



Registration Application Form



Veterinary Nurses – Outside Ireland

You are required to submit this registration application form, accompanied by all required documents, by email to registration@vci.ie or online at www.vci.ie/Register

The following documents **must** accompany this application form:

- *A Notarised* scanned copy of your Academic Qualification;
- *A Notarised* scanned copy of your academic transcript
- *A Notarised* scanned copy of the ID page of your Passport
- *A Notarised* or original letter/certificate of current standing from any Competent Authority you are or were registered with, this cannot be more than 3 months old on the day of your registration with the Council;

Information about requirements to submit notarised* documents is available on page 10 of this form.

If you have a query regarding any of the required documents, please contact registration@vci.ie prior to submitting your application. Incorrect documentation will cause a delay to your application.

THIS FORM MUST BE COMPLETED IN FULL IN BLOCK CAPITALS AND SIGNED

Please note that you are not registered until your name appears on the Register. You will be notified by this office by email when you have been entered onto the Register. If you do not appear on the Register you cannot work as a veterinary nurse or call yourself a veterinary nurse in Ireland.

**Incomplete applications will not be considered. Please complete the check-list below:
(PLEASE TICK)**

1. I enclose with this application the **required documentation** as listed above
2. I have completed all sections the **registration application form** in full:
 - Section A – Personal Details
 - Section B – Details of Qualification and University
 - Section C – Processing of Data
 - Section D – Registration with Other Bodies
 - Section E – Premises Accreditation Scheme
 - Section F – English Language Skills
 - Section G – Declarations by the Applicant
 - Section H – Declaration for Registration

SECTION A – PERSONAL DETAILS

Information marked with an * is public information and will be displayed, in addition to your registration number, in the Register of Veterinary Nurses that is published in accordance with section 37 of the Veterinary Practice Act 2005, as amended.

PLEASE USE BLOCK CAPITALS ONLY

***Title** Dr Mr Miss Mrs Ms Other (*Please specify*)

***Surname(s)**
(this must be the same as shown in your passport or ID documents)

***Forename(s):**
(this must be the same as shown in your passport or ID documents)

Address:
 (this will be your registered address used for all VCI postal correspondence)

Date of Birth: / /

Place of Birth:

Nationality: (at present)

Main Telephone:

Mobile Number:

Main Email:

Work Email:

Website:

Your contact information may be displayed, with your permission, in the Registrant Extranet, see Section C.

SECTION B – DETAILS OF QUALIFICATION AND UNIVERSITY

Information marked with an * is public information and will be displayed, in addition to your registration number, in the Register of Veterinary Nurses that is published in accordance with section 37 of the Veterinary Practice Act 2005, as amended.

***Title of Primary Veterinary Qualification (as shown on your qualification certificate):**

Name of Awarding University:

Address of Awarding University:

Date of Award/Graduation: / /

Certified copies of additional qualifications relating to your veterinary nursing qualification may be submitted with your application for inclusion on the Register at the discretion of the Council.

SECTION C – PROCESSING OF DATA

Please note that the Veterinary Council of Ireland may process your personal data in accordance with its Data Protection Statement which can be accessed on the VCI website here or by contacting the VCI office on 01 668 4402.

I agree that my register data (title, name, Register number, university attended, qualification obtained, and graduation year), and personal data (phone numbers, Register address, email address and website address) may be used for the purposes of:

Please confirm by ticking ✓ in the relevant box

Publication in the Registrants Extranet (this information can only be accessed by registered persons logged into the website).

Communications from the VCI (to include the VCI newsletter, consultations, information and guidance updates from the VCI, as relevant from time to time).

SECTION C – REGISTRATION WITH OTHER BODIES

Since your qualification was awarded to you, have you practiced veterinary nursing in any State or jurisdiction?

YES* NO

*If yes, please provide details.

Have you been in the practice of veterinary nursing in the previous five years?

YES NO*

*If no, please explain why you have not been in practice.

Are you currently or have you previously been registered with a Registration Authority outside Ireland?

YES* NO

*If yes, then please provide details of each registration in the fields provided below:

Registration Authority 1

Registration Number

Date of Registration:

 / /

Date Registration Ceased:

 / /

You must provide a letter or certificate confirming your current professional status from this Registration Authority with your application. The letter/certificate must not be older than three months on the day you register with the VCI.

Registration Authority 2

Registration Number

Date of Registration:

 / /

Date Registration Ceased:

 / /

You must provide a letter or certificate confirming your current professional status from this Registration Authority with your application. The letter/certificate must not be older than three months on the day you register with the VCI.

Registration Authority 3

Registration Number

Date of Registration:

 / /

Date Registration Ceased:

 / /

You must provide a letter or certificate confirming your current professional status from this Registration Authority with your application. The letter/certificate must not be older than three months on the day you register with the VCI.

Registration Authority 4

Registration Number

Date of Registration:

 / /

Date Registration Ceased:

 / /

You must provide a letter or certificate confirming your current professional status from this Registration Authority with your application. The letter/certificate must not be older than three months on the day you register with the VCI.

Information for Applicants:

Under Veterinary Council of Ireland (Recognition of Qualifications and Registration) (Veterinary Nurse) Regulations 2022, where an applicant for registration has held veterinary nurse registration previously with the Veterinary Council or with any licensing or registration veterinary nurse body (“registration authority”), the application shall include:

- a. Details of all veterinary nurse registrations currently or previously held by the applicant, including, in the case of an applicant previously registered with the Council, the registration number associated with such registration; and*
- b. Evidence of the applicant’s good standing or current professional status in relation to all veterinary nurse registrations currently or previously held by the applicant.*

An applicant for registration shall not be required to include details listed at a or b where they are a new graduate of veterinary nursing and have not carried out practice since his/her qualification was awarded to them.

Under Veterinary Council of Ireland (Recognition of Qualifications and Registration) (Veterinary Nurse) Regulations 2022, an application for registration in the register shall include, where applicable, details of the applicant’s professional experience. An applicant may be asked to submit details of their professional experience with their application in the form of a resume or curriculum vitae (CV).

SECTION E – PREMISES ACCREDITATION SCHEME

Please provide the Veterinary Council of Ireland with information about your practice arrangements. Please complete the appropriate box or boxes.

1. I am/will be employed to practise veterinary nursing at and/or from the following registered veterinary premises in the Republic of Ireland:

** please insert the name and address of the premises in the Republic of Ireland, and if you will be practising at and/or from more than one premises, please list each one*

2. I am/will be employed to practise veterinary nursing at a *State Premises and/or an *exempted place.

(if practising at more than one State Premises/exempted place, please list each one)

** The Veterinary Practice Act 2005, as amended defines a “state premises” as a veterinary premises under the control of (a) a Minister of the Government, or (b) a local authority. The Veterinary Practice Act 2005, as amended defines an “exempted place” as a place where the practice of veterinary nursing by a registered practitioner occurs— (a) under regulations made under the European Communities Act 1972, (b) by or under an Act that relates to— (i) export or slaughter of animals, or (ii) export of meat, or (c) under regulations made under section 107.*

3. I am not currently employed to practise veterinary nursing.

(Tick only if you are non-practising veterinary nurse. If you commence practice following registration, you must update the Council by contacting the office and completing a Premises Accreditation Scheme “PAS” declaration form)

SECTION F – ENGLISH LANGUAGE SKILLS

Applicants for registration with the Veterinary Council of Ireland who have obtained their qualification outside of Ireland are required to satisfy the Council that they have the necessary knowledge and competency in English to communicate effectively in the practise of veterinary medicine, in the interests of animal health and welfare, public health and public interest.

Language competency requirements are imposed for the purposes of registration with the Veterinary Council of Ireland only, and in accordance with the Veterinary Council of Ireland (Recognition of Qualifications and Registration) (Veterinary Nurse) Regulations 2022 (S.I. No. 281 of 2022), pursuant to the EU Professional Qualifications Directive 2005/36/EC, and the European Union Recognition of Professional Qualifications Regulations 2017. An applicant for registration shall not be registered in the Register unless he or she provides acceptable evidence of language competence.

Further information on the current VCI English language requirements for registration, including the acceptable criteria, is available on the VCI website [here](#).

Please answer the following questions in relation to your English language competency by ticking ✓ the relevant boxes:

Was your veterinary nursing qualification taught wholly in English?

YES NO

Can you provide evidence of living and undertaking a programme of education through English for three out of the preceding five years in a country that has English recognised as an official language?

YES* NO

*If yes, please provide supporting evidence with your application.

Can you provide evidence of living and practising in a professional capacity through English for three out of the preceding five years in a country that has English recognised as an official language?

YES* NO

*If yes, please provide supporting evidence with your application.

Do you have a language certificate, with the required score, from any of the following recognised bodies or authorities:

(Please be advised that the VCI will only accept certificates from the following recognised bodies and certificates provided must be no older than two years on the date of submission)

IELTS Academic Certificate – Overall band score of 7 (or above)*

OET Certificate – Overall grade B (or above)*

Cambridge C1 Advanced Certificate – Minimum grade C1 on the Common European Framework of Reference for Languages (CEFR)*

*If you have achieved the required score in any of the above English language tests, please attach evidence of this to your application.

If you wish to advise of any additional details in relation to the information provided above on your English language skills, you may do so here:

Do you speak any other language or languages, other than English?

YES* NO

***If yes,** please provide details of the other languages spoken by you.

SECTION G – DECLARATION BY APPLICANT

Please confirm by ticking ✓ in the relevant box; **I, the applicant, declare that:**

- I am applying for registration in the Register of Veterinary Nurses.

- I am of good character and repute and not an undischarged bankrupt.

- I have not been convicted of an indictable offence in the State or elsewhere.

- I have not been prohibited from practising or suspended from the practice of veterinary nursing either under Part 7 of the Veterinary Practice Act 2005, as amended or provisions corresponding to those contained in that Part in force in another State, by reason of a conviction for an offence or serious misconduct in connection with the carrying out of professional duties as a veterinary nurse.

- I will adhere to the standards for veterinary nurses published by the Council in the Professional Conduct (available [here](#)) and Continuing Veterinary Education requirements (available [here](#)), Premises Accreditation Scheme requirements (available [here](#)), and Registration requirements.

- I have in place, or will by the time I start to practise, an appropriate indemnity arrangement that complies with the Veterinary Council’s Professional Indemnity Regulations (available [here](#)).

- I am aware that I am under a duty to notify the Registrar of any changes to my name, address or other contact details.

- The information that I have provided in this form and in any supporting documents is complete, true and accurate.

- I solemnly and sincerely declare that I will, to the best of my ability, uphold the honour, dignity and integrity of the veterinary profession, that I will promote the welfare of animals entrusted to my care and that I will abide by the rulings of the Veterinary Council.

I understand that:

- If I am found to have given false or misleading information in connection with my application for registration, this may result in disciplinary proceedings or my removal from the Register.

Signed Signature
(Your signature must be on the submitted document)

Print Full Name

Dated this

		/			/				
DAY			MONTH			YEAR			

SECTION H - DECLARATION FOR REGISTRATION

Declaration by Applicant for Registration

Date:

I, , having completed the registration process set out by the Veterinary Council of Ireland and paid the appropriate fee to apply to join the Register of Veterinary Nurses of Ireland.

I undertake to access the New Registrant Information Pack provided on the Extranet section of the VCI website and in particular the code of Professional conduct for Veterinary Nurses.

I understand that by signing the Register abstract below that I will have completed the Registration process with the Veterinary Council of Ireland and my name will be entered to the Register of Veterinary Nurses of Ireland.

Declaration

I SOLEMNLY AND SINCERELY DECLARE, THAT I WILL TO THE BEST OF MY ABILITY, UPHOLD THE HONOUR, DIGNITY AND INTEGRITY OF THE VETERINARY PROFESSION, THAT I WILL PROMOTE THE WELFARE OF ANIMALS ENTRUSTED TO MY CARE AND THAT I WILL ABIDE BY THE RULINGS OF THE VETERINARY COUNCIL.

I confirm that have read and understand the above declaration.

Signature

Registration Number
(OFFICE ONLY)

Next Steps:

1. Download and submit the completed registration application form, along with the required documentation listed on page one by email to registration@vci.ie OR online at www.vci.ie/Register.
2. Please allow up to 10 working days for us to consider your application, if there is a problem with your submissions, or if we require further clarification based on the information you have provided, we will respond to you by email. Note that this may delay your application.
3. Once your application has been approved, we will contact you by email with instructions for paying your fee and registering remotely.

**Note that you are not permitted to practise in Ireland until you have received explicit email confirmation from this office that you have been entered onto the Register.*

*Notarised Copy

If your degree and transcripts were produced in a language other than English, then you are required to provide notarised translations of these documents in your application for registration. If your original qualification and transcripts were issued by an authority or body outside of Ireland, then you are also required to provide notarised translations of these documents in your application for registration. A notarised document is one that has been certified by a notary public. A notary public is a public officer who serves the public in non-contentious matters usually concerned with foreign or international documents. Documents notarised by a notary public are acceptable for use internationally. A notary public must certify with a seal/apostille the execution in their presence of the authentication of a document. When you meet a notary, you will be required to prove your identity and place of residence. A notary public may only notarise documents in the country where their principal office is located, as appointed, for example in Ireland, a Notary Public is appointed by the Chief Justice of the Supreme Court of Ireland, for a specific geographical location, ie Dublin, Meath, Wicklow etc.

Further information on finding a notary public, available on website (www.notarypublic.ie)