

NATIONAL COUNCIL OF NURSES AND MIDWIVES, RWANDA

**REGISTRATION POLICY ON INITIAL REGISTRATION, RENEWAL OF LICENCE,
STUDENT INDEXING AND REINSTATEMENT TO THE REGISTER**

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;

The Board of Directors of National Council of Nurses and Midwives, in its ordinary meeting of **02/09/2022** approves this policy and shall take effect from the date of its signature.

PART I: INITIAL REGISTRATION

Statement: All nurses and midwives, both associate and registered, must register with the NCM in order to practice nursing and midwifery in Rwanda.

Requirements for Initial registration

1. The applicant establishes his/her identity.
2. The applicant holds an approved educational qualification(s).
3. The applicant must submit original documents through the Web Based Application system. If the applicant is unable to provide original documents justification must be provided (in writing) or the application will not be processed.
4. The applicant does not have any physical or mental impairment which prevents them from practising safely.
5. The applicant speaks one or more of the official languages of Rwanda.
6. The applicant has had an index number as a student (where applicable).
7. A candidate who is upgrading his or her level and who is a civil servant or working in the private sector must have study leave and/or service certificate (where applicable) of his/her current or last employer.
For those who studied (upgrading) outside of Rwanda, travel documentation must be provided for the period that they were studying abroad.
For those upgrading levels, a minimum of 2 years practicing in their current professional title is required in order to qualify to upgrade to the next level.
8. The applicant must submit his/her valid criminal clearance record (especially when applying for initial registration).

Evidence

The applicant must attach the following documents on the Web Based Application system:

1. Original copy of National Identity Card or Passport and/visa. The information filled out on the personal information section must correspond to the form of Identification attached.
2. Original copies of Professional Certificate (A2), Diploma(s) (A1) and or Degree(s) (BScN/M, MScN/M, RMHN, PhD) and transcripts from nursing/midwifery school attended and reports for S.4, S.5 and S.6.
3. Letter from employer attesting as to most recent practice, good character and competence of applicant (where applicable).

4. Complete the appropriate application form correctly on the Web Based Application System
5. Attach a coloured passport size photo (3 cm by 3cm) with a white colour background on the personal information section.
6. Attach bank slip as proof of payment for the application(s) requested and fines where applicable.
7. Attach a copy of the original Criminal Clearance Record (valid within 6months).
8. Attach original copy of Equivalence for foreign diploma(s)/degree(s) (where applicable).
9. Attach original copy of License(s) to practice and Certificate(s) of Registration (where applicable).
10. Attach an invitation letter/approval from the Ministry of Health for foreign applicants who want to work or volunteer in Rwanda.
11. Complete the appropriate form (Application for Temporary License) and attach all required documentation for foreign applicants who want to work or volunteer in Rwanda.

Procedure

The applicant must complete the appropriate application(s).

The applicant must attach copies of original documents ONLY on the NCNM Web Based Application System in the appropriate/required space.

If the applicant is unable to provide original documents justification must be provided (in writing in place of the missing document(s) or the application will not be processed.

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.

The NCNM will verify the applicant's qualifications.

The NCNM sends an automated message via email acknowledging receipt of the application.

The NCNM will process applications within 30-60 days of receipt if the application is complete.

Outcomes

If the NCNM is satisfied that all the requirements have been fulfilled the applicant will be granted registration and licensed.

The NCNM will then approve the nurse or midwife's request and grant them a license to practice and add them to the register by issuing a license and certificate number (that are currently system generated). Their license will then be updated on the register.

In certain circumstances the NCNM will refuse registration. The applicant will be notified of this decision via their NCNM account comments section, email, SMS or

phone call. If the applicant disagrees with this decision of the NCNM he/she may appeal in accordance with article 22 of the Law establishing NCNM.

PART II: RENEWAL OF LICENCE

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 is renewable.

Requirements for renewal of License

1. Complete an online application form for renewal of license 3 months before expiration of previous license.
2. The applicant has practised nursing or midwifery (for a minimum of 2 years when license is valid for a 3-year period) within the last three years.
3. The applicant has completed the requisite amount (20 credits per year) of Continuing Professional Development (**CPD**) stipulated by the NCNM.
4. The applicant is not under professional disciplinary investigation or sanction
5. Payment of renewal fees and fines (where applicable) as per required by NCNM tariff (fees structure).

Evidence

The applicant must submit the following documents:

1. Where applicable, letter from employer attesting to the most recent practice and competency and/or criminal clearance record that is valid.
2. Evidence of **CPD** as per NCNM policy.
3. Completed license renewal of online application form
4. Submit bank slip as proof of payment for renewal of license including fines for late renewal according to required categories of payment.

Procedure

The applicant must complete the application for license renewal and attach the required documentation onto the NCNM web based application.

The applicant must attach their original documents onto their online application. If the applicant is unable to provide original documents justification must be provided or the license will not be renewed.

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 Web Based Application system.

Outcomes

If the NCNM is satisfied that all the requirements have been fulfilled the nurse or midwife's license will be renewed and issued within 30 days.

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

PART III: TEMPORARY REGISTRATION

Statement: All nurses and midwives, both associate and registered, must register with the NCNM in order to practice nursing and midwifery in Rwanda. In exceptional circumstances the NCNM may grant temporary registration for no longer than **six months**. Exceptional circumstances include a natural disaster, emergency situation or volunteers working for Aid programs.

Requirements for temporary registration

1. The applicant establishes his/her identity.
2. The applicant holds an approved educational qualification.
3. The applicant is of good character (Criminal Clearance Record is attached).
4. The applicant holds a current, unconditional licence to practice as a nurse/midwife from another country.
5. The applicant speaks one or more of the official languages of Rwanda.
6. The applicant has practiced nursing or midwifery in the last three years.

Evidence

The applicant must attach the following documents on the Web Based Application System.

1. Identity card or passport and/or Visa
2. Transcripts from nursing/midwifery school, diploma and/or degrees
3. Verification of registration and good standing from regulatory authority of current licensure.
4. Invitation letter/approval from the Ministry of Health for foreign applicants who want to work or volunteer in Rwanda.

The applicant must also:

Complete the online application form

1. Attach one recent passport size coloured photo with a white background
2. The applicant must submit a bank slip as proof of payment for registration according to required categories of payment.

Procedure

The applicant must attach all required documentation through NCNM web based application.

The applicant must attach copies of original documents. If the applicant is unable to attach copies of original documents, justification must be provided or the application will not proceed.

The applicant must arrange for the verification or certificate of good standing to be sent directly from the other regulatory authority to the NCNM. Under no circumstances will the NCNM accept a verification or certificate of good standing from an applicant.

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 attaching them to the NCNM web based application.

The NCNM will process applications within 30 days of receipt if the application is complete.

Outcomes

If the NCNM is satisfied that all the requirements have been fulfilled the applicant will be granted temporary registration and their license will be added to the online register.

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

PART IV: REINSTATEMENT TO THE REGISTER

Statement: A nurse or midwife, who has not been practicing for a period of one year and above will be reinstated after meeting some requirements in order to practice nursing and midwifery in Rwanda.

Requirements:

Category 1: A Nurse or Midwife who has not been in practice for a period of 1 to 2 years.

1. The applicant will present him/herself at NCNM.
2. The applicant will fill out a reinstatement into practice form.
3. The applicant will receive a recommendation letter from NCNM for a clinical placement in a recognized public health care facility.
4. The applicant will bring a recommendation letter as evidence of completion of a **one month** clinical placement.
5. The Nurse or Midwife will receive a recommendation stating that he/she has completed the required clinical placement before starting practicing Nursing /Midwifery in Rwanda.

Category 2: A Nurse or Midwife who was not been in practice for a period of 2 to 3 years.

1. The applicant will present him/herself at NCNM.
2. The applicant will fill out a reinstatement into practice form.
3. The applicant will receive a recommendation letter from NCNM for a clinical placement.
4. The applicant will complete the required clinical placement in order to be reinstated into practice.
5. The applicant will be supervised by DNM or Head of Health Centre during the clinical placement and bring a recommendation letter as evidence of completion of 3 months clinical placement.

6. The Nurse or Midwife will receive a recommendation stating that he/she has completed the required clinical placement before being reinstated into practice as a Nurse/Midwife in Rwanda.

Category 3: A Nurse or Midwife who has not been in practice for a period of 3 to 6 years.

1. The applicant will present him/herself at NCNM.
2. The applicant will fill a reinstatement into practice form.
3. The applicant will receive a recommendation letter from NCNM for a clinical placement at a recognized public health care facility.
4. The applicant will complete the required clinical placement.
5. The applicant will bring a recommendation letter as evidence of completion of a **six months** clinical placement.
6. The Nurse or Midwife will receive a recommendation letter stating that he/she has completed the required clinical placement that they will present at NCNM.

Category 4. A Nurse or Midwife who has not been in practice for a period above 6 years

1. The applicant will present him/herself at NCNM.
2. The applicant will present him/herself at NCNM.
3. The applicant will fill a reinstatement into practice form.
4. The applicant will receive a recommendation letter from NCNM for a clinical placement at a recognized public health care facility.
5. The applicant will complete the required clinical placement.
6. The applicant will bring a recommendation letter as evidence of completion of **twelve months** clinical placement.

The Nurse or Midwife will receive a recommendation letter stating that he/she has completed the required clinical placement that they will present at NCNM.

Evidence

The applicant must submit the following documents:

1. Signed Recommendation letter as proof of completion of required clinical placement.
2. Letter of recommendation from a recognized Public Health Care Facility where the clinical practice was completed.

Procedure

1. The applicant will present him/herself to NCNM requesting to be reinstated into practice.
2. The applicant will be given a letter of recommendation by NCNM to be used in the clinical placement in a recognized Public Care Facility.
3. The applicant will complete the required clinical placement.

4. The applicant will bring back to NCNM a letter of recommendation from a recognized Health Care Facility stating that he/she has completed the required clinical placement.
5. NCNM will give to applicant a letter of recommendation stating that he/she has completed the clinical practice required to be reinstated to practice.

Outcomes

Applicant will be reinstated.

PART V: PROFESSIONAL SANCTIONS AND FORGERY CASES

The Law establishing NCNM in Article 30 determines the following professional sanctions:

1. Removal from the register
2. Suspension (3 months or 6 months)
3. Blame
4. Written Warning
5. Verbal Warning

Conditions to be reinstated after having been removed from the Register

1. Application for Reinstatement to the Register (after 2 years of removal)
2. Completion of Criminal Sanctions (where applicable)
3. Completion of Professional Internship for 1 year from an accredited public hospital in Rwanda
4. Submission of professional behaviour evaluation report by ethical committee of accredited public hospital in Rwanda where they completed the internship
5. Criminal Investigation Clearance Record
6. Record of Good Standing from community leader
7. Payment of application fee (see NCNM tariff)

Conditions to be reinstated after having been suspended for 3 months

1. Application for Reinstatement to the Register (after completion of suspension)
2. Payment of application fee (see NCNM tariff)

Conditions to be reinstated after having been suspended for 6 months

1. Application for Reinstatement to the Register (after completion of suspension)
2. Valid Criminal Clearance Record
3. Payment of application fee (see NCNM tariff)

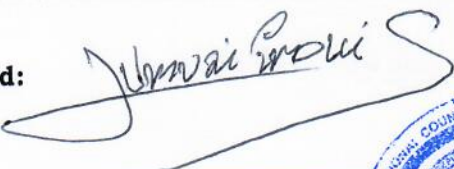

Forgery

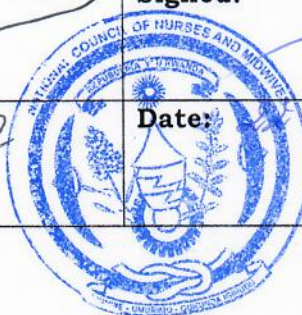
At any stage of Registration, Certification and Licensure that a license/certificate or other document is suspected or found to be forged, NCNM reserves the right to deny (reject) that applicants request.

Once a document is confirmed to be forged, NCNM has the authority to revoke his/her license and remove it from the Register.

Approved by the Board on: 02/09/2022

Signed by:

Name & Designation: Umuziga Marie Providence Chairperson NCNM	Name & Designation: Kagabo Innocent Registrar NCNM
Signed: 	Signed: 
Date: 22/09/2022	Date: 22/09/2022



Date for review:/..../....