

THE NURSING COUNCIL OF JAMAICA

Nurses and Midwives Act, 1964

50 Half Way Tree Road, Kingston 5

Telephone (876) 926-6042, 960-0823

Email: overseas-inquiries@nursingcouncil.org.jm

CHECKLIST FOR NURSES AND MIDWIVES TRAINED ABROAD

1. Application letter stating type of registration required. (All correspondence should be addressed to The Registrar at the address stated above)
2. Detailed Curriculum Vitae (stating your professional qualifications and detailed working experience as a nurse/midwife since graduation.
3. Certified copy of birth certificate.
4. Certified copy of marriage certificate (if applicable).
5. Certified copy of your current nursing and/or midwifery licence(s) with expiry dates.
6. Certified copy of your nursing and/or midwifery certificates/diploma/degree.
7. Two (2) certified identical passport sized photographs (about 35x45mm).
8. Official copy of Transcript of basic nursing and/or midwifery training. **If transcript is in English, it is to be sent directly from the school(s) of training to the Council.** If not in English, applicants should have their training transcript translated by an official agency such as Language Training Centre located at 31 Half Way Tree Road and then submit it to the Council
9. Two (2) current professional reference letters (preferably from your nursing and/or midwifery supervisors with whom you have worked or are working. These **must be signed, dated and sent directly to the Council by the referees.**
10. Processing Fee of US \$60.00 or Jamaican equivalent for each licence being processed. *
11. A Jamaican Tax Registration Number (TRN)**
12. If application is approved, a registration fee of US \$100.00 or Jamaican equivalent for each licence being registered. *
13. After you have been registered a Registration Certificate and Letter which bears your registration number will be given.
14. A licence will be given which will be valid for two (2) years after which thirty (30) hours of continuing education hours will be required for re-licencing; that is, twenty-five (25) nursing/midwifery hours and five (5) non-nursing hours.

NOTE WELL: Incomplete documents or applications will not be considered for processing.

***Fees are non-refundable. Cheques/bank drafts/money orders must be made payable to the Nursing Council of Jamaica.**

**** The application for the TRN should be addressed to: <https://www.jamaicatax.gov.jm/>.**