



Ag Rialáil Gairmithe Sláinte
agus Cúraim Shóisialaigh

Regulating Health +
Social Care Professionals

Application Guidance notes

Recognition of international qualifications

1. Guidance notes – general

Who should complete this application form?	2
Professions who can apply to CORU for recognition of qualifications	2
Directive 2005/36/EC	3
Recognition of qualification from outside EEA	4
General system for recognition of qualifications	4
Standards of proficiency	5
Steps to recognition	6
Timelines	6
Processing your application	7
Submitting a complete application	8
Difficulty obtaining information on your qualification for recognition	8
Agencies	

2. Guidance for completing the application form **9**

Application form checklist	9
Section 1: Registration Board	12
Section 2: Personal details	12
Section 3: Eligibility to practise	13
Section 4: Qualification for recognition	14
Section 5: Additional post qualifying education and training	16
Section 6: Relevant post qualifying work experience	16
Section 7: Declaration	17
Section 8: Consent to background checks	17
Section 9: Fee payment	17

1. Guidance notes – general

Who should complete this application form?

If you have obtained a qualification from outside of the Republic of Ireland (ROI), for a profession regulated by CORU and are interested in working here, you must first apply to the [Registration Board](#) for recognition of your professional qualification. Please note, you must be eligible to practise in your profession in the country where you obtained your qualification,

You cannot apply for registration until you have successfully completed the recognition process and hold a letter or recognition

Qualification recognition is the process whereby certain international professional qualifications are assessed to determine if they meet the threshold standards of proficiency required to practise the profession in Ireland.

The Registration Board for your profession is designated as the competent authority under European Union (EU) legislation - Directive 2005/36/EC for the purposes of recognition of professional qualifications for applicants from the European Economic Area (EEA).

A Competent Authority under EU legislation is any authority or body e.g. regulatory body or professional body empowered by the State to validate professional qualifications.

The Registration Board may also recognise professional qualifications from outside the EEA. Further details on Registration Boards at CORU can be found [here](#).

Professions who can apply to CORU for recognition of qualifications

Currently qualifications are being recognised by Registration Boards at CORU for the following professions:

- Dietitians
- Medical Scientists
- Occupational Therapists
- Physiotherapists - **Note certain Physiotherapists may also apply using the EPC route** http://europa.eu/youreurope/citizens/work/professional-qualifications/european-professional-card/index_en.htm
- Radiographers
- Radiation Therapists
- Social Workers
- Speech and language therapists

Professions who cannot currently apply to CORU for recognition of qualifications

Queries for recognition of international qualifications for the following professions should be directed to relevant Competent Authorities listed [here](#)

CORU will recognise professional qualifications for the following professions in due course on the opening of each Register.

- Clinical Biochemists
- Orthoptists
- Podiatrists
- Psychologists
- Social Care Workers

Directive 2005/36/EC

Directive 2005/36/EC applies to European Economic Area (EEA) nationals with EEA qualifications who wish to practise a regulated profession in an EEA state other than the one in which they obtained their professional qualifications, on either a self-employed or employed basis.

The intention of the Directive is to make it easier for qualified professionals to practise their professions in European countries other than their own. Public health, safety and consumer protection are safeguarded through the qualification recognition process.

The mutual recognition of professional qualifications is governed by Directive 2005/36/EC. Mutual recognition of professional qualifications means that the qualifications gained in one country (the home country) are recognised in another country (the host country).

European Economic Area (EEA)

The relevant European States are: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Éire (Republic of Ireland), Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, The Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland and United Kingdom.

Further information on Directive 2005/36/EC

These guidance notes provide general information only. To find out more about Directive 2005/36/EC log on to the European Commission website: www.ec.europa.eu for full information.

The European Commission website also includes a list of Frequently Asked Questions (FAQ) and a list of national contact points for the Directive. The national contact point in the member state in which your professional qualification was obtained can direct you to the relevant competent authority to assist you in relation to documentary evidence on eligibility to practise.

Recognition of professional qualifications from outside of the European Economic Area (EEA)

CORU applies the principles of Directive 2005/36/EC to all applicants for recognition including those with professional qualifications from outside of the EEA.

General system for recognition of qualifications

CORU operates under the general system of Directive 2005/36/EC. The recognition process provides for an assessment, on a case-by-case basis, of the professional qualification of an applicant against the requirements to practise in the profession in Ireland.

If the professional activities covered by the profession in the country of qualification and Ireland are not comparable, then the qualification cannot be recognised.

If the professional activities are comparable but deficits in the qualification against the standards of proficiency are identified, your subsequent post-qualification training and professional work experience will be considered. If deficits still remain, you will be offered a compensation measure.

This will be a choice between completing a period of adaptation or an aptitude test. The Board provides the applicant with the details of the deficits and the details of the form that the period of adaptation and aptitude test will take. The applicant decides which one they wish to take.

During the assessment process, the Board will take into account several items which will be unique to each applicant i.e. the qualification they are seeking to have recognised, additional qualifications (if applicable), and any relevant post qualification professional experience. Applicants must be eligible to practise in the profession in the country where their qualification is obtained.

Your professional qualification to include any additional relevant post qualifying education and training / work experience will be assessed against the threshold standards of proficiency required for practise of the profession and entry to the Register in Ireland.

When the Board assesses an application they can decide one of the following:

1. They can recognise the qualification in which case a letter of recognition will be issued
2. They can refuse to recognise the qualification or
3. They can decide that there is a deficit in the professional qualification meeting the standards of proficiency for the profession and offer the applicant a “compensation measure” i.e. period of adaptation or an aptitude test.

It is important that you submit complete information in your application including any additional relevant qualifications and post-qualification work experience that you wish to be considered to provide the Registration Board with sufficient information to make its decision.

If the information submitted by the applicant is incomplete and does not provide enough clarity to facilitate the assessment process, this will result in time delays in processing your application.

Standards of proficiency

Qualifications presented for recognition will be assessed against the standards of proficiency required for the practise of the relevant profession in Ireland.

The standards of proficiency are the knowledge, skills, competencies and professional attributes that are required for the practise of the profession and must be met by all entrants to the Register in Ireland.

They are the standards new graduates will meet who have graduated with an approved qualification in Ireland. The approved qualifications for each of the professions we regulate which attest to the standard of proficiency required for registration are listed **on www.coru.ie**

You will find the standards of proficiency for your profession on www.coru.ie. It is important that you read and understand these standards as part of the recognition application process.

The domains for all CORU regulated professions are as follows:

1. Professional autonomy and accountability
2. Interpersonal and professional relationships
3. Effective communication
4. Personal and professional development
5. Provision of quality service
6. Knowledge, understanding and skills

Your application for recognition will be assessed against these standards. You must demonstrate to the Registration Board that you meet the standards of proficiency required. You must provide evidence in your application of the relevant qualification(s), training and work experience you have gained in your profession to demonstrate you meet these minimum standards of proficiency.

Additional training and work experience may help to compensate for any deficits in your qualifications when compared to the standards of proficiency. For this reason you should provide sufficient relevant information.

Please note CORU will not accept personal patient data as part of any application. If this data is sent it will be destroyed under dual control.

Steps to Recognition

1. **Read** these guidance notes;
2. **Complete** the application form electronically - **Note:** handwritten forms will not be accepted;
3. **Obtain** all the certified copies of documents outlined in the application form checklist;
4. **Print** the whole application form, **sign** all declarations and obtain the required certifications from your educational institute(s) and employers;
5. **Review** the checklist on the application form to ensure you have all required supporting documentation;
6. **Pay** the fee in Euro only (if using electronic transfer, ensure your name is referenced by your bank) and;
7. **Post:** your full application form in hardcopy (this must include signatures, stamps and all your supporting documentation) to: The Registrar, CORU Recognition Department, Infinity Building, George's Court, George's Lane, Smithfield, Dublin 7, D07E98Y.. **Email** your application form (**in word format**) to recognition@coru.ie (supporting documents do not need to be submitted by email – they are submitted hardcopy only). Note this emailed version does not need to include signatures etc. We use this email version for data input purposes only.

Note certain Physiotherapists may apply using the EPC route

http://europa.eu/youreurope/citizens/work/professional-qualifications/european-professional-card/index_en.htm

Remember: missing information will cause delays in processing your application.

Timelines

Applicants should be aware that the recognition process can take some time.

We cannot guarantee the outcome of an application therefore applicants are strongly advised not to make travel or other arrangements (e.g. starting a job) which depend upon your qualification being recognised by a Registration Board at CORU.

Applicants who make travel, work or other arrangements before knowing the outcome of their application do so at their own risk. If your qualification is recognised you must then apply for registration which will be a separate process.

On receipt of your application:

Within 7 days: CORU will issue an acknowledgement in writing to confirm that your application has been received. If you do not hear anything within 7 days please contact us at recognition@coru.ie.

Within 1 month: CORU will issue you with notification in writing to confirm:

- Within 4 months:**
- a) your application is complete or;
 - b) your application is missing documentation required for assessment
- CORU will issue you with notification in writing of a decision by the Registration Board within 4 months of your application being considered complete. This decision will be one of the following;
- 1) They can recognise the qualification;
 - 2) They can refuse to recognise the qualification or;
 - 3) They can decide that there is a deficit in the qualification meeting some of the essential criteria and offer a compensation measure.

Processing your application

Stage 1: Within one month of receipt of your application CORU will go through a process to check for missing information and documentation. CORU will also carry out verification checks on the information you have provided. You will receive a notification from us within this month that your file is complete for any missing information required at this stage.

Stage 2: When your application is considered complete it will move to the assessment stage. During this stage the Registration Board will consider all the information that you have provided to assess your professional qualification for recognition. Missing information will cause delays in your application being processed.

The level and content of your qualification presented for recognition will be compared with the standards of proficiency required for an Irish approved qualification in your profession to identify if any substantial differences (deficits) exist between your qualification and these standards. If deficits are identified the Registration Board will look at any additional information you have provided in your application i.e. relevant additional training and / or relevant post qualifying work experience to see if these deficits can be addressed. It is very important that you provide sufficient information in your application.

Stage 3: On completion of stage two the Registration Board for your profession will make a formal decision on your application and issue a decision in writing to you. Stage two and three of the process can take up to four months following submission of a complete application. CORU endeavours to process applications as quickly as possible and most applications do not take this time frame if the information submitted by the applicant is complete and provides enough clarity to facilitate the assessment process.

It is possible that you may be asked for further information relating to your application. If you do not respond within a three month period, CORU will assume that you do not wish to continue with the recognition of your qualification and your file will be closed. You may reapply by submitting a new application at a later stage.

Submitting a complete application

You must fully complete all sections of the application form and submit all the necessary supporting documentation. **Incomplete applications will result in time delays in processing and your application may also be returned to you.**

It is in your best interest to provide detailed information regarding the qualification you wish to have recognised to include the level, duration, academic content and practice placement content for this qualification to assist the Registration Board to determine if your qualification meets the standards of proficiency.

It is also in your best interest to include sufficient information about **relevant post qualifying** education and training / work experience as this information will be considered if deficits are identified in your professional qualification against the standards of proficiency. Note: this should only be information that is related to your profession.

Please take the time to read the guidance notes and make sure that you understand what is being requested. Applications which do not provide sufficient evidence may result in processing delays, compensation measures being offered or a refusal,

Assessment will be based on the information provided by an applicant. The absence of necessary information required for assessment can cause delays in processing your application. Please see further information on timeframes and processing **here**.

You will be asked to clarify any conflicting / unclear information.

Difficulty obtaining information on your qualification for recognition

If the educational institute which awarded your qualification no longer exists you should correspond with the University which has taken over the course, your national contact point (EEA only), your country's Ministry for Education or the Professional Body / Competent Authority / Regulator for your profession.

Agencies

Please note that we will only correspond with you, not with an agency. You must provide a home address in your application and not the address of an agency. If you give an agency address, we will return your application.

2. Guidance for completing the application Form

Application form checklist

You must ensure you have ticked all relevant boxes before submitting your application form to CORU.

Please note all supporting documents must be certified by a solicitor / lawyer / notary public. A Solicitor / Lawyer / Notary Public must certify that the documents you submit are true copies of the originals.

Certified copy of proof of identity: You must provide a **certified colour** copy of the front page and the photo page of your passport.

Certified copy of your birth certificate: You must provide a legible, **certified**, photocopy of your birth certificate or adoption certificate. If you do not have a birth or adoption certificate, we may accept other appropriate evidence but you will need to discuss this with us.

Certified copy of evidence of change of name (if applicable): 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 illustrating the change of name (such as a marriage certificate).

Certified copy of certificate qualification (s) awarded: This is the certificate presented on final award of your qualification.

Certified copy of official transcripts for qualification (s) awarded: This is a document provided to you from the educational institute where you obtained your qualification. This document must include the following:

- All course modules / units you studied during your training broken down by each year
- All marks / grades / credits you were awarded
- Length of course of study

Certified description of the course content – course syllabus / handbook: This is a document provided to you by your educational institute and will provide us with information to include the scope of your course and its theoretical and practical content and methods of assessment. You will use this document for referencing when you are completing Section 7 of the application form.

This document must show;

- All course modules / units studied in each year;
- Detailed descriptions of the subjects taken and course content in each year;

- All your supervised and assessed practice placements and any periods of block placements;

Note: a document that lists subjects / examinations and grades with no additional information will not provide enough information to assess your qualification and may result in delays.

Certified documentary evidence of eligibility to practise: You must submit certified documentary evidence from the competent authority / regulatory body in the country where you obtained your qualification **stating** that you are eligible to practise your profession in this country.

A competent authority is any regulatory or professional body empowered by the State to validate professional qualifications awarded in a country.

You do not need to be registered with this competent authority or regulatory body for the purposes of your application for recognition of your qualification. You must only provide a certified document from them stating for example that your qualification entitles you to practise in your profession in the country of qualification or that you would be eligible for registration based on the qualification you hold.

EEA

If you are from the EEA and have difficulty obtaining this evidence please refer to your national contact point. National contact points for the EEA are available [here](#).

Non EEA

If you are from outside the EEA you must also provide this information from the relevant competent authority / regulatory body in the country where your qualification was awarded. If you are having difficulty finding this body and have no contact point you could try the professional body for your profession, educational institute, your government health department or your employer for information.

If no competent authority or regulator exists for your profession in the country where you obtained your qualification we will need a certified document from an authorised body stating this. This may be obtained from a national professional body or from your Ministry for Health.

Certified copies of certificates / transcripts for other relevant qualifications:

You must include certified copies of certificates / transcripts and sufficient detail on course content for any additional post qualifying education and training that you wish to support your application. This is education and training completed after you have been awarded the qualification for which you are initially seeking recognition.

Confirmation by educational institute: You must obtain confirmation for Section 4 of the application form from the educational institute(s) where you completed the qualification for which you are seeking recognition. An official contact from the educational institute is required to stamp and sign the details you have included in this section - your course details,

placement details and research project if relevant. Note: the official stamp of the educational institute must be stamped on each page you have completed.

Confirmation by employers: You must obtain confirmation of employment details included in Section 5 of the application form from your employers. This should be in the form of a stamp or a statement on the organisations headed paper.

Declarations: You must complete, sign and date the declaration to confirm that the details you have provided in your application are true and accurate.

Consent to background checks: You are required to complete the consent to background check section of the application form so that the Registration Board can verify all information provided by you.

Certified copies: A Solicitor / Lawyer / 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 the solicitor.

Certified translation of all documents into English: 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 for official translators).

Original documents: Please do not send original documents – only certified copies will be accepted. CORU will not be held liable for loss or damage to original documents.

Payment of the fee: The application for recognition of qualification fee is €410.00 and is payable by electronic funds transfer, credit transfer, postal order or bank draft (made payable to CORU and must be in Euro). Payments made in a currency other than Euro will be returned. Cash is not accepted. Please indicate clearly the method of payment. If you are making an electronic funds transfer please ensure that your bank includes your name as a reference on the payment so that we can track your payment.

Section 1 - Registration Board application

Applying to the Registration Board: You must apply for recognition of your qualification with the relevant Registration Board for your profession at CORU. General information on the Registration Boards is available [here](#).

You must tick only one box when choosing a Registration Board.

Section 2 - Personal details

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 to show you have changed your name (such as a marriage certificate).

Birth certificate or adoption certificate: You must provide a legible, **certified**, photocopy of your birth certificate or adoption certificate. If you do not have a birth or adoption certificate, we may accept other appropriate evidence but you will need to discuss this with us.

Passport: You must provide a **certified** copy of the front page (in colour) and the photo page of your passport.

Home address: We need your main home address so that we can write to you. Please note that we will only correspond with you, not with an agency. If you give an agency address, we will return your application.

Phone number: By providing your phone number you agree that we can contact you by telephone.

Email address: By providing your email address, you agree that we can contact you by email.

Personal email address: We strongly recommend you provide a personal email address. We may send courtesy emails from time to time in addition to formal letters.

Section 3: Eligibility to practise

3.1 Eligibility to practise in your profession in the country where you obtained your qualification: In order to apply for recognition of your qualification, you must be eligible to practise in your profession in the country where your qualification was awarded. You must submit documentary evidence to this effect. See also page 9. This means you must be entitled to practise for example as a Social Worker in Germany if you were awarded the qualification for which you are seeking recognition in Germany. If you are not eligible to practise you cannot apply for recognition.

3.2 The qualification you are presenting for recognition: You must provide details of the qualification which gives you eligibility to practise in your profession in the country where you obtained it. This is the qualification for which you are seeking recognition. Please see further guidance in Section 4.

3.3 Details of your competent authority / regulatory body: You must fill out the table in Section 3 to include contact details of the competent authority / regulatory body that will confirm your qualification entitles you to practise in your profession in the country where you obtained it.

Professional activities performed by your profession: Please include the professional activities which are covered by your profession in the country where you obtained your qualification.

Areas which your qualification does not entitle you to undertake: Please list any areas which your qualification does not entitle you to undertake in your profession.

Level of autonomy in your profession in your country of qualification: Please explain if there are limitations on your area of practice for example if you are obliged to work under the direction of a qualified person in the country where your qualification was awarded.

Current registration details: Please provide these details if you are currently registered with a competent authority / regulatory body in the country where your qualification was awarded and where being registered entitles you to practise your profession.

Section 4: Qualification for recognition

This qualification should be the undergraduate or post graduate course which gives you eligibility to practise in your profession in the country where it has been awarded. If for example an undergraduate course gives you eligibility to practise in your profession you will complete the details in Section 4.1 of the application form.

If you completed a post-graduate course following completion of your undergraduate course and it is the combination of these two qualifications that gives you eligibility to practise, you will complete details for the post graduate course in Section 4.1 and 4.2 of the application form also.

If a postgraduate qualification alone gives you eligibility to practise you will complete details for this course in Section 4.2.

You must provide certificates, transcripts and course syllabus / handbook for the qualification which gives you eligibility to practise in the country where it has been awarded.

If a combination of qualifications gives you eligibility to practise you must provide certificates, transcripts and course syllabus / handbook for each.

Any other relevant education and training which follows the qualification (s) which gives you eligibility to practise should be completed in Section 5 of the application form.

4.1 Qualification details – Undergraduate

You are required to fill out the details for your undergraduate qualification if this is the qualification that gives you eligibility to practise, or if it is the combination of this and another qualification. It is important for assessors to see the details also for the qualification which has led to another qualification e.g. an undergraduate program which has led to a Masters.

4.1.2 Course details: As specified above. It is important to provide all the details requested regarding the qualification you are presenting for recognition as this information will be used to assess your qualification against the standards of proficiency.

You will be required to complete the table to include details of the course year, description of subjects studied and course content, examination methods and assessment methods. You must include a syllabus page or section reference.

4.1.3 Practice placements: You are required to provide details on each of the individual practice placements that you have completed as part of the qualification you are seeking recognition for. Please insert a new table into the application form for each practice / clinical placement completed.

The practice / clinical placements must relate to the course of study for which you applied for recognition and must all be completed within the dates of this course. If you are presenting two courses in Section 4 which, combined, give you eligibility to practise in your profession (e.g. undergraduate and post graduate), you will complete the course details and practice placement for each according to 4.1 and 4.2 in the application form.

You must copy and insert a new table for each continuous block of placement. Please note that placement information needs to be included for each continuous block of placement within a year of study even if these placements take place for example at the same location. If a placement is broken up i.e. by lectures or holidays etc. a new table must be added for the next continuous block. This should be done in chronological order and may result in your inserting several tables according to your profession. Please number each table.

Several continuous blocks of placement in e.g. which have been broken up during one year of study should NOT be documented as one placement.

Please note that if placement information does not provide the information required for assessment, this can result in applications being delayed due to information being requested at a later stage.

It is important to provide all the information requested and to provide sufficient details for your main duties, knowledge and skills as this information will be used to assess your qualification against the standards of proficiency.

It is also useful where possible to submit the calendar for your academic years of study which sets out lectures, practice placements and holidays for each year of study if this exists. Certain educational institutes can provide this.

Note on supervisors: Please note that a supervisor will be a suitably qualified senior person in your profession and may have an alternative title to supervisor e.g. placement tutor. Please include their title.

4.1.4 Confirmation from your educational institution: Section 4 must be signed and stamped by an official contact at the educational institution where the qualification for which you are seeking recognition is awarded. This is to verify the course of study, the practice curriculum and any research project. **Please note your educational institute must provide its stamp on each individual page filled out in Section 4 with a signature and contact details completed at the end.**

4.2.1 – 4.2.4 Qualification details – Postgraduate

You are required to fill out the details for your postgraduate qualification if this is the qualification which gives you eligibility to practise, or if it is the combination of this and another qualification. The guidance notes outlined in 4.1 apply.

Section 5: Additional post qualifying education and training

You must include certified copies of certificates / transcripts and sufficient detail on course content for any additional post qualifying education and training that you wish to support your application. This is education and training completed after you have been awarded the qualification for which you are seeking recognition.

The information that you provide will be taken into consideration by the Registration Board in the event of deficits being identified between your qualification for recognition and the minimum standards of proficiency required for an Irish graduate. Examples are:

- A qualification which gave you exemption for entry to a course in your profession
- A post graduate course which you obtained after your qualification for recognition
- An undergraduate qualification which gained you entry to a postgraduate course
- Related qualifications gained after your professional qualification

Section 6: Relevant post qualifying work experience

If you have experience in addition to your training and qualifications, please enter details of your relevant post qualifying work experience in reverse order, with your most recent position first. You will be required to copy the table in this section of the application form and insert a new table for each employment you wish to include. Please number the tables you insert into section 6 of the application form and order them in chronological (reverse) order.

The information you provide in this section of the application form will be taken into consideration by the Registration Board in the event of deficits being identified between your qualification (s) and the minimum standards of proficiency required for an Irish graduate.

You should provide sufficient detailed information to illustrate that you meet the standards of proficiency for your profession and to support your application.

You should only provide details of employment relevant to your profession. This employment must be after your professional qualification.

Note on equipment: Equipment used may not be relevant to your profession.

Note on supervisors: Please note that a supervisor will be a suitably qualified senior person in your profession and may have an alternative title to supervisor.

No post qualifying work experience: If you have no post qualifying work experience please state not applicable.

Confirmation of employment by your employer(s): Confirmation of employment is required from an employer. This should be your current or if it is not possible to obtain your current employment please include certification by the most recent substantial employment.

This confirmation should be in the form of a stamp in the box provided on the application form along with contact details for the person who is verifying your information. If the organisation does not have a stamp you should ask them to confirm the details of your employment on official headed paper.

The Registration Board may seek further verification of employment from your employer(s) if additional post qualifying work experience is being considered to address any potential deficits.

Section 7 - Declaration

Please complete, sign and date the declaration to confirm that the details you have provided in your application are true and accurate.

Section 8 - Consent to background checks

You are required to complete the consent to background check section of the application form so that the Registration Board can verify the information you have provided.

Section 9 - Fee payment

The recognition application fee is **€410.00 euro**.

Please pay your fee online: <http://coru.ie/payment/index.php>

A receipt will be emailed to you. Please retain your receipt and make sure you include a copy with your application form.