



Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh

Regulating Health +
Social Care Professionals

Guidance Notes - Applying for Registration Online

Important

Please read these guidance notes carefully before completing the online application process. If there is anything you do not understand, please contact us at registration@coru.ie or Tel: 01 2933160.

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1. Which registration guidance notes are relevant to you?

A person may apply for registration under one of two provisions set out in the Health and Social Care Professionals Act 2005 (as amended) as follows:

Section 38 (S38) – Persons who are commencing practice of their profession in the Republic of Ireland

Section 91 (S91) – Persons who during the 5 year period prior to the opening of the register, have been practising their profession in the Republic of Ireland for a period of not less than 2 years.

From this point forward in this document, applicants will be described as S38 or S91 applicants.

S91 Applicant - Existing Practitioner under Transitional Arrangements

If you are an S91 applicant, **please read all the sections referencing S91.**

Please note that S91 applications can only be made during the two-year transitional period for your profession which is the two year period after the opening of the register. If you are unsure, please check our website at www.coru.ie

You are an S91 applicant if during the 5-year period prior to the opening of the register, you were practising your profession in the Republic of Ireland for a period of not less than 2 years,

And you

a) Hold a qualification which has been approved by the Registration Board to which you are applying

Or

b) Hold a Schedule 3 qualification listed for your profession

Or

c) Hold a letter of Recognition/ Accreditation from the designated Competent Authority in the Republic of Ireland

Or

d) Hold another qualification which may be considered by the Registration Board to be sufficiently relevant and attests to a standard of proficiency corresponding to a Schedule 3 qualification listed for your profession

Or

e) Have been working in your profession without holding any of the above qualifications (note: you will be required to complete an assessment of professional competence arranged by CORU)

S38 Applicant – Standard Application

If you are commencing practice of your profession in the Republic of Ireland **please read all the sections referencing S38**.

If you have not been practising your profession for two or more years, you may be subject to Return to Practice requirements (period of updating). Further information on this process can be found at www.coru.ie

Please note:

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

If you were removed from the register for non-payment of fees and want to return to the register in the Republic of Ireland please contact us at registration@coru.ie or Tel: 01 2933160.

2. Applying for registration

S38 and S91 Applicants

You will be required to complete the following stages in order to apply for registration. Please read the guidance notes carefully before you apply.

The screenshot shows the CORU website interface. At the top left is the CORU logo with the text 'Regulating Health + Social Care Professionals'. To the right, it says 'Health & Social Care Professionals Council | Display: [A] [A] [A]' and includes a 'Contact Us' link and a search bar. Below this is a navigation menu with links for Home, About Us, Public, Registration, Education, News & Publications, and FAQ. The main content area is titled 'Apply for Registration' and contains the following text:

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 are applying for registration for the first time.

Email Address

Register

Already a user? [Login Here](#)

Stage 1: You will create a user account online and proceed to fill out your details to include: personal details; qualifications; career history (if relevant); regulatory / professional membership (if relevant); fit and proper questions; and payment of the correct fee. You will be able to view, print and save a PDF report of the details you enter at the end of this online process.

Stage 2: You will also be required to print and fill out the additional forms at the end of the online process. These include an application cover page, eVetting invitation form, statutory declaration and proof of professional practice form (if applicable).

Stage 3: You must post the additional forms along with certified copies of any required supporting documents to CORU. These must be a certified copy of the original. A list of documentation you are required to send by post and further details regarding certified copies is provided in Section 3.

Please note: Your application will not be processed until you send in all your forms and certified supporting documents.

3. Supporting documents

S38 and S91 Applicants

Please read this table carefully. You are required to submit the following by post within 30 days of completing the online process:

Supporting documents	S38 Applicant	S91 Applicant
• Application cover page	Yes	Yes
• Certified copy of proof of identity a. Current Passport (Photo page) or b. New Irish Driving Licence (issued since 2013) or c. Public Services Card (as issued by the Department of Social and Family Affairs) (copy front and back of the card)	Yes	Yes
• Certified copy of evidence of any change of name if applicable	Yes	Yes
• Certified copy of qualification certificate(s) if applicable	Yes	Yes
• Completed and signed eVetting Invitation Form (NVB1) and subsequent online eVetting Application Form (NVB2).	Yes	Yes
• Certified copy of certificate(s) of Criminal Clearance for each country outside of Ireland where you lived for one year and one day or longer from the age of 18 years	Yes	Yes
• 2 passport size photographs signed on back	Yes	Yes
• Stamped and signed proof of professional practice form	No	Yes
• Additional information in support of your application if applicable (please reference the relevant section)	If relevant	If relevant
• Statutory declaration signed under oath	Yes	Yes
• Evidence of competence in English or Irish language (if applicable)	Yes	No

Please note:

Certified Copies: A Solicitor, Commissioner for Oaths, Peace Commissioner or Notary Public must certify 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 possess an official seal or stamp, then they must provide a signature and full name and address in block capitals.

In the case of a qualification certificate, 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.

Supporting documents (continued):

Proof of Identification

In order to provide proof of identification you will be required to provide a certified copy of **one** of the following documents

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

or

Driving Licence: You must provide a **certified** copy of the photo side of the new Irish Driving Licence Card. Please note that certified copies of driving licences issued prior to January 2013 are not acceptable for security level reasons.

or

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

Note: If you have changed your name you must provide a certified copy of evidence of change of name

Statutory Declaration: You will print and complete this form at the end of the online process. It must be signed under oath before a practising Solicitor, Commissioner for Oaths, Peace Commissioner or Notary Public.

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).

Photographic identification: You must provide two passport size photographs. Please write your name and date of birth on the back of both photographs. This will help us match your photograph to your application if they become separated.

The photographs must:

- Be identical;
- Be no more than six months old;
- Be at least 35mm x 45mm in size and no more than 38mm x 50mm; and should
- Show a close up of your face and the top of your shoulders.

Supporting documents (continued):

S91 Applicants

Proof of Professional Practice: You must provide evidence that you were practising your profession in the Republic of Ireland for a period of not less than 2 years during the five years prior to the opening of the register. A line manager / supervisor or HR manager must complete a **Proof of Professional Practice Form** for **each** employment making up the two years.

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

If you do not have 2 years practice in the Republic of Ireland in the relevant 5-year period, you are not eligible to apply under Section 91. Please refer to Section 38. The purpose of the proof of professional practice form is to provide verification of your engagement in the profession during the relevant period. You will be required to print this form at the end of the online process. It should be completed, signed and stamped by the relevant organisation and returned to you before you submit by post to CORU. We may contact your current/previous employers to confirm some or all of the information provided.

Private Practice: If you have been self-employed in the five years up to the opening of the register, you must provide evidence to demonstrate your engagement in the profession for a period of not less than 2 years during the relevant five-year period.

Private practitioners must provide the following documentation in order to satisfy the registration board regarding their private practice in the Republic of Ireland during the relevant period:

1. A self-declaration on your own headed paper regarding your private practice. Please provide sufficient details for the Board to consider including start date, business address and the range of services that you provided.
and
2. Proof of current professional indemnity insurance on which your name or business name is presented. (The summary of cover is only required rather than the full policy.)
and
3. Proof of the provision of services to clients or service users which includes:
 - a) At least two documents (invoices, receipts or letters) from service users (individuals or organisations) confirming the provision of services (in the relevant time period)
or
 - b) Proof of contracts (at least one contract) for service in the profession (to other organisations) (in the relevant period)**and**
4. **Two** items of proof from items **a- f** below (**related to the relevant period**). (Please note that two documents under one item below will not satisfy these requirements.)
 - a) Copy of trading accounts (relevant statement pages – providing the name of the company, the address and the date to which the statements relate). Applicants may wish to redact certain financial information;
 - b) Proof of operational business address (Company Registration Office/Revenue records, utility/services bills or bank statements upon which the operational business is named). Applicants may wish to redact certain financial information; **(continued overleaf)**

- c) Proof of membership of a professional body relevant to the profession;
- d) Evidence of continuous professional development relevant to the profession in the past five years;
- e) Promotional materials for private practice that may include leaflets, websites, advertisements and promotional features in magazines;
- f) Publications by the applicant (peer-reviewed or otherwise) relevant to the profession.

The documentation provided may be subject to third party verification by CORU. Please note that a Registration Board may decide to request further information or documentation from the applicant to satisfy itself that the applicant has met the professional practice requirements.

Completing your application for registration:

S38 and S91 Applicants

Do:

- 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);
- Also download the statutory declaration form, eVetting Invitation Form and the proof of professional employment form if applicable.
- Send us by post **all** the completed forms and certified copies we need; please make sure you have signed all declarations;
- Make sure that your statutory declaration is dated **within six months** of the date of your application;
- Complete the online application process and pay the fee prior to submitting your documentation and prior to applying for eVetting online.
- Make sure to pay the correct fee, We will not process your application without the fee;
- Tell us immediately about any matter likely to affect your registration application and your ability to perform your professional duties;
- 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.

Do Not:

- Send original documents unless we ask for them as we cannot return them. Instead, please send certified copies of documents;
- Claim you are registered with a Registration Board if you are not;
- Make arrangements or incur any expenses which depend upon the approval of your application by us. We will not accept liability for any loss or expense that you experience.

Please Note:

- CORU will not accept liability for documents that we return to you.
- CORU will check all your information and documents and reserves the right to seek confirmation or verification in relation to anything contained therein.
- The Registration Board may verify, or ask you to verify, any information as part of your application. The Board may also ask you to supply further information and to supply this information by means of a statutory declaration.
- CORU aims to acknowledge receipt of your cover sheet and supporting documents within 7 days. If you have not heard from us within 7 days please contact us.

4. Personal Details:

You will fill out your personal details on the online system.

S38 and S91 Applicants

The screenshot shows the CORU website header with the logo and navigation menu. The main content area is titled 'Personal Details' and contains a form with the following fields: Title (dropdown menu), First Name(s) (text input), Last Name(s) (text input), Previous Name (text input), Date when you changed your name (calendar icon), Professional First Name (text input), Professional Last Name (text input), Your mother's name before marriage (text input), Date of Birth (calendar icon), Gender (radio buttons for Female and Male), PPS number (text input), and Passport number (text input). A progress bar at the top of the form indicates 10% completion. A 'Save and Continue' button is located at the bottom of the form. A note at the bottom of the form states: 'You will be required to provide certified proof of identity and change of name (if applicable) to CORU.'

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 (such as a marriage certificate). If you change your name in the future, you must write and tell us.

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

PPS Number: stands for Personal Public Service Number. Your PPS Number is your unique reference number for all transactions with government departments and other public bodies such as Revenue, the Health Services Executive (HSE) and 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 was previously known as the (P)RSI Number. By law, we have the right to ask you for this 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. Please note that 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 point in the future, you must write and tell us. By law, you must inform us of any changes with regard to these details.

Personal email address: We strongly recommend you provide a personal email address. Correspondence in relation to your application and any subsequent communications including renewal notifications will be sent by email. You will use your email address to access the online renewal system and also 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. Members of the public will be able to see on our Register the county or postal code in which you practise.

Change of work address: If you change your work address during the application process or at any point in the future, you must write and tell us. By law, you must inform us of any changes with regard to these details.

Personal Details (continued):

S38 Applicant

Language: The ability to communicate effectively in a language of the State is critical to working effectively in Ireland. Consequently, (unless English or Irish is the first language) information about an applicant's ability in English or Irish will be sought.

If English or Irish is not your first language, you are asked to provide one of the following:

- I. A copy of a qualification acquired through the medium of English or Irish.
- II. A copy of a qualification attesting knowledge in the English or Irish language
- III. Evidence of previous professional experience or training in Ireland or another English speaking country*

*It has been considered that professional experience under III above should involve the practice of the profession (in Ireland or in another country where English is the vernacular) for which registration is been sought and for a period of at least one year.

Each registration board has set specific minimum language requirements which must be met by those where English or Irish is not their first language and who do not meet the criteria I, II or III above. The minimum language requirements for each registration board are set out below.

Registration Board	Minimum score IELTS	Minimum score TOEFL
Social Workers Registration Board	7.0 (no element below 6.5)	100/120
Dietitians Registration Board	7.0 (no element below 6.5)	100/120
Physiotherapists Registration Board	7.0 (no element below 6.5)	100/120
Occupational Therapists Registration Board	7.0 (no element below 6.5)	100/120
Optical Registration Board	7.0 (no element below 6.5)	100/120
Radiographers Registration Board	7.0 (no element below 7.0)	100/120
Speech & Language Therapists Registration Board	8.0 (no element below 7.5)	118/120

If you cannot provide any of the items (I) – (III) above, then you will be required to take a test of English language (academic) proficiency and meet the minimum score in order to be eligible for registration.

5. Qualifications

You will fill out your qualification details on the online system.

S38 Applicants

Approved qualification: This is a qualification approved by the Registration Board by bye-law. Approved qualifications can be found on www.coru.ie

Letter of Recognition/Accreditation: This is a qualification gained outside of the Republic of Ireland which has been recognised by the Registration Board in CORU for your profession or other designated Competent Authority in the Republic of Ireland.

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

S91 Applicants

Approved qualification: This is a qualification approved by the Registration Board by bye-law. If you hold an approved qualification you do not need to provide details of any other qualification with your application.

Schedule 3 qualification: This is a qualification listed in Schedule 3 of the Health and Social Care Professionals Act 2005 (as amended) for existing practitioners under Section 91. A list of Schedule 3 qualifications can be found on www.coru.ie . If you hold a Schedule 3 qualification you do not need to provide details of any other qualification with your application.

Letter of Recognition/Accreditation: This is a qualification gained outside of the Republic of Ireland which has been recognised by the Registration Board in CORU for your profession or other designated Competent Authority in the Republic of Ireland. You must enter the name of the competent authority and the date of the letter of recognition. If you hold a letter of Recognition for an international qualification, you do not need to provide details of any other qualification with your application.

Another qualification which may be considered by the Registration Board to be sufficiently relevant to the profession and attests to a standard of proficiency corresponding to a Schedule 3 qualification: If you have chosen this option and the Registration Board is unable to determine or does not consider your qualification to be sufficiently relevant or attesting to a standard of proficiency corresponding to a Schedule 3 qualification, you will be required to complete an Assessment of Professional Competence.

Working in the profession without holding any of the above qualifications: You will be required to complete an Assessment of Professional Competence.

6. Career History

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

S38 Applicants

Career History: The information you provide may be used for verification purposes. You must give brief details (if available) of your entire working career since leaving school, including work outside of your profession. Reasons for leaving may include career advancement, career change or termination.

S91 Applicants

Career History: The information you provide may be used for verification purposes. You must give brief details (if available) of your current employment and proof of 2 years professional practice in the 5 years prior to the date of opening of the register.

Professional practice: Existing practitioners must use the career history section to show they have been engaged in the practice of the profession in the Republic of Ireland for a period of not less than 2 years in the 5 years prior to the opening of the register for the profession in the Republic of Ireland. Please use the space available to describe your main duties and responsibilities and examples of the kind of work you typically carry/carried out on a daily basis.

'**Engaged in the practice of the profession**' may also include those in management, education and research directly related to the profession as set out in the Registration Board's policy. Applicants for registration from the categories of management, education and research must demonstrate accountability and the ability to lead/manage/educate/research while demonstrating best practice through actions and knowledge.

7. Regulatory / Professional Membership

You will fill out your regulatory / professional body membership details on the online system.

S38 and S91 Applicants

Regulatory body membership: We reserve the right to contact the regulator to verify the information given or to seek 'Certificates of Good Professional Standing' on your behalf from regulators with whom you have been registered.

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.

Fit and proper

You must answer the fifteen fit and proper questions on the online system.

S38 and S91 Applicants

Health and Character: By law, before your name can be entered 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 mental and physical health.

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

If you have a physical or mental health condition that may affect the practice of your profession you must give full details. Answering 'yes' to any of the questions does not necessarily make you ineligible for registration. It is an opportunity for you to demonstrate how you manage your health issues, and how this enables you to provide safe service to service users. However, failure to give us relevant and accurate information **will** affect your application for registration.

Vetting with the National Vetting Bureau: You are required to complete the eVetting process with the National Vetting Bureau as it is a requirement of registration. Within current disclosure policy, details of convictions and/or prosecutions, successful or not, pending or completed, in the State or elsewhere as the case may be, may be disclosed to the person in CORU who is authorised by the Gardai.

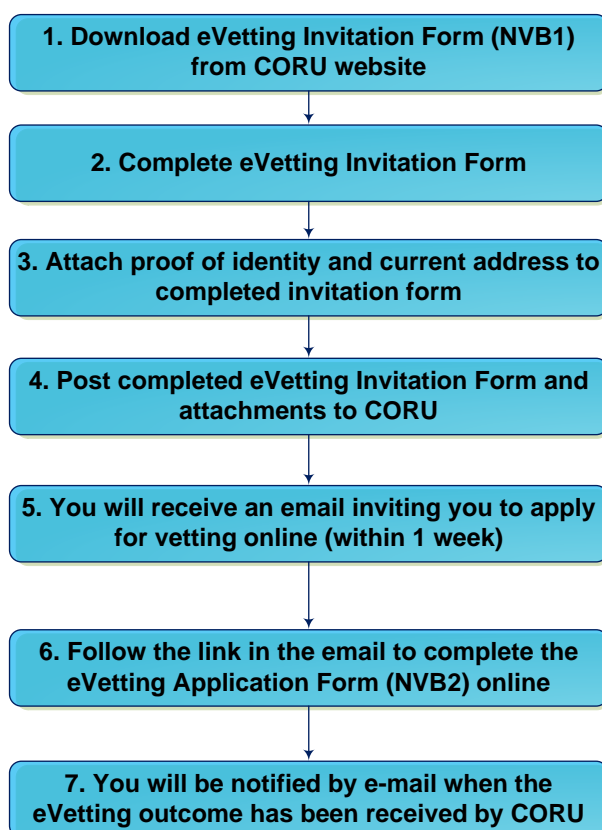


Fig. 1 – Key steps in the vetting process for applicants

Further information on each of the steps in applying for eVetting:

1. You can download the eVetting Invitation Form (NVB1) at the end of the online process or directly from the CORU website.
2. The invitation form may be completed electronically in Acrobat Reader on a computer or by completed by hand. It must be signed by hand and dated (using a ball point pen).
3. You must provide a copy of your photo ID and a copy of a document which confirms your current address and attach it to your completed eVetting Invitation Form. You may also be required to provide your certificate of marriage.

Acceptable forms of ID include:

- a. Photo page of your current driving licence,
- b. Photo page of your current passport,
- c. Photocopy of Public Services Card (both sides) or National Identity/Age Card.

Acceptable forms for proof of current address include:

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

4. Please post the completed and signed eVetting Invitation Form and attachments to CORU by post.
5. Once CORU receives your eVetting Invitation Form, it will verify your application and if all is in order, it will enter your details on the National Vetting Bureau eVetting system. You will then be sent an e-mail from the eVetting system with a link to the eVetting application form that is valid for 30 days.
6. When you access the online Vetting Application Form, you can enter your details and the addresses at which you have lived since birth.
7. When you complete the eVetting application form online, it will be reviewed by CORU and submitted to the National Vetting Bureau for processing. When the vetting outcome is returned to CORU, you will be automatically notified by email when the outcome is downloaded by a Liaison Person in CORU.

CORU reserves the right to raise queries relating to any matter not disclosed by an applicant or any other matter 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** of a Certificate of Criminal Clearance **for each country** where you have lived for one year and one day or longer with your application. If you obtained 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.

Please contact the embassy / consulate for the relevant country for details on how to obtain a certificate of criminal clearance. If you are unable to secure a certificate of criminal clearance for a particular country, please contact us.

10. Statutory Declaration

S38 and S91 Applicants

Statutory Declaration: A statutory declaration is a declaration of knowledge, circumstance and fact, made on oath in a prescribed manner before a Solicitor with a practising certificate, Commissioner for Oaths, Peace Commissioner or a Notary Public. A statutory declaration has the same effect as an affidavit. 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.

Please note that we will **not** process your application if you have not signed this declaration in the presence of a Solicitor, Commissioner for Oaths, Peace Commissioner or Notary Public. You should make sure that you fully understand the declaration before signing it. It is illegal to try and get your name entered on the Register by fraud. If you do this, you may be prosecuted.

You will be required to print and complete this form at the end of the online process and submit by post to CORU.

Code of Professional Conduct and Ethics: Each Registration Board has a Code of Professional Conduct and Ethics which applies to the profession. Please refer to the website www.coru.ie for details. All registrants must adhere to the code for their profession. Therefore all applicants must declare that they have read, understood and will comply with the Code of Professional Conduct and Ethics for their profession, as part of the statutory declaration.

11. Paying the fee

S38 and S91 Applicants

Registration Application Fee

The application fee is €100 which includes the retention fee for the remainder of that registration year. On subsequent years the annual retention fee (currently €100) will be due annually on the annual retention date for your profession. The annual retention dates for each profession/register are set down below.

Important Note

Please be mindful that if your registration is completed shortly before the annual retention date for your profession, that annual retention fees will be due soon after you are registered.

Annual Retention Dates:

31 March: Occupational Therapists, Optometrists, Dispensing Opticians,

31 May: Social Workers,

30 September: Physiotherapists

31 October: Dietitians, Radiographers, Radiation Therapists and Speech and Language Therapists.

You may make your payment via the online process using MasterCard, Laser or Visa. Further information about the payment process is available on www.coru.ie and there are answers to frequently asked questions with regard to online payments.

Once you have made your payment online, your online application form will be submitted. You cannot make any further online changes to your application once you have paid your application fee.

Important Note for S91 (transition or grandparenting) Applicants

In order to be deemed to have submitted an application under transition/grandparenting arrangements (section 91), an applicant must have paid the application fee and completed and submitted the online application form on or before stated deadline for his/her profession.

Applicants who have created an online account but who have not paid the application fee or have not completed and submitted the online application form prior to the deadline will not be deemed to have applied for registration prior to the deadline.

Partly completed S91 applications that have been commenced on the online application system (but have not submitted) will be removed from the system immediately after the application deadline has passed so that they cannot be submitted to CORU after the deadline date. All other un-submitted applications will not be affected.

Please note your application is not complete and will not be processed until we receive the required forms and supporting documentation by post.

12. Sending us your documents

S38 and S91 Applicants

The application cover page available for printing at the end of the online process will have your unique application reference number on it. You will complete this and post with the relevant additional forms that you download (eVetting Invitation Form, Statutory Declaration and proof of professional practice form (if applicable) and your supporting documentation as outlined in Section 3.

Please Note that CORU is moving offices on 23 March 2018.

Up until 22 March 2018	From 23 March 2018 onwards
Registration Section CORU Joyce House 8-11 Lombard St. Dublin 2 D02 Y729	Registration Section CORU Infinity Building George's Lane Smithfield Dublin 7 D07 E98Y

13. What happens next?

S38 and S91 Applicants

Once we receive your cover sheet, forms 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. Verification checks will be carried out on your application and the eVetting Invitation Form will be entered into the NVB system if completed correctly with required supporting attachments. 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 then bring your application to the Registration Board for decision.

The Registration Board may seek further information from you before making a decision on your application. 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

14. Closure of incomplete applications

An application for registration is not deemed to be complete and cannot be processed until CORU has received your supporting documents. You have 30 days to submit these documents from the time you complete your online application.

If you do not provide the documents within the required timeframe your application 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.**

15. Data Protection

Data protection laws safeguard your privacy in relation to the processing of your personal information. These laws give you rights and place responsibilities on the people and organisations that process your personal data. Under data protection laws, CORU must:

- keep your personal information private and secure at all times;
- make sure the information we hold about you is accurate, complete and up-to-date*;
- hold only the information we need about you – not too much information – and only for as long as we need it;
- allow only the Health and Social Care Professionals Council, the relevant Registration Board and its staff to access your information so that they can carry out their work under the Health and Social Care Professionals Act, 2005 (as amended).

By law, you must tell us of any changes in your details so that we can update your data in the register.

If you need a copy of the personal information that we hold about you, please write to the CORU Data Controller and ask for it. You must pay a standard fee of €6.35. If you are not happy with how we use your details, you should write to the Registrar of the relevant Registration Board. The Registrar will look into your concerns and write back to you. If you are still not satisfied, you can contact the Office of the Data Protection Commissioner, Canal House, Station Road, Portarlinton, Co. Laois, Ireland.