



Te Kaunihera Tapuhi o Aotearoa
Nursing Council of New Zealand

APPLYING FOR REGISTRATION AS A REGISTERED NURSE IN AOTEAROA NEW ZEALAND

Nurses registered in Australia

If you are registered in Australia, your application to register in New Zealand comes under the Trans Tasman Mutual Recognition Act 1997. This means that you need to use a different application form.

Please use the TTMR Act application form for nurses registered in Australia. This form is available on the Nursing Council of New Zealand's website at:

www.nursingcouncil.org.nz

Midwives

To register as a midwife, please contact:

The Midwifery Council of New Zealand
PO Box 24448
Manners Street
Wellington 6142
New Zealand

Phone: 64 4 499 5040

Website: www.midwiferycouncil.org.nz



CONTENTS

Introduction.....	1
Requirements for joining the New Zealand Register.....	2
Education standards for registered nurses.....	3
Competence to practise.....	5
The application process.....	6
Guidelines for Stage One of the application process.....	7
Guidelines for Stage Two of the application process.....	11
General information.....	13
How to contact us.....	16
Application form.....	19

INTRODUCTION

The information in this pack is for internationally qualified nurses who wish to apply for registration with the Nursing Council of New Zealand in the **Registered Nurse** scope of practice, as laid down in the Health Practitioners Competence Assurance Act 2003.

The Act aims to protect the health and safety of the public by ensuring that health practitioners are competent and fit to practise their professions.

Scopes of practice

Under the Act, nurses must be registered in a scope of practice. There are three scopes of practice: Nurse Practitioner (NP), Registered Nurse (RN) and Enrolled Nurse (EN).

Before you can apply for registration in the Nurse Practitioner scope of practice, you must be registered with the Nursing Council of New Zealand in the Registered Nurse scope of practice.

Applying for registration in New Zealand

All applicants for registration in New Zealand must have the necessary qualifications, be fit for registration (this includes being able to communicate in and understand English for the purpose of practising nursing), and be competent to practise within their scopes of practice.

For more detailed information on the requirements for registration, please see the following sections.

Further information

This application for registration is for the Registered Nurse scope of practice only. For more information on the scopes of practice, see the Nursing Council's website at www.nursingcouncil.org.nz

REQUIREMENTS FOR JOINING THE NEW ZEALAND REGISTER

Internationally qualified nurses applying for registration in New Zealand must meet the following requirements for fitness to practise.

1. Identity

Applicants must establish their identity.

2. English language requirement

Applicants must be able to communicate in and understand English for the purpose of practising nursing. To prove this, they must successfully complete an English Language Assessment (ELA) **before** applying for New Zealand registration. (This requirement does not apply to applicants with Australian registration.)

3. Educational equivalence

Applicants must meet the Nursing Council of New Zealand's educational standards for the registered nurse scope of practice. These standards are described in the next section.

4. Current registration

You must have current registration in your own country to apply for registration with the Nursing Council of New Zealand.

5. Post-registration experience

Applicants must have completed the required two years post-registration practice, within the immediate 5 years preceding application (no less than 2,500 hours).

6. Fitness to practise

Applicants must be able to demonstrate that they are fit for registration.

7. Competence to practise

Applicants must be competent to practise within their scopes of practice.

EDUCATION STANDARDS FOR REGISTERED NURSES

This section gives a summary of the Education Programme Standards for the registered nurse programme in New Zealand. The full document is available on the Nursing Council's website.

Qualifications required for registration

International applicants must have nursing qualifications that:

- are equivalent to:
 - Level 7 on the New Zealand Qualifications Framework (NZQF). For more information, see www.nzqa.govt.nz
 - full-time study for a minimum of 3 years, completed within 5 years of first enrolment
- meet the Education Standards for the registered nurse programme in New Zealand (see below).

Please note: The organisation providing the training must be authorised by the local and/or national nurse regulatory authority and endorsed by the local health and/or education authority during the time the applicant was completing the nursing programme.

Standards for training programmes

Training programmes completed by international applicants must meet the standards described below.

Requirements of graduates

Graduates of the nursing programme must be able to engage in self-directed learning and demonstrate:

- intellectual independence, critical thinking and analytic rigour
- knowledge and skills relating to the ideas, principles, concepts, research methods and problem-solving techniques of nursing
- the skills needed to acquire, understand and assess information from a range of sources
- communication and collaborative skills.
- knowledge of pharmacology and medicine management
- comprehensive skills in assessing health consumers and making clinical decisions
- effective therapeutic communication with health consumers
- the ability to:
 - work within a health care team
 - provide delegation and direction in practice
 - use information technology and manage health information.

Structure and content of the programme

The nursing programme must:

- be based on health care and practice needs
- provide learning experiences in theory and clinical practice that:
 - promote the development of critical thinking and nursing inquiry
 - uses teaching and learning approaches that are based on current best practice and research evidence.

The programme must identify the expected learning outcomes for each course and demonstrate how these learning outcomes will be met and assessed. It must also show how nursing knowledge and skills are expanded and extended across the duration of the programme.

Fifty percent of the theory hours of the nursing programme must have a clear nursing focus and include nursing theory and concepts.

Clinical experience

The programme must provide a minimum of 1100 hours of clinical experience. This **excludes** laboratory or simulation hours. The final semester/year of the programme must include an extended clinical experience of at least 360 hours, in full shifts of approximately 8 hours.

The clinical experiences must occur in a range of settings with health consumers across the lifespan and must include:

- primary health care and community settings
- acute care including medical and surgical settings
- continuing care settings including acute and rehabilitation/disability care settings
- mental health care including acute and rehabilitation/continuing care settings.

The clinical experiences must have formulated learning outcomes that demonstrate increased responsibility, knowledge and skills across the years. The final semester/year of the programme must have a clear focus on the registered nurse role.

COMPETENCE TO PRACTISE

To be assessed for competence to practise, the applicant must supply evidence that:

- supports and verifies the educational equivalence of the training programme completed by the applicant
- verifies the applicant's registration with the relevant regulatory authority
- verifies the applicant's post-registration experience and ongoing professional development
- if required by the Nursing Council of New Zealand, shows that the applicant has successfully completed a competence assessment programme or individualised competence assessment programme that has been approved by the Nursing Council (see details below).

Competence assessment programme

The Nursing Council of New Zealand may require applicants to complete a competence assessment programme (CAP). These programmes are generally 6–8 weeks long and include a theoretical and a clinical component. Applicants are given 18 months from the date of notification to begin a CAP.

CAP providers charge fees for the programme. This fee is payable to the provider, not to the Nursing Council.

The Nursing Council's website (www.nursingcouncil.org.nz) has a list of the approved CAP providers in New Zealand.

Please note: The number of places available on CAPs for registered nurses is limited. We advise nurses to secure a place on a CAP before making plans to come to New Zealand. A nurse who is required by the Nursing Council to complete a CAP must secure a place within 18 months, or the application will expire. No extension is given on applications.

THE APPLICATION PROCESS

Application for registration is a two-stage process. The form in this information pack is for Stage One. When you have met all the requirements for Stage One, we will send you the forms for Stage Two.

We will consider your application when we have **all** the required documents for both stages. We cannot tell you what the Council's decision will be until your application has been assessed. This can take up to 30 working days.

Please keep your contact details up to date.

The checklists below list all the requirements for your application at each stage. They are provided to help you ensure that your application is complete. We suggest that you tick each completed item in the box on the right.

Stage One checklist of requirements

- | | |
|---|--------------------------|
| 1. A completed application form | <input type="checkbox"/> |
| 2. Application fee | |
| <input type="checkbox"/> Certified copies of your: | |
| 3. Registration certificate | <input type="checkbox"/> |
| 4. Passport | <input type="checkbox"/> |
| 5. English language assessment – IELTS (academic test) or OET certificate | |
| <input type="checkbox"/> Original copies of your: | |
| 6. Curriculum vitae | <input type="checkbox"/> |
| 7. Two professional references | <input type="checkbox"/> |
| 8. One character reference | <input type="checkbox"/> |
| 9. Evidence of employment letter | <input type="checkbox"/> |
| 10. Evidence of name change (if applicable) | <input type="checkbox"/> |

When the Nursing Council has received a complete application from you together with all the required documents, you will be given a personal reference number. Please quote this number whenever you contact the Nursing Council.

You must supply all the required documents with your application. If you do not supply all the necessary documents, your application and fee will be returned to you.

Stage Two checklist of requirements

- | | |
|---|--------------------------|
| 1. Verification request form (for your regulatory authority) | <input type="checkbox"/> |
| 2. Transcript request form (for your pre-registration nursing education provider) | <input type="checkbox"/> |

The regulatory authority and the education provider **must send these forms directly** to the Nursing Council of New Zealand.

- | | |
|-----------------------|--------------------------|
| 3. Police certificate | <input type="checkbox"/> |
|-----------------------|--------------------------|

GUIDELINES FOR STAGE ONE OF THE APPLICATION PROCESS

The application form

You must complete the application form yourself. No one else may complete your application for you.

Remember to **sign and date** the application form (in the declaration section). If the application is not signed and dated, the Nursing Council cannot process it, and it will be returned to you.

You must sign the declaration on the application form in the presence of a person who is authorised to take statutory declarations. This person must also sign the declaration.

Registration fee

The total application fee is **NZ\$485.00**. Please note that this fee is non-refundable.

Scopes of practice section

Please refer to the Nursing Council website for further information on scopes of practice.

Declaration of competence and fitness to practise

You must provide a declaration on the application form about your competence and fitness for registration.

Question 3: Mental or physical condition preventing performance of nursing functions

If your answer is yes (in other words - you have a mental or physical condition that means you are unable to perform the functions required for practising nursing; this includes impairment caused by alcohol or drug abuse), please provide a letter giving further details. Put the letter in an envelope marked 'Private and confidential' and address it to the Registration Manager, and attach it to your application.

Question 4: Professional investigation or disciplinary proceedings

This question includes any:

- disciplinary action by an overseas regulatory authority or a New Zealand regulatory authority that has led to the removal of your name from a register, or suspension of your registration (or equivalent), or conditions being included in your scope of practice, or
- criminal proceedings or a criminal conviction, either in New Zealand or overseas.

If your answer is yes, provide a letter giving further details. Put the letter in an envelope marked 'Private and confidential' and addressed to the Registration Manager, and attach it to your application.

Warning

It is an offence to knowingly make a false declaration about fitness to practise or good character, or to make an incorrect or misleading statement about any convictions.

If an applicant submits documentation that is proved to be false, the application will be declined and the appropriate authorities will be notified.

When an applicant obtains registration by making a false or misleading representation or declaration, or was not entitled to be registered, the Nursing Council may cancel the registration.

Supporting documents required

You must include the following documents with your application.

1. Registration certificate (certified copy of the original)

You must provide evidence of your initial registration in your home country (your registration certificate) and of your **current** registration status, from the relevant regulatory authority. The registration must contain an expiry date.

Applicants from the Philippines must provide an authenticated Board certificate. For the authentication procedure, please see the General Information section.

2. Passport (a certified copy of the original)

You must provide a certified copy of the details page of your current passport, showing a clear photograph.

3. English language certificate (certified copy of the original)

You must provide a certified copy of an English language assessment certificate. The Nursing Council will verify this with the testing authority.

The Nursing Council has approved two English Language Assessments: the International English Language Testing System (IELTS) (Academic test) and the Occupational English Test (OET). Your certificate must be one of these. The two assessments are explained in the table below.

Approved English Language Assessments	
<p>IELTS test</p> <p>In this test, an applicant must achieve a minimum score of 7.0 for each band: reading, listening, writing and speaking.</p> <p>This does not need to be achieved in a single sitting of the IELTS test, but can be gained over a succession of tests. The total of seven in each band must be achieved within 12 months of first sitting the test.</p> <p>Information on the IELTS test can be found at the website: www.ielts.org</p>	<p>OET test</p> <p>An applicant must pass the OET with a score of at least B in each section. This does not need to be achieved in a single sitting of the OET test, but can be gained over a succession of tests, providing the applicant uses the same candidate number. The score of B in each band must be achieved within 12 months of first sitting the test.</p> <p>Information on the OET can be found on the website: www.occupationalenglishtest.org</p>

You can take the test either in your country of residence or in New Zealand. The Nursing Council **strongly recommends** that you complete this test before immigrating to New Zealand.

The English language assessment must be less than three years old at the time you submit a completed application to the Council.

4. Curriculum Vitae (CV)

You must provide a CV that gives a detailed record of your post-registration nursing experience, including dates employed, name of employer(s), position(s) held, areas of practice and actual nursing duties. Your CV should also provide details of your education qualifications and professional development.

You must **sign and date** the CV to verify that it is an accurate and truthful overview of your qualifications, professional experiences and relevant personal information.

5. Two professional references (original documents)

Two original professional references are required. These references must:

- be on letterhead paper
- include the contact details of the workplace (telephone number, email address, and work place email address where applicable), so that Council staff are able to contact the referees
- be written by a senior nurse, nursing supervisor, doctor or health professional who supervised your registered nurse practice at your current place of employment (the reference must include the writer's work email address, credentials as a health professional, and role)
- include your full name and date of birth
- be addressed to the Nursing Council of New Zealand.

The referees must:

- include their own registration number and the name of the regulatory authority they are registered with
- confirm what professional role you were employed in and for how long
- discuss your post-registration experience
- include statements about your character and integrity – in particular:
 - what reasons relating to character, integrity, reliability and diligence, in their opinion, make you suitable to be registered as a nurse in New Zealand
 - if they know of anything that might hinder your registration in New Zealand – in particular, any issues of professional competence or fitness to practice relating to your nursing practice
 - whether, to their knowledge, you have ever been convicted of an offence.

6. One character reference (original document)

You must provide one character reference from a person who has known you for at least two years. The referee does not need to be a nurse, but must not be a member of your family.

The reference must include:

- the referee's full name and contact details (telephone and email)
- your full name and date of birth
- how long and in what circumstances the referee has known you
- statements about your character and integrity – in particular:

- what reasons relating to character, integrity, reliability and diligence, in the referee's opinion, make you suitable to be registered as a nurse in New Zealand
- if they know of anything that might hinder your registration in New Zealand – in particular, any issues of professional competence or fitness to practice relating to your nursing practice
- whether, to their knowledge, you have ever been convicted of an offence.

The reference must be signed and dated, by the referee and addressed to the Nursing Council of New Zealand.

Please note: The Council does not accept references from nursing agencies.

7. Letter from your employer

The Nursing Council requires evidence that you have completed two years' post-registration experience within the five years before your application for registration in New Zealand. The two years must include a minimum of 2,500 hours of clinical practice.

The letter from your employer (or employers) must:

- be on letterhead paper, and signed and dated by your employer
- include the writer's full name, work email and postal address
- give your name, date of birth, registration number and the specific role you were employed in
- state the number of clinical practice hours you completed during your employment
- include the website address of the work place where applicable.

8. Name change document

If your current name does not match the name on all your documents, you must provide a certified copy of a change of name or marriage certificate document. Applicants from the Philippines must provide an authenticated name change document.

GUIDELINES FOR STAGE TWO OF THE APPLICATION PROCESS

When the Nursing Council has received a complete application for registration that meets the requirements for Stage One, you will be given a reference number and sent the request forms required for Stage Two (listed below). Your reference number will be used on all future correspondence regarding registration.

Supporting documents required

1. Verification of registration

The Nursing Council requires evidence of your overseas nursing registration from the regulatory authority you are currently registered with. Please send the request form to the registration authority or licensing board. The registration authority or licensing board will send the verification **directly** to the Council.

The registration authority/licensing board will:

- give details of your registration or license to practise, and
- confirm that your registration is current, and
- sign the supporting declaration of good health and good character.

The regulatory authority or licensing board must supply this verification **directly** to the Nursing Council of New Zealand. If the country has no regulatory system for nurses, the verification must be supplied by the highest nursing authority or professional body under which you have practised.

2. Transcript of training

Your pre-registration nursing education provider must provide:

- verified documentary evidence that your qualification (or qualification and experience) meet the educational standards for registered nursing in New Zealand
- original or verified copies of your transcript of training or the theoretical content of the courses you have completed. This must include:
 - the total hours and credits for each subject, **and**
 - original or certified copies of detailed curriculum/course outlines or descriptors (including teaching content) for each theoretical and practice course completed.

If the nursing education programme uses credits rather than hours, the documents must state how many hours make up a theory credit and how many hours make up a practice credit in your nursing programme. **Without this important information we will not be able to process your application.**

The documentation must show:

- which papers taught the fundamentals of practice (these include: nursing assessment; professional nursing practice; health promotion; and nursing decision making)
- what part of the programme included the science for practice (this includes: bioscience; social and behavioural science; pharmacology; pathophysiology; genetics; and disease states)
- what part of the programme included the art of practice (this includes: therapeutic communication skills; research and evidence-based practice; organisational and supervisory skills; and leadership).

The education provider must complete the transcript request form and return it with the required documentation **directly** to the Nursing Council.

If you trained at more than one institution, then transcripts must be sent from each institution.

Cross-crediting of courses

The School of Nursing you attended must provide evidence of how courses you completed from previous institutions (degrees) have been cross-credited. In addition, each institution must verify what programme of study you were enrolled in and the dates enrolled in.

Certified copy of your qualification gained (only required if requested)

If the Nursing Council requires more information about the qualification you gained, you may be required to send a certified copy of your qualification.

3. Police certificate (original document)

All applicants must provide a current police certificate that is less than six months old when received by the Council. This may mean that you will need to supply a second certificate before you can be registered.

This certificate is evidence of whether or not you have had any convictions that are punishable by imprisonment for three months or longer. This certificate must be from the **national** or **federal** police force of your country of residence, **not** from the state or regional police.

If you do have a court conviction, you must provide any explanation or documentation you would like the Council to consider in deciding your application for registration.

GENERAL INFORMATION

Documents must be in English

All forms and documents for your application must be completed in English. If a document is in a language other than English, you must provide an official translation as well as the original document.

Applications are open for 12 months

Applications for registration remain open for 12 months. If the Nursing Council does not receive all the required documentation within 12 months, the application will expire. Documents may be destroyed after 12 months.

Retention of your information

If your application is successful, the Council will retain your forms and supporting documentation. It is better not to send original documents (except when they have been specifically requested), as the Council will not return documents while an application is being processed.

Your privacy rights

Under the Privacy Act 1993, the information you supply in your application is confidential to the Council. This information is used only for the purpose of processing your application. You have the right to access and correct any of your personal information that is held by the Council.

Authority

If you want a person or agent to act on your behalf, and allow them access to information relating to your application, please state this on the first page of the application form.

Certified copies of documents

All copies of documents must be certified as true copies of the originals by a solicitor, justice of the peace, notary public, or other person authorised to certify documents.

Applicants from the Philippines

Authentication of documents

The public documents you provide to support your application for registration in New Zealand must be authenticated and notarised in the Philippines by a duly commissioned notary public or any other official duly authorised by law to perform notarial functions in the Philippines.

The certified documents must then be submitted to the Department of Foreign Affairs for authentication by its Authentication Division.

The authenticated document will then be submitted to the Consular Section of the Embassy of New Zealand in the Philippines, which will certify the authenticity of the signature affixed by the authentication officer of the Department of Foreign Affairs.

Passport details

For your passport details the Nursing Council requires a certified copy of the photo page of your passport. It does not need to be authenticated.

False Declaration and Representation (section 172 of the HPCA Act 2003)

Every person commits an offence and is liable on summary conviction to a fine not exceeding \$10,000 who, either on his or her own behalf or on behalf of any other person,—

- makes a written or oral declaration or representation that, to his or her knowledge, is false or misleading; or
- provides to the Council, or makes use of, any document knowing it to contain any declaration or representation of that kind, that it is not genuine.

Employment

The Council does not hold employment information and cannot help overseas nurses gain employment in New Zealand. We recommend that you do not agree a start date for employment until you are registered and hold a current practising certificate.

Immigration

Immigration requirements do not come under the jurisdiction of the Council.

We strongly advise applicants to complete their registration **before** they complete their immigration requirements.

Internationally qualified nurses who wish to practise in New Zealand must meet registration requirements with the Council **and** immigration requirements with the New Zealand Immigration Service.

If there is no New Zealand diplomatic post in your country of residence, please contact:

Immigration New Zealand
PO Box 3705
Wellington, New Zealand

Telephone: +64 9 914 4100 (if calling from overseas)
0508 558 855 (if calling from within New Zealand)

Website: www.immigration.govt.nz

Residents of the United Kingdom should contact:

The New Zealand High Commission
New Zealand House
80 Haymarket, London SW1Y 4TQ

Website: www.nzembassy.com/uk

Unsuccessful applications

If you do not meet the New Zealand requirements for registration, your application will be declined. The Nursing Council will provide you with reasons for that decision.

What if I disagree with the decision?

You may disagree with the decision and want to discuss the outcome or provide further information. If this is the case, you should write to the Registration Manager explaining why you disagree with the decision and setting out any concerns or questions you have.



Review/appeal of the proposal to decline application

If you disagree with the decision not to register you or to register you in a different scope of practice or to include conditions in your scope of practice, you may ask the Registration Committee to review the decision. We will provide guidance on this process.

If the Registration Committee declines to register you, you may appeal this decision to the District Court or ask for a review by the full Council.

Application for an annual practising certificate

To start nursing practice a nurse will need to apply for an **annual practising certificate (APC)**. All New Zealand nurses must hold an APC before they commence nursing in New Zealand. A separate fee for a practising certificate is payable upon registration. Successful applicants will be sent information about this **after** they have been formally registered.

New Zealand nursing medals

Internationally qualified nurses may apply for New Zealand nursing medals after they have been formally registered.

HOW TO CONTACT US

If you have any questions, please contact us.

Address:

Nursing Council of New Zealand Registrations

Level 12

Mid City Tower

139 – 143 Willis Street

Wellington 6011

New Zealand

Telephone: +64 4 385 9589

Fax: +64 4 801 8502

Website: www.nursingcouncil.org.nz



Te Kaunihera Tapuhi o Aotearoa
Nursing Council of New Zealand

Stage One Application Form

SCOPES OF PRACTICE

Registration Information

What is your overseas nursing registration? (For example, Registered General Nurse)

State the regulatory authority country/jurisdiction and name where you hold registration as a nurse (if more than one, include all regulatory authorities).

Name of regulatory authority

Country/jurisdiction

Have you previously applied for registration or been registered as a nurse in New Zealand?

NO YES

Have you ever been registered as a nurse in Australia (with AHPRA)?

NO YES

Are you registered with any other New Zealand or overseas regulatory authority (e.g.: Midwifery Council of New Zealand)?

If yes, please give the name of the authority below.

NURSING EDUCATION PROGRAMMES COMPLETED

please summarise the nursing programme(s) you have completed in the following table.

Name and address of school(s) of nursing	Qualification obtained	Length of programme	Date completed	Name of regulation authority

DECLARATION OF COMPETENCE AND FITNESS TO PRACTISE

Please circle

- | | | |
|--|------------|-----------|
| 1. Are you able to communicate effectively in order to practise nursing? | YES | NO |
| 2. Are you able to communicate in and comprehend English sufficiently to protect the health and safety of the public? | YES | NO |
| 3. Do you have a mental or physical condition that means you are unable to perform the functions required for the practice of nursing? (This includes impairment caused by alcohol or drug abuse.) | YES | NO |
| 4. Are you the subject of an investigation into professional matters, professional disciplinary proceedings, or an order of a professional disciplinary tribunal, educational institution or a registration authority in New Zealand or any other country? | YES | NO |
| 5. Have you been convicted of any offence against the law in New Zealand or any other country? | YES | NO |
| 6. Are you aware of any reason why your registration may endanger public health or safety? | YES | NO |

I (applicant's name)

_____	_____
Given name(s)	Surname/family name
(Please print full name in block letters)	

do solemnly and sincerely declare that all the details and information provided in respect of my application for registration with the Nursing Council of New Zealand are true and correct.

I understand that if information submitted to support my application for registration is found to be false or misleading, my application may be declined or any registration obtained may be cancelled and the appropriate authorities notified.*

* Every person who makes a declaration or representation that to his or her knowledge is false or misleading commits an offence and is liable on summary conviction to a fine not exceeding \$10,000 under section 172 of the Health Practitioners Competence Assurance Act 2003.

Declared at _____ this _____ day of _____ 20 _____

And signed by me

In the presence of

Signed by witness

And their designation

Please complete, sign and date the declaration in the presence of a Court Registrar, Justice of the Peace, Notary Public, Solicitor, or any other person authorised to take statutory declarations (please state designation).

In accordance with the Privacy Act 1993, the information collected by the Nursing Council of New Zealand is confidential to the Council and is used for the purpose of processing an application for registration and entering details on the register of nurses under the Health Practitioners Competence Assurance Act 2003. Applicants have the right to access and correct their personal information held by the Council.