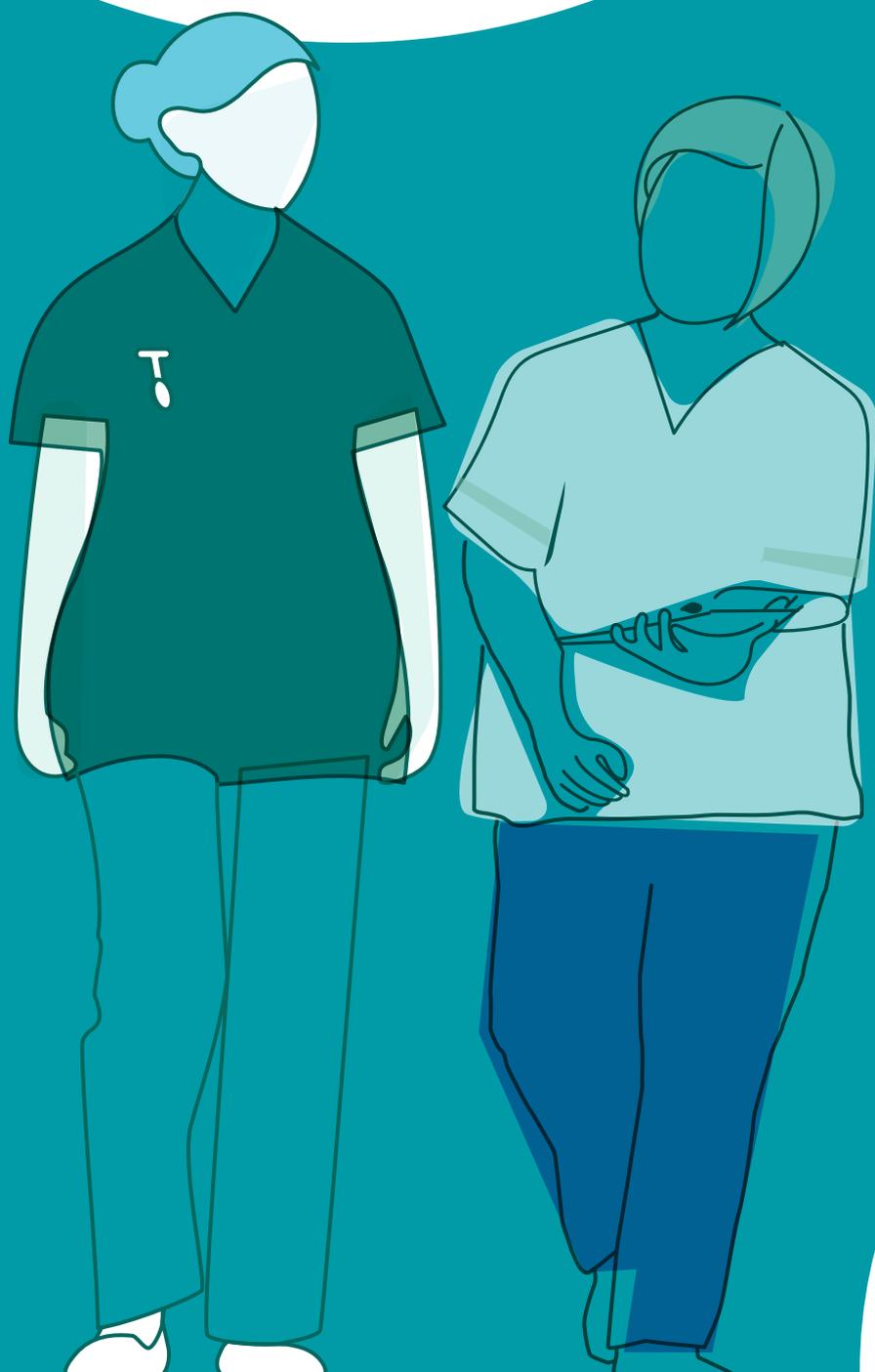




2021 Annual Registration Renewal Guide



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

Who is this Guide for?

This guide provides information on the 2021 annual renewal process. To access the services below you need to be registered in at least one division of the Register of Nurses and Midwives.

What does this Guide cover?

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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 post to all registrants providing detailed instructions on how to renew online. **Please do not start the process without the renewal notice.**

If your letter has not arrived, please contact our customer care centre at **1890 200 116** to request your login credentials.

The renewal facility will be open from 30 November 2020 until 31 January 2021.

The renewal notice includes temporary credentials to be used this year exclusively to allow you to access your registration account. **Please do not create a new account on MyNMBI.**

All registrants are legally obliged under Section 53 of the Nurses and Midwives Act 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 letters will be sent mid-February to inform those who did not renew that the registration deadline has been passed.

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



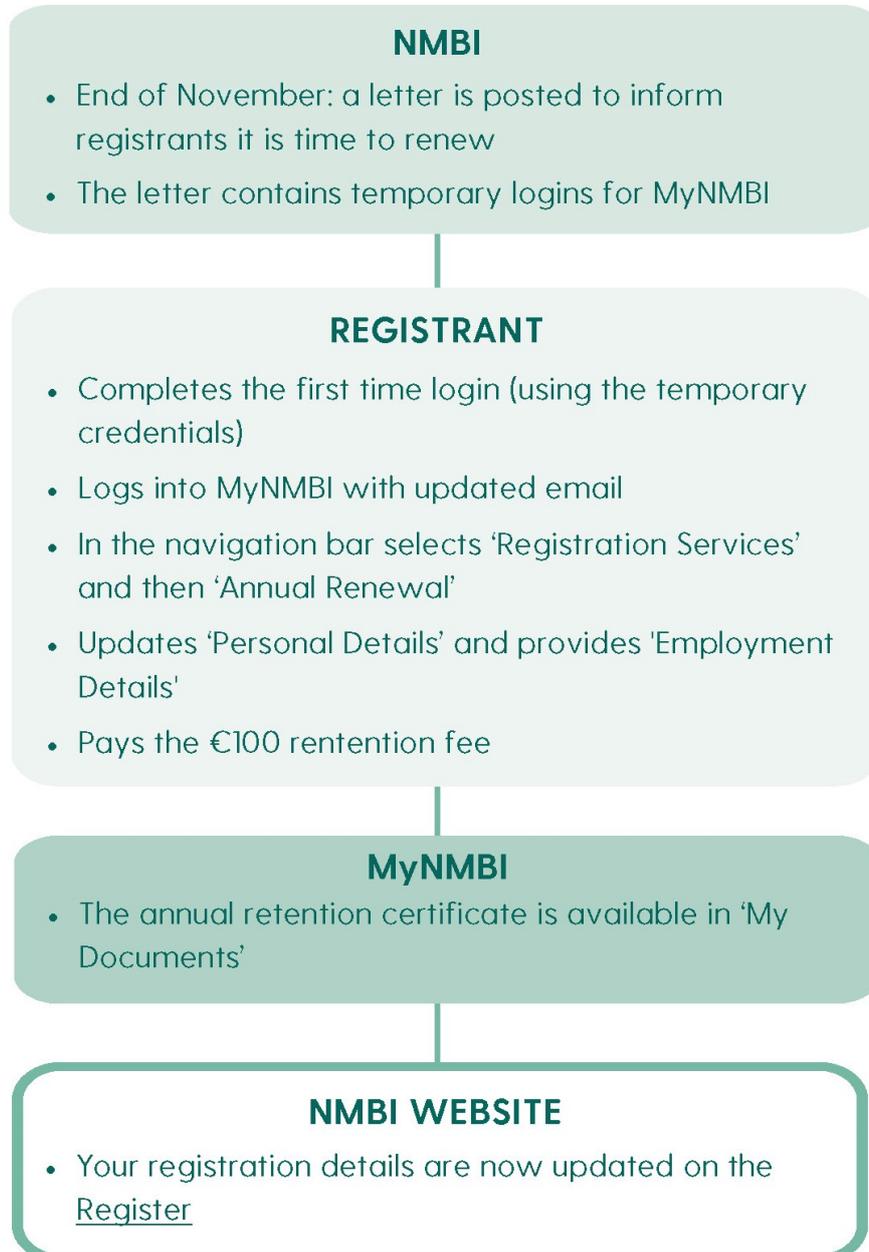
Please allow 15 minutes to complete the renewal process.

We recommend all our registrants use a laptop or desktop to renew their 2021 registration. Our application is not mobile enabled in 2021.



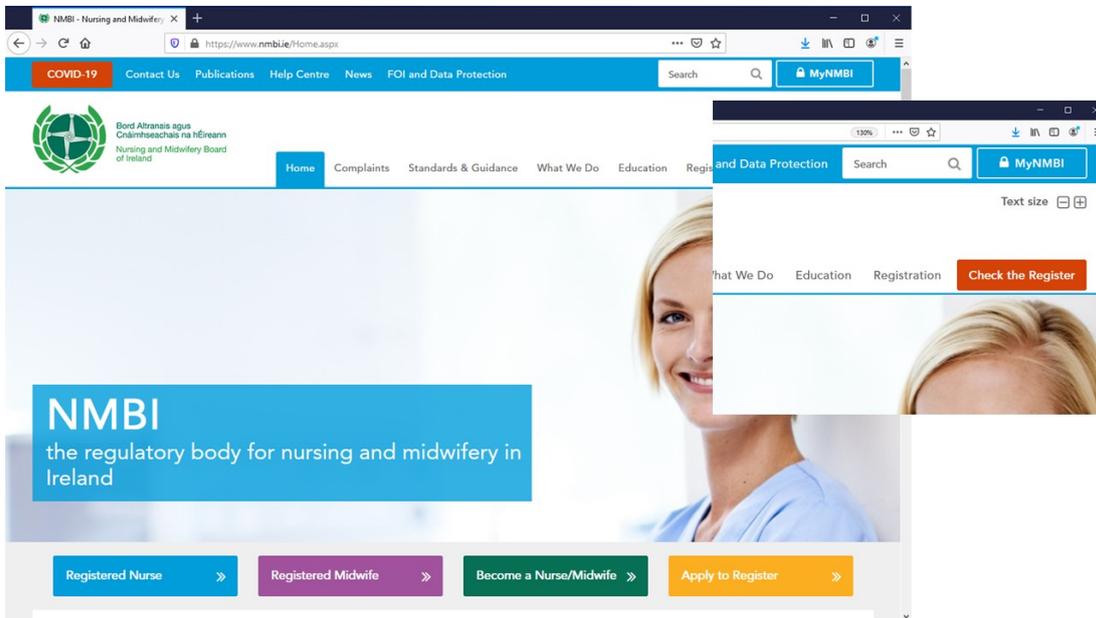
The annual renewal fee is €100.

1.1 Overview of the Renewal Process with MyNMBI

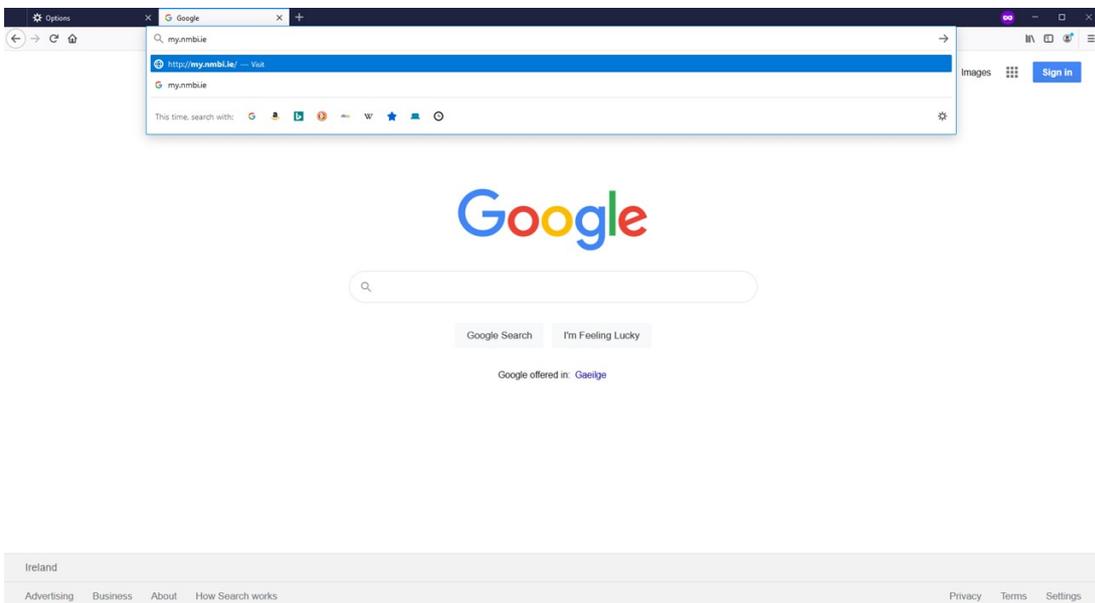


1.2 Accessing MyNMBI

- You can access MyNMBI by clicking on the MyNMBI button on the [NMBI](https://www.nmbi.ie) website.

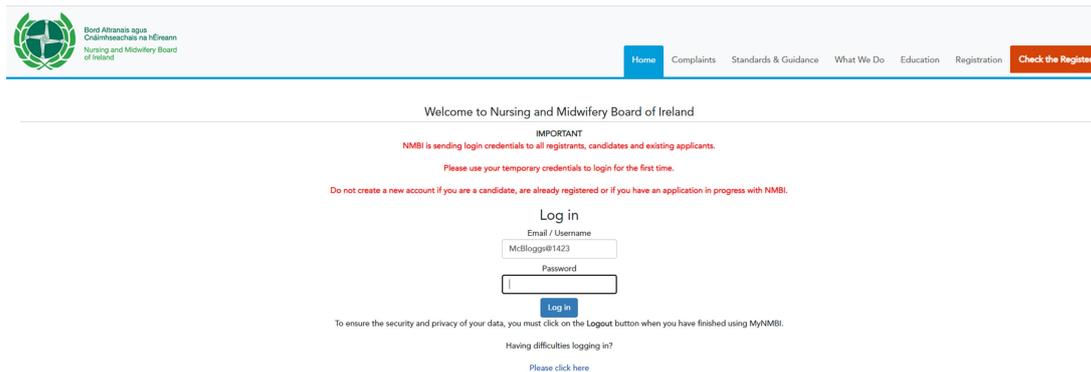


- You can also type my.nmbi.ie into the address bar of your browser.



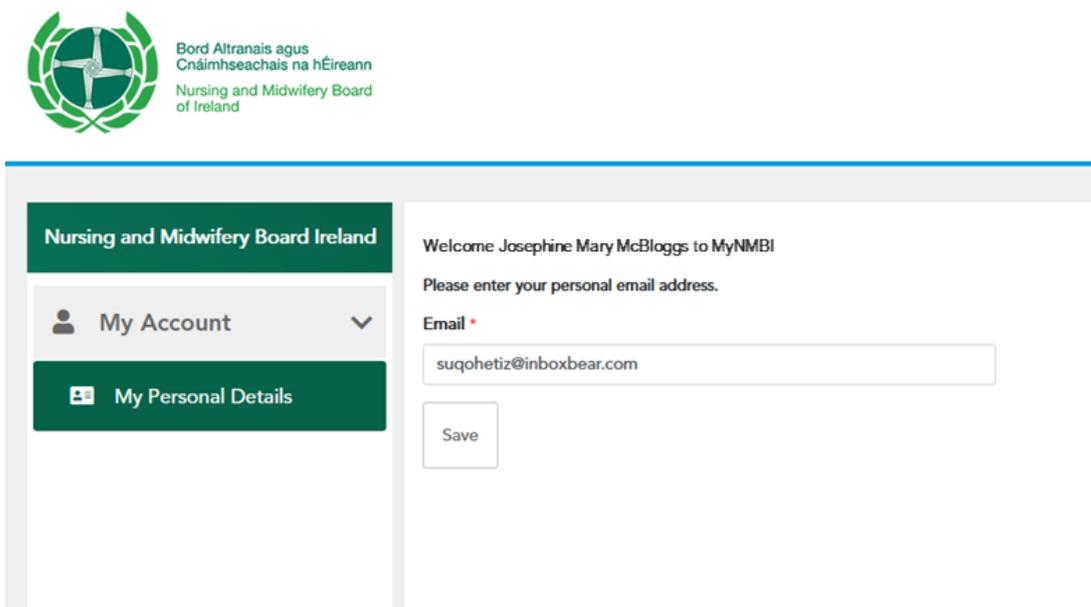
1.3 First Time Login in Detail

1. Visit [MyNMBI](#)
2. Login using the temporary username and password sent to you in your renewal letter.



The screenshot shows the MyNMBI website header with the logo and navigation menu. Below the header, there is a welcome message and an important notice: "IMPORTANT: NMBI is sending login credentials to all registrants, candidates and existing applicants. Please use your temporary credentials to login for the first time. Do not create a new account if you are a candidate, are already registered or if you have an application in progress with NMBI." The login form includes fields for "Email / Username" (containing "McBloggs@1423") and "Password", with a "Log in" button. Below the form, there is a security notice and a link for "Having difficulties logging in?".

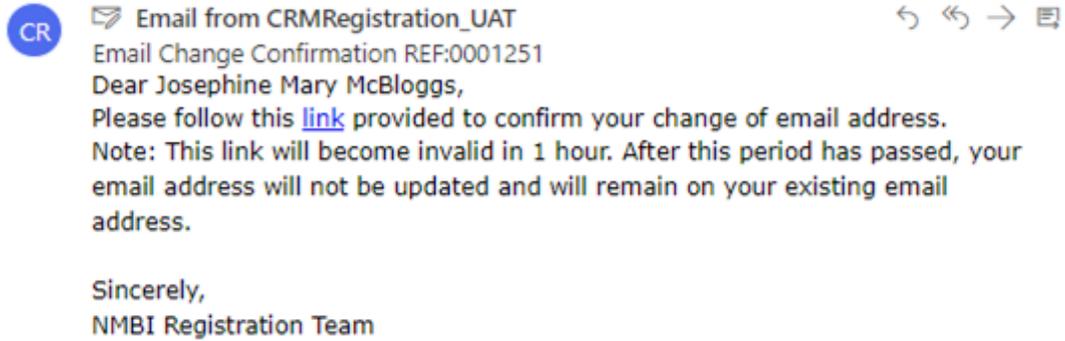
3. Once logged on, you will be prompted to enter your personal email address. This will be used as your new username as well as for contact purposes in the future. Click Save.



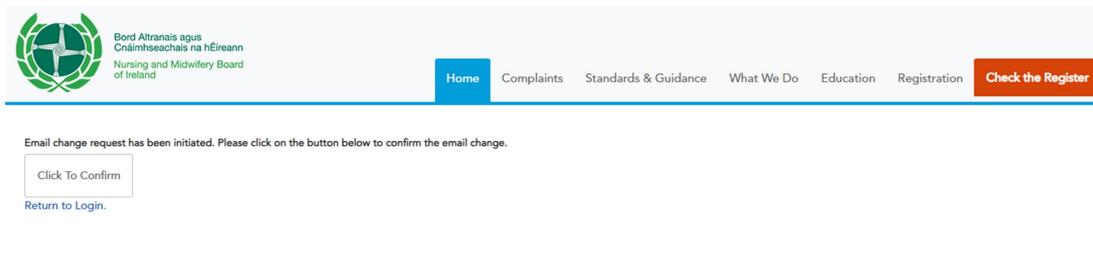
The screenshot shows the MyNMBI user profile page. On the left, there is a sidebar with the logo and navigation options: "My Account" and "My Personal Details". The main content area displays a welcome message: "Welcome Josephine Mary McBloggs to MyNMBI". Below this, there is a prompt: "Please enter your personal email address." followed by an "Email" field containing "suqohetiz@inboxbear.com" and a "Save" button.

- An email containing an activation link will be sent to your personal email address and will be used as your new username as well as for future contact purposes.

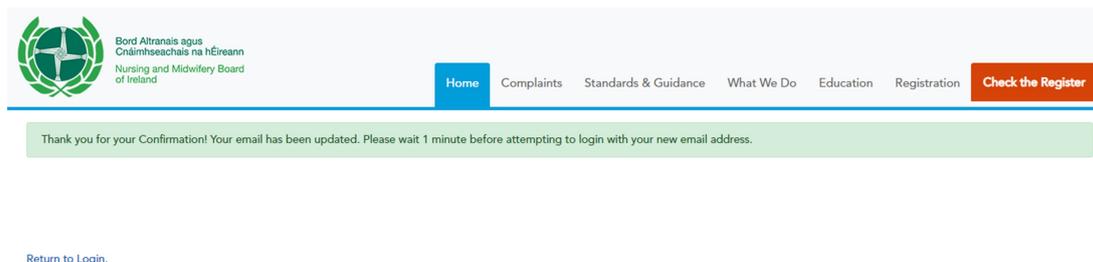
This is a verification process. Click on the link to validate your email address.



- After clicking the link, the screen below will appear. Press the Click to Confirm button to verify your email. (Note that your email is now your ID for future logins).

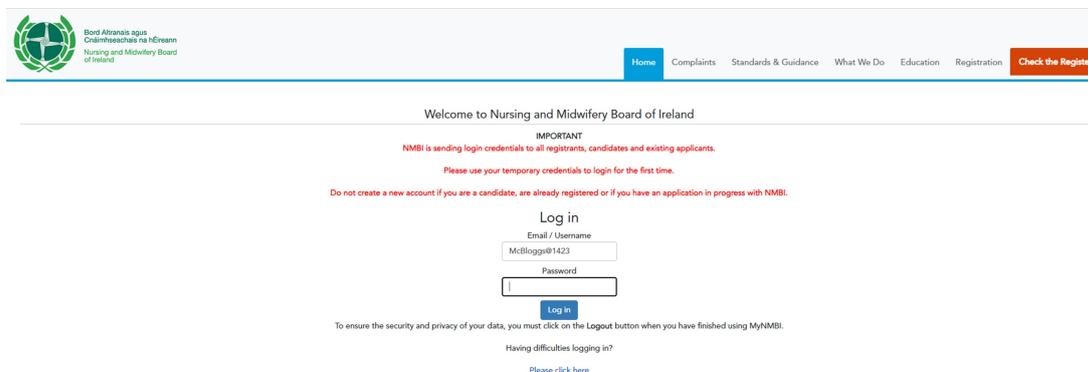


Your email will now be updated.

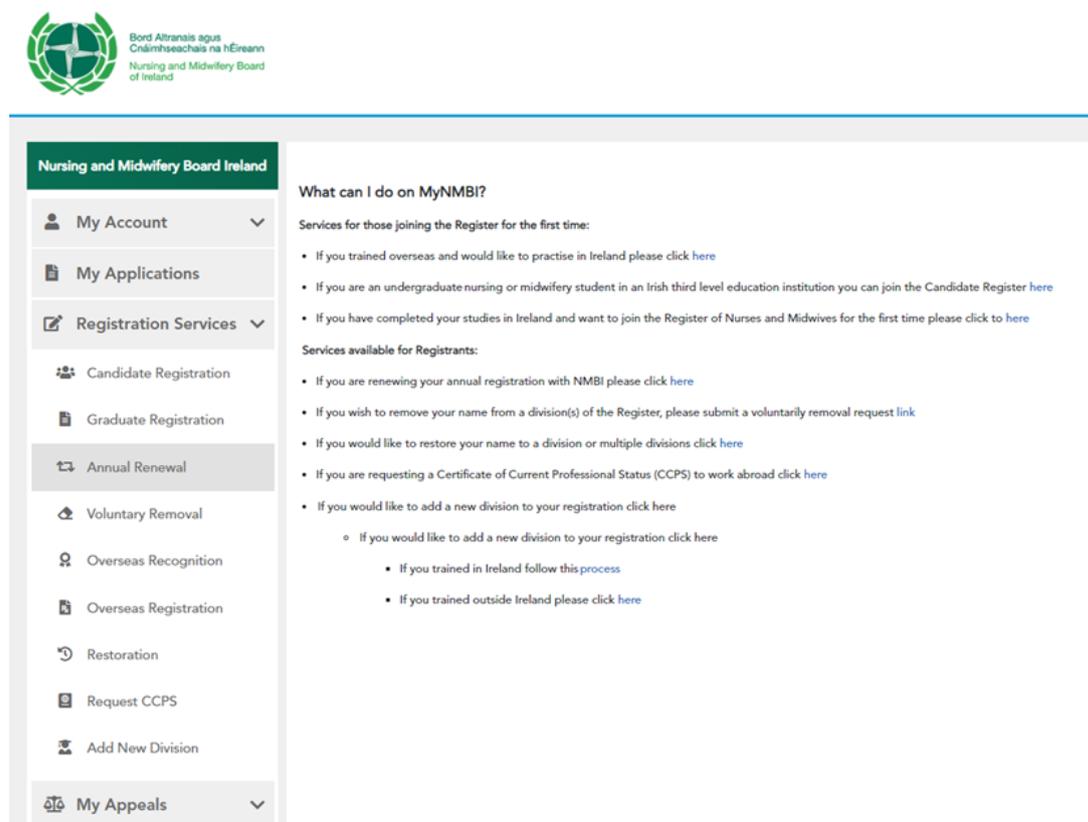


Once you have verified your personal email address, you must continue the process on your laptop or desktop.

6. Return to the login screen and enter your personal email address (which is now your ID for using the site in future) and then enter the password from your renewal letter.



Once logged into MyNMBI you will have access to all of the services available. You can view and edit your personal information, including passwords, or enter your employment details.



1.4 Annual Renewal in Detail: Three Step Process



Step 1 Division renewal/personal details

- Annual Renewal can be accessed from the MyNMBI navigation bar on the left-hand side of your screen (as seen above left) by clicking on **Registration Services**, and then scrolling down and clicking **Annual Renewal**.
- Please confirm your personal details, the divisions you are registered in and wish to renew.
- You can update your details including your address and phone number if required.
- You may submit a voluntary removal request if you wish to remove your name from a division(s) of the Register.
- If you are happy that your personal details and registration details are correct, click Next to continue.

Division	Division Status	Expiry Date
General Nurses	Registered	31/12/2021
Children's Nurses	Registered	31/12/2021
Nurse Practitioners	Registered	31/12/2021

Step 2 Complete your employment details

A) Complete the first question

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



Are you currently practising in the profession of nursing or midwifery? Please answer 'Yes' if you are working in clinical care, management, administration, education, research or in industry where NMBI registration is required. Please select 'No' if you are retired, unemployed or are working in a different sector.

Yes
 No

- If you answered Yes to the above question, the next two sections are mandatory.
- If you answered No, you do not need to provide details of your current practice or employment.

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.
- If you answered Yes to the previous question you will need to edit all of the divisions below.
- To edit, click the pencil icon. Each time you click on the pencil icon a pop-up window will appear. Click to select each division and press Save before moving onto the next division until you have completed each one.

Divisions of Current Practice

If you answered yes above, please edit the divisions here to indicate if you are currently practising and whether you are providing direct patient care.

Edit	Division	Division Status	Are you currently practising in thi...	Are you providing direct patient ...
	General Nurses	Registered	Yes	Yes
	Children's Nurses	Registered	No	No
	Nurse Prescribers	Registered	No	No

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

Division Practice Status



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Division
General Nurses

Division Status
Registered

Are you currently practising in this division?

Are you providing direct patient care?

Practising Nurses/midwives provide services directly to patients or work in administration, management, research and other posts without direct contact with patients. Excludes unemployed and retired nurses/midwives.

- Tooltips are visible by hovering over each question.

Division Practice Status



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

Division
 General Nurses

Division Status
Registered

Are you currently practising in this division?

Are you providing direct patient care?

'Practising Nurses/ midwives provide services directly to patients or work in administration, management, research and other posts without direct contact with patients. Excludes: unemployed and retired nurses/midwives.'

'Providing care directly to patients. This excludes positions in administration, management, research and other posts without direct patient contact.'

- Click Save to confirm.

C) Employment details

- The next section is related to your current employment. Now you will need to enter information on your current job title and workplace.
- Click Add to your My Employment Details.

Step 1:
Division Renewal

Step 2:
Employment Details & Declarations

Step 3:
Payment Summary

Are you currently practising in the profession of nursing or midwifery? Please answer 'Yes' if you are working in clinical care, management, administration, education, research or in industry where NMBI registration is required. Please select 'No' if you are retired, unemployed or are working in a different sector.

Yes No

Divisions of Current Practice
If you answered yes above, please edit the divisions here to indicate if you are currently practising and whether you are providing direct patient care.

Edit	Division	Division Status	Are you currently practising in this division?	Are you providing direct patient care?
<input checked="" type="checkbox"/>	General Nurses	Registered	Yes	Yes
<input checked="" type="checkbox"/>	Children's Nurses	Registered	No	No
<input checked="" type="checkbox"/>	Nurse Prescribers	Registered	No	No

1 - 3 of 3 items

My Employment Details
If currently employed, please click the add button to provide information on your current employment. You may also add previous employment details if you wish.

Add

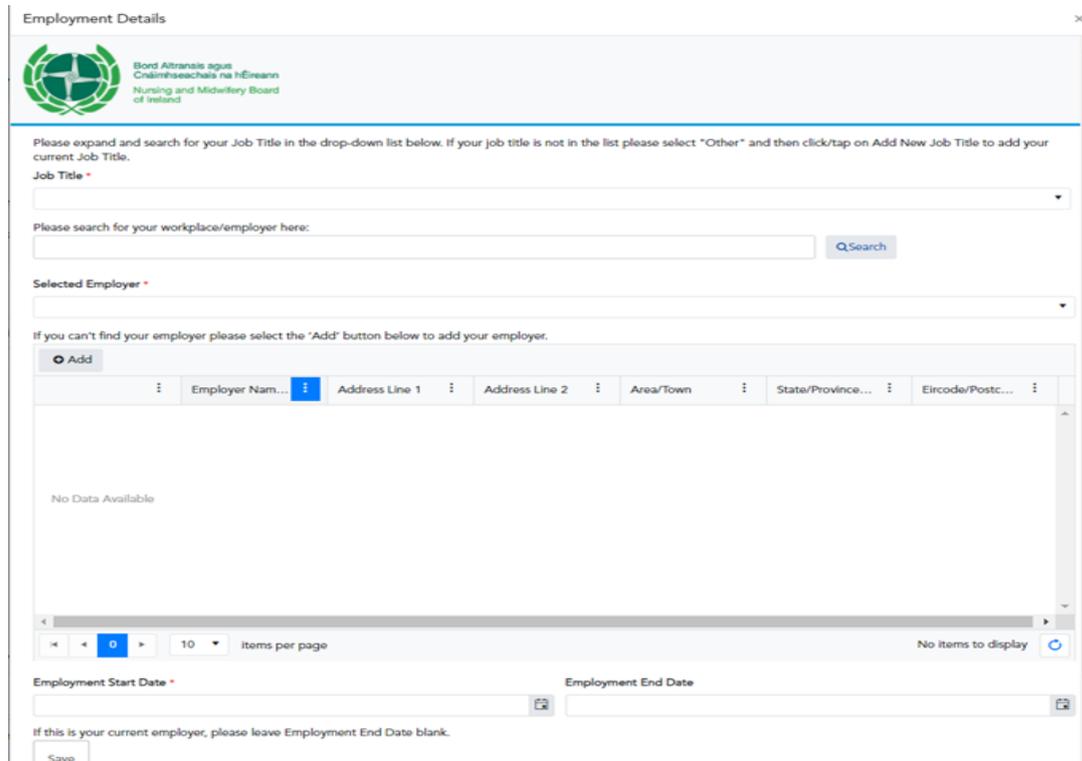
Edit	Remove	Job Title	Workplace Name	Address Line 1	Employment Start Date	Employment End Date

My Employment Details
If currently employed, please click the add button to provide information on your current employment. You may also add previous employment details if you wish.

Add

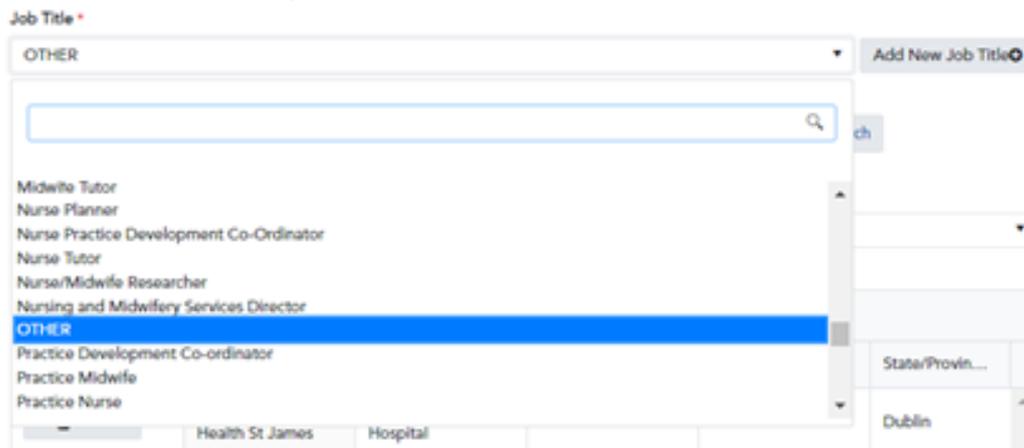
Edit	Remove	Job Title	Workplace Name	Address Line 1

- Upon clicking, the below screen will pop up.



- 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.
- If your job title is not listed, please select Other and click Add New Job Title.

Please expand and search for your Job Title in the drop-down list below. If your job title is not in the list please select "Other" and then click/tap on Add New Job Title to add your current Job Title.



- Once you have entered your job title you can Search your employer by Name or Address or Eircode. When you can see your workplace in the grid below, please click Select.

Job Title *
Clinical Nurse Manager 2

Please use the search box below to search for your workplace by name, address or Eircode - You can use partial spelling to get a wider range of results. If you cannot find your workplace using the provided search box, please add your workplace by clicking the "+ Add" button.

Please search for your workplace here:
Mullingar

If you can't find your workplace please select the 'Add' button below to add your workplace.

	Workplace Name	Address Line 1	Address Line 2	Area/Town	State/Province/Cou...	Eircode/Postcode
Select	Iwa Mullingar	Springfield			Longford/Westmeath	
Select	Kilbeggan Health Centre	Mullingar Road	Kilbeggan	Co. Westmeath	Westmeath	N91 EYH2
Select	Kilbeggan Medical Centre	Mullingar Road	Kilbeggan	Co. Westmeath	Westmeath	N91 XP26
Select	Mhb Bridge Training Centre	Mullingar Resource Centre	Delvin Road	Mullingar	Longford/Westmeath	
Select	Midland Regional Hospital Mullingar	Longford Road	Mullingar	Co. Westmeath	Westmeath	N91 NA43
Select	Mullingar 5	College View	Irishtown	Mullingar	Westmeath	R32E4C6

10 items per page 1 - 10 of 23 items

My Selected Workplace *
Midland Regional Hospital Mullingar

(*) Required field.

- If you cannot find your employer or practise outside Ireland, you may add a new employer.
- Click the Add button on the top left of the employment search grid to add your employer.



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Please expand and search for your Job Title in the drop-down list below. If your job title is not in the list please select "Other" and then click/tap on Add New Job Title to add your current Job Title.

Job Title *

Please search for your workplace/employer here:

Selected Employer *

If you can't find your employer please select the 'Add' button below to add your employer.

	Employer Nam...	Address Line 1	Address Line 2	Area/Town	State/Province...	Eircode/Postc...
Add						

- The screen below will pop up.
- Please fill in the fields accurately and click Save.
- Once your employer is saved, it can be searched and selected using the same process outlined on the previous page.

Workplace Details

To exit this page please use the X button on the top right-hand corner of this screen. Do not use the back button on the browser.

Before saving the workplace, please search and make sure your workplace is not in the list provided.

Workplace Name *
St Thomas' Hospital

Address Line 1 *
Westminster Bridge Rd

Address Line 2
Bishop's

Area/Town *
London

Eircode/Postcode *
SE1 7EH

Country *
United Kingdom

State/Province/County *
London |

Save

- Enter the dates of your employment. Please leave the end date blank if you are still with the same employer.

Employment Start Date * 12/02/2014

Employment End Date

February 2014

SU	MO	TU	WE	TH	FR	SA
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	1
2	3	4	5	6	7	8

Monday, December 07, 2020

Employment End Date blank.

- Click Save to add to employment details

Employment Start Date * 12/02/2014

Employment End Date

If this is your current workplace, please leave Employment End Date blank.

Save

- You can add multiple employments if you work in more than one workplace. Please return to section C (P.10) for additional information on adding a new employment.

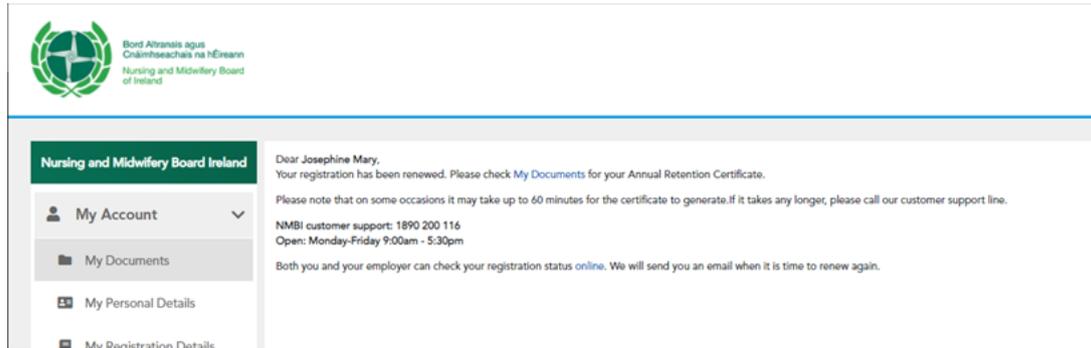
- The final part of step 2 is the Declaration.
- Please tick Yes to confirm that the information you provided in your application is complete, accurate and true.
- If you wish to save your application and continue the process at a later stage click Save. Your application will be saved in the My Applications section.
- To complete your application click Next.

Step 3 Pay the appropriate fee

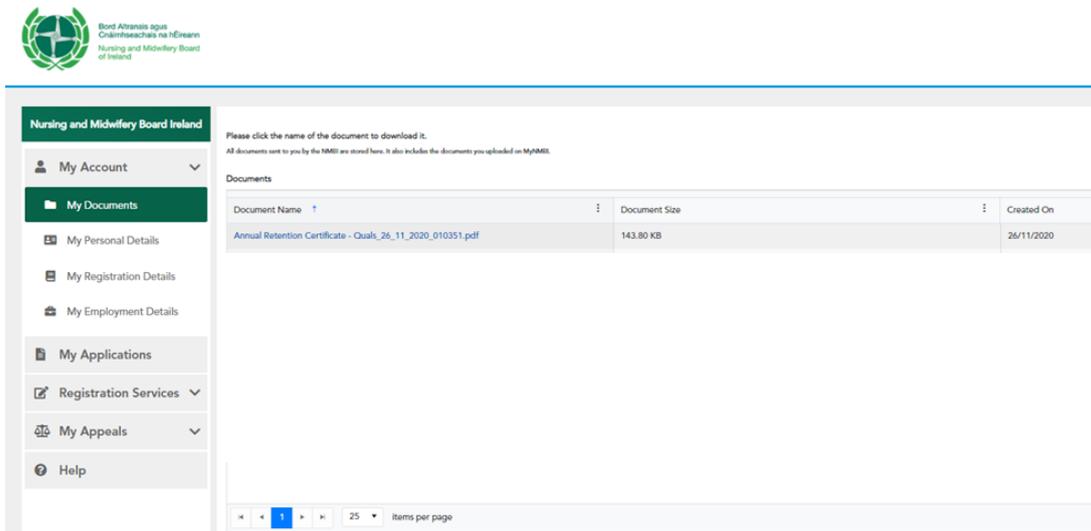
- Please pay your annual renewal fee online using a debit or credit card. The annual renewal fee is €100.
- Click Pay Now to proceed.

- Enter your card details and click Pay Now.

- 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.



1.5 What to do if I am having problems starting or completing the process?

If you require support to complete the renewal process, please call: **1890 200 116**.
Open: Monday-Friday 9:00am - 5:30pm

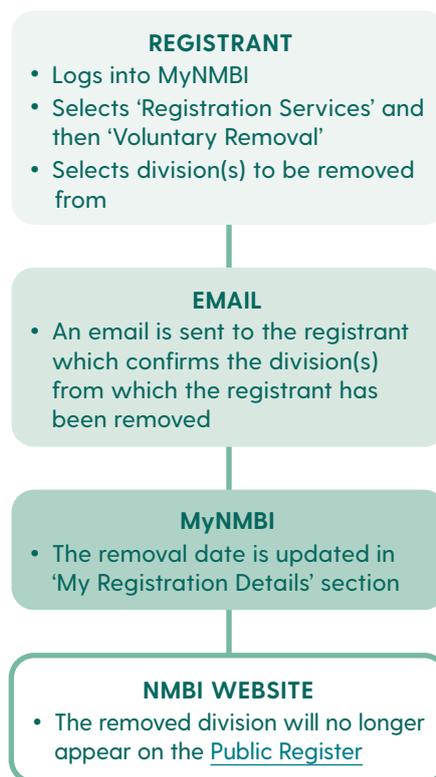
2. Voluntary removal

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. You will also need to comply with the restoration requirements at the time of restoration.

2.1 Overview of the Voluntary Removal Process with MyNMBI



2.2 Voluntary Removal in Detail: 2 Step Process

Log into My NMBI - for additional information on first time login please see our Login 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

Request of Removal Date *

Remove from Divisions

Removal Reason *

- Submit your request

◀ ◁ 1 ▷ ▶

100 items per page

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

In making this application I understand that:

- I cannot practise as a nurse or midwife in the division from which I have been removed.
- If I decide to practise again in that division I will need to apply to restore my name to that division. My application will undergo an assessment and I will be required to comply with any conditions for restoration at that point.
- If there are any FTP issues associated with my registration my application will undergo a review.

- 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.

