



Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh

Regulating Health +
Social Care Professionals

Guidance Notes

Applying for Recognition of International Qualifications

Revised August 2024

Contents

Read these guidelines carefully.....	3
Guidelines for Internationally Qualified Applicants	3
What is Qualification Recognition?	3
Eligibility	4
Guidance for documentation	5
What is certification?.....	5
Personal Documents required for your recognition application:	6
General Documents required for your recognition application:.....	8
Translation of documents	9
Steps to Getting Your Qualification Recognised	10
Completing your application for recognition in the online portal	11
Recognition fee	11
Using the recognition portal	11
Recognition Timelines	12
Decision outcomes.....	12
Applying to have your name entered into CORU Register for your profession.....	13
Final notes	14
You must do the following	14
Avoid doing the following	14
Contact Us	15
Glossary.....	16

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 of the information we need. This will all depend on your circumstances but if there is anything you do not understand, please contact us by:

Email at recognition@coru.ie

Phone 01 293 3160 (10:00am to 4:00pm, Monday to Friday).

Further guidance can be found on our website: [Apply for Recognition - Coru](#)

Guidelines for Internationally Qualified Applicants

If you have obtained a qualification from outside of the Republic of Ireland, for a profession regulated by CORU and are interested in working here, you must first apply for recognition of your professional qualification.

Qualification recognition is a process to confirm that internationally awarded professional qualifications meet the required [Standard of Proficiency](#) in the Republic of Ireland.

To practise your profession in Ireland you will need to go complete **two separate processes**:

1. **Apply to have your qualification recognised:** You must apply via the Recognition portal, you will be required to submit information related to your qualification, including placements and internships as well as your employment history. Information relating to any additional qualifications, training and courses you have done may be required during the process. You can start your application for Recognition by [clicking here](#).
2. **Apply to join the register:** To join the register, you will need to receive a positive outcome from Recognition, however you are able to begin the registration process in parallel. Once all your documents have been received by the Recognition department, you will be notified to begin your registration application. You can start your application for Registration by [clicking here](#).

What is Qualification Recognition?

Qualification recognition is the process of assessing international professional qualifications to determine if they meet the threshold [Standards of Proficiency](#) required to practise professions in the Republic of Ireland.

Eligibility

To be considered, your application must meet these criteria:

- **Practice Eligibility:** You must be eligible to be registered/practice in at least one country already, generally the country where you obtained your qualification.
- **Qualification:** You must hold a qualification that gives access to the profession in the country where it was awarded.

If any of these criteria are not met, your international qualification recognition application will not be considered. If you qualified in a country where your profession is unregulated, you must provide proof of one year of professional practice in the profession you wish to seek recognition in. This one year of practice must be within the last ten years.

Standards of Proficiency

Applications for recognition will be assessed against the Standards of Proficiency required for the practice of the relevant profession in the Republic of Ireland.

The Standards of Proficiency outline the knowledge, skills, competence and professional attributes required to practise your profession in Ireland. For more information on the Standards of Proficiency for your profession, please visit the following link

- <https://coru.ie/health-and-social-care-professionals/education/criteria-and-standards-of-proficiency/>

It is important that you read and understand these standards as part of the recognition application process.

You must demonstrate that you meet the Standards of Proficiency required. You must provide evidence in your application of the qualification(s), training and work experience you have gained in your profession to demonstrate you meet the Standards of Proficiency.

If your qualification meets the Standards of Proficiency, it will be recognised. If your qualification does not meet the Standard of Proficiency in its own right, we will consider whether any additional training and professional experience you have done helps to meet the requirements. For this reason, you are encouraged to provide as much information as possible to demonstrate the knowledge, skill and competence set out in the Standards of Proficiency. You may be asked for additional information at the verification and/or assessment stage of the process, the earlier the information is provided, the quicker the process will be.

Please note CORU will not accept personal patient data as part of any application. If this data is sent it will be destroyed under dual control.

Professionals who can apply to CORU for recognition of qualifications

As of July 2024, CORU recognises and registers those from the following professions:

- Dietitian
- Dispensing Optician
- Medical Scientist
- Occupational Therapist
- Optometrist
- Physiotherapist
- Podiatrist/Chiropodist
- Radiation Therapist
- Radiographer
- Social Worker
- Speech and Language Therapist
- Social Care Worker - Social Care Workers currently have a different pathway. Please follow the instructions [here](#).

Guidance for documentation

Before beginning your application, please make sure you have all the following information.

The documents listed below will need to be submitted by the relevant organisation, which will involve providing the official email address of the below organisations as part of your application:

- **University**
- **Employer**
- **Competent Authority (where applicable):** A Competent Authority is any regulatory or professional body empowered by the State to validate professional qualifications obtained in a country other than the Republic of Ireland.

What is certification?

Certified copies are copies of original documents that have been formally checked and stamped by a certifier like:

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

What is verification?

The 'Verification Process' means having the information provided in your application confirmed by a third-party.

How to verify your documents:

1. When you fill out the online application, you will provide details about your qualification(s) and relevant experience.
2. You will then need to **download** the 'Verification Forms' from the application page.
3. These downloaded documents, which include the information from your application, must be confirmed by your relevant organisation (University, Employer or Competent Authority.)
4. You must send these to your relevant organisation, **they must**
 - a. sign and stamp the document(s) to verify them and;
 - b. return to CORU via their official email address.

Personal Documents required for your recognition application:

Requirement	Description
Certified Copy of Proof of Identity	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 Irish Department of Social Protection – copy front and back of the card).
Certified Copy of Evidence of Name Change (if applicable)	If you have legally changed your name, provide your previous name and a certified copy of the document showing the change (e.g., marriage certificate, Deed Poll).
Certified Copy of Certificate Qualification(s) Awarded	This certificate must be emailed directly to CORU by your university. If not possible, it must be certified by a solicitor/lawyer/notary public and emailed by you.
Certified Copy of Official Transcripts	Must be emailed directly to CORU by your university, or certified and emailed by you.
Certified Description of Course Content	Provide a detailed syllabus/handbook including all course modules, subject descriptions, and details of practical placements. Must be emailed directly to CORU by your university, or certified and emailed by you. If you encounter difficulty getting the syllabus you can email recognition@coru.ie while you are making you application.
Certified Evidence of Eligibility to Practice	Submit certified evidence from the competent authority (this is usually a registration Body or a Ministry) in your qualification country

	stating that you are eligible to practice there. Alternatively, have the authority email this directly to CORU.
Certified Copies of Certificates/Transcripts for Other Qualifications	Include certified copies and detailed course content for any additional post-qualification education or training if available, if not, proceed with the application and the team will let you know if the information is needed
Verification by Educational Institute	Obtain verification of your qualifications, modules and syllabi from your educational institute, including course details, placement details, and research projects. Must be emailed directly to CORU by the university.
Confirmation by Employers	Obtain confirmation of employment details from your most recent employer, emailed directly to CORU from the employer's official email address.
Declarations	Complete, sign, and date the declaration to confirm the accuracy of your application details.
Consent to Background Checks	Complete the consent section for background checks to allow the Registration Board to verify your information.
Certified Copies	<p>You must have a:</p> <ul style="list-style-type: none"> • solicitor with a practising certificate • Commissioner for Oaths • Peace Commissioner • Notary Public <p>certify that your documents are true copies of the originals.</p>
Certified Translations into English	Provide certified translations of documents not in English or Irish. The translation must be officially stamped by a registered translator and include the translator's name, address and contact information for verification.
Original Documents	We do not handle original documents. Only certified copies will be accepted. CORU is not liable for loss, damage, or return of originals if submitted.
Payment of Fee	The application fee is €410.00

Additional Note for EU/EEA/Swiss Applicants: If you have difficulty obtaining evidence, refer to your national contact point. National contact points for the EEA are available [here](#).

General Documents required for your recognition application:

	Requirement	Description	Optional or mandatory	Action Required
01	Letter of Eligibility	Provide a certified copy of a letter of eligibility from your home competent authority.	Mandatory	Can be certified by an approved certifier and uploaded or can be emailed directly to recognition@coru.ie from your home competent authority
02	Competent Authority Verification	Download from your application and email to your home competent authority for completion.	Mandatory	Can be signed and stamped, then uploaded or emailed directly to recognition@coru.ie by your home competent authority.
03	Qualification Certificate	Certified copy of your qualification certificate.	Mandatory	Can be certified by an approved certifier and uploaded, or emailed directly by your university.
04	Transcript	Certified copy of your transcript.	Mandatory	Can be certified by a solicitor, lawyer, or notary public and uploaded, or emailed directly by your university to recognition@coru.ie .
05	Syllabus	Certified copy of your syllabus.	Mandatory	
06	Primary Qualification Verification	Download from your application and have your university sign and stamp.	Mandatory	Verifications must be signed and stamped by university and emailed directly from university to recognition@coru.ie
07	Practice Placement Verifications	Download from your application and have your university sign and stamp.	Mandatory	
08	Internship Verification	Download from your application and have your university sign and stamp.	Optional (If applicable)	Verifications must be signed and stamped by university or place of internship and emailed directly from this organisation to recognition@coru.ie

09	Employment Verification	Download from your application and have your employer sign and stamp.	Optional (If applicable)	Must be signed and stamped by your current or most recent employer and uploaded to your application or emailed directly from your employer from an official email address to recognition@coru.ie
10	Self-Employed	Submit required documents for self-employment verification.	Optional (If applicable)	See below for details*
111	Self-Declaration (self-employed only)	Provide details including start date and services provided.	Optional (If applicable)	Upload as part of your online application.
14	Continual Professional Development	Certified copy of CPD certificates (optional)	Optional (If applicable)	<ul style="list-style-type: none"> • A solicitor with a practising certificate • a Commissioner for Oaths • a Peace Commissioner, • or a Notary Public
15	Secondary Qualification	Provide documents 3 to 8 for any other relevant qualification.	Optional (If applicable)	Upload as part of your online application.

***Please note**, if your profession is not regulated in the country where you qualified you must provide proof of professional employment in the profession for a minimum of 1 year in the previous 10 years. The proof of professional employment will need to be verified by your employer.

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 which has been issued and officially stamped by an official translator.

You must include the name, address and contact information 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.)

Steps to Getting Your Qualification Recognised¹

1. **Submit Your Application:** Fill and submit your online application for recognition. Please note, there is a fee which is paid when you submit your application.
2. **Application Review:** Your application will be checked for missing documents and the verification of your information from your Competent Authority, University and employer. If any are missing, you will be asked to submit them or ensure that the relevant provider does so (e.g. your University).
3. **All documentation received - File Complete:** Once all documents are received from you and third-party verifiers (like universities and employers), your application will be marked as "File Complete" and queued for assessment. At this stage you will also be invited to submit your application for registration, to save time by allowing the two processes to run in parallel.
4. **Assessment Stage:** Qualifications and applications are assessed by pairs of experts from the profession. During the assessment you may be asked for more information from you or third parties. Please provide this information quickly to avoid delays.
5. **Board Decision:** the possible outcomes of the recognition process/decisions are:
 - **Recognise Your Qualification:** If your application meets the Standards of Proficiency, your qualification will be recognised. If your qualification does not meet the Standard required additional post qualifying experience and Lifelong learning will be considered and your qualification may be recognised on this basis.
 - **Compensation Measure:** If your qualification, and any additional learning supplied, do not meet the Standard, you may be offered the chance to complete a Compensation Measure; this involves a choice between a Period of Adaptation (supervised clinical experience in Ireland which may be accompanied by academic modules if necessary) or an Aptitude Test (examination). For more information, visit our [Compensation Measure webpage](#).
 - **Refuse Your Application:** An application may only be refused in very limited circumstances, including failure to complete the compensation measure (after two tries), and if you are ineligible to apply.

Please note: Physiotherapists who have gained their qualification in the EU/EEA/Swiss Confederation and have EU rights can apply for recognition through the European Professional Card (EPC) route. EPC applications are made through a different portal. Your home competent authority will assist you with the application by validating all documentation before it is sent to CORU via the EPC portal. Please find further information on this here: [European Professional Card: your qualifications recognised abroad - Your Europe \(europa.eu\)](http://europa.eu)

¹ CORU is rolling out a series of new approaches to Qualifications recognition which will reduce the requirements for applicants with specific qualifications. Please monitor the CORU website for updates and information regarding new pathways for frequently seen qualifications.

Completing your application for recognition in the online portal

Please refer to the [CORU Recognition System End User Manual](#) for further instructions on how to navigate the online application process.

Recognition fee

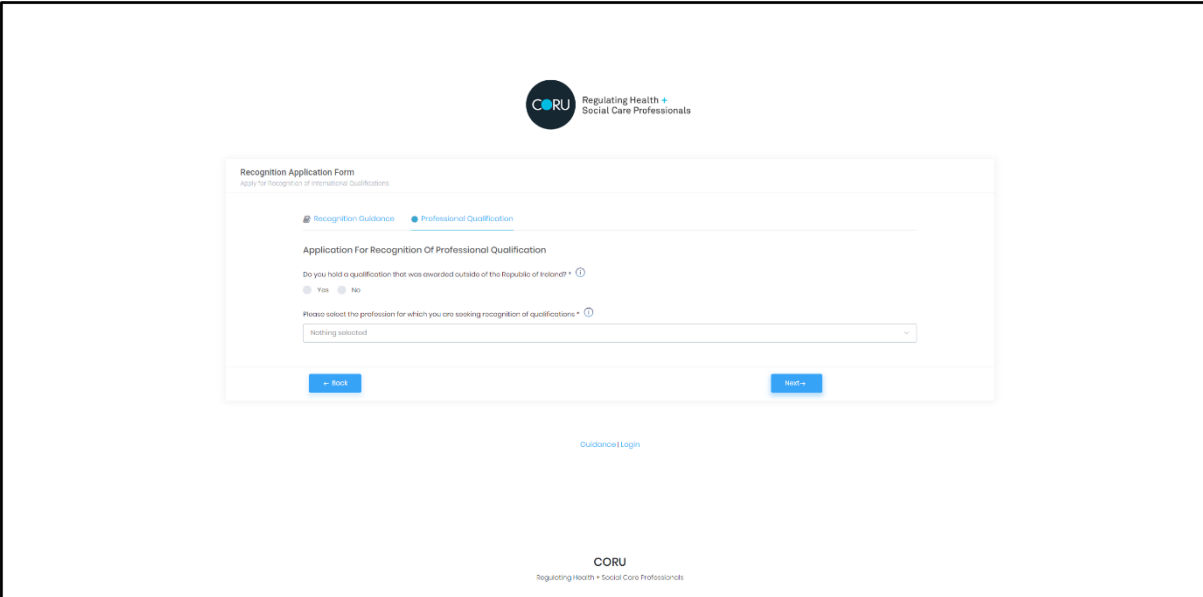
The Recognition Application fee is €410 which is payable in the final stage of the online application portal.

- You will be redirected to the payment site and your application cannot be processed without fee payment.
- Payments via this page can only be carried out using payment methods which support the Strong Customer Authentication (SCA) standard. This involves the use of two authentication factors for bank operations. Please ensure that the card used for this transaction is enabled for SCA with your bank before processing your payment with CORU.

Using the recognition portal

Use the below link to start your application for Recognition.

- <https://recognition.coru.ie/account/register>



1. [Click here](#) to create an account with the portal and fill in your details.
2. You will receive a link to your email address to verify your account, please follow this link to enter the portal
3. The portal will show you a navigation wizard, please read the guidance provided to understand how to navigate within the portal
4. Your application can be found on the left-hand side of the portal under 'My Application'
5. Please fill out all the required information

6. The documents you need to upload will show on the front page of the portal along with progress indicators

Once you have created your account:

Stage 1: Fill in required fields

Under the 'my application' tab, you will be asked to fill out the required fields. These will include:

- personal details
- Qualifications
- career history (if relevant)
- regulatory or professional membership (if relevant)

Stage 2: Uploading Certified copies

In the portal, you will be prompted to upload the certified copies of the documentation detailed above. The portal dashboard will indicate which documents have been uploaded and which are pending.

Stage 3: Download and send forms for verification

Once you have populated the forms in the portal, the option to download the information will appear. You will need to download each section and send these documents to relevant third-parties for verification. This includes your educational institution, employer, competent authority (where applicable).

Recognition Timelines

The most up to date information regarding processing timelines can be found by clicking 'Recognition Timelines' on the left-hand side of the page or clicking the below link:

- <https://coru.ie/health-and-social-care-professionals/international-qualifications/recognition-timelines/>

Decision outcomes

Please note that the Registration Board reserves the right to request further information or clarification in respect of any components of an application for Recognition prior to making its decision.

There are three decisions that can be made on your application for recognition.

1. **Recognise Your Qualification:** If your application meets the Standards of Proficiency, your qualification will be recognised. If your qualification does not meet the Standard required additional post qualifying experience and Lifelong learning will be considered and your qualification may be recognised on this basis.
2. **Compensation Measure:** If your qualification, and any additional learning supplied, do not meet the Standard, you may be offered the chance to complete a Compensation Measure, which could be a Period of Adaptation (clinical experience in

Ireland) or an Aptitude Test (examination). For more information, visit our [Compensation Measure webpage](#).

3. **Refuse Your Application:** An application may only be refused in very limited circumstances, including failure to complete the compensation measure (after two tries), and if you are ineligible to apply.

Applying to have your name entered into CORU Register for your profession

During the recognition process, CORU will advise when it is time to begin the registration process. This involves applying for registration online and sending CORU some final documents.

You will not get onto the Register unless you have gained your letter of recognition, please note that if Compensation Measures are required you will not get your letter of recognition until they are successfully completed.

The requirements for registration are on our website, but if you have already provided recognition documents you will only be required to submit:

- eVetting Form (as part of the Garda vetting with the National Vetting Bureau of Ireland)
- Certificates of Criminal Clearances (Police Clearances)
- Evidence of Language proficiency (where applicable)
- Health and Character disclosures
- Statutory Declaration

To begin your registration application, please follow the below links:

- **Registration Guidance Notes:** <https://coru.ie/files-registration/guidance-notes-s38.pdf>
- **Registration Online Application:** <https://system.coru.ie/index.php/interfaces/Registration>
- **Registration Supporting Documents:** By email to registration@coru.ie

Final notes

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 contains a checklist for you).
- **Supporting Verification Documents**
Ensure the additional verification documents are emailed to us from your university, employer and Competent Authority (where applicable).
- **Keep us informed**
Tell us immediately about any matter likely to affect your recognition 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 assume your application 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.
- CORU may verify, or ask you to verify, any information as part of your application.
- If you have not heard from us within two weeks, please contact us. You may be asked to supply more information.

Contact Us

We hope these guidance notes have been helpful.

Please contact us if you have any questions or technical difficulties.

We can be reached via:

1. Email:

Recognition@coru.ie

2. Phone:

01 293 3160 (10:00am to 4:00pm, Monday to Friday).

Glossary

This page includes several important terms that are explained below to help you understand the Recognition Application Process:

Assessment: Your application for Recognition will be evaluated by two experts in the profession: a Clinical Practice Assessor and an Education Assessor. The Assessors make a recommendation to the Registration Board which makes the decision.

Certified Documents: During the Recognition Application process, you must get several documents certified. This means a solicitor, lawyer, or notary public must review your documents and confirm they are true copies of the originals by signing and stamping them.

Compensation Measure: If your application does not fully meet the Standards of Proficiency, you may need to complete additional training or pass an exam to address the identified deficiencies. There are two options for this:

- **Period of Adaptation (Supervised practise):** A placement in an Irish health and social care setting. This may in some circumstances be augmented by a requirement for formal learning.
- **Aptitude Test:** An in-person exam to demonstrate your understanding.

Competent Authority: A Competent Authority is any regulatory or professional body empowered by the State to validate professional qualifications. This can be in your home state, or in a state that you have worked, studied or resided in.

Eligibility Criteria: To be considered by the Registration Board, your application must meet the eligibility criteria for the Recognition process. This means you must be qualified and allowed to practice in the country where you obtained your qualification.

File Complete: When the Recognition Department have received all of your documentation, including all verifications required, your application will be deemed 'File Complete' and will be prepared for an Assessment.

Letter of Recognition: The Letter of Recognition is a confirmation from CORU that your qualification (and, if applicable, work experience) meets the Standards of Proficiency. Once you receive this letter, your registration application (if already submitted) can be finalised and prepared for a decision.

Registration Board: The Registration Board is in charge of registering professionals. They recognise qualifications from outside Ireland and approve applications to join the register.

Standards of Proficiency: These are the requirements for graduates from an Irish-approved program to be eligible for the Register. Make sure your application meets and clearly addresses these standards. You can find the Standards of Proficiency [here](#).

Third Party Verification Documents: These are documents, generated from the application portal, which you need to have signed, stamped and sent in by a relevant organisation to confirm the information you have provided.