

Instruction notes for applicants

Three different individuals must complete each of the three reference forms

REF 1

Referee signing Ref 1 must complete Sections B and C;
Supporting the Declaration of Good Health and Good Character

- Ref 1 - To be completed as follows:

If you have met PREP (CPD) and PREP (Practice) Standards (see PREP Handbook) in the UK, then Ref 1 must be completed by a NMC Practitioner who is currently registered on the same part of the register you wish to be re-admitted to. They must also have known you for at least one year and have been in contact with you within the last six months.

- If you have recently completed a Return to Practice programme Ref 1 must be completed by an NMC nurse registrant, who is responsible for directing the educational programme or if Midwifery programme this should be the lead midwife for education.
- If you have met PREP (CPD) and PREP (Practice) Standards (see PREP Handbook) whilst overseas, then Ref 1 needs to be attached to an official Verification from the Registration/Licensing Board in the country of registration. If the Registration/Licensing Board does not complete the Good Health declaration, an occupational health advisor or medical practitioner should complete the declaration on the reverse of the application form.

The person supporting the declaration of Good Health and Good Character should not be a relative (see notes on Ref form) or an employee of the applicant.

REF 2 & REF 3

Referee's signing Ref 2 & 3 should complete Section B only;
Supporting Declaration of Good Character

Ref 2 - If you have been working as a nurse, midwife or specialist community public health nurse in the UK or Overseas then your most recent employer must complete Ref 2.

Ref 2 - If you have not been working as a nurse midwife or specialist community public health nurse please see overleaf for the full list of acceptable countersignatures, they must also meet the criteria shown below.

Ref 3 - All other persons supporting Declaration of Good Character(s) must meet the following criteria:

- have known you for a least 1 year
- have been in contact with you within the last 6 months
- must not be a relative (see notes on Ref form) or an employee of the applicant

A list of eligible signatories for supporting Good Character is overleaf.

Please ensure full contact details are provided by persons supporting your Declaration of Good Health and/or Good Character as we may need to contact them for further information.

Failure to follow these instructions will result in your application being delayed. If you require any further assistance, please contact our Advice Centre on 020 7333 9333.

Acceptable countersignatures

- Accountant (with Professional Qualifications)
- Acupuncturist (with Professional Qualifications)
- Barrister
- Bio-Medical Scientist
- Chemist
- Chiropodist
- Commissioner of Oaths
- Councillor: Local or County
- Counsellor
- Civil Servant (permanent)
- CSCI (nee National Care Standards Commission)
- Dentist
- Doctor
- Engineer (with Professional Qualifications)
- Fire Service Official
- General Practitioner
- Judge
- Justice of the Peace
- Lawyer
- Legal Secretary (members and fellows of the Institute of legal secretaries)
- Local Government Officer
- Local Health Authority
- Member of Parliament
- Merchant Navy Officer
- Midwife (with effective registration or officially retired)

- Minister of a recognised religion
- Nurse (with effective registration or officially retired)
- Officer of the armed services (Active or Retired)
- Optician
- Orthodontist
- Osteopath
- Paramedic
- Physiotherapist
- Police Officer
- Practice Manager
- Psychologist
- Registration Authority/Licensing Board
- Social Worker
- Solicitor
- Specialist Community Public Health Nurse (with effective registration or officially retired)
- Surveyor (with professional Qualifications)
- Teacher, Lecturer
- Therapist
- Veterinarian
- Ward Manager