



THENTIA
CLOUD™

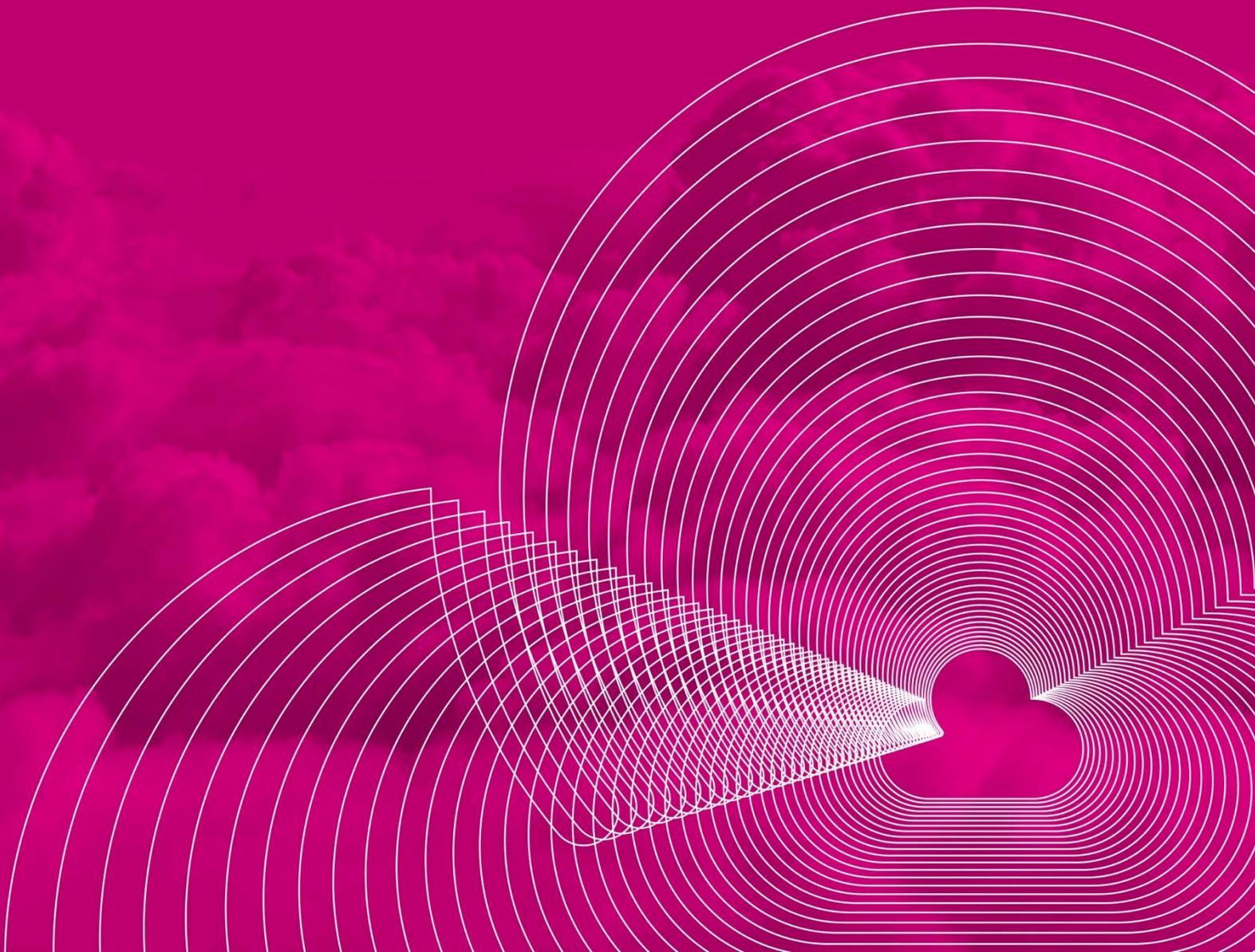
Empowering
Regulatory
Transformation

CORU

Registration Renewal Application

Example: Physiotherapist

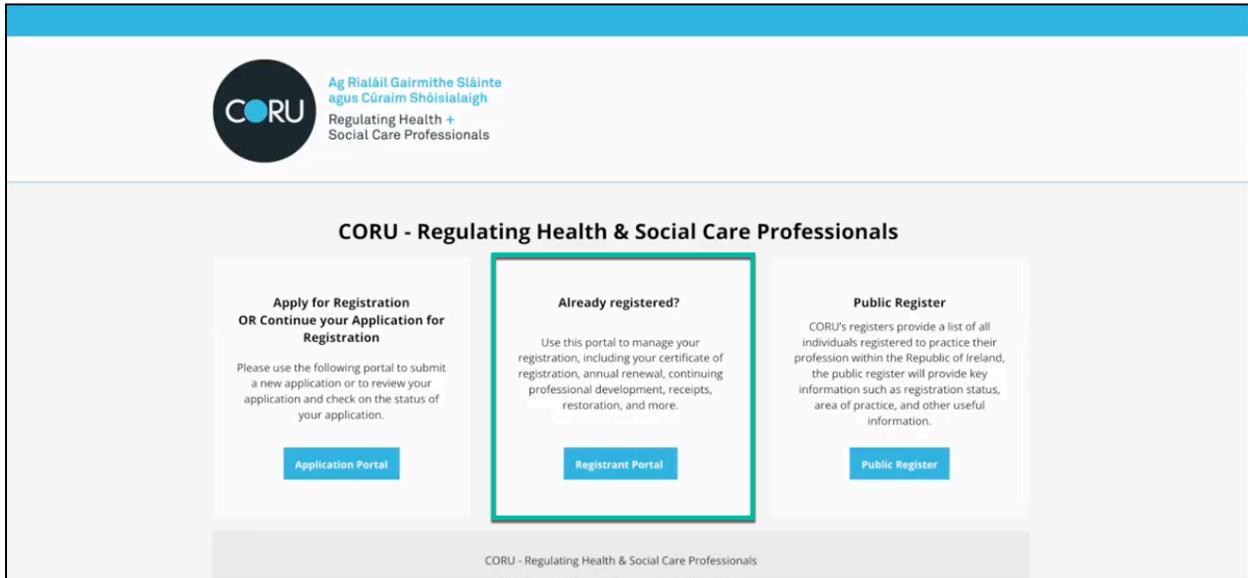
User Guide



Introduction

This guide walks through the steps for completing a Renewal Application from the Registrant Portal.

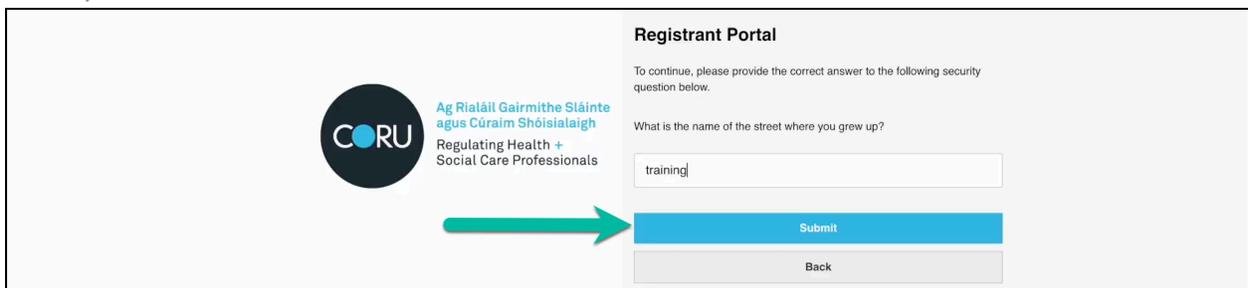
Access the [Registrant Portal](#).



Enter your Registrant Portal login credentials and select “**Sign In**”.



Enter your two-factor authentication and click **Submit**.



Navigate to the left-hand menu and select "Renewal and Restoration"

The screenshot shows a user profile page. On the left-hand menu, the 'Renewal and Restoration' option is highlighted with a red underline and a red arrow pointing to it. The main content area is titled 'HOME' and contains two sections: 'Your Information' and 'Registrations'. The 'Your Information' section has input fields for Legal First Name (Isia), Legal Last Name (Training), Legal Middle Name, Telephone, and Email (islatraining@mailinator.com). The 'Registrations' section contains a table with the following data:

| Registration Type | Registration Number | Registration Status | Registration Effective Date | Registration Expiration Date |
|-------------------|---------------------|----------------------|-----------------------------|------------------------------|
| Physiotherapist | PT-000010 | Active - Full Access | 22/11/2024 | 15/11/2024 |

Click **Start Renewal**

The screenshot shows the 'Registration Renewal' page. The left-hand menu is visible on the left. The main content area is titled 'Registration Renewal' and contains a paragraph of text: "This section displays your registrations with CORU. If renewal is available for a registration, 'Renew' will appear beside the registration. Please follow the step-by-step instructions to complete your renewal application. You will be able to save your progress and return to it later. Should you need assistance, please reach out to registration@coru.ie." Below this text is a table with the following data:

| Registration Type | Registration Number | Status | Expiry Date | |
|-------------------|---------------------|----------------------|-------------|----------------------|
| Physiotherapist | PT-000010 | Active - Full Access | 15/11/2024 | Start Renewal |

Below the table is a section titled 'Review Past Renewal' with a table that has the following data:

| Registration Type | Registration Number | Current Status | Destination Status | Renewal Status | Submitted Date |
|-------------------|---------------------|----------------|--------------------|----------------|----------------|
| No past renewal. | | | | | |

Step 1 of 7: Ensure all **Personal Information** is correct. (Fields marked with a red asterisk, are required)
Once verified, click "Save & Continue"

The screenshot shows the 'Opt In' and 'Account Verification' sections. The 'Opt In' section has a checkbox and the text: "I confirm I would like to subscribe to the CORU quarterly newsletter which provides regulation-related updates for Ireland's health and social care professionals." The 'Account Verification' section has a text input field for "What is your secret passphrase?*" with the value "All the same". Below this is a note: "Note: This will be used for identity verification purposes." At the bottom right, the 'Save & Continue >' button is highlighted with a red arrow.

Step 2 of 7: Complete the **Employment Details** (Fields marked with a **red asterisk**, are required)

Regulating Health + Social Care Professionals

Home
My Inbox
Profile
Personal information
Employment Details
Memberships
Requests
Voluntary Removal Request
Document Upload
Letter of Good Standing Request
Name Change Request
Registration
Certificate of Registration
CORU Registered Logo
Renewal and Restoration
CPD Audit

Registration Renewal

2 Employment Details Step 2 of 7

Note: All information with a red asterisk (*) is required.

Since you were added to the register have you been employed or self-employed? * Yes No

Note: If you have not been in employment since the last renewals cycle, please select 'No' and provide us with information on your current circumstances (for example, retirement, carer leave, career break).

Please provide dates you were not in employment in Ireland.

Below you will find your Employment History on file. Please update as required, and add any new employment records. Please note that you must keep your employment information up-to-date at all times. If you have ceased employment in any of your current records, please ensure that the end dates have been provided and are correct.

| Employer's Name | Job Title | Employment Type | Employment Sector | Date From | Date To |
|---|-----------|-----------------|-------------------|-----------|---------|
| No employment records have been added. Click +Add New Records to add a new employment. | | | | | |

+ Add New Records

To add a New Record, click on “+ Add New Records” and complete the form.

Personal information
Employment Details
Memberships
Requests
Voluntary Removal Request
Document Upload
Letter of Good Standing Request
Name Change Request
Registration
Certificate of Registration
CORU Registered Logo
Renewal and Restoration
CPD Audit
Invoices & Receipts
Account Settings

Registration Renewal

Note: All information with a red asterisk (*) is required.

Since you were added to the register have you been employed or self-employed? * Yes No

Note: If you have not been in employment since the last renewals cycle, please select 'No' and provide us with information on your current circumstances (for example, retirement, carer leave, career break).

Please provide dates you were not in employment in Ireland.

Below you will find your Employment History on file. Please update as required, and add any new employment records. Please note that you must keep your employment information up-to-date at all times. If you have ceased employment in any of your current records, please ensure that the end dates have been provided and are correct.

| Employer's Name | Job Title | Employment Type | Employment Sector | Date From | Date To |
|---|-----------|-----------------|-------------------|-----------|---------|
| No employment records have been added. Click +Add New Records to add a new employment. | | | | | |

+ Add New Records

< Previous Save & Continue >

Enter your employment information.

Home
My Inbox
Profile
Personal information
Employment Details
Memberships
Requests
Voluntary Removal Request
Document Upload
Letter of Good Standing Request
Name Change Request
Registration
Certificate of Registration
CORU Registered Logo
Renewal and Restoration
CPD Audit
Invoices & Receipts

Employment - Add / Edit

Note: All information with a red asterisk (*) is required.

Employment Information

Job Title *

Workplace Name (if different)

Employment Type *

Employment Sector *

Hours per Week *

Employer Information

Employer's Name *

Once finished click "Save & Continue".

The screenshot shows a web interface for registration renewal. On the left is a navigation menu with categories: Personal information, Employment Details, Memberships, Requests (with sub-items: Voluntary Removal Request, Document Upload, Letter of Good Standing Request, Name Change Request), Registration (with sub-items: Certificate of Registration, CORU Registered Logo), Renewal and Restoration (with sub-items: CPD Audit, Invoices & Receipts, Account Settings). The main content area has a 'Note' stating: "All information with a red asterisk (*) is required." Below this is a question: "Since you were added to the register have you been employed or self-employed?*" with radio buttons for 'Yes' (selected) and 'No'. Another 'Note' says: "If you have not been in employment since the last renewals cycle, please select 'No' and provide us with information on your current circumstances (for example, retirement, carer leave, career break)." This is followed by a prompt: "Please provide dates you were not in employment in Ireland." Below that is a section for "Employment History" with a table:

| Employer's Name | Job Title | Employment Type | Employment Sector | Date From | Date To | |
|-------------------|-----------------|-----------------|-------------------------|------------|---------|--------|
| School of Ireland | Physiotherapist | Full Time | Children Health Ireland | 04/11/2024 | | Update |

Below the table is a button "+ Add New Records". At the bottom of the main content area, there are two buttons: "< Previous" and "Save & Continue >". A red arrow points to the "Save & Continue >" button.

Once finished click "Save & Continue".

Step 3 of 7: Memberships

Complete a list of your other historical or current memberships with any other regulatory, statutory, or professional body by selecting +Add New Records. If there are no memberships to be added, move on to click "Save & Continue"

The screenshot shows the "Registration Renewal" page, specifically the "Memberships" step (Step 3 of 7). The navigation menu on the left is similar to the previous screenshot. The main content area has a heading "Registration Renewal" and a sub-heading "3 Memberships". Below this is a text block: "The below table provides a list of your other historical or current memberships with any other regulatory, statutory or professional body." This is followed by a table with columns: "Regulatory or Professional Body", "Registered Profession", "Registration Number", and "Initial Registration Date". The table is currently empty, with a message below it: "No records have been added. Click + Add New Records to add records." Below the table is a button "+ Add New Records". At the bottom of the main content area, there are two buttons: "< Previous" and "Save & Continue >". A red arrow points to the "Save & Continue >" button.

Step 6 of 7: Complete the **Attestation** page

After making your attestations, click **Save & Continue** at the **bottom of the page**.

Home

My Inbox

Profile

Personal Information

Employment Details

Memberships

Requests

Voluntary Removal Request

Document Upload

Letter of Good Standing Request

Name Change Request

Registration

Certificate of Registration

CORU Registered Logo

Renewal and Restoration

CPD Audit

Invoices & Receipts

Account Settings

Registration Renewal

6 Attestation Step 6 of 7

Note: All information with a red asterisk (*) is required.

- My details are correct and up-to-date.*
- I verify that I have read the data protection section in the [Privacy Statement](#).*
- I have read, and understood and will comply with the [Code of Conduct and Ethics](#) for my profession.*
- I know of no reason why the Registration Board should not grant me renewal of my registration under the Health and Social Care Professionals Act 2005 (as amended).*
- I am in the processing of checking and will confirm if the Self Declarations CPD page is required.*

< Previous Save & Continue >

Step 7 of 7: Complete the **Payment** Page

Fee Breakdown will appear on the page.

Please select your method of payment.

Bank Card – Please complete all billing information.

Please note that we can only accept fees to be paid online by bank card. By clicking 'Process Payment' you will be taken to our payment processing page. If you encounter any issues please contact us at registration@coru.ie.

Check – Please send your check to the address listed on the screen.

Click **Pay by Check/money order**.

Method of Payment: Check

Amount Due: [REDACTED]

Check payment

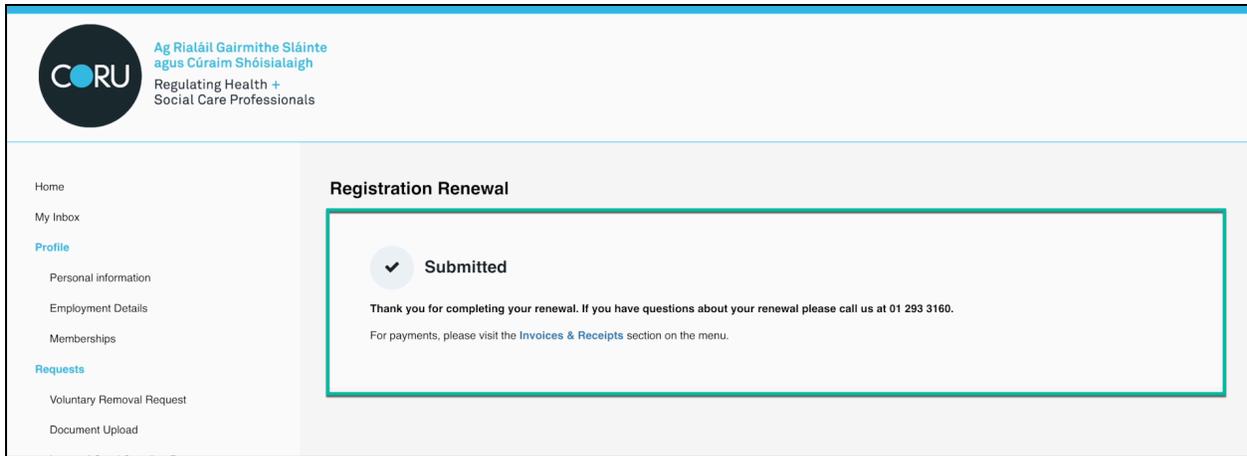
Please send check to below address:

CORU - Regulating Health & Social Care Professionals
Infinity Building, George's Court, George's Lane
Smithfield, Dublin D07 E98Y

< Previous Pay By Check/money order >

Application Submission

Shortly after processing your payment method your application will be submitted and a **Submitted** banner will appear on the screen.



The screenshot shows the CORU website interface. At the top left is the CORU logo, a black circle with 'CORU' in white, and the text 'Ag Rialáil Gairmithe Sláinte agus Cúraim Shóisialaigh' and 'Regulating Health + Social Care Professionals'. Below the logo is a navigation menu with items: Home, My Inbox, Profile (highlighted in blue), Personal information, Employment Details, Memberships, Requests (highlighted in blue), Voluntary Removal Request, and Document Upload. The main content area is titled 'Registration Renewal' and features a large green-bordered box containing a 'Submitted' notification. The notification includes a checkmark icon, the word 'Submitted', and the text: 'Thank you for completing your renewal. If you have questions about your renewal please call us at 01 293 3160. For payments, please visit the [Invoices & Receipts](#) section on the menu.'