



Documentary Requirements for Applicants in Private Practice

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 contacts (at least one contact) for service in the profession (to other organisations) (in the relevant period)

Note: Beware of Data Protection Requirements and seek necessary authorisation from data subjects prior to submitting confidential data to CORU.

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;
 - c) Proof of membership of a professional body relevant to the profession;
 - d) Evidence of continuous professional development relevant to the profession;
 - 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.

Documentation Requirements Checklist for Applicants in Private Practice

Applications in Private Practice must provide requested documentation in order to satisfy the Board regarding their private practice in the relevant period¹ to ensure that they are eligible to apply under section 91 of the Health and Social Care Professionals Act (grandparenting/transition arrangements).

Name:		Date of Birth:	DD/MM/YY YY
Profession:			
Relevant Period :	From:		To:
Business Name:			
Operational Business Address:			
Items 1, 2 and 3 are mandatory for all applicants and two items from the list from 4 – 9 are also required:			Please tick when enclosed
1. A self-declaration on your own headed paper regarding your private practice in the relevant period. ¹ Please provide sufficient details for the Board to consider including start date, business address and the range of services provided.			<input type="checkbox"/>
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.			<input type="checkbox"/>
3. Proof of current provision of services to clients or service users in the relevant period ¹ which includes either:			
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.			<input type="checkbox"/>
or			<input type="checkbox"/>
b. Proof of contracts (at least one contract) for service in the profession (to other organisations) in the relevant period.			
Two items are also required from items 4 – 9 below for the relevant period¹.			
4. Copy of trading accounts (relevant statement pages – providing the name of the company, the address and the date to which the statements relate). You may wish to redact certain financial information.			<input type="checkbox"/>
5. Proof of operational business address (Company Registration Office/Revenue records, utility/services bills or bank statements upon which the operational business is named). You may wish to redact certain financial information.			<input type="checkbox"/>
6. Proof of membership of a professional body relevant to the profession.			<input type="checkbox"/>
7. Evidence of continuous professional development relevant to the profession.			<input type="checkbox"/>
8. Promotional materials for private practice that may include leaflets, websites, advertisements and promotional features in magazines.			<input type="checkbox"/>
9. Publications by the applicant (peer-reviewed or otherwise) relevant to the profession.			<input type="checkbox"/>
Please note that the Registration Board request further information or documentation from the applicant in order to satisfy itself that the applicant has met the professional practice requirements			
Signature of Applicant:			
Date:			
Send to: Registration Department, CORU as a PDF attachment by email only to: registration@coru.ie			

¹The relevant period is the five-year period leading up to the opening of the register to which the applicant is applying. Physiotherapist applicants are required to provide evidence that they have been engaged in the practice to their profession for two years between 30 September 2011 and 30 September 2016. The relevant period for physical therapists (musculoskeletal only) is between 20 December 2012 and 20 December 2017.