



Ag Rialáil Gairmithe Sláinte  
agus Cúraim Shóisialaigh

Regulating Health +  
Social Care Professionals

# **Guidance Notes**

## **Applying for registration online for first-time Social Care Worker**

### **Section 38 applicants**

Revised for August 2024

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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 by:

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

## 2. Guidelines for Social Care Worker Section 38 applicants

### Completing your online application

#### **Please note**

You can only submit a completed application to us via the applicant portal, you must ensure to submit all relevant and required documentation required as part of your application.

If you have not provided all required documentation after 60 days your application will be cancelled. Any subsequent applications will need to be input as a new application and the application fee of €100 will apply.

As a Section 38 applicant, you can apply to register with CORU under the Health and Social Care Professionals Act 2005 (as amended). A Section 38 (S38) applicant is a person who:

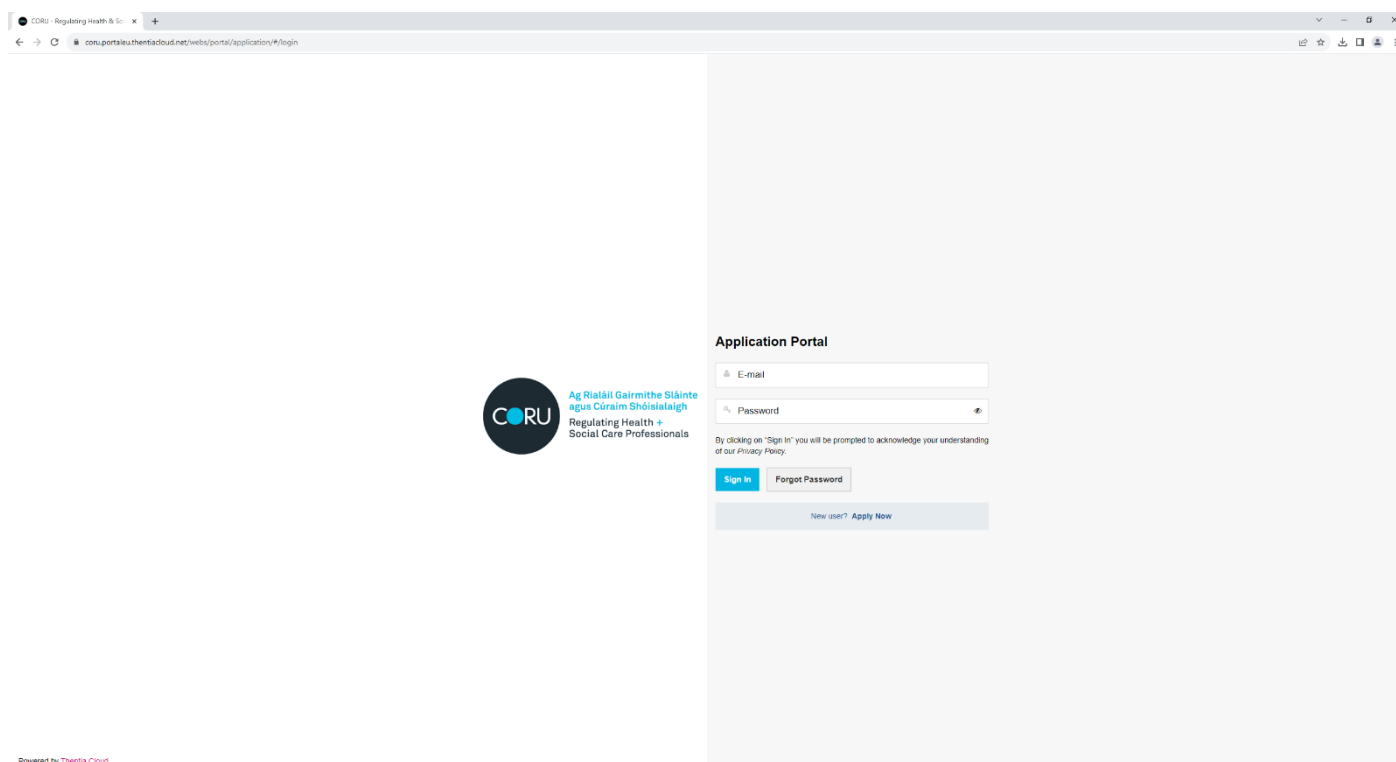
- ▶ is starting to practise their profession in the Republic of Ireland
- ▶ has graduated university
- ▶ has been practicing abroad
- ▶ are returning to the profession

### 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 save time and delays, please read about these stages carefully. We describe these on the next page. To visit the Applicant Portal please click the following link:

- [Apply for Registration \(click this link\)](#)



## **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: fill in forms**

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

These will include:

### **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**

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

### Stage 3: submit application form online

#### **Please note**

You can only submit a completed application (all documentation) to us. You may save your application at any point and continue it again once you have your documentation ready.

#### **Certified copies**

As part of the online application process, you will be required to submit certified copies of certain documents. 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, or
- ▶ a Notary Public
- ▶ a member of an Garda Síochána (**note:** except for Statutory Declarations).

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 upload **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 upload all of your forms and certified supporting documents. We need to get all documents we ask for 60 days after you complete the three stages of the process or your application will be cancelled.

## 4. Supporting documents needed

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### Proof of identity

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

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

### If uploading a copy of your passport

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

### If uploading 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 uploading 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).

### Professional Name

This is the name you are known as in your profession and in your work environment. This is the name that will appear on your Certificate of Registration and on the Register. If the professional name you wish to use on the Register is different to the name on your document you use for proof of identity (i.e. passport/driving licence/public service card) where you have changed your name, for example following marriage, then you must provide a certified copy of the relevant document relating to the name change e.g. a certified marriage certificate.

If you change your name in the future, you must complete the change of name request form online on the Registrant Portal

### Statutory Declaration

The Statutory Declaration document must be certified (see page 5) before 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 which has 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.

#### ✓ Send us everything we need

Check the sections further on to see which documents apply to you as an S38 applicant. You must upload **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. Upload copies of supporting documents we ask for.
3. Pay the application fee of €100.
4. Apply for eVetting online once we have sent you the invitation link by email.

#### ✓ 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 application within seven days.
- ▶ The Board may ask you to supply more information.
- ▶ Please fill out your personal details on the online system (see sample below).

The screenshot displays the CORU Online Application interface. On the left, a navigation menu includes 'Online Applications', 'My Inbox', 'Fees & Receipts', 'Document Library', and 'Account Settings'. Below this, a list of application steps is shown, with 'Personal Information' selected and highlighted in red. The main content area is titled 'Personal Information' and contains a note: 'All information with a red asterisk (\*) is required.' The form fields include: 'Title' (dropdown), 'First Name' (text), 'Do you have a surname?' (radio buttons for Yes/No), 'Professional Name' (text), 'Previous Name (if any)' (text), 'Date of name change (if applicable)' (calendar), 'Gender' (dropdown), 'Date of Birth' (calendar), 'Country of Birth' (dropdown), 'City/Town of Birth' (text), 'Nationality' (dropdown), 'Citizenship' (dropdown), and 'Passport Number' (text).

## 5. All applicants must include the following information

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### 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 upload it with your application:

▶ <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 (for applicants resident in Ireland only)

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 practice 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.**

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

<sup>2</sup> 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. 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 Registration Board.**

▶ <https://coru.ie/health-and-social-care-professionals/registration/registration-requirements/fit-and-proper/fit-and-proper.html>

## 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 on the 'eVetting' page in the applicant portal when you are entering your information to apply online.

### 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 then upload an electronic copy of the scanned form, including the signature and date, on the applicant portal.

### 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://susi.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. 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.

#### **Please note**

Please ensure to check your spam folder as the invite from the National Vetting Bureau may go there.

### 5. 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 **all of the addresses (both in Ireland and abroad)** at which you have lived since birth.

### 6. 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 emailed with confirmation of the completion of the process 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 November 2023, your certificate of criminal clearance should be issued no later than 30 August 2023.

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

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

At the end of the online process you must print and complete this statutory declaration form and email it to us (**reminder**: you must physically sign the Statutory Declaration by hand and upload the scanned copy on the application portal).

▶ <https://www.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:

▶ <https://www.coru.ie/health-and-social-care-professionals/codes-of-professional-conduct-and-ethics/>

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:

▶ <https://www.coru.ie/>

For more information on the renewals process, please visit our:

▶ <https://www.coru.ie/public-protection/frequently-asked-questions/>

Your application is not complete, we will not process it until we receive the required forms and supporting documents. In order to ensure the timely processing of your application, submit all documentation during the online application process.

## What happens next?

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 38 applicants

### S38 applicants: who can apply?

You can apply to register as an Section 38 applicant if you are starting to practise your profession in the Republic of Ireland.

#### A) Have an Approved Qualification

This is a qualification approved by the Registration Board byelaw:

- ▶ <https://www.coru.ie/social-care-workers/how-to-register-as-a-social-care-worker/approved-qualifications-for-social-care-workers/>

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

#### And B) You also hold a Letter of Recognition or Accreditation, or both

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

If you hold an international qualification in the profession and do not have a letter of recognition, please contact [recognition@coru.ie](mailto:recognition@coru.ie).

### When can you apply?

You can only make an S38 application when you:

- ▶ are newly entering the profession in Ireland
- ▶ have graduated university
- ▶ have been practising abroad
- ▶ are returning to the profession

For more information, see:

- ▶ <https://www.coru.ie/health-and-social-care-professionals/registration/what-kind-of-applicant-am-i-/standard-route-s38/>

Please note that new entrants with qualifications from abroad must first get CORU to recognise their qualifications:

- ▶ <https://www.coru.ie/health-and-social-care-professionals/international-qualifications/competent-authorities/competent-authorities-for-recognition-of-international-qualifications.html>

## Supporting documents

Please read the following table carefully and its details on the pages after it. You must submit the following documents in order to complete your online application.

Supporting documents S38 applicants must include	
<p><b>Certified copy of proof of identity</b></p> <ul style="list-style-type: none"> <li>▶ Current passport (photo page)</li> <li>or</li> <li>▶ Both sides of current passport card</li> <li>or</li> <li>▶ New Irish Driving Licence (issued since 2013)</li> <li>or</li> <li>▶ Public Services Card (as issued by the Department of Social Protection – copy front and back of the card).</li> </ul> <p>Read more detail about proof of identity on page 16.</p>	
<p><b>Certified copy of evidence of any change of name if applicable.</b></p>	
<p><b>Certified copy of qualification certificate(s) if applicable</b></p> <p>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></p> <p>You must also upload the subsequent online eVetting application.</p>	
<p><b>Certified copy of certificate(s) of Criminal Clearance</b></p> <p>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>Additional information in support of your application if applicable.</b></p>	Only if relevant
<p><b>Statutory Declaration signed under oath.</b></p>	
<p><b>Evidence of competence in English or Irish language.</b></p>	Only if relevant

## 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
- ▶ Commissioner for Oaths
- ▶ Peace Commissioner
- ▶ 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 indicate 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.

## Career history

We may use the information you give us to verify what you say. You must give brief details (if available) of your entire working career since leaving school. This includes work outside of your profession. Reasons for leaving may include:

- ▶ career advancement
- ▶ career change
- ▶ termination.

## Language requirements for S38 applicants

All of the professions under CORU have patient-safety implications. This means all of our Registration Boards are entitled to carry out language tests (under S.I. No. 8 of 2017). They do this to make sure that each applicant has enough knowledge of the language to practise their profession in Ireland.



The ability to communicate safely and efficiently in a language of the State is critical to working effectively in Ireland. You must successfully complete a language test unless one of these three are true.

### **1. CORU approved qualification**

You have completed a CORU-approved qualification which is listed on the Approved Qualifications Bye-Law relevant to your profession of Social Care Work:

▶ <https://coru.ie/social-care-workers/how-to-register-as-a-social-care-worker/approved-qualifications-for-social-care-workers/>

### **2. Qualification achieved through English or Irish**

You can provide evidence of any relevant professional qualification you acquired through the medium of English or Irish. You must have done practice placements using the relevant qualification, and that were supervised through English or Irish.

Evidence of 2 will normally be a letter from the college or university that awarded the qualification.

### **3. Lived and practiced through English or Irish**

You can provide evidence that you have lived in and practiced your profession through English or Irish, in a country that has English or Irish recognised as the official language of that country. You must have done this for at least 2 of the past 5 years at the time of application.

Evidence of 3 will normally be a letter from one or more employers covering the 2-year period.

If you cannot provide evidence of meeting any of the items 1, 2, 3 above, then you must take a CORU-approved test of English language proficiency. You must meet the minimum score for the relevant profession to be eligible for registration to the appropriate register.

## **Linguistic competence standard**

The general linguistic competence standard for CORU registration boards is set at C1 on the Common European Framework of Reference for Languages. You can get more information about the Common European Framework of Reference for Languages at:

▶ <https://www.coe.int/lang-CEFR>

## Language requirements by Registration Board

The language requirements are considered by each Registration Board. Read the test results required for each profession to be eligible for registration in this table.

IELTS	International English Language Testing System		
OET	Occupational English test		
CAE	Cambridge Certificate in Advanced English		
CEFR	Common European Framework of Reference		
Registration Board	Minimum score IELTS (Academic)*	CAE minimum grade*	OET relevant to the profession*
<b>Social Care Workers' Registration Board</b>	IELTS Academic Overall score 7.0 (With no element below 6.5).	Minimum grade C on the CEFR C1 Test.	No OET test specified for this profession.

## Information we need from you to verify your language test results

You must provide the details from your test specified below so we can verify your test results online.

### Required information to verify your results online

#### **IELTS – International English Language Testing System**

Please provide your Test Report Form (TRF) Number/OET Candidate Number when submitting your application for registration.

Your TRF Number is 15-18 characters with a combination of letters and numbers. You will find this on the bottom right-hand corner of your Test Report Form.

#### **CAE – Cambridge Certificate in Advanced English**

Please provide your Candidate ID.

This is a combination of letters and numbers (for example, SIR094701) and the 'secret number' is a 4-digit PIN number (for example, 8482).

You can find both numbers on the Confirmation of Entry which you should have received when you registered for your exam. If you no longer have your Confirmation of Entry, please contact your exam centre as they will be able to reissue the details for you.

# 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/>

## 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:

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

Phone:

▶ 01 293 3160.



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