

Recognition Closure Policy

September 2024

An Chomhairle um Ghairmithe Sláinte agus Cúraim Shóisialaigh Health and Social Care Professionals Council

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## Introduction/Background:

Increasing numbers of applications for recognition of international qualifications continue to be submitted to CORU, with the forecast for volumes to increase further. Work has been ongoing to ensure applicants have appropriate supports to complete the application process with updated guidance developed, review of correspondence and a reorganisation of the team to ensure those who have documents outstanding get dedicated assistance to complete the process.

CORU’s first register opened on 31May 2011. CORU has never closed an application for recognition since then, unless an applicant has formally sought to withdraw. Even with good support being provided, not all applicants for recognition will complete the process. Many applicants apply to more than one country at once and may opt to either go to another country or remain where they are. These applications remain open on our system and

1. Require us to store data for individuals who may no longer wish to be engaged with CORU (although they have initially confirmed that we can store their data it may no longer be purposeful to do so), and
2. Require regular work every time a call goes out to applicants who have yet to complete their applications.

This policy aims to close applications after a reasonable period of time has passed, and a reasonable number of attempts have been made to confirm the applicant’s intention to continue or withdraw. This is in accordance with the recognition policy:

## Context

Section 3.2.2 of the current Recognition policy is as follows

**3.2.2 Timeframe for submission of documents** In accordance with the provisions of the legislation, an application shall be acknowledged within one month of receipt and the applicant informed of any missing document. Missing documents must be submitted within six months or the application will be closed. Where an application is closed for this reason the applicant is entitled to submit an entirely new application and pay the full fee.

This policy was approved by the Recognition and Registration Committee on the 24th September 2024

**Closure Policy**

1. An application for recognition of international qualifications under Section 38 of the Act will be considered inactive if:
   1. Three months have passed since the creation of the web application (applicant portal) without the submission of supporting documentation, or,
   2. Six months have passed since the completion of the acknowledgement and verification process (which must take place within one month of initial application) without the submission of any additional requested documentation.
2. When an application has been identified as inactive, the applicant will be contacted via email, or another appropriate mechanism, to ask if they wish to continue with their application and outlining what outstanding document(s) are required in order to progress their application. The applicant will be advised to respond within **thirty days** confirming their intention to continue the process, or their application will be closed.
3. If the applicant responds within the thirty-day notice period confirming their intention to continue with the process, and supplies **ALL** of the required information, the application will be considered active.
4. If the applicant does not respond within the thirty-day notice period, a notice will issue, via email or another appropriate mechanism, that the application will be closed. The time limit for response to this correspondence will be three weeks (**15 working days**), after which the application will be closed.
5. If clarification is needed, please refer to the relevant Manager (HEO) or Head (AP).