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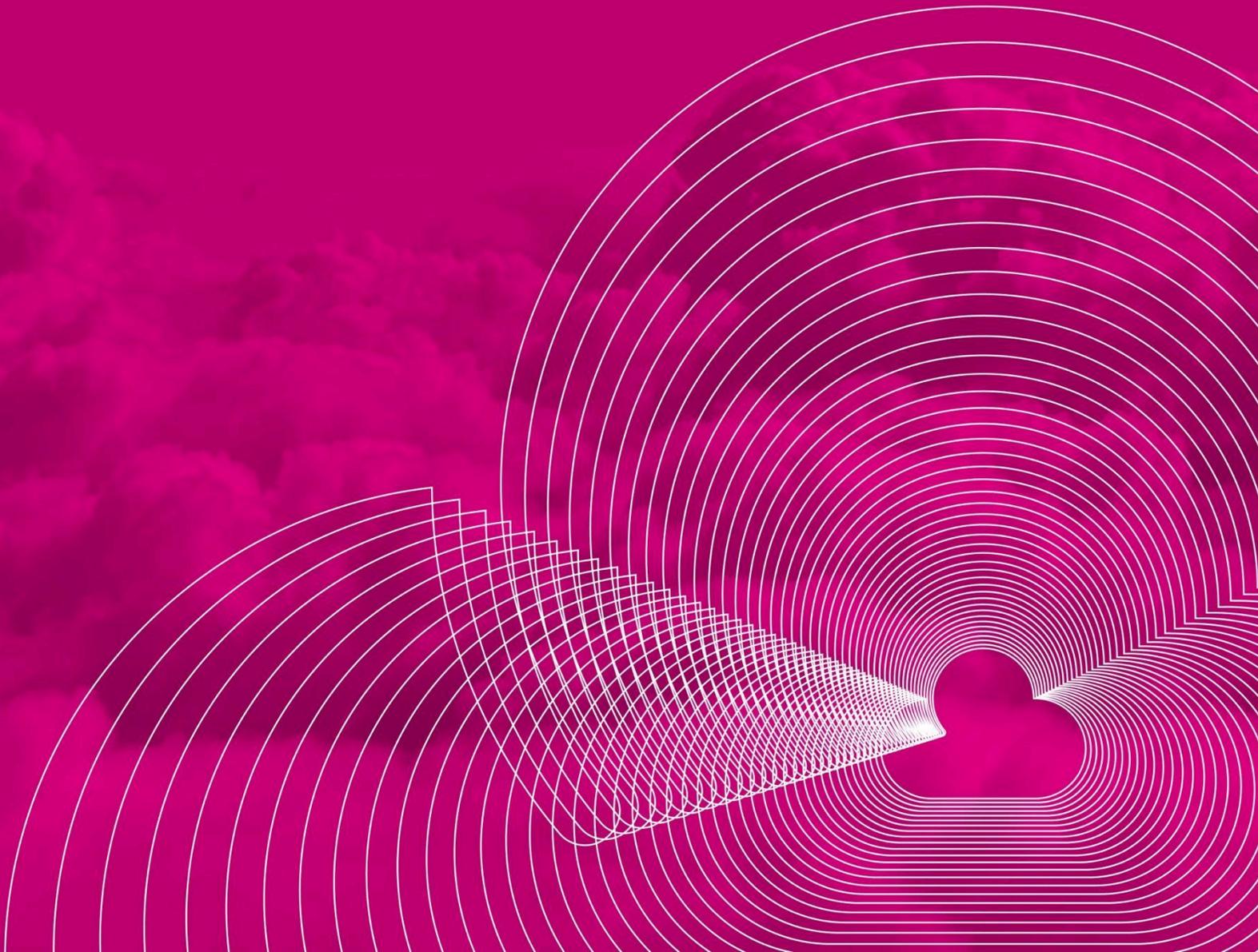
Empowering
Regulatory
Transformation

CORU

Application for Irish Graduate Registration

Example: Dietitian

User Guide



Introduction

This guide walks through the steps for applying for Irish Graduate Registration – Dietitian.

Read the Application Instructions and confirm that you have read the application guidance documentation related to this application pathway.

Note: A link to Registration Guidance Notes is available in the **Before You Begin** area.

The screenshot shows a web page titled "Application Instructions". At the top, there is a grey header with the text "Application Instructions". Below this, a blue-bordered box contains a "Note" stating: "All information with a red asterisk (*) is required." The main content area is titled "Application Instructions" and contains two numbered steps: 1. "Complete All Steps: Fill out all required details as you go through each step of the application process. You will also need to upload documents at various stages, so please have them ready." 2. "Final Step - Fee Payment: The last step of your application is to pay the application fee." Below the steps, a green-bordered box titled "Before You Begin:" contains the text: "Please review our Registration Guidance Notes for detailed information on the application process, including required documents. Note: Only completed applications can be processed, please ensure to fill out all sections and upload all necessary documents." Underneath, there is a link for help: "Need Help? If you have any questions, feel free to contact us at registration@coru.ie." The bottom section is titled "Confirmation" and features a checkbox with the text: "I confirm that I have accessed and read the application guidance on the website related to the application pathway I have selected. *". A green arrow points to this checkbox. In the bottom right corner, there is a blue button labeled "Save & Continue >".

Then click Save & Continue

Complete the Personal Information page

All Information with a red asterisk (*) is required.

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Personal Information

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

Title *

First Name *

Do you have a surname? * Yes No

Professional Name *

Note: Please enter your full name, as you would like it printed on your registration certificate.

Previous Name (if any)

After entering all of your information, click **Save & Continue**

Opt In

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.

Account Verification

What is your secret passphrase? *

Note: This will be used for identity verification purposes.

Complete the Eligibility Information

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Eligibility

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

Select your approved qualification from the dropdown menu, then enter the date when you obtained this qualification, and finally, upload a certified copy of your qualification certificate by clicking the 'Upload Files' button.

Are you on a College List (i.e. your Education Provider has agreed to send your name directly to CORU in confirmation of your successful conferring from an approved programme)? Yes No

Note: A College List is whereby your Education Provider has an agreement with CORU to send confirmation that you have successfully qualified from an approved programme - if you are unsure if you are on such a list please contact your Education Provider for confirmation. If you are on a College List you do not have to upload your qualification certificate.

Select your Approved Qualification *

Date Obtained *

[< Previous](#) [Save & Continue >](#)

After entering all of your information, click **Save & Continue**

Complete the Languages of Professional Practice page

Please select the languages in which you practice your profession.

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Language of Practice

Please select the languages in which you practice your profession.

Please note if you do not meet the CORU Language Requirements, you will be required to provide evidence of competence in English or Irish from one of the IELTS, Cambridge, or Occupational English Test OET exams on the 'Supporting Documents' page of this application.

Please visit the below link for more information on CORU's Language Policy:
<https://coru.ie/health-and-social-care-professionals/registration/registration-requirements/language/>

Choose languages

[< Previous](#) [Save & Continue >](#)

After entering all of your information, click **Save & Continue**

Complete the Memberships page

List your other historical or current memberships with any other regulatory, statutory, or professional body.

Click **+ Add New Records** to add new membership information records.

Then enter all requested information such as Membership Type, Regulatory or Professional Body, Registered Professions, Registration Number, etc.

After entering all of your information, click **Save & Continue**

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Memberships

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

The below table provides a list of your other historical or current memberships with any other regulatory, statutory or professional body.

Regulatory or Professional Body	Registration Number	Initial Registration Date	Expiration Date	Status
No records have been added. Click + Add New Records to add records.				

+ Add New Records

Save & Continue

After entering all of your information, click **Save & Continue**

Complete the Employment History Page

Please refer to the **Employment Section of the website link** on the page before completing the Employment History section of your application.

Click **+ Add New Records** to add relevant post-qualifying work experience.

Enter all requested information and click **Save & Continue** to record your entries.

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Employment History

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

Are you currently or have you ever been employed or self-employed? * Yes No

Please provide the details of any relevant work experience.
Please refer to the Employment Section of the website before completing the Employment History section of your application.

Self-employed	Employment or Contract Type	Start Date	End Date
No employment records have been added. Click +Add New Records to add a new employment.			

+ Add New Records

< Previous Save & Continue >

Complete the Supporting Documents Page

Please check the **Registration Requirements webpage** linked on the page for information on certifying your documentation.

All documents must be certified correctly to ensure your application can be processed.

Please upload relevant documentation for the required documents.

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Supporting Documents

Note: Please check the Registration Requirements webpage for information on certifying your documentation. It is important that all documents are certified correctly to ensure that your application can be processed.

Certified Statutory Declaration*
Please upload a certified copy of a Statutory Declaration.

Certified Copy of ID*
You are required to provide a certified copy of one of the following:
• Current Passport photo page; or
• Both sides of current Passport card; or
• New Irish driving licence (Issued since 2013); or
• Public Services Card (both sides), as issued by Department of Social Protection.

Proof of Address*
Please upload a copy of one of the following, issued and dated within the last 6 months:
(a) Recent utility bill (gas, phone, broadband or electricity);

After uploading your information, click **Save & Continue** at the **bottom of the page**.

Complete the eVetting Page

Please download and complete the eVetting Information Form linked on the page. Please then upload the completed, signed, and dated form.

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eVetting Form

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

eVetting with the National Garda Vetting Bureau is a requirement.

Each applicant must complete an eVetting Invitation Form as part of their application.

Please download and complete the [eVetting Invitation Form](#) and upload as part of this step of the application.

After submission of this application, within 1 week you will receive an e-mail inviting you to apply for eVetting. Follow the link in the e-mail to complete the application online. You will be notified by e-mail when the eVetting outcome has been received by CORU.

Please upload the completed, signed, and dated by hand (using a ball point pen) eVetting invitation form.*

I have provided documentation to validate my identity as required and I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.*

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Save & Continue >

After entering all of your information, click **Save & Continue**

Complete the Fit and Proper Survey page

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Fit and Proper Survey

By law, before your name can be entered on the Register for your profession, you must satisfy the Board that you are a fit and proper person to engage in the practice of the profession. This includes information on your health and character.

If you have a physical or mental health condition that may affect the practice of your profession you must give full details. This does not necessarily make you ineligible for registration. It is an opportunity for you to demonstrate how you manage your health issues and how this enables you to provide safe service to service users. Failure to give us relevant and accurate information may affect your application for registration.

Please note that you may wish to refer to the [Criminal Justice \(Spent Convictions and Certain Disclosures\) Act 2016](#).

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

1. Do you have or have had in the past any physical health or mental health condition that may affect your ability to practise the profession for which you seek registration? * Yes No

2. Have you ever been treated for alcohol or drug dependency? * Yes No

3. Are you willing to undergo a health examination, if asked? * Yes No

4. Have you ever been prosecuted for, or convicted of, a criminal offence in Ireland (other than a spent conviction within the meaning of section 5 of the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016) or been prosecuted for or convicted of, a criminal offence outside the State? * Yes No

5. Are there any prosecutions pending against you or are you being investigated for any criminal offence in Ireland or elsewhere? * Yes No

Save & Continue >

After entering your responses, click **Save & Continue** at the **bottom of the page**.

Complete the Fit and Proper Survey – Residency page

Have you ever lived outside Ireland for at least one year and one day, since 18 years old?

If not, select the **No** option then click **Save and Continue** at the bottom of the page.

If yes, select the **Yes** option and click **+ Add New Records** to add Residency information. Enter all requested information and click **Save & Continue** to record your entries.

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12 Attestation

Fit and Proper Survey - Residency

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

Have you lived outside of Ireland for at least one year and one day, since 18 years old? * Yes No

Residency Information

Please provide details on each country where you have lived outside Ireland for at least one year and one day or longer since the age of 18. You will be required to provide certified copies of certificate(s) of criminal clearance for each country. You are not required to report the same country twice.

Note: Information on Police Clearance requirements can be found on [CORU Police Clearance](#) page.

Country	Start Date	End Date	Clearance Body	Clearance Issue Date
No records have been added. Click + Add New Records to add records.				

+ Add New Records

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Save & Continue >

Complete the Attestation page

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Attestation

Kindly attest to the following:

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

- I confirm that I have read and understood the [Guidance Notes](#) in completing this application.*
- I understand that the Registration Board may contact my employer in certain circumstances.*
- I verify that I have read the Data Protection section in the [Privacy Statement](#).*
- I confirm that any documents not originally in English or Irish have been translated into English or Irish by an official translator.*
- I have provided documentation to validate my identity as required and I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.*
- I acknowledge my application will only be considered complete on receipt of all documentation required by CORU.*
- I understand that by law, before my name can be entered on the Register for my profession, I must satisfy the Board that I am a fit and proper person to engage in the practice of the profession. This includes information on my health and character. If I have a physical or mental health condition that may affect the practice of my profession, I must give full details. This does not necessarily make me ineligible for registration. It is an opportunity to demonstrate how I manage my health issues and how this enables me to provide safe service to service users. Failure to give the Board relevant and accurate information will affect my application for registration. Additionally, I may wish to refer to the [Criminal Justice \(Spent Convictions and Certain Disclosures\) Act 2016](#).*

Save & Continue >

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

Complete the Payment Page

Fee Breakdown will appear on the page.

Please select your method of payment.

The screenshot shows the 'Payment' page in the online applications system. On the left, there is a navigation menu with '13 Payment' highlighted. The main content area is titled 'Payment' and includes a 'Fee Breakdown' table, a 'Method of Payment' section with instructions, and a dropdown menu for selecting the payment method. A red box highlights the '13 Payment' menu item and the 'Method of Payment' dropdown menu.

Invoice Item	Amount
Dietitian - Registration S38 Application Fee	€1278
Total	€1278

Method of Payment

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.

Please select method of payment.

Method of Payment

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- **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.

This close-up shows the 'Method of Payment' section. It includes the same instructions as the previous screenshot. The 'Method of Payment' dropdown menu is set to 'Bank Card', with a red arrow pointing to it. A red box highlights the 'Process Payment >' button.

Method of Payment

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.

Please select method of payment.

Method of Payment

Process Payment >

- **Check** – Please send your check to the address listed on the screen and click **Pay by Check/money order**.

This close-up shows the 'Method of Payment' section for a check payment. The 'Method of Payment' dropdown menu is set to 'Check', with a red arrow pointing to it. Below the dropdown, the 'Amount Due' field is visible. The 'Check payment' section includes the instruction 'Please send check to below address:' and a green box containing the address: 'CORU - Regulating Health & Social Care Professionals, Infinity Building, George's Court, George's Lane, Smithfield, Dublin D07 E98Y'. A red box highlights the 'Pay By Check/money order >' button.

Method of Payment

Amount Due

Check payment

Please send check to below address:

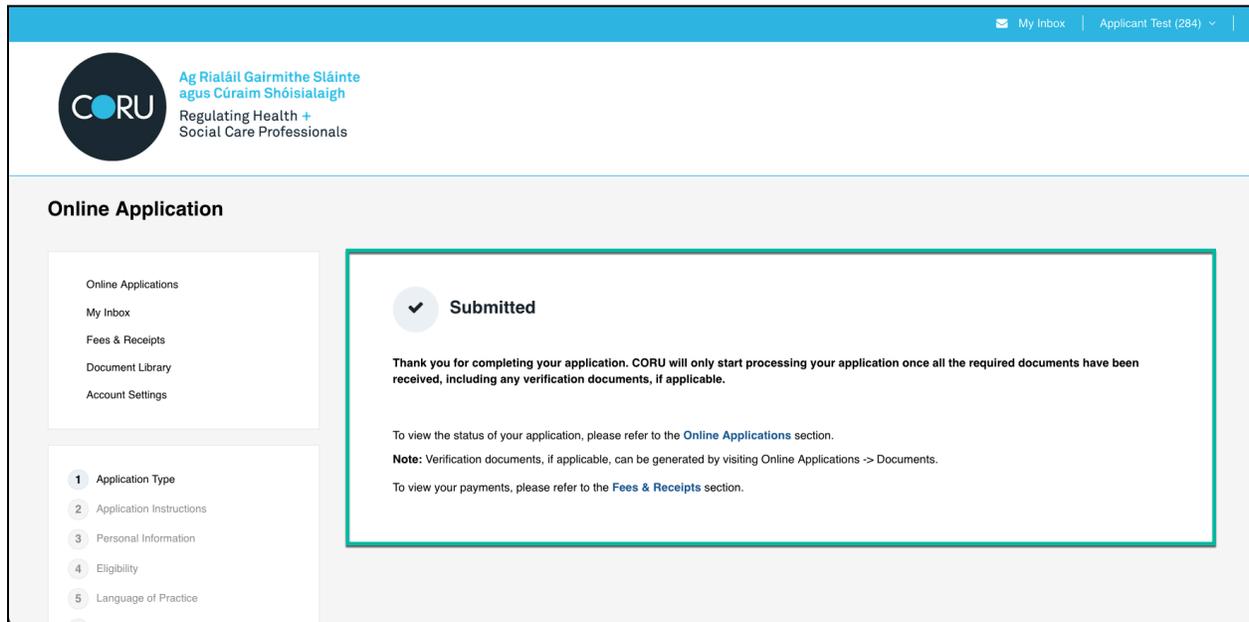
CORU - Regulating Health & Social Care Professionals
Infinity Building, George's Court, George's Lane
Smithfield, Dublin D07 E98Y

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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 online application submission confirmation page. The header includes the CORU logo and the text "Ag Rialáil Gairmithe Sláinte agus Cúraim Shóisialaigh" and "Regulating Health + Social Care Professionals". The page title is "Online Application". The main content area is titled "Submitted" and contains the following text:

Submitted

Thank you for completing your application. CORU will only start processing your application once all the required documents have been received, including any verification documents, if applicable.

To view the status of your application, please refer to the [Online Applications](#) section.

Note: Verification documents, if applicable, can be generated by visiting Online Applications -> Documents.

To view your payments, please refer to the [Fees & Receipts](#) section.

The left sidebar contains the following navigation items:

- Online Applications
- My Inbox
- Fees & Receipts
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The bottom sidebar contains the following steps:

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