



Application form for: Entry to Practice for Internationally Qualified Nurses / Return to Register

- Re-entry to practice (RTR) **OR** Internationally qualified (EPIQ)
-
- Enrolled Nurse (EN) **OR** Registered Nurse (RN)

Name (As appears on Australian Health Practitioner Regulation Agency (AHPRA) referral letter):

Title: Mr / Mrs / Miss / Ms **Surname:**

Given names: **Date of birth:** / /

Previous name/s (including maiden):

Country of Birth: **Contact phone number:**

Email Address:

Residential address: Street and number

Suburb: State: Postcode:

Postal address (if different from above):

Suburb: State: Postcode:

Nursing qualifications:

Course Name	Country obtained	Institution name	Year completed

Nursing experience:

Facility name	Country	Ward or specialty	Time/years worked

Please read and circle the correct option below and then sign.

I hereby give / do not give permission for ACN to provide my personal details, relating to this course, to the Australian Nursing and Midwifery Accreditation Council (ANMAC).

I do / do not have an impairment that detrimentally affects, or is likely to detrimentally affect, my capacity to practise the profession. This answer is the same answer as completed on my Australian Health Practitioner Regulation Agency (AHPRA) application letter.

Applicants signature: **Date:** / /

Please include ALL the following certified copies of these documents with your application:

- A valid referral from AHPRA (must be certified)
- A certified copy of your passport
- A valid English language test (<http://www.nursingmidwiferyboard.gov.au/Codes-Guidelines-Statements/FAQ/faq-english-/faq-english-language-skills.aspx>)
- An Australian criminal record check (<https://www.afp.gov.au/what-we-do/services/criminal-records/national-police-checks>)
- An International criminal record check from country of origin and all countries previously lived in
- Positive serology or evidence of 2x MMR vaccinations at least 28 days apart
- Positive serology or evidence of 2x varicella vaccinations at least 28 days apart
- Evidence of DTPa vaccination in last 10 years (include brand given)
- Confirmation of at least 1x Hepatitis B vaccination (if completed previously, just get serology)
- Evidence of Hepatitis B serology (HBsAb) – A minimum of 28 days after 3rd vaccination (if x3 immunisations have been completed previously, even if you have no evidence of them)
- Evidence of the current years/season flu vaccine

* Please note that your application **can not** be completed without all of the above paperwork

Where did you find out about the course?

- Friend or colleague
- Website
- Conference or Expo
- Handbook
- Email or Flyer
- Other Advertisement, please specify:
- Other, please specify:

Were you referred to us by a past student who has completed the course?

First name: Last name: ID number:

Program fee payment method (select one):

- Please find enclosed my cheque for \$.....AUD made out to The Australian College of Nursing
- Please debit my: Mastercard Visa card Amount \$.....AUD
- Card No: / / / Expiry date: /
- Cardholders name: Card holders signature:

* Please note that your application **can not** be processed without the minimum application fee processed of \$250AUD

Please send you completed application form and supporting documents to:

customerservices@acn.edu.au

Or post them to: Customer Service, Australian College of Nursing, PO Box 650, Parramatta NSW 2124

If you have any questions regarding applying please don't hesitate to call us on: (02) 9745 7500

Please note that it may take a few weeks for your application to be fully assessed

Cancellation and Refund Policy

All applications to withdraw from a course/subject must be in writing to ACN.

Course fees are refunded when the withdrawal occurs prior to the course census date*, less the non-refundable administrative fee. If withdrawal occurs after census date there is no refund. In accordance with ACN's Refund Policy:

1. ACN reserves the right to cancel or postpone a course or program for any reason determined by ACN. In these circumstances a full refund may be made.
2. In some instances courses are subject to non-refundable fees.
3. Details of fees, where applicable, are published in the relevant course information and are also available from ACN's Student Services Centre.
4. Intention of withdrawal from all courses and programs must be made in writing to the ACN Executive Manager Education Division, within the indicated time frame, for a refund to be made. Time frames are published in relevant course/program information and also are available from ACN's Student Services Centre.
5. Refunds will be processed within fourteen (14) days after receipt of a validated request and will be made only by cheque, posted to the recipient.

*NOTE: Census date is ten days after course commencement date (not applicable to CPD courses). For further information contact the Customer Services Centre on 02 9745 7500.

Please refer to ACN website for fee information.

PRIVACY ISSUES: ACN collects your personal information for administrative use and to provide you with information about our activities and promotions. Please let us know if you do not wish to receive such information.