REQUIREMENTS FOR NEW ZEALAND REGISTRATION

OVERVIEW

October 2018
Purpose of registration
Nurses register under the Health Practitioners Competence Assurance Act 2003 (the Act). The purpose of the Act is to protect the health and safety of the public by ensuring nurses are competent and fit to practise their profession.

Scopes of practice
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:

- Registered nurse
- Enrolled nurse

You can also apply to be a nurse practitioner, but you must first register and practise as a registered nurse in New Zealand before applying for this scope. Please click here for more information on the New Zealand scopes of practice.

Your scope of practice in New Zealand is determined once you apply for registration.

Midwives
To register as a midwife, please contact the Midwifery Council of New Zealand.

Does this guide apply to me?
These guidelines focus on the registered nurse scope application. If you wish to apply for the enrolled nurse scope of practice, please contact the Nursing Council of New Zealand.

The standards for joining the New Zealand register
If you are a nurse who is registered overseas, and you want to practise in New Zealand, you must meet our requirements. There are seven requirements which help us make sure you are safe, competent and prepared to nurse in New Zealand.

1. Proof of identity
2. The English language
3. Nursing qualification
4. Current registration
5. Post-registration experience
6. Demonstrate fitness to practise
7. Competence to practise.

How much does it cost to apply for registration?
The application for registration fee is NZD$650.

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, your application will expire. Documents may be destroyed after 12 months.
Application process

**STEP 1:** Review registration standards

**STEP 2:** Gather your documents (refer to the registration standards)

**STEP 3:** Apply online, upload your documents and pay $650 fee

**STEP 4:** Send the verification form to your nursing board

**STEP 5:** Send the education form to your nursing school

**STEP 6:** Apply for ICHC and MOJ check

**STEP 7:** Check dashboard for further updates and instructions

**STEP 8:** Send us your transcript

**STEP 9:** Send us any further documents we request

**STEP 9:** Receive a decision by email
Dashboard
We will email your reference number shortly after you apply for registration. You can log-in to the dashboard where we will be communicating to you further updates and instructions. Please check this tool regularly.

Note: it usually takes 14 days for us to add the documents to your file and update your dashboard.

Forms and documents for your application

1. Use a trusted courier company to send us your documents
   We highly recommend using a trusted courier company and requesting tracking information when sending us your transcript. The Council will not be responsible for the loss of documents during delivery.

2. 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.

3. 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.

4. 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.

Returning documents
We do not return documents. We recommend you ask for your own copy of your transcript.

You may be asked for documents that you have sent to us as part of your application by other organisations such as Immigration or a Competence Assessment Programme (CAP) Provider.

We no longer require professional references, so please keep these as you may be asked for them by a CAP provider.

Dataflow
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.
Keeping your information secure

If your application is successful, the Council will retain your forms and supporting documentation.

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 (for example, a friend) or agent to have access to information in your application, so they can act on your behalf, please enter these details in your online application.

Unsuccessful applications

If we are not satisfied that you meet the requirements for registration in New Zealand we will let you know that we are proposing to decline your application, include conditions in your scope of practice or register you in a different scope of practice. We will provide you with detailed reasons for that decision.

If you disagree with that decision you may provide further information for the Registration Quality Manager to consider and will also be provided with the opportunity to provide a written and oral response to the Registrant Quality Committee. If you are living overseas this could be arranged by teleconference or Skype.

If that Committee declines to register you after considering your response you may appeal this decision to the District Court in New Zealand or ask for a review of that decision by the full Nursing Council. If you wish to review or appeal the decision you must apply in writing within 20 working days of the decision.
FAQs

Do I qualify for registration?
To check if you are eligible for registration, please read the seven standards for joining the New Zealand register outlined above.

I only have a diploma; do I qualify for registration?
Please refer to the nursing qualification standard.

Have you received my transcript?
Please check your dashboard. It usually takes 14 days for us to add the transcript to your file and update the dashboard.

Can someone else complete the online application on my behalf?
No, you must complete your own online application.

Can I withdraw my application?
You can withdraw your application at any stage. However, the fee you have paid for your application is non-refundable at any stage.

How do I apply for my annual practicing 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. Please click here for more information.

If your application is successful, you will be sent information on how to apply for a practising certificate, and the fee required.

Can you help me with immigration to New Zealand?
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:

Immigration New Zealand
PO Box 3705
Wellington, New Zealand
Telephone: +64 9 914 4100 (if calling from overseas) or 0508 558 855 (if calling from within New Zealand)

Note: The Nursing Council of New Zealand is separate from New Zealand Immigration, NZQA, CAP providers and District Health Boards.
Can you help me gain employment?

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.

Definitions

Certified copy is a photocopy that has been stamped and endorsed by a person who confirms that the copy is a true copy of the original document. A certified copy must be stamped as true copies of the original by a person authorised by law to make statutory declarations in your country e.g. Justice of the Peace, lawyer, notary public or court official.

Review

Last reviewed: October 2018.

This standard will be reviewed by March 2019.