How to apply for registration as a nurse in Aotearoa New Zealand
Internationally Qualified Nurses (IQN) who meet the standards can apply to be registered in New Zealand as a nurse. You can apply for one of two scopes of practice in New Zealand:

1. Registered Nurse
2. Enrolled Nurse - these guidelines focus on the registered nurse scope application only. Please contact the Nursing Council of New Zealand regarding applying as an enrolled nurse.
3. Nurse Practitioner - you must first register and practise as a registered nurse in New Zealand before applying for this scope

You must have the necessary qualifications, be fit for registration (this includes being able to communicate in and understand English), and be competent to practise within your chosen scope of practice.

To make sure you meet the standard, read the pre-registration information on the website before making an application.


---

**Midwives**
To register as a midwife, please contact:
The Midwifery Council of New Zealand
Phone: 64 4 499 5040
Website: [www.midwiferycouncil.org.nz](http://www.midwiferycouncil.org.nz)

**Nurses registered in Australia**
If you are registered in Australia, you can apply to register 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: [http://www.nursingcouncil.org.nz/Nurses/International-registration](http://www.nursingcouncil.org.nz/Nurses/International-registration)
# The table of contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Who can apply for registration</td>
<td>3</td>
</tr>
<tr>
<td>The standards for joining the New Zealand register</td>
<td>4 - 18</td>
</tr>
<tr>
<td>Prove your identity</td>
<td>5</td>
</tr>
<tr>
<td>Understand the English language</td>
<td>6 - 7</td>
</tr>
<tr>
<td>Meet educational standards (for registered nurses)</td>
<td>7 - 12</td>
</tr>
<tr>
<td>Be currently registered overseas</td>
<td>12</td>
</tr>
<tr>
<td>Have 2 years of post-registration experience</td>
<td>13 - 15</td>
</tr>
<tr>
<td>Demonstrate fitness to practise</td>
<td>15 - 16</td>
</tr>
<tr>
<td>Show competence to practise</td>
<td>17 - 18</td>
</tr>
<tr>
<td>The application process</td>
<td>18 - 23</td>
</tr>
<tr>
<td>The process (detailed)</td>
<td>19 - 20</td>
</tr>
<tr>
<td>Documents check-lists</td>
<td>21</td>
</tr>
<tr>
<td>Other documents that might be required</td>
<td>22 - 23</td>
</tr>
<tr>
<td>General information</td>
<td>23 - 26</td>
</tr>
<tr>
<td>Application expiry</td>
<td>23</td>
</tr>
<tr>
<td>Forms and documents</td>
<td>23 - 24</td>
</tr>
<tr>
<td>Information security</td>
<td>24</td>
</tr>
<tr>
<td>Successful applications</td>
<td>25</td>
</tr>
<tr>
<td>Unsuccessful applications</td>
<td>26</td>
</tr>
<tr>
<td>Contact us</td>
<td>26</td>
</tr>
</tbody>
</table>
Purpose of registration
Nurses register under the Health Practitioners Competence Assurance Act 2003 (the Act). The Act aims to protect the health and safety of the public by making sure that health practitioners are competent and fit to practise their professions.

The standards for joining the New Zealand register
Nurses with overseas qualifications must meet the following standards to apply for registration in New Zealand. More information about each standard is on pages

1. Prove your identity
2. Understand the English language
3. Meet educational standards (for registered nurses)
4. Be currently registered overseas
5. Have 2 years of post-registration experience
6. Demonstrate fitness to practise
7. Show competence to practise
1 Prove your identity

You must provide the documents listed below to prove your identity. We also consider all other documents you provide as evidence of your identity.

- **Passport (a certified copy of the original)**

You must provide a certified copy of the page of your current passport which contains your personal details and a clear photograph of you. We might require further certified copies of other relevant pages.

- **Registration certificate (a 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. Provide current registration status from **all countries you are registered in**. Each registration must contain an expiry date.

**If you are registered in the Philippines**, you must provide an Authenticated Board Certificate. For the authentication procedure, please see the General Information section (Page 24).

- **Evidence of name change (if applicable)**

If you have ever used another name in formal or legal documents or situations, you must provide a **certified copy of evidence of a change in name**, for example a marriage certificate. Proving the evidence of name change is particularly important if any of the documents you submit in support of your application are in another name.
Understand the English language

You must be able to speak and understand sufficient English to be able to practise nursing. To prove your English skills, you must successfully complete an English Language Assessment (ELA) **before** applying for New Zealand registration.

- **English language certificate (a certified copy of the original)**
  You must provide a certified copy of the original certificate showing you have passed an approved English language assessment. The Nursing Council has approved two English Language Assessments:
  - The International English Language Testing System (IELTS in Academic mode)
  - The Occupational English Test (OET)

The Nursing Council will verify your pass with the testing authority. **You must successfully pass the English Language Assessment before you apply for registration.**

You can take the test in any country.

The English language assessment **must be less than three (3) years old** at the time you submit a completed application to the Council.

---

**IELTS test**

Applicants must achieve a **minimum score of 7.0 for each band**: reading, listening, writing and speaking.

You do not need to reach 7.0 in all four bands in a single sitting of the IELTS test, but can sit a succession of tests. You must achieve the total of 7.0 in each band within 12 months of first sitting the test.

For further information visit:

[www.ielts.org](http://www.ielts.org)

---

**OET test**

Applicants must achieve a **minimum score of B for each band**: reading, listening, writing and speaking.

You do not need to reach B in all four bands in a single sitting of the OET test, but can sit a succession of tests, providing you use the same candidate number for each test. You must achieve the score of B in each band within 12 months of first sitting the test.

For further information visit:

[www.occupationalenglishtest.org](http://www.occupationalenglishtest.org)
Below is an example of a succession of IELTS tests which are considered as "successfully passed".

<table>
<thead>
<tr>
<th>Test</th>
<th>Date</th>
<th>Reading</th>
<th>Listening</th>
<th>Writing</th>
<th>Speaking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test 1</td>
<td>March 2016</td>
<td>7.0</td>
<td>✔️</td>
<td>6.0</td>
<td>7.0</td>
</tr>
<tr>
<td>Test 2</td>
<td>August 2016</td>
<td>6.5</td>
<td>7.0</td>
<td>6.5</td>
<td>8.0</td>
</tr>
<tr>
<td>Test 3</td>
<td>February 2017</td>
<td>7.0</td>
<td>6.5</td>
<td>✔️</td>
<td>8.0</td>
</tr>
</tbody>
</table>

3 Meet educational standards (for registered nurses)

This section gives a summary of the Education Programme Standards for the Registered Nurse Programme in New Zealand. **Your education will be assessed against these standards** so it is important that you read and understand the standards (in particular 2 and 6) before you apply. The standards can be downloaded here: [http://www.nursingcouncil.org.nz/Education](http://www.nursingcouncil.org.nz/Education)

- **Qualifications required for registration**

  If you are applying for the registered nurse scope of practice, you must have a nursing qualification that is equivalent to:

  - Level 7 (Bachelor's Degree) on the New Zealand Qualifications Framework (NZQF). For more information, see: [www.nzqa.govt.nz](http://www.nzqa.govt.nz)
  - This must be full-time study for a minimum of 3 years, completed within 5 years of first enrolment.

  **OR**

  - Level 8 (a postgraduate nursing qualification) on the New Zealand Qualifications Framework (NZQF).
  - This must be full-time study for a minimum of 2 years, completed within 5 years of first enrolment.

We will also consider **nursing qualifications** gained after initial registration, if you have completed any, e.g. postgraduate certificate in critical care nursing.
Standards for education organisations
During the time you were gaining your qualification, the organisation providing the education must have been:

- Authorised by the local and/or national nurse regulatory authority in that place, and
- Endorsed by the local health and/or education authority, and
- Externally accredited as an education institute.

We may require certified evidence of the above.

Standards for education programmes
Your education programme must meet the standards described below.

The programme must give graduates the necessary skills and knowledge
As a graduate, you must be able to direct and carry out your own learning and demonstrate appropriate skills and knowledge.

Critical thinking, research and professional skills:
- intellectual independence, critical thinking and analytic rigour;
- skills in finding, understanding and assessing information from a range of sources;
- communication and collaborative skills;
- the ability to work within a health care team, delegate and direct in practice, use information technology and manage health information;

Specific nursing-related knowledge and skills
Professional responsibility:
- Professional conduct; nursing and professional practice, ethical and legal responsibilities; understanding of health policy and health regulation; culturally safe care and understanding of cultural safety; health consumer safety and environmental risk assessment.

Management and delivery of nursing care:
- Health consumer-centred care and partnership; application of concepts such as informed consent, health consumer rights and advocacy; health promotion and health education; chronic disease state management.
Knowledge and skills relating to
- The ideas, principles, concepts, research methods and problem-solving techniques of nursing

Knowledge of pharmacology and medicine management

Comprehensive skills in assessing health consumers and making clinical decisions supported by knowledge of pathophysiology

Effective communication:
- Effective therapeutic communication with health consumers; effective communication with the health care team and documentation; understanding of partnership and collaboration; quality assurance practices;
- Interprofessional health care and quality improvement;
- Co-ordination of health consumer care within the health team including discharge planning;
- Interprofessional collaboration and communication;
- Advocacy for the nursing contribution and respect for all members of the health care team.

The programme must have the necessary structure and content

The nursing programme must **a)** be based on health care and practice needs and **b)** provide learning experiences in theory and clinical practice that:
- helps students develop skills in critical thinking and nursing inquiry
- uses teaching and learning approaches based on current best practice and research evidence.

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

Fifty (50) percent of the theory hours of the nursing programme must have a **clear nursing focus** and include nursing theory and concepts.
The programme must require appropriate 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 take place in a **range of settings** with health consumers across the lifespan. Settings must include:

- primary health care and community settings;
- acute care, including both 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 programme must have formulated **learning outcomes for the clinical experiences**. To meet these learning outcomes, students must 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.

**Please note:** we may place conditions in your scope of practice identifying **specific areas you can practice in**. These conditions will depend on what is included in your nursing education.

Some examples are:

- ‘May practise in mental health’
- ‘May practise in general nursing’
- ‘May practise in general and obstetric nursing’
• **Standards for transcripts of training**

The nursing education provider must post directly to the Council the following evidence:

- The original academic transcript of your training with the marks awarded, total hours and credits for each subject.
- The curriculum and/or course outlines (descriptions) for each theoretical and practice subject completed (including teaching content).

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 assess your application.

The documentation must show what subjects are in the programme including:

- The fundamentals of nursing practice - nursing assessment, professional nursing practice, health promotion, and nursing decision making;
- The science for nursing practice - biological science, social and behavioural science, pharmacology, pathophysiology, genetics, and disease states;
- The art of nursing practice - therapeutic communication skills, research and evidence-based practice, organisational and supervisory skills, and leadership.

**Please note:** The education provider must complete the **transcript request form (TRF)** and post it along with the required documentation directly to the Council.

If you trained at more than one institution, each institution must send a completed transcript form and documentation.
Provide evidence of courses cross-credited from other institutions (if applicable)

This is applicable only if the institution you graduated from cross-credited subjects from previous degree-level studies at other institutions. The evidence of how these subjects were cross-credited must be posted to the Council by graduating institution. In addition, all other institutions must verify what programme of study you were enroled in and the dates of enrolment.

Provide a certified copy of the qualification you gained (only required if requested)

If the Council requires more information about the qualification you gained, we may need you to send us a certified copy of your qualification (degree/diploma).

Be currently registered overseas

You must provide the evidence of your overseas nursing registration. This includes the certified evidence of your actual registration certificate and the verification of your registration.

- How does verification work?

We will provide you with a verification request form (VRF). The part on the top must be filled in by you, the part at the bottom must be filled in by a Nursing Regulatory Authority. You must fill in a verification form for each nursing authority you are registered with. The authority will have to post the completely filled in VRF directly to the Council.

By filling in VRF, the regulatory authority will:

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

If the country has no regulatory system for nurses, the Council will need a verification from the highest nursing authority or professional body under which you have practised.
5 Have 2 years of post-registration experience

You must provide evidence of at least 2 years post-registration experience. You must have practiced for at least 2 years in the last 5 years (no less than 2500 hours of clinical practice).

We count 5 years back from the date you applied online. For example, if you applied on 10 January 2017, we will look at the time-frame from 10 January 2012 to 10 January 2017. You need to provide evidence that you have practised for at least 2 years between these dates.

• Provide a Curriculum Vitae (CV)

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

Your CV must include the following:

- **Personal details**
  - Name
  - Address
  - Date of birth
  - Phone number
  - Email address

- **Education**
  - Qualification(s)
  - Place (college/university)
  - Dates of study
  - Post-graduate nursing study (if any)

- **Registration**
  - Names of regulatory authorities registered with or previously registered with
  - Date of registration
  - Registration number

- **Employment history**
  - Places
  - Position and title held
  - Dates of employment
  - Area of practice or specialty
  - Brief description of duties and responsibilities
  - Gaps in practice and reasons

- **Professional development**
  - Dates
  - Course names
  - Hours
  - Where completed
  - We may ask you for evidence of professional development courses you have completed
• **Provide two professional reference letters (original documents)**

We require two original professional reference letters. Each must:

- be written on letterhead paper;
- be addressed to the Nursing Council of New Zealand;
- include your full name and date of birth or registration number;
- be written by a registered health professional who *supervised* your registered nurse practice at your latest place of employment;
- include the writer’s work email address, credentials as a health professional, role and registration number together with the name of the regulatory authority he/she is registered with;
- include the contact details of the workplace (telephone number, email address, and work place email address where applicable), so that the Council staff are able to contact the referee;
- be and original signed and dated letter.

The referee must:

- confirm what professional role you were employed in and for how long;
- discuss your post-registration experience;
- include statements about your character and integrity by answering the following questions:
  - In what ways, in their opinion, do your character, integrity, reliability and diligence make you suitable to be registered as a nurse in New Zealand?
  - Do they know of any issues of professional competence or fitness to practice as a nurse in your scope of practice that might hinder your registration in New Zealand?
  - Are there any, to their knowledge, criminal convictions against you?

The Council does not accept references from nursing employment agencies.
• Provide a certificate of employment (original document)

The certificate of employment must:

• be on letterhead paper;
• signed and dated by your employer (preferably a senior staff member of human resources department);
• include the writer’s full name, work email and postal address;
• contain your name, date of birth (or registration number) and state the specific role you were employed in;
• state the start and finish of your employment;
• state the number of clinical practice hours you completed during your employment (either total or 40 hours per week, full-time etc.);
• include the website address of the work place, if any.

6 Demonstrate fitness to practice

You must show that you are fit for registration as a nurse in your chosen scope of practice. You will be required to complete a declaration as part of your application about your competence and fitness to practise.

• You must tell us of any conditions that prevent you from performing nursing functions

You must tell us if you have a mental or physical condition (including alcohol or drug abuse) that stops you from carrying out any of the functions needed to effectively practice nursing.

If your answer is yes (in other words, if you do have such a condition), please provide a letter giving further details. Put the letter in an envelope marked ‘private and confidential’, address it to the Registrant Quality Manager, and attach it to the IQN declaration check-list.
• You must tell us of any professional investigation or disciplinary proceedings

This is referring to:

• A **disciplinary action by a regulatory authority** overseas or in New Zealand that has led to any of the consequences such as the removal of your name from a register, the suspension of your registration (or equivalent), or conditions being included in your scope of practice.

• **Criminal proceedings** or a criminal conviction, either in New Zealand or overseas.

**Warning: you commit an offence if you give false information**

It is an offence to knowingly:

• make a false declaration about fitness to practise or good character;

• make an incorrect or misleading statement about any convictions;

• submits documentation that is proved to be false.

---

If you give false information, we will decline your application and notify the appropriate authorities.

We may cancel a registration obtained by making a false or misleading representation or declaration.

We may cancel a registration if the registrant was not entitled to be registered.
Show competence to practise

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

- supports and verifies the educational equivalence of your training programme;
- verifies your registration with the relevant regulatory authority;
- verifies your post-registration experience and ongoing professional development.

If required by the Council, you must successfully complete a Council approved competence assessment programme (CAP) or individualised competence assessment programme before you can register with the Council.

- Competence Assessment Programme (CAP)

The Council may require applicants to complete a CAP. If you have practiced in the United Kingdom, Canada, the United States of America or Singapore, where the registered nurse role and healthcare context are similar to New Zealand, we are unlikely to require you to complete a CAP.

CAPs are generally 6–8 weeks long and include theoretical and clinical components. Applicants are given 24 months from the date of notification to begin a CAP.

CAP providers charge fees for the programme. You must pay this fee to the provider, not to the Nursing Council.

Follow this link to access the list of the Council approved CAP providers: http://www.nursingcouncil.org.nz/Education/Competence-assessment-programmes
Please note: a nurse required by the Council to complete a CAP must secure a place within 24 months, or the application will expire.

We do not give extensions on applications.

**The application process**

The application process consists of three phases:

- online application
- the applicant sends by courier or post Stage One documentation to the Council
- the relevant institutions send by courier or post Stage Two documents to the Council

Please see the following pages (19-21) for a detailed process and documents check-lists.
Steps to take

Apply online on the Council's web-site and pay an application fee of NZ$650.00. We will e-mail your reference number shortly after.

Post your Stage One documents to the Council. Once we have received them, we will complete a check of the documents to determine whether they meet the requirements.

Arrange for Stage Two documents to be posted directly to the Council by a relevant organisation.

Once the Stage One and Two documents have been received, and they meet the requirements, we will allocate your application for an in-depth assessment against Enrolled/Registered Nurse scope of practice.

Things to keep in mind

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

You can use your reference number to log-in to your online tracker where we will be communicating to you further updates and instructions.

We highly recommend to use a trusted courier company for the documents delivery who will provide you with the tracking information. The Council will not be responsible for a loss of documents during delivery.

The education-related documents must be posted directly from an institution (university/college/school)

The verification of registration must be posted directly from a nursing regulatory authority (council/board/ministry etc.)

To ensure your documents meet the requirements, please carefully read the standards on pages 5 - 17.

It usually takes 14 days for us to add the documents to your file and update the online tracker. This is why tracking the delivery of the document yourself is important.
Generally, the applications wait in the queue for assessment for about 6 - 8 weeks.

Each application is then individually assessed. Further information and time-frames will be provided to you by your assessor.

Please note: you will need to provide some original documents. Please make sure you have secured the **certified copies for yourself**. We will not return any original documents until you have been registered.

There are no changes made to your application during this time. Once the application has gone into assessment, you will see the event "In assessment" on your online tracker.

The outcome of your application will be known only once the assessment has been completed.
**Stage One documents (posted by the applicant):**

- A completed IQN declaration check-list
- A certified (authenticated for the Philippines) copy of your registration certificate(s)
- A certified copy your passport
- Certified evidence of English Language Assessment (IELTS or OET)
- Certified (authenticated for the Philippines) evidence of name change
- An original CV
- Two original professional reference letters
- One character reference
- Original certificate(s) of employment

**Stage Two documents (posted by relevant organisations):**

- An original verification request form (VRF)
- An original transcript request form (TRF) original academic transcripts, evidence of clinical practice and evidence of institution's accreditation (if requested)
• **Documents that might be required later on**

The below documents might be required **only when the Council asks you to provide them**. Please do not provide the documents if we have not asked for them.

**International Criminal History Check (ICHC)**

After an application is approved, but before an applicant can be registered, they must complete an International Criminal History Check (ICHC). The ICHC indicates whether you have had any convictions that are punishable by imprisonment for three months or longer. ICHC is only valid for six (6) months.

You must go to the Nursing Council’s approved vendor, Fit2Work, to obtain the ICHC. You must complete an ICHC for **all countries** where you have lived for six (6) months or more in the last 10 years.

You will need to pay a fee to Fit2Work for this service. The fee is **AU$149.00** for each country except Australia. If you require an ICHC from Australia, the cost is AU$49.00.

**We will indicate when we require you to apply** for these documents. Depending on the individual situation, this will be either:

- When the assessment of the application is complete.
- When you receive a letter from us asking you to complete a CAP.

**Please note:** If you have a court conviction, you must provide any explanation or documentation you would like the Council to consider in relation to your application for registration.
Police vetting

Police Vetting is a New Zealand police check. You are required to complete Police vetting only if you have lived in New Zealand for six (6) months or longer. Police vetting is only valid for six (6) months.

If you are required to complete Police Vetting, we will contact you when this required and will provide the forms. There is no cost associated with this service.

DataFlow services

The Council contracts a company called Dataflow to verify documents supplied as part of an application.

You will be informed if we request Dataflow to verify your documents, and you will be asked to provide a written consent. There is no cost associated with this service.

General information

- **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.

- **Forms and documents for your application**

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

Declarations and representations must be true. If a person on his/her own behalf or on behalf of any other person a) makes a written or oral declaration or representation that, to his or her knowledge, is false or misleading or b) provides to the Council, or makes use of, any document knowing it to contain any declaration or representation that is not genuine, this person commits an offence. The person will be liable on summary conviction to a fine not exceeding NZ$10,000.
Copies of documents must be certified as true copies. 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.

Authentication of the documents for nurses registered in the Philippines.
You need to follow a particular process with the public documents you provide to support your application for registration in New Zealand. To authenticate your documents:

- Take your documents to a duly commissioned notary public (or any other official who has been duly authorised by law to notarise documents).
- Once the documents have been notarised, submit them to the Department of Foreign Affairs for authentication by its Authentication Division.
- Submit the authenticated document 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.

Making sure information is secure

How do we deal with retaining your information? The Council will not return documents while an application is being processed. If your application is successful, the Council will retain your forms and supporting documentation. However, after a decision is made regarding the application, you may ask us to return original documents. We will only courier documents if you pay the courier costs.

How do we deal with 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 the Council holds.

You can give an agent authority to access your information. If you want a person or agent to have an access to information in your application, so they can act on your behalf, please enter these details in your online application.
• **Successful applications**

**We do not help you gain 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.

**We do not help with immigration.** Immigration requirements do not come under the jurisdiction of the Council.

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.

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

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

<table>
<thead>
<tr>
<th>Immigration New Zealand</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO Box 3705</td>
</tr>
<tr>
<td>Wellington, New Zealand</td>
</tr>
<tr>
<td>Telephone: +64 9 914 4100 (if calling from overseas)</td>
</tr>
<tr>
<td>0508 558 855 (if calling from within New Zealand)</td>
</tr>
<tr>
<td>Website: <a href="http://www.immigration.govt.nz">www.immigration.govt.nz</a></td>
</tr>
</tbody>
</table>

Residents of the United Kingdom should contact:

<table>
<thead>
<tr>
<th>The New Zealand High Commission, New Zealand House</th>
</tr>
</thead>
<tbody>
<tr>
<td>80 Haymarket, London SW1Y 4TQ</td>
</tr>
<tr>
<td>Website: <a href="http://www.nzembassy.com/uk">www.nzembassy.com/uk</a></td>
</tr>
</tbody>
</table>

**You must apply for an annual practising certificate.** To start nursing practice, you will need to apply for an annual practising certificate (APC). All nurses must hold an APC before they begin nursing in New Zealand. If your application is successful, you will be sent information on how to apply for a practising certificate, and the fee required.

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

**Explain any reasons for disagreeing with the decision.** You may disagree with the decision and may want to discuss the outcome or provide further information. In this case, you should write to the Registrant Quality Manager explaining why you disagree with the decision and setting out any concerns or questions you have.

**You can seek review and appeal of the proposal to decline an 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 subcommittee of the Council to review the decision. We will provide guidance on the process to follow.

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.

• **How to contact us**

If you have any questions, please contact us.

**E-mail:** iqn@nursingcouncil.org.nz

**Address:**
Nursing Council of New Zealand
Level 5
22 Willeston Street
Wellington 6011
New Zealand

**Telephone:** +64 4 385 9589

**Website:** www.nursingcouncil.org.nz