



National Council of Nurses and Midwives, Rwanda

Policy and Procedure № 002/RG/2011

Title: Registration Policy– Renewal of licence

Authority: This policy has been approved by the National Council of Nurses and Midwives in accordance with the Ministerial Order on registration

Statement: All nurses and midwives, both associate and registered, must register with the NCNM in order to practice nursing and midwifery in Rwanda. The practising licence issued by the NCNM lasts three years and then must be renewed.

Requirements

1. Application for renewal of license
2. The applicant has practised nursing or midwifery in the last three years.
3. The applicant has completed the requisite amount of Continuing Professional Development stipulated by the NCNM.
4. The applicant is not under disciplinary investigation or sanction

Evidence

The applicant must submit the following documents.

1. Letter from employer attesting to recency of practice and competence.
2. Evidence of CPD as per NCNM policy.

The applicant must also

Complete the application form

1. Submit bank slip as proof of payment for registration according to required categories of payment.

Procedure

The applicant must submit all forms and documentation to the NCNM office in person or by registered post.

The applicant must submit original documents. Original documents will be returned once the application is processed. If the applicant is unable to provide original documents justification must be provided or the application will not proceed.

The applicant must also provide two certified copies of each document. Certified copies will be retained by the NCNM.

Where the documents are not in one of the official languages of Rwanda the applicant is responsible for having them translated by a competent authority before submitting them to the NCNM.

Outcomes

If the NCNM is satisfied that all the requirements have been fulfilled the nurse or midwife's license will be renewed.

The NCNM will issue a new licence to the applicant.

In certain circumstances the NCNM will refuse renewal of registration. The applicant will be notified of this decision. If the applicant disagrees with this decision of the Board they may appeal in accordance with article 22 of the Law.

Approved by the Board on: 25/02/2011

Signed:

Name & Designation: Agnes Uwayezu Chairperson NCNM	Name & Designation: Julie Kimonyo Registrar NCNM
Signed:	Signed:
Date:	Date:

Date for review: 25/02/2013