Instructions to education institutions

In order for the Nursing and Midwifery Board of Australia (NMBA) to consider an application for registration from an internationally qualified nurse or midwife, the NMBA requires the applicant to arrange for their education institution to provide evidence that meets the requirements detailed below. The evidence must be sent by the education institution directly to the Australian Health Practitioner Regulation Agency (AHPRA), which processes applications for registration on behalf of the NMBA.

The NMBA requires evidence that during the time the applicant undertook their program of study the education institution was:

* subject to regular review by an external quality assurance agency **and**

registered or accredited by that agency

The evidence must meet the following requirements:

* Must be an original letter from the education institution on its official letterhead containing the details in the attached letter template and signed by an authorised signatory of your institution (Note: copies will not suffice)
* Must include a copy of the official correspondence from the quality assurance agency, stamped with the education institution’s official stamp to confirm authenticity, confirming the registration/recognition/accreditation of the institution during the time the applicant studied the above program of study

The above letter and copy of official correspondence must be sent directly to AHPRA in an envelope sealed or stamped with the official institution seal or stamp (if applicable)

As an individual’s application cannot be processed by AHPRA until it receives this letter, we request that you provide the attached letter at your earliest convenience.

[Date]

Australian Health Practitioner Regulation Agency

IQNM Applications

GPO Box 9958

Sydney NSW 2001

Australia

Attention: Nursing and Midwifery

To the Australian Health Practitioner Regulation Agency

|  |  |
| --- | --- |
| **Applicant/student name:** |  |
| **Date of birth:** |  |
| **Name of education institution:** |  |
| **Title of program of study/qualification:** |  |
| **Student start date of study:** |  |
| **Student end date of study:** |  |
| **Name of quality assurance agency:** |  |
| **Effective period of registration/recognition/ accreditation by quality assurance agency**  |  |

This is to certify that, during the time the applicant studied the above program of study, the above education institution was:

* subject to regular review by the external quality assurance agency named above **and**

registered, recognised or accredited by this agency

Enclosed is a copy of the official correspondence from the quality assurance agency confirming the registration/recognition/accreditation during the time the applicant studied the above program of study.

Yours faithfully

[Insert signatory name and designation]

Encl: Copy of letter from named quality assurance agency