



INAMA Y'IGIHUGU Y'ABAFOROMOKAZI, ABAFOROMO N'ABABYAZA
NATIONAL COUNCIL OF NURSES AND MIDWIVES
CONSEIL NATIONAL DES INFIRMIERES, DES INFIRMIERS ET DES SAGES FEMMES

REGISTRATION, CERTIFICATION AND LICENSURE POLICY

May, 2026

REGISTRATION, CERTIFICATION AND LICENSURE POLICY

THE BOARD OF DIRECTORS;

Pursuant to the Law **N°25/2008 of 25/07/2008** establishing the National Council of Nurses and Midwives and determining its organisation, functioning and competence, especially in Articles 20, 21, 22 and 25;

Pursuant to the Ministerial Order n° 20/22 of 07/03/2011 determining the regulations for registration of nurses and midwives, especially in Articles 4, 5, 6 and 9;

Pursuant to the Board of Directors of National Council of Nurses and Midwives, in its ordinary meeting of **31/10/2025** recommended to review the existing Registration and Licensure Policy of **02/09/2022**, in order to address the gaps identified therein.

Pursuant to the Board of Directors of National Council of Nurses and Midwives, in its ordinary meeting of **27/02/2026** approved this policy.

ADOPTS:

CHAPTER ONE: GENERAL PROVISION

Article one: Purpose of the policy

The purpose of the Registration, certification and licensure policy of National Council of Nurses and Midwives (NCNM–Rwanda) is to provide a clear regulatory framework that ensures only qualified, competent, and ethically fit nurses and midwives are registered and licensed to practice, thereby safeguarding public and promoting high standards of nursing and midwifery practice in Rwanda.

Article 2: Key Definitions and interpretation

1. **Council:** The National Council of Nurses and Midwives is the regulatory body responsible for regulating nursing and midwifery education and practice in Rwanda (NCNM).
2. **Registration:** The official process by which a qualified nurse or midwife is entered into the NCNM Register after meeting prescribed requirements.
3. **License:** The legal authorization granted by NCNM allowing a registered nurse or midwife to practice in Rwanda.
4. **Initial Registration:** The first-time entry of a qualified applicant into the official register of nurses or midwives after successfully passing the licensing examination and fulfilling all regulatory requirements.
5. **License Renewal:** The process of extending the validity of a practicing license upon fulfilment of prescribed requirements.
6. **Temporary License:** A time-bound authorization issued to foreign nurses or midwives permitting them to practice legally in Rwanda for a specified period.
7. **Reinstatement:** The process through which a nurse or midwife who has been out of practice, suspended, or removed from the register is restored to the register upon meeting required conditions.
8. **Suspension:** Temporary withdrawal of a nurse or midwife's license to practice for a specified or unspecified period.
9. **Removal from the Register:** Permanent deletion of a nurse or midwife's license from the official register.

10. **Qualification Upgrade:** Recognition and licensing of a higher academic qualification obtained by a nurse or midwife.
11. **Professional conduct record:** An official document or recommendation letter issued by NCNM confirming that a nurse or midwife is registered, licensed, and his/her professional conduct.
12. **Internship:** A supervised period of practical training undertaken in an approved health care facility.
13. **Professional Sanctions:** Disciplinary measures imposed on a nurse or midwife for professional misconduct in accordance with NCNM applicable law.
14. **Forged License:** Any license, certificate, or regulatory document that has been falsified, altered, or fraudulently obtained.
15. **Criminal record certificate:** An official document issued by a competent authority confirming the status of criminal convictions.

Abbreviations:

1. **NCNM:** National Council of Nurses and Midwives
2. **CPD:** Continuing Professional Development
3. **ID:** Identification
4. **A0 / A1 / A2:** qualification levels recognized in Rwanda (A0 equals to the Bachelor, A1 equals to the Advanced Level and A2 equals to the secondary certificate)

Article 3: Scope of application

This policy applies to the nurses and midwives seeking registration, certification, licensure, renewal and outlines the process and requirements to practice nursing and midwifery profession in Rwanda.

CHAPTER II: INITIAL REGISTRATION

All nurses and midwives should be registered and licensed before practicing the professional in Rwanda, and they should provide the required approved education qualifications and succeeded licensing exam for the initial registration.

Article 4: Requirements for initial registration

The applicant for initial registration must have the following requirements:

1. National ID/ valid passport/Visa or valid refugee ID issued by Rwanda country National Identification Agency, clear personal information and address to confirm his/her identity;
2. Official documents from recognized educational institutions including (secondary reports senior 4 to senior 6, secondary certificate, academic transcripts, diploma or degree and equivalence certificate where applicable);
3. Physical and mental fitness for safe practice;
4. Criminal record certificate;
5. Successfully passed the NCNM licensing examination and apply within 12 months from the date of passing the exam;
6. Recommendation letter of internship completion issued by a public hospital, for those who exceed 12 months without submitting their application after successfully passing licensing exam;
7. Clear passport-size photo with a white background, which will be used for official registration records;
8. Valid license, completed, signed and stamped verification form from foreign recognized regulatory body;
9. Proof of payment for registration fees as per NCNM tariff;
10. NCNM online application account.

Article 5: Procedure for initial registration

1. The applicant must create and maintain an online system account in order to initiate the registration process;
2. The applicant must fulfil in all mandatory fields as required by the online system, including:
 - a) Personal information (full name, date of birth, nationality, Parents etc.);
 - b) Residential and contact address;
 - c) Educational background and work experience where applicable.
3. The applicant must upload clear and valid scanned copies of the required documents enumerated in Article 4;
4. Once all details and documents are correctly entered in his/her online system account, the applicant should save the information to ensure no data is lost before submission;
5. The applicant shall then proceed to apply for Initial Registration through the online system by:
 - a) Completing initial registration form;
 - b) Providing proof of payment of registration fees according to the NCNM tariff;
 - c) Publishing/Save (submitting) the completed application online.

CHAPTER III: RENEWAL OF LICENSE

All nurses and midwives having the licenses should renew their licenses three months before their expiry date and being aware that practicing with expired or invalid license is a violation of the law and professional ethics.

Article 6: Requirements for renewal of license

The applicant for license renewal must have the following requirements:

1. Valid expiring license as evidence of existing registration and eligibility for renewal;
2. Professional training or continuing professional development (CPD), 20 credits per year during the validity period of the expiring license;
3. Working certificate or criminal record certificate;
4. Report from a public hospital confirming the completion of internship based on the duration of expiry date of license and non-practice for those who exceed one year;
5. Valid refugee identity card/ pass port/ Visa;
6. Proof of payment for renewal fees and fines for late renewal (where applicable), as per NCNM tariff.

Article 7: Procedure for renewal of license

1. Updating the information in the online system account, related to work and other details where needed/applicable;
2. Completing adequately the application for license renewal form;
3. Uploading clear and valid scanned copies of the required documents for renewal of license as enumerated in Article 6;
4. The applicant shall publish, submit, or save the renewal application in the online system.

Article 8: Period of License renewal

The applicant shall renew license for a period of 1 year, 2 years, 3 years based on his/her application.

Article 9: Applicants licensed abroad

An applicant licensed by NCNM, but his/her license expired when she/he went abroad and obtained another license there, which is still valid, shall:

1. Present a valid license, completed, signed and stamped verification form from that recognized regulatory body where she/he was;
2. NCNM shall verify the authenticity and validity of the foreign license and renew the license to practice to the applicant without paying related fines.

Article 10: Date of renewal for late application

The period of the license renewal commences from the actual renewal date, not the expiration date of the license.

Article 11: License renewal for clients holding multiple Licenses

1. A nurse or midwife who holds both a nursing license and a midwifery license, only one license in active use may be renewed at a time.
2. A nurse or midwife may apply for renewal of one of the previous licenses on various levels in accordance with the requirements.
3. A nurse or midwife having two valid academic qualifications (A1 and A0), with A0 license may request A1 level license after justifying his application.

CHAPTER IV: QUALIFICATION UPGRADE OF LICENSE

The nurses and midwives may upgrade their qualifications after the verification of their academic credentials and practical experience.

Article 12: Requirement for qualification upgrade of license

The applicant for qualification upgrade must have the following requirements:

1. Valid license;
2. The academic documents including transcripts and degree relating to the level completed and equivalence where applicable;
3. Index number before starting (where applicable);
4. Proof of payment as per NCNM tariff;
5. In case a nurse or midwife holds both Advanced Diploma (A1) and Bachelor's Degree (A0) qualifications, he/she is not eligible to apply for upgrading if, during the licensing examination period, he/she opted to sit for the lower-level (A1) licensing examination instead of the appropriate higher-level (A0) examination. In this case, the nurse or midwife will sit for bachelor licensing examination.
6. A nurse or midwife holding an Advanced level license who completed an academic upgrade abroad to a Bachelor's degree (in the country where there is not Nursing and Midwifery Regulatory body) must first sit for the corresponding A0-level licensing examination before being granted the upgraded license.

Article 14: Procedure for qualification upgrade of license

1. Updating an account in online system and upload clear and valid scanned copies of the required documents justifying the upgrading level as enumerated in Article 12;
2. Applying for qualification upgrade of license by:
 - a) Completing application form for qualification upgrade of license;
 - b) Uploading the valid license to be upgraded;
 - c) Providing proof of payment as per NCNM tariff.
3. The applicant shall publish/submit/save the application.

CHAPTER V: REGISTRATION OF TEMPORARY LICENSE

Section one: Initial registration of temporary license

The foreigner's nurse and midwife may apply for temporary license registration after verifying that he/she possess the required qualification, competence and ethical standards to practice safely and legally in Rwanda.

Article 14: Requirements of initial registration of temporary license

The applicant for initial registration of temporary license must have the following requirements:

1. Valid foreigner ID card/valid passport/ VISA, clear personal information and address to confirm his/her identity;
2. Official documents from recognized educational institutions (all reports of secondary school in studied option, academic transcripts, secondary certificate, Diploma or Degree and Equivalences where applicable);
3. Criminal record certificate from his/her country of origin;
4. Valid license and completed verification form from the regulatory body of the country of origin that confirm his/her license authenticity, or has passed NCNM licensing exam;
5. Working certificate within the last one year;
6. Invitation letter issued by the Ministry of Health (MoH-Rwanda) or requesting letter by the host recognised health institution in Rwanda addressed to the NCNM;
7. The applicant must submit all required documents translated in official languages used in Rwanda (English, or French);
8. Proof of payment as per NCNM tariff.

Article 15: Procedure for initial registration of temporary license

1. The applicant shall create an online system account;
2. Once the online system account is created, the applicant shall complete all required details in system, including:
 - a) Personal information;
 - b) Address;

- c) Educational background;
 - d) Work experience.
3. The applicant shall upload clear and valid scanned copies of the required documents as enumerated in Article 14;
 4. After completing all required fields and uploading the documents, the applicant shall publish/submit or save;
 5. The applicant shall apply for temporary license through the online system by:
 - a) Filling the required information on the temporary license form;
 - b) Providing proof of payment for the service according to the NCNM tariff;
 6. The foreigner's applicant living in Rwanda without license shall sit for licensing exam prior to application for temporary license;

Section 2: Renewal of temporary license

The foreigner nurses and midwives may renew their licenses after meeting requirements in order to continue providing safe and high quality healthcare services in Rwanda.

Article 16: Requirements for renewal of temporary license

The applicant for renewal of temporary license must have the following requirements:

1. The foreigner nurse or midwife with a valid or expired temporary license still working in Rwanda:
 - a) The expiring temporary license;
 - b) Continuing Professional Development (CPD) activities as per the NCNM CPD Policy with a minimum of 20 CPD credits;
 - c) Working certificate issued by the employing institution in Rwanda or a request letter from the institution;
 - d) Providing proof of payment and fines (where applicable) in accordance with the NCNM tariff.

2. The foreigner nurse or midwife, whose temporary license has expired, but not still working in Rwanda, shall be required to provide the scanned documents as enumerated in Article 14.

Article 17: Procedure for renewal of temporary license

1. Completing application form for renewal of temporary license;
2. Uploading clear and valid scanned copies of the required documents for temporary license renew as enumerated in article 14 or 16;
3. After completing the required information and uploading all documents, the applicant shall save/publish/submit the application.

Article 18: Period of temporary license

The applicant shall apply initial registration or renew temporary license for a period of 6 months or 1 year, based on the application.

CHAPTER VI: REMOVAL AND SUSPENSION OF LICENSE

The NCNM shall record any removal, suspension, or modification of licensure status in the register in order to ensure the integrity and liability of the nurse and midwife.

Section 3: Grounds for removal or suspension of the license

The nurse or midwife may be removed or suspended on the register for the following reasons:

1. Professional sanctions;
2. Voluntary suspension of his/her license;
3. Physical or mental impairment;
4. Death;
5. Elapse of three years after the expiry of his/her license.

Section 4: Procedure to remove or suspend the license

Article 19: Removal or Suspension due to professional sanctions

- a) When a nurse or midwife is subject to a sanction of suspension or removal, his/her license shall be suspended/ removed from the register;
- b) The date and duration of sanction are indicated in the sanction letter.

Article 20: Voluntary Suspension/Removal

A nurse or midwife wishing to suspend/remove his/her license to practice shall submit a written request to the NCNM-Registrar stating reason(s).

Article 21: Suspension/ removal on the register upon physical or mental impairment

Upon receiving official notification and report of a nurse or midwife (from employer or family member), the register will be updated accordingly.

Article 22: Removal from the Register upon Death

Upon receiving official notification/report and death certificate of a nurse or midwife (from employer or family member), the register will be updated immediately.

Article 23: Suspension of license expired after years without renewal

A nurse or midwife who does not renew his/her license within three (3) years after expiry shall be deemed to have lapsed, and the NCNM shall suspend the license.

CHAPTER VII: REINSTATEMENT OF LICENSE IN THE REGISTER

The nurses and midwives may apply to reinstate their licenses to practice after fulfilling the required conditions in order to ensure the safe practice in Rwanda.

Article 24: Requirements for reinstatement

The applicant requesting the reinstatement to the register must provide the following requirements:

1. Requesting letter for reinstatement;
2. Recommendation letter from NCNM for the internship in a recognized public health care facility (District Hospital, Level II Teaching Hospital, or Referral Hospital);
3. Proof of payment and fines where applicable;
4. The recommendation letter with report from health facility after completion of required internship with the following time-frame:
 - a) **Category 1:** one (1) month of internship for a nurse or midwife who has not been in practice for a period of 1 to 2 years;
 - b) **Category 2:** three (3) months of internship for a nurse or midwife who has not been in practice for a period of 2 to 3 years;
 - c) **Category 3:** six (6) months of internship for a nurse or midwife who has not been in practice for a period of 3 to 6 years;
 - d) **Category 4:** twelve (12) months of internship for a nurse or midwife who has not been in practice for a period above 6 years;
 - e) **Category 5:** An internship for a duration imposed by a competent organ.

Article 25: Procedure for reinstatement

The applicant shall apply for reinstatement of his/her license in the register and provide or fulfill the requirements enumerated in Article 24.

CHAPTER VIII. VERIFICATION OF REGISTRATION AND PROVISION OF PROFESSIONAL CONDUCT RECORD

The nurse and midwife registered and licensed by the National Council of Nurses and Midwives may request verification of registration or Professional conduct record for work or further studies abroad, which shall be issued only upon meeting the prescribed requirements.

Article 26: Requirements

The applicant requesting to complete the verification of registration form or Professional conduct record must provide the following clear and valid scanned copies of the required documents:

1. Requesting letter;
2. Active license provided by NCNM;
3. Valid criminal record certificate;
4. Working certificate;
5. National ID/passport/ Visa or Refugee ID;
6. Proof of payment of service in accordance with the NCNM tariff;
7. Verification form to be completed.

Article 27: Procedure

1. The applicant submits a written request to the NCNM or fills the online application form;
2. The applicant submits all required documents as enumerated in Article 26 to NCNM.

CHAPTER IX: MANAGEMENT OF FORGED CASES

NCNM reserves the right to deny or reject the applicant request or to revoke the license and remove it from the register, once a license/certificate or other document confirmed to be forged.

Article 28: Procedure

1. Once a suspected forged license or other official document is identified, a thorough verification process shall be conducted to confirm;
2. Upon confirmation, the license shall be immediately suspended, and the holder shall be prohibited from practicing;
3. The case shall be formally referred to the Registrar for legal review and further follow-up in accordance with applicable laws and regulations;
4. Concerned institutions, including employers shall be formally informed of the forged license to prevent its use;
5. The list of individuals holding forged licenses shall be published on NCNM website.

Article 29: Applicant with Criminal Sentence

The registration committee shall analyze and provide a recommendation to the application of a nurse or midwife who has been sentenced for a crime related to the health professions.

Article 30: Incomplete applications

1. Applications that remain incomplete or unfulfilled within three (3) months shall be discarded and marked as rejected and the applicant will be required to reapply.
2. The applications for renewal of licenses discarded and market rejected, the applicants will be required to reapply and pay penalties related in accordance with the NCNM tariff.

Article 31: Period of service delivery

1. The submitted applications are processed within 30 calendar days and the feedback is provided through online system.
2. If the applicant is not satisfied with the decision, he/she may appeal in accordance with article 22 of the Law establishing NCNM.

Article 32: Commencement

This policy comes into force from the date of its signature.

Name & Designation: KAGABO Innocent NCNM Registrar	Name & Designation: MUNYANEZA Emmanuel NCNM Chairperson of Board of Directors
Signed:  	Signed: 
Date: 29/05/2026	Date: 29/05/2026