



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

Newly-Qualified Health and Social Care Graduate

Registration Information Leaflet 2017

Dear final-year student,

As you near the end of your studies and look forward to commencing your career as a health and social care professional, it is recommended that you register with CORU.

For final year students, the registration process commences several months before a student completes his or her final year exams. Please see page 3 for key steps in the process. Advance preparation includes a check that your proof of identification will be current when you apply for registration.

The Registration Process

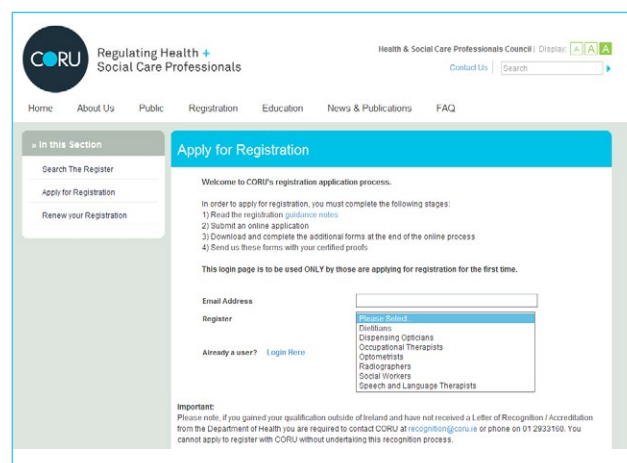
The registration process involves a number of stages which include the completion of an online application, submission of supporting documents, the eVetting process and consideration of the application by the registration board. When all documents have been received and verified an application is presented to the relevant registration board for that profession and a decision is then taken by the board whether to grant registration or otherwise. Please review the information for applicants, including the documentation required, which is available for each profession through a link on the homepage at www.coru.ie.

The 8 Steps to Registration

1. Collect your ID and qualifications documents including police clearance if you have lived abroad.
2. Photocopy all documents.
3. Apply for registration online at www.coru.ie
4. Download forms at the end of the registration process.
5. Complete the downloaded forms including the eVetting invitation.
6. Get your photocopies certified by an approved certifier* from the list below.
7. Send all documents to CORU by post.
8. Complete your eVetting application online.

Applying for Registration

Applications for registration are made online via www.coru.ie. Guidance notes are provided to help you when making your application online.



The screenshot shows the 'Apply for Registration' page on the CORU website. The page header includes the CORU logo and the text 'Regulating Health + Social Care Professionals'. The main content area is titled 'Apply for Registration' and contains the following information:

- Welcome to CORU's registration application process.
- In order to apply for registration, you must complete the following stages:
 - 1) Read the registration guidance notes
 - 2) Submit an online application
 - 3) Download and complete the additional forms at the end of the online process
 - 4) Send us these forms with your certified proofs
- This login page is to be used ONLY by those who are applying for registration for the first time.
- Registration Form: A dropdown menu for 'Profession Selected' is open, showing a list of professions: Dentists, Dispensing Opticians, Occupational Therapists, Optometrists, Radiographers, Social Workers, and Speech and Language Therapists.
- Important: Please note, if you gained your qualification outside of Ireland and have not received a Letter of Recognition / Accreditation from the Department of Health you are required to contact CORU at recognition@coru.ie or phone on 01 2923150. You cannot apply to register with CORU without undertaking this recognition process.

Police Clearance from other Jurisdictions

An applicant for registration who has resided outside of Ireland and/or Northern Ireland for one year and one day or longer, after the age of 18, is required to provide a certified copy* of police clearance from the jurisdiction(s) or state(s) of previous residence which must post date the time spent in each country. CORU reserves the right to seek a sworn declaration where a satisfactory police/criminal records disclosure is not available. Please note that this declaration form is issued by CORU in restricted circumstances only.

Read about CORU at www.coru.ie



The screenshot shows the CORU homepage. The header includes the CORU logo and the text 'Ag Rialáil Gairmithe Sláinte agus Cúram Shóisialaigh' and 'Regulating Health + Social Care Professionals'. The main content area features a large group photo of professionals and two buttons: 'Click here to apply for Registration' and 'Click here to check the Register'. At the bottom, there is a countdown timer for 'Time Remaining for Occupational Therapists to Apply for Registration' showing 42 Days, 11 Hours, 42 Minutes, and 23 Seconds Remaining, with an 'Apply Here' button.

CORU is the name adopted by the Health and Social Care Professionals Council. The website provides a lot of information about the role and functions of Ireland's only multi-profession regulator.

***Certified Copy Policy:** To certify a photocopy of an original document, a Solicitor, Commissioner for Oaths, Notary Public or Peace Commissioner must sight the original document and the photocopy of the document at the same time. The certifier will provide a signature, stamp and date on the photocopy which confirms that the photocopy is a true copy of the original document.

8 Steps to Registration

See website and guidance notes for required documents and acceptable forms of ID

1 Collect your qualifications documents, proof of ID and current address.

If your qualification results are transferred directly from your college or university to CORU, you will not need to provide your qualification details.

(Please check with your college or university)

2 Photocopy all of your qualifications documents, proof of ID

and current address. (You can get the copies certified later)

3 Apply for registration online at www.coru.ie

The application fee is €100

Application fee includes retention on the register until the annual retention date for your profession.

4 On completion of the online application process, download the following documents:

- > eVetting Invitation Form
- > Statutory Declaration Form
- > Proof of Professional Employment Form (if Section 91)
- > Application Cover Page

The statutory declaration form must be signed and witnessed at the approved certifiers* office so don't sign in advance.

5 Complete all of the downloaded documents.

Don't sign the statutory declaration form until you're at an Approved Certifier's* office

6 Visit your local Approved Certifier's* Office

Bring all your documents (originals and copies) and the statutory declaration to one of the approved certifiers*

He/She will certify the copies and witness your Statutory Declaration

The rate for witnessing and certification of copies varies so you may need to shop around!

7 Send the following documents to CORU by Post:

- > Certified Copy of Proof of Identity
- > Certified Copy of Qualifications Transcripts/Parchments (if applicable)
- > Completed/Signed/Witnessed Statutory Declaration Form
- > Completed Proof of Professional Employment Form (if applicable)
- > Completed Checklist
- > Completed eVetting Invitation
- > Certified copy of police clearance from other jurisdiction (if applicable)

It is best to send in all of the documents at one time as the proof of identity documentation will be used for both vetting and registration

8 Please complete your eVetting application online.

You will receive an e-vetting invitation email. Follow the link in that e-mail to complete your vetting application. You will be notified when CORU receives your vetting outcome.

Remember that it can take several weeks to verify and compile your application for presentation to the registration board for your profession

CORU will process both your registration and vetting applications and return to you if there is anything outstanding

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Frequently Asked Questions

1. What is the first step that I take to get registered?

You should start the process of collecting the required documents early so that the registration process will be completed quickly:

- > Passport or other accepted forms of ID
- > Marriage Cert or other change of name
- > Proof of current address (e.g. utility bill)
- > Police clearance from any other country in which you have lived for more than one year and one day since the age of 18.

2. When and how can I apply for registration?

A person can apply for registration as soon as they have been notified officially that they have passed their exams and will be awarded his/her qualification. Applications are made online via the CORU website.

An applicant should have all of their documentation collected (transcripts, foreign police clearance, proof of identity etc.) prior to applying for registration. An application fee of €100 can be paid online by credit card prior to completing the online application.

3. Do I have to submit my transcripts?

If your college or university has provided proof of award of your qualification to CORU, then transcripts or parchments will not be necessary. If you have however received a copy of your transcript or parchment at the time of application, you should submit a certified copy* of either or both documents to CORU along with your other documentation.

4. How long does the eVetting process take?

CORU has now moved to eVetting which is significantly faster than the previous process. You should apply for registration before applying for eVetting so that CORU can connect the vetting process to your registration application.

5. Can I be registered without having completed the Garda vetting process?

No. Vetting is an element of the Fit and Proper requirements for registration. A person will not be registered without successful completion of vetting. All newly qualified graduates seeking CORU registration must apply for vetting through CORU.

6. Where do I send my documents including my eVetting Invitation form?

Please send the completed forms to:
Registration Section, CORU, Joyce House
Lombard St, Dublin 2.

7. When completing my eVetting application, do I need to include my addresses during my time spent in college on the Vetting Application Form?

Yes. All addresses where you resided since birth must be included on your online Vetting Application.

8. How will I know when I am registered?

You will receive a Certificate of Registration. You will also receive a copy of the Code of Professional Conduct and Ethics for your profession

9. Is there a fee when applying online?

Yes. The initial application fee for registration is €100. The application fee includes the retention fees up to the next annual retention date for your profession. The retention dates for each profession are set out overleaf:

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Annual Retention Date	Register
31 March	Occupational Therapists, Optometrists, Dispensing Opticians
31 May	Social Workers
30 September	Physiotherapists
31 October	Dietitians, Radiographers, Radiation Therapists, Speech and Language Therapists

IMPORTANT NOTE!

Please note that Dietitians, Radiographers, Radiation Therapists, Speech and Language Therapists and Physiotherapists who are registered after qualification in June and July will be required to renew their registration in September or October in same year that they are registered. The renewal notice is frequently unexpected.

10. What can I do to ensure that my application is processed promptly?

In order for your application to be processed promptly, you should:

- › Apply online for registration as soon as you know you've passed your exams.
- › Submit all documents required in the one envelope to CORU, i.e.:
 - Proof of identity (certified copy*)
 - Police Clearance from all other Jurisdictions in which you have lived for longer than one year
 - Completed eVetting Invitation
 - Qualification Parchment (certified copy*)
 - Statutory Declaration (dated and witnessed)
 - Two Passport Photos (signed on the back)
 - Fully completed application cover sheet
 - All documents should be appropriately certified. Please see certified copy* policy below.

11. What happens when I submit my documentation?

Once we receive your cover sheet and supporting documents by post, we will check to see if you have included all the documents we need. If any documentation is missing, you must provide it within 30 days of applying online. When we have all the documents and the verification process has been completed, we will send your application to the Registration Board for decision.

The Registration Board may ask for further information from you or may ask you to clarify some information. If the Registration Board is satisfied that you have met the criteria, you will be granted registration. Your name will be entered on to the register for your profession and you will be issued a Certificate of Registration

12. What happens if I have to complete supplemental (repeat) examinations?

If your details are not transferred to the CORU in the summer months due to incomplete results or where supplemental (repeat) exams are necessary, you must wait until you have successfully completed your exams before applying for registration.

You may apply online following the successful completion of your supplemental examinations. Your application must be accompanied by a certified copy* of your qualification transcripts and identification. Please note you will not receive a reminder

13. If I don't submit my documentation in time what can happen?

An application for registration is not deemed to be complete and cannot be processed until CORU has received your supporting documents. It will not be presented to a registration board until all supporting documentation has been provided and is appropriately certified*.

You have 30 days to submit these documents from the time you complete your online application.

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W: www.coru.ie **T:** 01 293 3160 **E:** registration@coru.ie