our website at:

▶ [https://www.coru.ie/health-and-social-care-professionals/registration/what-kind-of-applicant-am-i/transitional-grandparenting-route-s91-/](https://www.coru.ie/health-and-social-care-professionals/registration/what-kind-of-applicant-am-i/transitional-grandparenting-route-s91/)

## Supporting documents

Read the following table carefully and more details after it (include your details if you are a private practitioner). Email us the relevant documents within 30 days of completing the online process.

Supporting documents S91 applicants must include	
<b>Application cover page.</b>	
<p><b>Certified copy of proof of identity</b>            Current passport (photo page)            or            Both sides of current passport card            or            New Irish Driving Licence (issued since 2013)            or            Public Services Card (as issued by the Department of Social Protection – copy front and back of the card).</p> <p>Read more details about proof of identity on page 7.</p>	
<b>Certified copy of evidence of any change of name if applicable.</b>	
<p><b>Certified copy of qualification certificate(s) if applicable</b>            Please note that where your qualification title is in Latin or the full title is not stated in your certificate, you must also send us a certified copy of an academic transcript.</p>	
<p><b>Completed and signed eVetting Invitation Form (NVB1)</b>            You must also send us the subsequent online eVetting application.</p>	
<p><b>Certified copy of certificate(s) of Criminal Clearance</b>            You must give us one for each country outside of Ireland where you lived for one year and one day or longer from the age of 18 years.</p>	
<p><b>Scans of 2 passport size photographs</b>            Read more details about passport size photographs on page 7</p>	
<p><b>Stamped and signed proof of professional practice form</b>            This must be stamped by your line manager or HR department.</p>	
<b>Additional information in support of your application if applicable.</b>	If relevant
<b>Statutory declaration signed under oath.</b>	



## Please note: you must include 'certified copies' of documents

You must get the documents you submit certified (checked and stamped) by:

- ▶ a solicitor with a practising certificate
- ▶ a Commissioner for Oaths
- ▶ a Peace Commissioner
- ▶ a Notary Public, or
- ▶ a member of an Garda Síochána (**note**: except for Statutory Declarations).

This will show that the documents you submit are true copies of the originals.

This means that you will have to show the **original** documents to one of the above. They must include their stamp on the copies to show they have been certified. If the certifier does not have an official seal or stamp, then they must provide a signature and full name and address in block capitals.

You may be submitting a qualification certificate, or academic transcript, or both. If so, the registrar (or someone authorised by the registrar) of the university or educational institution that granted the qualification may certify the document as a true copy of the original.

## Proof of professional practice

You must provide evidence that you were practising your profession in the Republic of Ireland for at least 2 years during the 5 years before the opening of the register.

A Proof of **Professional Practice Form** for **each** employment that made up the 2 years must be completed by a:

- ▶ line manager
- ▶ supervisor, or
- ▶ human resources (HR) manager.

## Please note

**Engagement in the practice of the profession** may also include those in management, education and research directly related to the profession as set out in the Registration Board's policy.

You may only apply under Section 91 if you have 2 years' practice in the Republic of Ireland in the relevant 5-year period. Please refer to the Section 38 Guidance Notes document if this does not apply to you.

The purpose of the proof-of-professional-practice form is to verify that you were working in the profession during the relevant period. You must print this form at the end of the online process.

You should get this completed, signed and stamped by the relevant organisation and get it back from them before you submit it by email to CORU. We may contact your current or previous employers to confirm some or all of the information provided.

## Private practice

If you have been self-employed in the 5 years up to the opening of the register, you must provide evidence to show you were working in the profession for at least 2 years during the relevant 5 years.

Please see the table on the following page outlining documents required for applicants that are engaged in private practice.

## Supporting documents S91 applicants in private practice must provide

Private practitioners must **also** provide the following documents to satisfy the Registration Board about their private practice in the Republic of Ireland during the relevant period.

### 1. A self-declaration

This must be on your own headed paper regarding your private practice. Please provide enough details for the Board to consider including:

- start date
- business address
- the range of services that you provided.

### And 2) Proof of current professional indemnity insurance

This must present your name or business name.  
You only need to provide the summary of cover, not the full policy.

### And 3) Proof of the provision of services to clients or service users

This must include either A or B.

A. At least 2 documents (invoices, receipts or letters) from service users (individuals or organisations) confirming the provision of services (in the relevant time period).

**Note:** please redact (black out) any third-party personal information before sending the documents to us.

**Or**

B. Proof of contracts (at least one contract) for service in the profession (to other organisations) (in the relevant period).

### And 4) Two items of proof from items A to F below (related to the relevant period)

#### **Please note**

Two documents under one item below **is not** enough.

#### **A. Copy of trading accounts**

This should include the relevant statement pages that show the:

- name of the company
- address
- date to which the statements relate.

You may wish to redact (black out) certain financial information.

## Supporting documents S91 applicants in private practice must provide

### **B. Proof of operational business address**

This could be:

- Company Registration Office/Revenue records
- utility/services bills
- bank statements.

They must include the name of your business.

You may wish to redact (black out) certain financial information.

### **C. Proof of membership of a professional body relevant to the profession.**

### **D. Evidence of continuous professional development relevant to the profession in the past 5 years**

#### **Please note**

Manual handling and occupational first aid programmes are not enough.

### **E. Promotional materials for private practice**

These may include:

- leaflets
- websites
- advertisements
- promotional features in magazines.

### **F. Publications by the applicant**

These may be peer-reviewed or otherwise and must be relevant to the profession. Peers can be health professionals in your area.

#### **Please note**

CORU may check the documentation provided.

A Registration Board may decide to ask for more information or documents from the applicant, so it is satisfied that you have met the professional practice requirements.

## Career history

You will fill out your career history details on the online system. You need to create a new employment record for each employment. The most relevant employment to your application for registration is your employment either directly before or at the time of application.

### Career history

We may use the information you provide to verify your details. You must give both:

- ▶ brief details (if available) of your current employment
- ▶ proof of 2 years' professional practice in the 5 years before the date of opening of the register.

### Professional practice

Existing practitioners must use the career history section to show they have been working in the profession in the Republic of Ireland for at least 2 years in the 5 years before the opening of the register for the profession in the Republic of Ireland.

Please use the space available to describe:

- ▶ your main duties and responsibilities
- ▶ examples of the kind of work you typically carry or carried out every day.

### 'Engaged in the practice of the profession'

You can also register if you are in a management, education or research role and even if you do not have direct public contact. They must also be able to show how they have used best practice through actions and knowledge.

## **Important note for S91 (transition or grandparenting) applicants**

Before we accept that you have submitted an application under transitional or grandparenting arrangements (section 91), you must have:

- ▶ paid the application fee
- ▶ completed and submitted the online application form.

You must have done this on or before the stated deadline for your profession.

Partly completed S91 applications that have been started on the online application system (but have not been submitted) will be removed from the system immediately after the application deadline has passed. This means they cannot be submitted to CORU after the transitional period has closed.

## Glossary

### Approved qualifications rules (bye-law)

Legislation governing the approved qualifications needed to register for a specific profession. Each profession has their own relevant by-laws.

### Board

This refers to the registration board for the relevant profession.

### Certifier

The person who has verified the credibility of your documentation. Please refer to the list of approved ways to get certification that are detailed in this document on page 5.

### Commissioner for Oaths

A Commissioner for Oaths is someone who is authorised to verify:

- ▶ affidavits (sworn written statements that carry factual information and details)
- ▶ statutory declarations (defined below)
- ▶ other legal documents.

### eVetting Invitation Form

The form that will be sent to you during the registration process. Once completed, we will send the form to the National Vetting Bureau to check for a criminal record.

### Garda vetting

Garda vetting is a criminal background check completed by the National Vetting Bureau in the Republic of Ireland. A vetting application is submitted to them during the registration process. They will check to see if an applicant has a criminal record.

### Peace Commissioner

A Peace Commissioner is an honorary appointment made by the Minister for Justice under Section 88 of the Courts of Justice Act 1924:

▶ <http://www.irishstatutebook.ie/eli/1924/act/10/section/88/enacted/en/html#sec88>

They are primarily responsible for:

- ▶ taking statutory declarations
- ▶ witnessing signatures on documents required by various authorities
- ▶ signing certificates and orders under various Acts.

### Certificate of Criminal Clearance (also known as Police Clearance)

A document issued by An Garda Síochána (the Irish police force) or a police force outside of Ireland that includes background information in relation to you. The certificate will include information like your:

- ▶ name
- ▶ address
- ▶ date of birth

- ▶ any criminal record.

## Recognition

Professional qualifications awarded outside the State are assessed through a process of 'recognition'. This involves comparing qualifications with accredited Irish qualifications.

## Registration

The process of adding a person's name to the register. This allows them to use one of the designated professional titles

## Return to practice

If you have not been working in the profession for a period of time, going back to work in the profession is called 'return to practice'. This term is used during the registration process. The details will be specified to the applicant.

## Statutory declaration

A statutory declaration is a written statement that a person swears, affirms or declares is true. This is done in the presence of an authorised witness, usually:

- ▶ a solicitor with a practising certificate
- ▶ a Commissioner for Oaths
- ▶ a Peace Commissioner, or
- ▶ a Notary Public

## Notary Public

Notary Publics are public officers constituted by law, and they are generally solicitors. You can find them using their public register:

- ▶ <https://www.notarypublic.ie/>

## Verification process

Once we receive an application, we check it to make sure it complies with our requirements.



## Useful contacts

### Citizens Information

Website:

▶ <https://www.citizensinformation.ie/>

Phone:

▶ 0761 07 4000

### Health Service Executive (HSE)

Website:

▶ <https://www.hse.ie/>

Phone:

▶ 1800 700 700

or from outside Ireland

▶ 00 353 1 240 8787.

### National Vetting Bureau

Website:

▶ <https://vetting.garda.ie/>

### Peace Commissioner

Website:

▶ [http://www.justice.ie/en/JELR/Pages/Peace\\_commissioners](http://www.justice.ie/en/JELR/Pages/Peace_commissioners)

### Professional bodies

For list of professional bodies please visit the [HSE website](https://www.hse.ie/):

▶ <https://www.hse.ie/>

## Please contact us if you have any questions

We hope these guidance notes have been helpful. If you have a question or a technical difficulty, please contact us, by email:

▶ [registration@coru.ie](mailto:registration@coru.ie)

Phone:

▶ 01 293 3160.



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agus Cúraim Shóisialaigh

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