



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

Guidance Notes

Applying for Registration online standard (Section 38) route

Revised for November 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 at:

- ▶ email at registration@coru.ie or socialcareworkers@coru.ie (for Social Care Workers)
- ▶ phone 01 293 3160. (10:00am to 4:00pm, Monday to Friday).

2. Guidelines for Applying for Registration (Section 38)

Who Can Apply?

You can apply to CORU under this route if you:

- ▶ Have graduated university with a CORU-approved qualification. Check our [Approved Qualification page](#) to ensure your course has been approved by CORU before starting the application process.
- ▶ Are returning to the profession after previously being registered.
For more information, see:
 - ▶ <https://www.coru.ie/health-and-social-care-professionals/registration/what-kind-of-applicant-am-i-/standard-route-s38/>

How Can I Apply?

Complete these 4 Steps:

▶ **1. Apply Online and pay the application fee:** Visit our [Apply for Registration](#) page and fill out the online application form to create your user account, where we ask for basic personal details. After you have paid the €100 application fee, you will then be required to download necessary forms.

▶ **2. Download and complete the necessary forms:** You will need to download, print complete and upload **additional forms** after creating your user account. These documents include:

- eVetting invitation form
- Statutory Declaration about your registration
- Proof of professional practice form (if applicable)

▶ **3. Upload your Supporting Documents:** You must upload all required supporting documents which include:

- Certified copy of proof of identity (passport, passport card, driving licence, public service card)
- Certified copy of qualification (if applicable)
- Proof of address dated within 6 months (this is current address where you are living)
- Certified copy of Police Clearance for each country outside of Ireland where you have lived for one year and one day or longer from the age of 18 years OR a sworn declaration will be accepted
- Passport size photograph in JPG or PNG format

You will find more information about these documents in the next section.

▶ **4. Complete your eVetting application online:** You will receive an eVetting invitation email. Follow the link in that email to complete your eVetting portal application. You will be notified when CORU receives your eVetting outcome.

Please note

You may save your application at any point and continue it again once you have your all your documents gathered and ready to upload. You can only submit a completed application when all required documents have been uploaded into the on-line portal.

We cannot process your application until you upload all your forms and certified supporting documents. We need to get all documents we ask for within 60 days of commencing your on-line application.

In order to ensure the timely processing of your application, submit all documentation during the online application process.

Paying the fee

Registration application fee and fee to renew your registration.

The application fee is €100.

After you are registered with CORU renewal fee (currently €100) will be due annually on the 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 in the same year you are registered.

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

▶ <https://www.coru.ie/>

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

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

What happens next?

We will check and validate your application. 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 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 public 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 60 days of commencing your on-line application, your will 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.

3. Supporting Documents - Checklist

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. Please refer to the next section for more information on each of the below.

Supporting documents S38 applicants must include	
Certified copy of proof of identity	
Certified copy of evidence of any change of name if applicable.	
Certified copy of qualification certificate(s) if applicable 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.	
Completed and signed eVetting Invitation Form (NVB1) You must also upload the subsequent online eVetting application.	
Certified copy of certificate(s) of Criminal Clearance 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.	
Scans of 2 passport size photographs	
Additional information in support of your application if applicable.	Only if relevant
Statutory Declaration signed under oath.	
Evidence of competence in English or Irish language.	Only if relevant

4. Supporting Documents – Further Requirements

Certified copies

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

- ▶ 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).

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, signature and full name on the copies to indicate they have been certified. If the certifier does not have an official seal or stamp, then they must provide an 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. You may have to pay to get copies certified.

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.)

Please note

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.

We will check all of your information and documents. We have the right to ask you to confirm or check anything in your application. The Registration Board may ask you to verify, any information included in your application or ask you to supply more information.

Personal Information

You must provide the following information so that CORU can verify your identity and to ensure that CORU can contact you. You are required to inform us as soon as possible if any of the information below changes.

Proof of identity

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

- ▶ Passport - photo page OR
- ▶ Passport Card – both sides OR
- ▶ Driving Licence – dating post January 201 OR
- ▶ Public Services Card – both sides.

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.

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 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

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.

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.

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, if this is relevant to you.

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.

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.

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

As part of your statutory declaration, you must declare that you have read, understood, and will comply with the Code of Professional Conduct and Ethics for your profession. 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/>

Answers to all 'fit and proper' questions

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

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 in¹:

- ▶ 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.²

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.**

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.

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.

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.

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).

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 twelve months old on the date of application. So, make sure that the Certificate of Criminal Clearance was issued within the twelve months of your online application for CORU registration, for example if you apply on 30 November 2024, your certificate of criminal clearance should be issued no later than 30 November 2023.

If you received 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/>

Proof of 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 you meet one of the requirements listed on the CORU website. Please see here to see whether you can provide proof of language or whether you will need to undertake a CORU-approved language test:

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

Glossary of Terms

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.

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.



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