

Checklist for Queensland graduates

1. General information

Applications must be complete and include all necessary documentation and payment. Any application received that is not supported by all the correct documentary evidence and the correct fees cannot be processed and you will be requested in writing to provide the required information.

Council **cannot accept any faxed or emailed applications** or documents. Any application or document received in this format will not be processed.

Council can only accept payment in Australian dollars. Any application received with payment of a different currency cannot be processed.

Any use of correction fluid or correction tape on the application form or any documentary evidence cannot be accepted by Council. If you make an error, neatly cross out and initial the change.

2. Documentary evidence

All documentation must be photocopied and certified to be a true and correct copy of the original by a Justice of the Peace, Commissioner for Declarations, Solicitor or Public Notary.

Do not forward original documents.

Please tick each of the following boxes to confirm you have submitted each document.

Evidence of identity

- Birth certificate or Birth extract
- Current *Passport*
- Official *Change of name* document
- *Certificate of Australian Citizenship*

Please note:

- Council does not accept *Drivers licence* or *student id cards*.
- *Passport* evidence is only acceptable if all other documents are under the same name.

Evidence of change of name (if applicable)

Council must be able to follow all links of change of names, e.g. Smith to Brown, Brown to Jones, etc.

- *Official Marriage Certificate* (eg. from Registrar-General)
- *Decree nisi*
- Official *Change of name* document

Diploma, Degree and/or Academic transcript

These are the documents issued by your course provider upon completion of your course.

Council receives lists of successful graduates at the end of each course from your course provider. You will need to contact your course provider to see if your name will appear on this list.

If your name does not appear on the list, you will need to provide a certified copy of your academic transcript. Council is unable to process your registration if your academic transcript does not state that you:

- successfully met the requirements of the course; **OR**
- successfully completed the course.

If your name does appear on the list, you do not need to provide other documentary evidence.

Once Council has received a list of successful graduates from your course provider, we will proceed with your application for registration or enrolment.

3. Fees

Please refer to the *Schedule of fees and charges for the amounts payable*.

Fees must be in Australian dollars ONLY.

Acceptable forms of payment

- **Credit card (e.g. Visa, Mastercard or American Express) is the preferred method of payment**
- Bank draft
- Cheque
- International money order
- Australian money order
- Cash – **at office counter only**, do not mail
- Eftpos – **at office counter only**, not available through mail or by phone.

Please note:

- Council will not accept any international personal cheques or traveller's cheques.
- International bank drafts or cheques must be payable to an Australian bank.

If you are paying by credit card, you must authorise the amount to be deducted from your account.

Please tick each of the following boxes to confirm you have paid the necessary fees.

Application fee - to be paid **with Application form**

Your application will not be processed unless correct payment for this fee has been paid. Refer to the *Schedule of fees and charges* for the amount payable.

Licence fee - to be paid **with Application form**

Your application will not be processed unless correct payment for this fee has been paid. Refer to the *Schedule of fees and charges* for the amount payable.



4. Other requirements

Enrolled nurse to registered nurse

In Queensland, Section 60, *Nursing Act 1992* provides that a person cannot be registered and enrolled at the same time.

Before Council can approve your application for registration, you must return to Council:

- Enrolled nurse *Annual licence certificate*
- Enrolled nurse initial *Certificate of enrolment*
- Enrolled nurse badge

If you do not have any of these items in your possession, you will need to complete a statutory declaration advising that you no longer possess these items or they were never issued.

You are also required to provide written advice to Council about the date you wish your enrolled nurse status to cease and your registered nurse status to commence.

Criminal History

If you have any criminal history you must declare this with your application. This includes all matters, regardless of how long ago it occurred or whether a conviction was recorded or not.

Criminal history does not include traffic offences.

Other declarations

If you have any health or conduct matters that are relevant to your application, you must disclose this and provide further information with your application.

English language requirement

University graduates

If you have completed a Queensland accredited pre-registration course, and received recognition of prior learning or credit due to international nursing studies, you may need to meet Council's English language requirement.

If Council requires you to complete an accredited English language test, the accredited tests are:

- Occupational English Test (OET).
- International English Language Testing System (IELTS) - Academic Test.

Any applicant who provides evidence of successfully completing nursing or midwifery studies, with a minimum of four (4) full-time equivalent consecutive semesters on-campus study at an on-shore Queensland tertiary institution, within two years of the date of this application, **may** be exempt from the requirement to demonstrate English language competence.

For further information regarding Council's English language competence requirement, please refer to *English language*

proficiency requirements for overseas nurses and midwives information sheet at www.qnc.qld.gov.au

TAFE and VET graduates

All international vocational and TAFE graduates from countries where English is not their first language are required to meet Council's English language requirements.

For further information regarding Council's English language competence requirement, please refer to *English language proficiency requirements for overseas nurses and midwives information sheet* at www.qnc.qld.gov.au

5. Application form

Please use the below boxes to check that you have correctly completed the items relevant to your application on the Application form.

- Completed **item 1** on *Application form*
- Completed **item 2** on *Application form*
- Completed **item 3** on *Application form*
- Completed **item 4** on *Application form*
- Completed **item 5** on *Application form*
- Completed **item 7** on *Application form*
- Completed **item 9** on *Application form*
- Completed **item 10** on *Application form*
- Completed **item 11** on *Application form*
- Completed **item 12** on *Application form*

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