



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

## Newly-Qualified Social Care Worker Graduate

# Registration Information Leaflet 2024

### 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 their final year exams.

Dear Graduate,

Congratulations on reaching this significant milestone in your journey towards becoming a health and social care professional. As you prepare to embark on your career, we urge you to consider the importance of professional regulation and to begin the process of becoming a CORU-registered professional as soon as possible.

Regulation serves as a cornerstone of the health care sector, ensuring that health professionals adhere to established standards of practice, ethics and competency. Beyond personal and professional growth, CORU registration serves a broader societal purpose. By fostering accountability and transparency within the healthcare system, it helps safeguard the well-being of patients and clients, promoting quality assurance and ethical conduct across all levels of care delivery.

We ask you now to read this Registration Information Leaflet and become familiar with the application process, which involves applying online, paying the registration fee, and completing eVetting.

Wishing you every success in your future career!



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**CEO CORU**

**June 2024**

**Message from the HSE and TUSLA:**

Increasing our Health and Social Care Professionals workforce is key to the delivery of Sláintecare and the population of the Disability Services, which is a Government priority for 2024. A key element of this is retaining graduates like yourself and your classmates from Irish Colleges, together with expanding our international pool.

In partnership with our colleagues in CORU, we are exploring how we can work together to support you as a graduate to reduce the time it takes to obtain your registration and commence employment in Irish Health Services.



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**Eithne Fox**

**Assistant National Director of HR, HSE**



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**Frances Haigney**

**National Project Lead People and Change TUSLA**

## The Registration Process

The registration process involves a number of stages which include the submission of an online application, submission of supporting documents and the eVetting process. Before you start the application process, please ensure to check that your qualification is on CORU's [Approved Qualification](#) list.

## Qualification Certificates with College List

If you have graduated from a [CORU Approved Qualifications course](#), you do not need to submit a parchment or transcript. Education institutions on the Approved Qualification list will send a list of graduates directly to CORU. You may wish to check with your institution to confirm if they will be submitting a list to CORU on your behalf.

## Applying for Registration

Applications for registration are made online. You can access the application portal at the below link:

<https://coru.portaleu.thentiacloud.net/webs/portal/application/#/login>

All Social Care Worker applicants with an

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[Approved Qualification](#) for registration can apply using the above link (please refer to separate booklet for all other professions). Click the '**Apply Now**' on the page button to start the application process.

## International Police Clearance Certificates

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 certificate from the jurisdiction(s) or state(s) of previous residence which must post-date the time spent in each country. More information on international police clearances can be found by [clicking here](#).

## eVetting

Please note that all applicants must undergo the eVetting process with the National Vetting Bureau ("NVB"). Make sure to include all addresses you have ever resided at, including college residences and addresses abroad, in the eVetting Invitation portal. The link to the eVetting Invitation portal will be sent to you after we have processed your eVetting Form.

# 3 Steps to Registration

## 1 How to Apply for Registration

To apply for registration, follow these steps:

1. **Check your course is approved by CORU:** Check our [Approved Qualification](#) page and ensure your course has been approved by CORU before starting the application process. If your course is not listed you cannot apply as a new graduate applicant.
2. **Apply Online:** Visit the Social Care Workers [Applicant Portal](#) and complete your online application. The application fee is €100.

Apply as soon as possible to ensure timely processing.

## 2 Prepare your supporting documents.

As you progress through the online application, you will need to upload various documents. Below is a list of the required documents. You can find these documents in the '**Document Library**' on the left-hand side of the application portal after logging in but see below for a summarised list.

**All applicants must submit the following documents:**

- Certified Statutory Declaration
- Completed and signed eVetting Invitation Form
- Certified copy of proof of identify (Passport, Passport Card, Driving Licence)
- Proof of Address (for eVetting purposes)
- 2 Passport Sized Colour Photographs

**Additionally, please check if the following documents are applicable to you:**

- Certified copy of police clearance from other jurisdiction(s) (if applicable)

## 3 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.

**CORU will process both your registration and eVetting applications and will contact you if there is anything outstanding.**

**\*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. Please note that a member of An Garda Síochána may certify documents **except** for the Statutory Declaration which must be certified by one of the above. 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.

# Frequently Asked Questions

## 1. How will I get updates on my application?

CORU will process both your registration and eVetting applications. You will receive an acknowledgement email once your application has been submitted online. We will correspond with you by via the applicant portal if we require any further information or documentation.

## 2. Do I have to submit my transcripts/parchment?

If you hold a CORU Approved Qualification, then transcripts or parchments will not be necessary as your educational institution will submit a list of graduates directly to CORU. You may wish to check with them directly if you are unsure if a graduate list will be submitted.

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

No, eVetting is an element of the Fit and Proper requirements for registration. All newly qualified graduates seeking CORU registration must apply for eVetting through CORU.

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

Yes. All addresses, where you resided since birth (including addresses abroad and college residencies) must be included in the eVetting online portal, a link to which will be sent to you after we have processed your eVetting form.

## 5. How will I know when I am registered?

You will receive notification by email of your successful registration. You will also receive a copy of the Code of Professional Conduct and Ethics for your profession. Your

registration record will be visible on the online register at <http://www.coru.ie>.

## 6. 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 possible.
- > Upload all of your documents, ensuring that they are completed in full, as well as signed and certified (where applicable).

The documents are:

- Certified Proof of identity
- Certified Statutory Declaration
- Completed and signed eVetting Invitation Form
- Proof of Address
- Passport Sized Colour Photographs
- Certified copy of police clearance certificate from other jurisdiction(s) (if applicable)

All documents should be appropriately certified. Please refer to our certifier policy on the previous page.

## 7. What happens when I submit my application?

Once we receive your online application, we will check to see if you have included all the information required. If any information is missing, we will contact you via the applicant portal to request further details. When we have all the documents and the verification process has been completed, your application will be considered for decision.

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

If your details are not transferred to CORU in the summer months due to incomplete results or where supplemental (repeat) exams are necessary, you may apply online anytime and complete all other steps as part of the application process. You may wish to check that your college or university is providing CORU with an updated graduate list.

**9. 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 all your supporting documents. If you have any questions at all, please email us at [socialcareworkers@coru.ie](mailto:socialcareworkers@coru.ie).



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