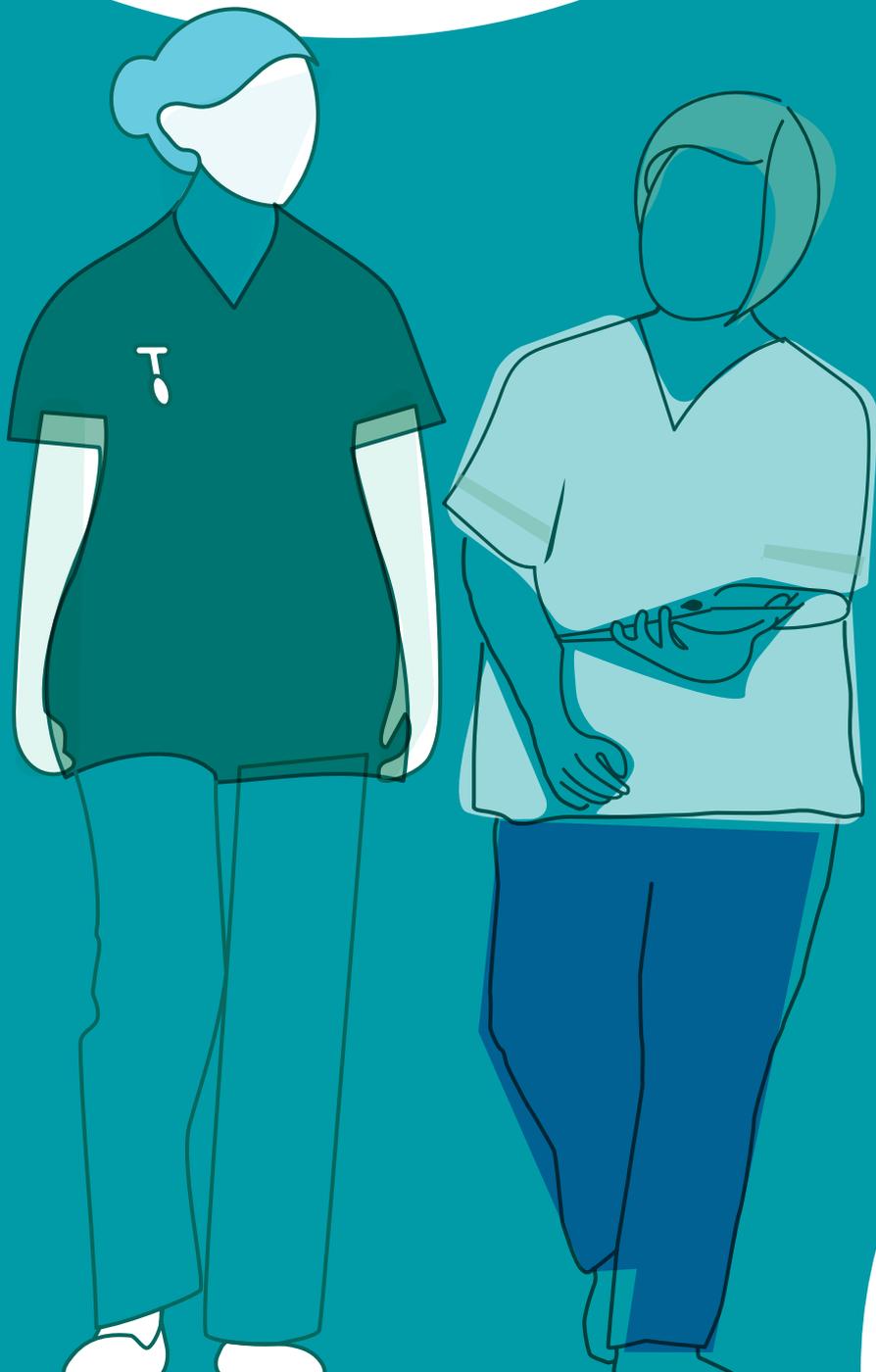




2024 Annual Registration Renewal Guide



Bord Altranais agus
Cnámhseachais na hÉireann
Nursing and Midwifery
Board of Ireland

Who is this Guide for?

This guide provides information for registrants on the Nursing and Midwifery Board of Ireland (NMBI) 2024 annual renewal process. To access the services below you need to be already registered in at least one division of the Register of Nurses and Midwives.

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1. Renewing Your Registration with NMBI

Every registered nurse and midwife in Ireland is required by law to renew their registration each year. At the start of the calendar year, employers will seek evidence that your registration has been renewed.

The NMBI has sent renewal notices by email to all registrants providing detailed instructions on how to renew online. **Please do not start the renewal process without the renewal notice.**

The renewal facility will be open from 25 October 2023 until 31 January 2024.

If your renewal notice has not arrived by 31 October, please check your Spam or Junk email folders. If you still have not received the email, you can contact our customer care centre on **0818 200 116** (+353 818 200 116 from outside Ireland), or email regservices@nmbi.ie to request your notice.

You will be able to log into MyNMBI using the email address the notice was sent to and your password. If you cannot remember your password, please use the 'Forgotten Password' button.

All registrants are legally obliged under Section 53 of the Nurses and Midwives Act, as amended to keep their details on the Register correct and up-to-date. These details include contact information (address, email address and phone number) and employment details.

Final reminder notices will be sent to all registrants in mid-January.

Unfortunately if the annual renewal is not completed by the deadline, NMBI is legally obliged to include your name on the list of registrants that will be considered by the Board for removal from the Register. A removal email will be sent to all those who did not renew their registration by the deadline (as per Section 77 of the Nurses and Midwives Act 2011, as amended). Please note that notifications of removals are also sent to employers, the Minister for Health and the Health Service Executive (as per Section 02 of the Nurses and Midwives Act 2011).

If you require support to complete the renewal process, please call: **0818 200 116** (+353 818 200 116 from outside Ireland) or email regservices@nmbi.ie. Opening hours are Monday to Friday 9am - 5:30pm

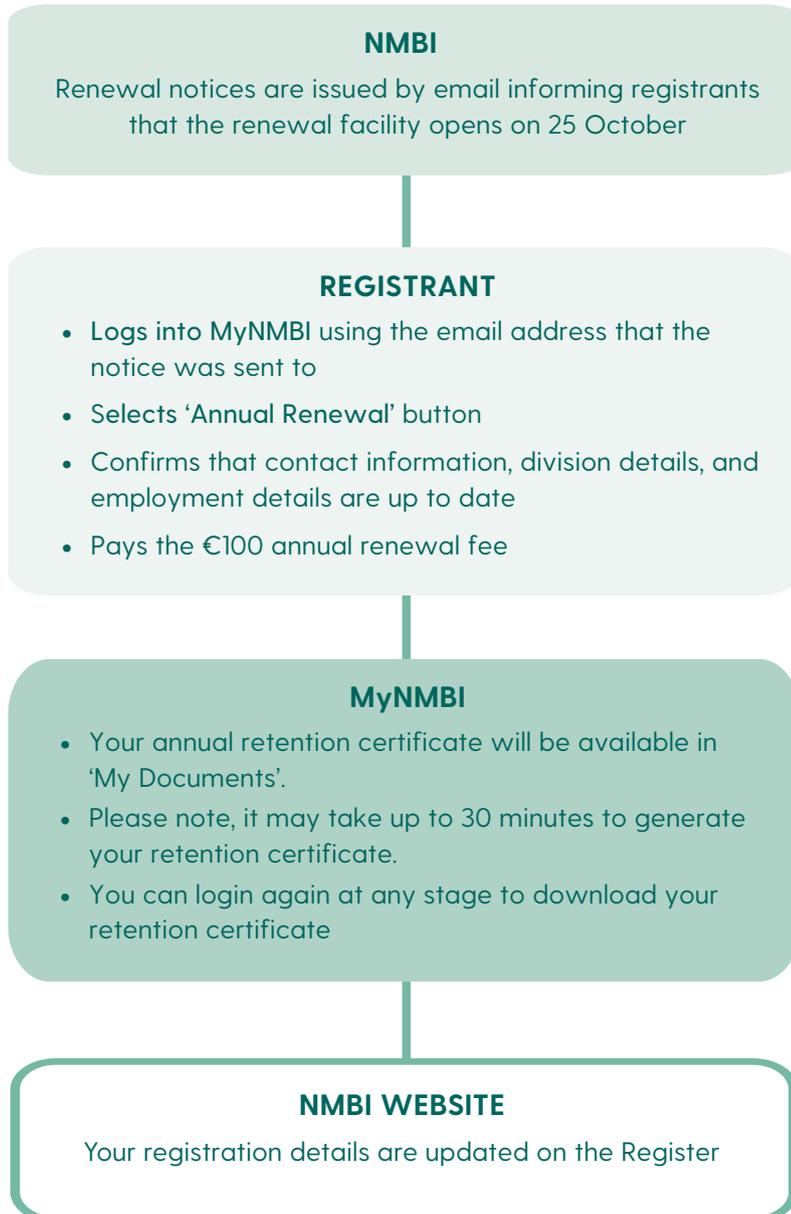


Please allow 10 minutes to complete the renewal process. While this year the application is mobile-enabled, we still recommend registrants use a laptop or desktop to renew their 2024 registration.



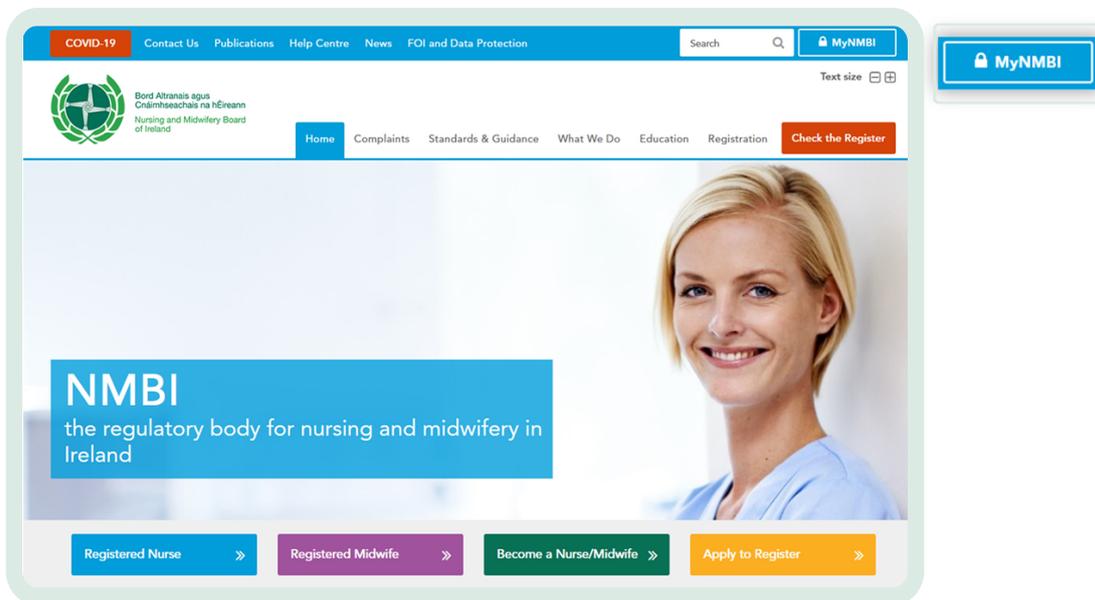
The annual renewal fee is €100.

1.1 Overview of the Renewal Process with MyNMBI

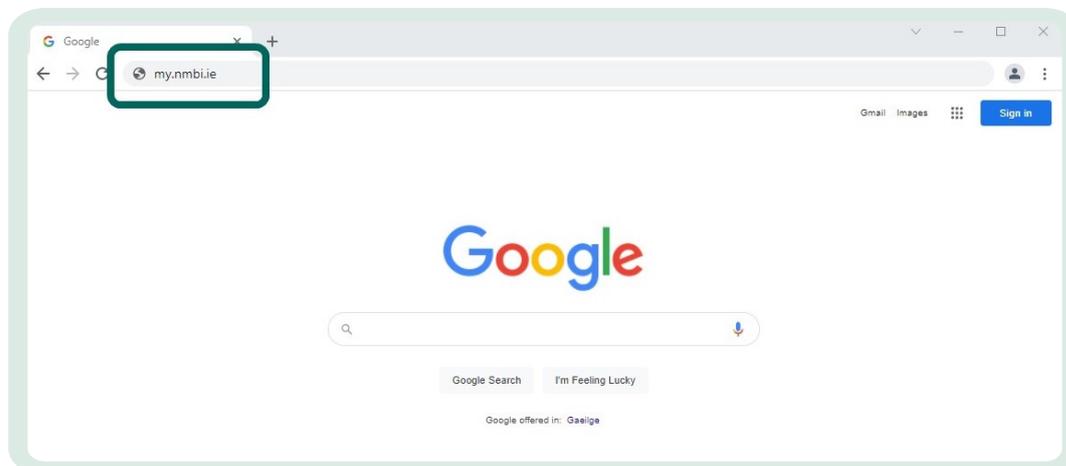


1.2 Accessing MyNMBI

You can access MyNMBI by clicking on the MyNMBI button on our website, using the link provided in your renewal notice, or by clicking [here](#).



You can also type my.nmbi.ie into the address bar of your browser.

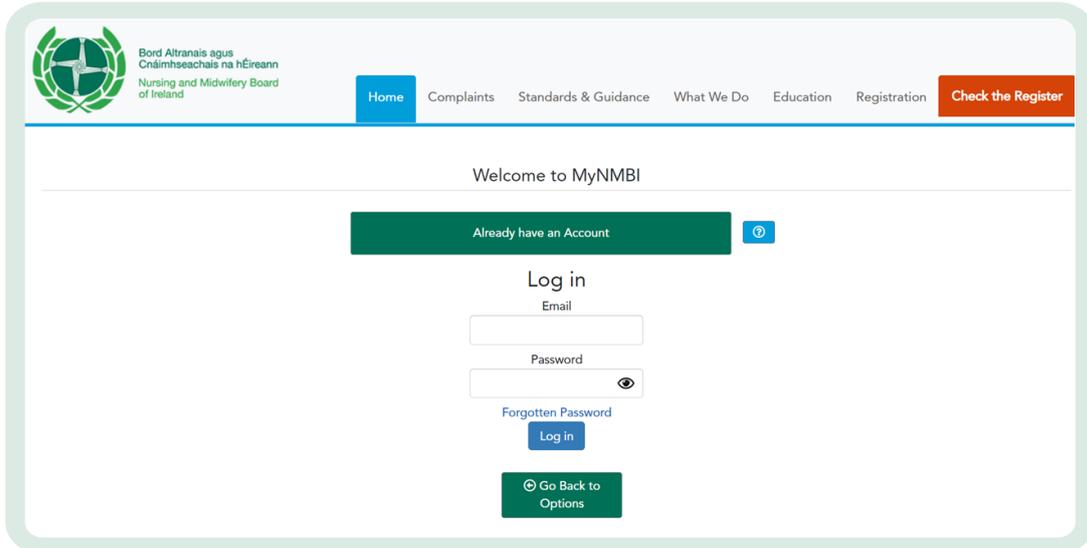


1.3 Logging In

1. Visit [MyNMBI](#)

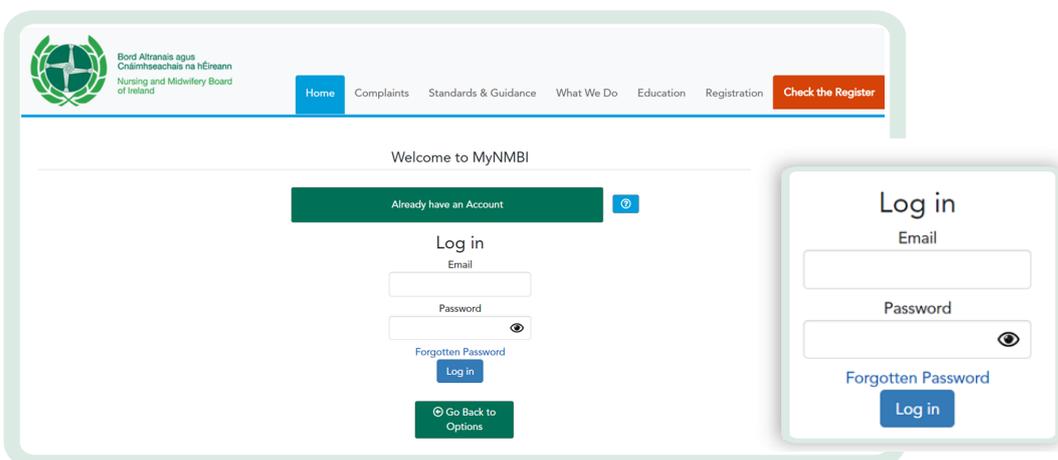
If this is your first time logging into MyNMBI, please refer to your renewal notice and the [First Time Login User Guide](#).

2. Select **Already have an Account**



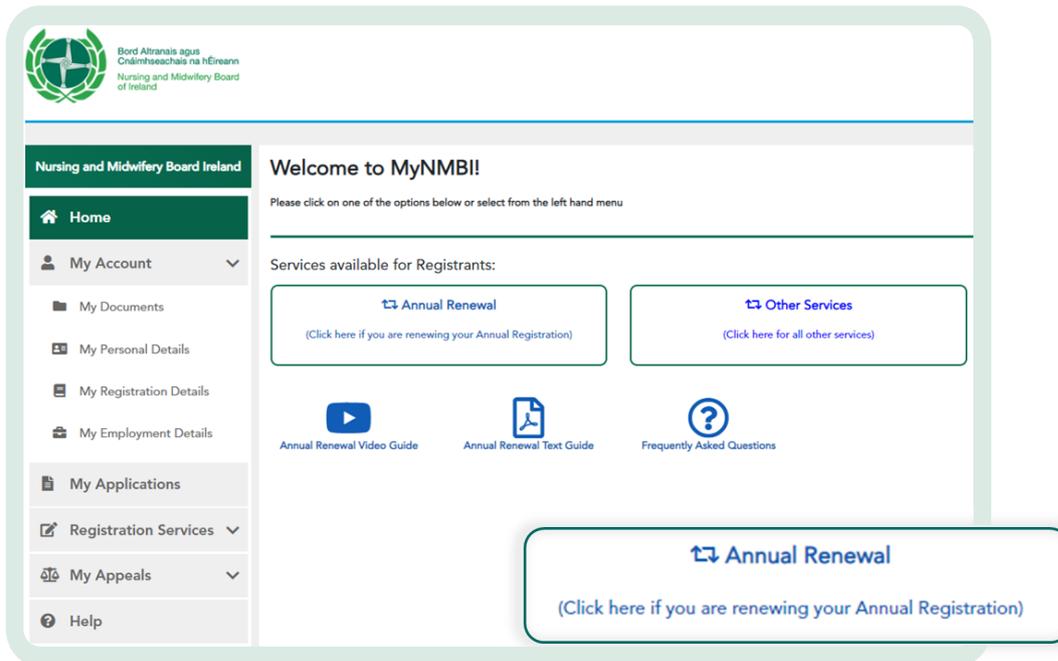
3. Input the email address that your renewal notice was sent to. Add your password. This is either what you updated it to, or the temporary password provided by NMBI last year.

4. If you do not remember your password, click on **Forgotten Password** and follow the steps to reset. You will be required to enter your email address (that you received this notice to) and you will receive an email with a link to reset your password. Click on this link and create your new password. Please note, the forgotten password link is only valid for one hour. Your new password will be active at subsequent logins. If you are unable to access your account after you have reset your password, please contact our customer care centre on 0818 200 116 or email regservices@nmbi.ie

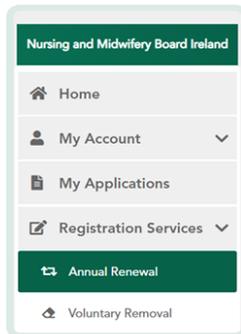


5. Once logged into MyNMBI you will have access to all of the services available. During the renewal period, click on the **Other Services** button to view the other applications available. You can view and edit your personal details, including password and email address. You can also update your employment details under the **My Account** section.

To commence the annual registration renewal process, click on the **Annual Renewal** button.



1.4 Annual Renewal in Detail: Six Step Process



Overview of the Six Step Process

The 2024 annual renewal process has been improved since its launch in 2020 and is streamlined to enable mobile (phone/tablet) compatibility as well as being optimised for laptop/desktop.

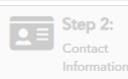
- At Step 1 and Step 2, you will confirm or update your personal details and contact information.
- At Step 3 and Step 4, please ensure your division and employment details are up to date and reflect your current work status.
- You must accept the declaration at Step 5.
- Step 6 requires you to input the debit/credit cardholder details that is being used for payment. It is important that the cardholder information is provided as verification of payment you may be required by the card provider/bank.
- You will be redirected to our Secure Payment facility where you will input your card details
- You may also be required to verify your payment with Strong Customer Authentication (SCA). This involves going into your banking app or inputting a code received by text message (different banks have different processes). Then confirm in the browser that the authentication has been completed.



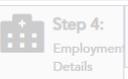
Step 1 Personal details

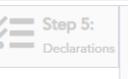
- Annual Renewal can be accessed by clicking on the **Annual Renewal** button on the homepage.
- Please confirm your personal details are up to date and correct. Your email address and password can be submitted in this section. For name and gender change requests, please go to the **My Personal Details** section. To amend your date of birth, nationality or place of birth, please contact us at IEReg@NMBI.ie and provide the appropriate documentation.
- Click **Save & Proceed** to continue to Step 2.

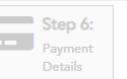
 **Step 1:**
Personal Details

 **Step 2:**
Contact Information

 **Step 3:**
Division Details

 **Step 4:**
Employment Details

 **Step 5:**
Declarations

 **Step 6:**
Payment Details

Please note, name and gender changes must be done on MyNMBI, through My Personal Details in My Account. For all other changes please contact us at: IEReg@NMBI.ie

<p>Registration Number 299000</p> <p>First Name Nurse</p> <p>Any other name known by <input type="text" value="Mary"/></p> <p>Date of Birth 04/04/1984</p> <p>Nationality Ireland</p> <p>Secondary Language <input type="text" value="Irish"/></p>	<p>Email Address kotapoxan@tafmail.com</p> <p>Last Name Gale</p> <p>Gender Female</p> <p>Place of Birth Ireland</p> <p>Primary Language * <input type="text" value="Irish"/></p> <p>Third Language <input type="text" value="French"/></p>
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Save & Close

Save & Proceed

Step 2 Contact details

- Please ensure that your contact details are correct and up to date.
- Click **Save & Proceed** to proceed to Step 3.

Step 1: Personal Details | Step 2: Contact Information | Step 3: Division Details | Step 4: Employment Details | Step 5: Declarations | Step 6: Payment Details

Please ensure your address and contact details are correct, and up to date

Address Line 1 *
18 Main Street

Address Line 2 *
Village Road

Area / Town *
Boyle

Eircode / Zip Code *
R012 Y13

State / Province / County *
Roscommon

Country *
Ireland

Phone Code Prefix *
Ireland(+353)

Telephone Number *
85125551

Go back | Save & Close | Save & Proceed

Step 3 Division details

A) Complete the first question

- Please confirm whether you are currently practising in the profession of nursing or midwifery.
- Please answer Yes if for example you are working in clinical care, management, administration, education, research or an industry where NMBI registration is required.
- Please answer No if for example you are unemployed, retired, on a career break or working in a different sector.

Step 1: Personal Details | Step 2: Contact Information | Step 3: Division Details | Step 4: Employment Details | Step 5: Declarations | Step 6: Payment Details

Are you currently practising in the profession of nursing or midwifery?

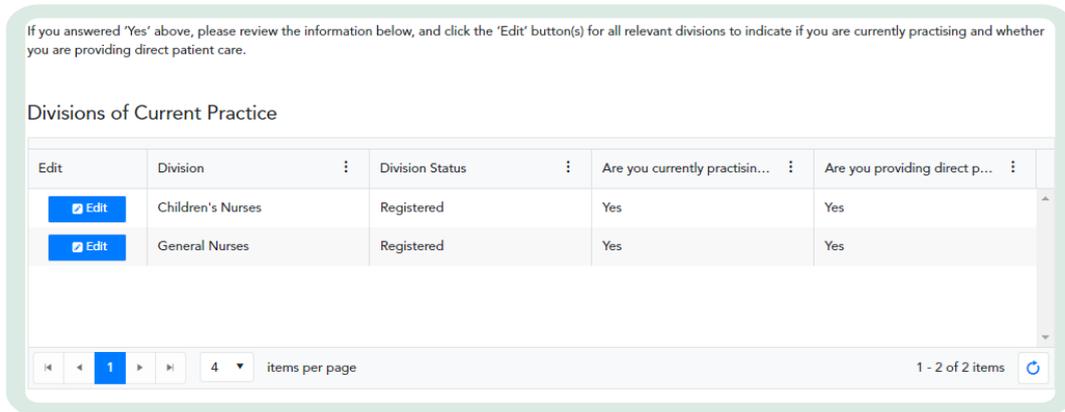
Yes (for example: you are working in clinical care; management; admin; education; research or in an industry where NMBI registration is required)

No (for example: you are unemployed; retired; on career break; or working in a different sector)

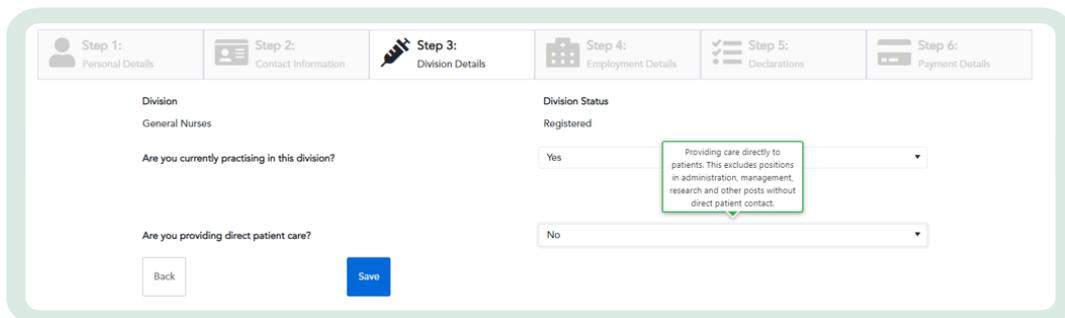
- If you answered **Yes** to the above question, the next two sections are mandatory.
- If you answered **No** to the above question you will not be required to update your employment details at the next step.

B) Divisions of current practice

- Once answered, scroll down the page to **Divisions of Current Practice**. The grid below will list all the divisions of your current registration.
- Please update each division accordingly. Click the **Edit** button to update. Each time you click **Edit**, a pop-up window will appear. Select each division and press **Save** before moving onto the next division until you have completed each one.
- If you are no longer practising in nursing or midwifery but were the previous year, you must update all divisions to reflect this.



- You can update each division by confirming in which you are currently practising and whether you are dealing directly with patients.



- Tooltips are visible by hovering over each question.
- Click **Save** to confirm.
- Once you have finished updating your division status details, click **Save & Proceed** to continue to Step 4.

Step 4 Employment details

The next section is related to your current employment. Here you will need to complete/confirm information on your current, primary job title and primary workplace. If you are working in more than one workplace, please use your primary employment details.

Please note, for agency nurses/midwives who work in multiple locations, please insert your agency's details.

- The most common job titles are already recorded in the system, please search using the drop-down list and click on the relevant job title. You can type your job title search or scroll down.
- If your job title is not listed, please select **Other** and type your job title in the **Please specify** box that emerges.

The screenshot shows a progress bar with six steps: Step 1: Personal Details, Step 2: Contact Information, Step 3: Division Details, Step 4: Employment Details (highlighted), Step 5: Declarations, and Step 6: Payment Details. Below the progress bar is the Step 4 form. It includes a 'Job Title' dropdown menu with 'OTHER' selected, a 'Please specify' text box containing 'Clinical Nurse Specialist 2', and a detailed instruction: 'Please expand and search for your current Job Title in the drop down list opposite. If your job title is not in the list, please select 'OTHER' and then type your job title in the box below.'

- Please confirm, update or add your workplace details by typing in the specified fields.
- If Ireland is selected for Workplace Country, you must select the correct county from the Workplace County drop-down.
- Once your employment details are up-to-date, press **Save & Proceed** to continue to Step 5.

This screenshot shows the Step 4 form with the following fields filled: 'Job Title' is 'Clinical Midwife Manager 2', 'Current Workplace Name' is 'Mullingar General Hospital', 'Workplace Address Line 1' is 'Longford Rd', 'Workplace Area/Town' is 'Mullingar', and 'Workplace Country' is 'Ireland'. A dropdown menu for 'Workplace County' is open, showing a list of counties with 'Roscommon' selected. At the bottom of the form are three buttons: 'Go back', 'Save & Close', and 'Save & Proceed'.

Step 5 Declaration

This declaration is an important part of your registration as a nurse/midwife.

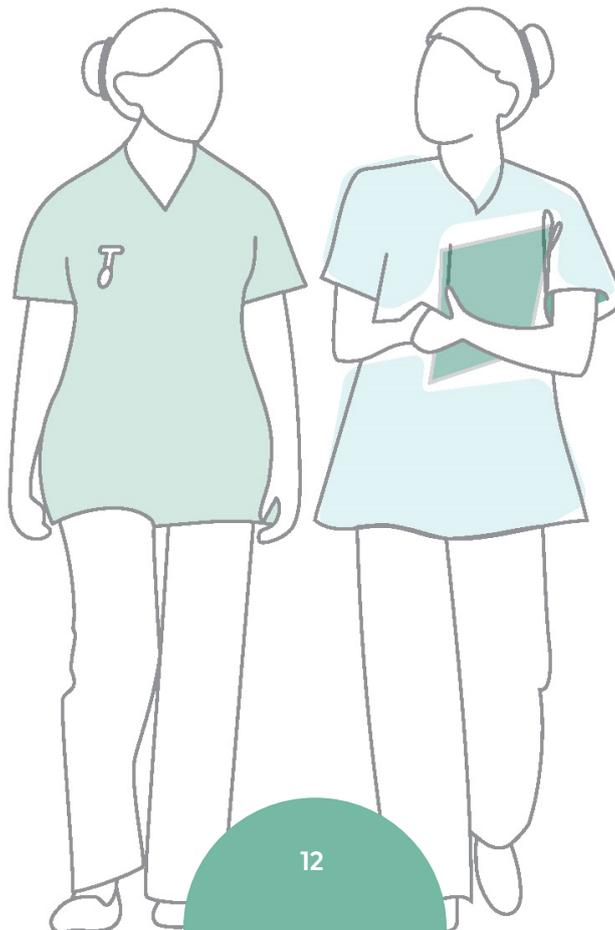
- Please tick the box to confirm that the information you provided in your application is complete, accurate and true.
- This is the final step before payment details.
- To complete your application click **Save & Proceed**
- If you wish to save your application and continue the process at a later stage click **Save & Close**. Your application will be saved in the **My Applications** section.

Step 1: Personal Details	Step 2: Contact Information	Step 3: Division Details	Step 4: Employment Details	Step 5: Declarations	Step 6: Payment Details
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Declarations

I confirm that all the information provided by me in connection with this application is complete, accurate and true to the best of my knowledge.

Following your declaration, you will next be required to add your cardholder details. When you click 'Pay Now', you will be brought to our Secure Payment site where you will add your card details and 'Pay Now' to finalise payment.

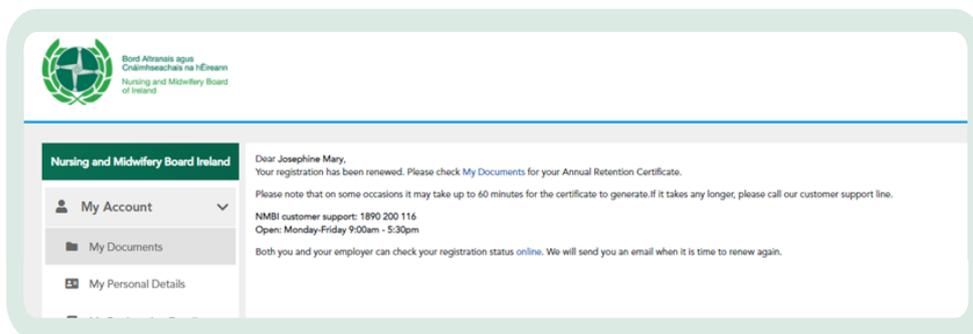


Step 6 Payment details

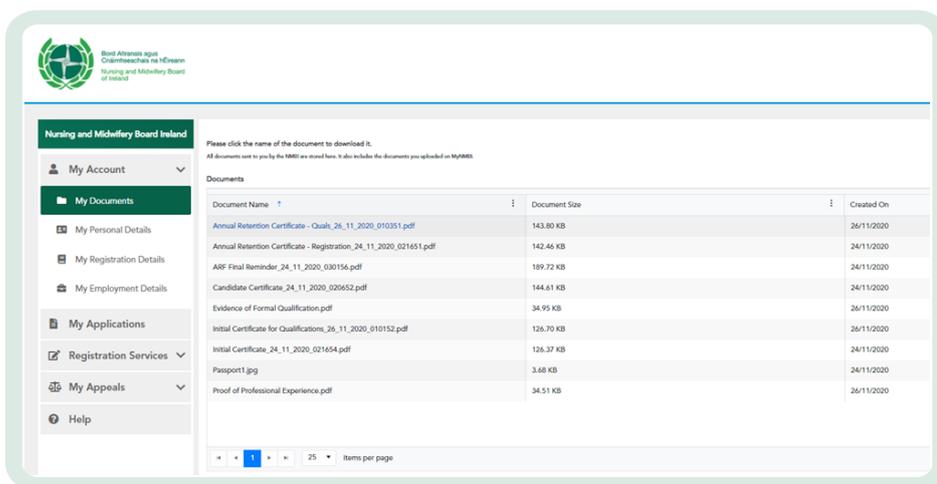
- Step 6 requires you to input the debit/credit cardholder details of the card that is being used for payment. It is important that the cardholder information is provided as verification of payment may be required by the card provider/bank.
- To complete your online payment, NMBI is required to capture billing information, including an address for the cardholder whose card is being used to make this payment. NMBI is required to do this under an EU payments directive. NMBI will only use this information to complete this payment.
- You will be redirected to our Secure Payment facility where you will input your card details.
- Please pay your annual renewal fee online using a debit or credit card. The annual renewal fee is €100.
- Click **Pay Now** to proceed.

- Enter your card details and click Pay Now.
- You may be required to verify your payment with Strong Customer Authentication (SCA). This involves going into your banking app or inputting a code received via text message (different banks have different processes). Then confirm in the browser that the authentication has been completed.

- When the payment has been processed, you will receive confirmation of renewal.



- You can view your annual retention certificate in the My Documents section. It will remain there on future visits should you need to download it or provide it by email to your employer.
- Please note, it may take up to 30 minutes to generate your retention certificate.
- You can login again at any stage to download your retention certificate.



1.5 What if your payment has been declined?

We have further information on what failed payment error codes mean in our FAQs. Please ensure that you have Strong Customer Authentication (SCA) set up with your bank.

To attempt payment again, you can access the **Draft** or **Awaiting Payment** tab via **My Applications**. You will have to click through Steps 1-5 and add your billing details again at Step 6.

1.6 What to do if you are having problems starting or completing the process

If you require support to complete the renewal process, please call 0818 200 116 (+353 818 200 116 from outside Ireland) or email regservices@nmbi.ie. Opening hours are Monday to Friday, 9am-5:30pm.

2. Voluntary removal

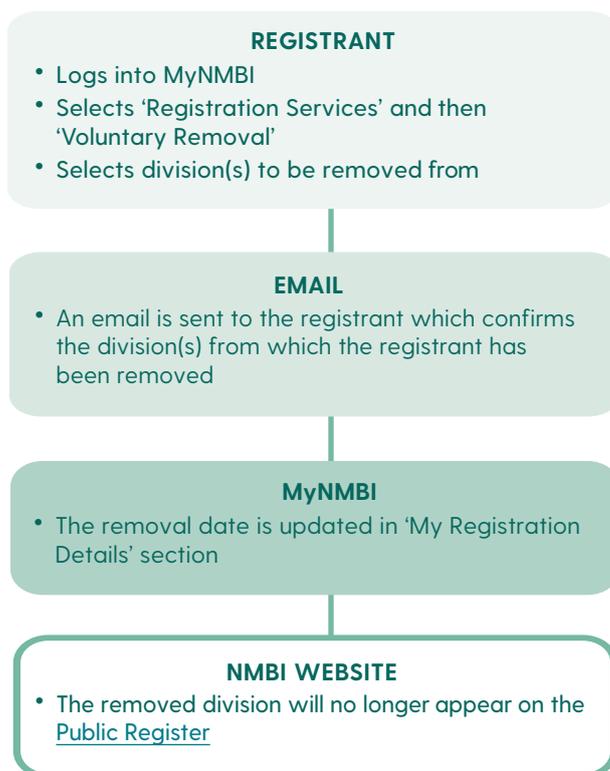
You can remove your name from one or all divisions in which you are registered.

Registrants generally voluntarily remove their names from all divisions if they are taking a career break, retiring or moving to work abroad. We highly recommend that you voluntarily remove your name from the register rather than let your registration lapse (i.e. not renew your registration on time) in order to avoid paying increased restoration fees in the future.

The voluntary removal facility is open at all times on MyNMBI except for a very short period of time to allow the Board to remove registrants for non-payment of retention fee.

If you decide to return to your nursing or midwifery practice at a later stage, you will be able to restore your name to the Register at any time. You will also need to comply with the restoration requirements at the time of restoration. More information on restoring your name to the Register is available on the [NMBI website](#).

2.1 Overview of the Voluntary Removal Process with MyNMBI



2.2 Voluntary Removal in Detail: 2 Step Process

- Log into MyNMBI – for additional information on first time login please see our [First Time Login User Guide](#).
- Select Registration Services and then Voluntary Removal.

Step 1 Update your personal details

- Review your personal details and update if needed.



Step 2 Remove from division(s)

- Select in the grid, the division(s) from which you would like to be removed.
- To select a division please click on the pencil icon.

I wish to voluntarily remove my name from the following division(s) of the Register of Nurses and Midwives

Update Selected Divisions

<input type="checkbox"/>	<input type="checkbox"/>	Division	:	Removal Reason	:	Request of Removal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Intellectual Disability				
<input type="checkbox"/>	<input checked="" type="checkbox"/>					

- Provide the reason for your removal and the removal date.

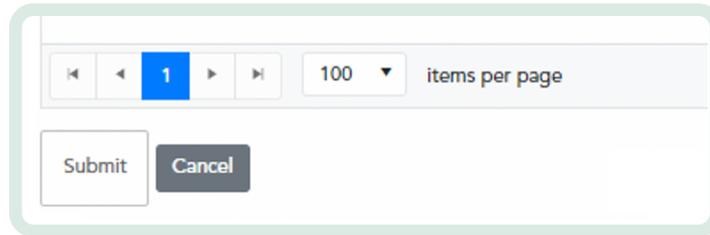
Update Divisions For Removal

Removal Date

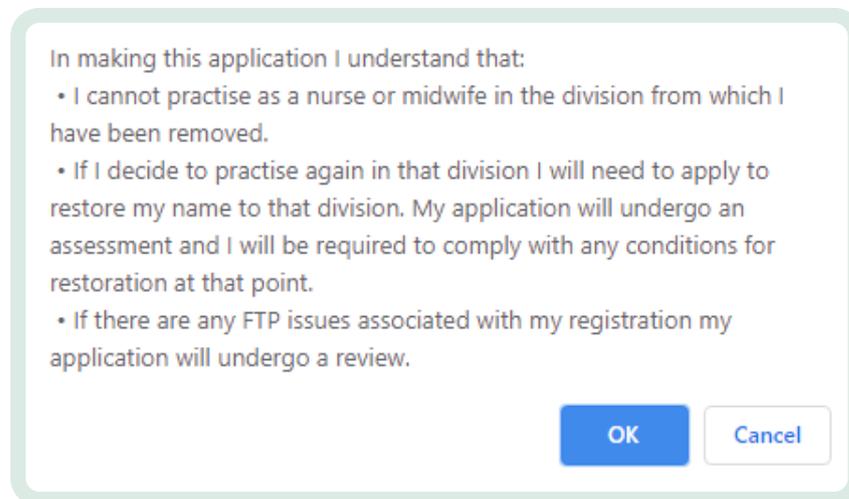
Remove from Divisions

Removal Reason *

- Submit your request.



- A pop-up window will appear to explain the consequences of voluntary removal.
- Please read the text and click **OK** if you fully agree.



- You will receive an email confirming that the removal was successfully completed. Your removal is now updated on **My Registration Details**.



2.3 How Much Does it Cost?

Voluntary removal is free of charge.



2.4 How Long Does it Take?

The voluntary removal process is very quick, it should take a few minutes to complete.

Data Collection

NMBI is legally required to maintain statistical records and make those records available for research and planning to include workforce planning in accordance with section 46 (9) of the Act 2011 and S.I. No. 503 of 2020.

The data will allow NMBI to quantify the number of practising nurses and midwives and deliver required statistical data to the European Commission and the Organisation for Economic Co-operation and Development (OECD), the Department of Health and other stakeholders.

Your personal data will be collected, maintained and processed in accordance with the General Data Protection Regulation (GDPR) and Irish data protection legislation. Your personal data will not be shared with others or published. All reporting is done on an anonymised basis. Please see the [NMBI Privacy Notice](#) for more details.

The data submitted by each registrant will enable us to better support the needs and skills of registered nurses and midwives in Ireland, as we work to maintain standards of professional conduct and associated public safety.

