

THE NURSING COUNCIL OF JAMAICA

Nurses and Midwives Act, 1964

50 Half Way Tree Road, Kingston 5

Tel: (876) 926-6042 | (876) 960-0823 | (876) 929-5118

Email: overseas-inquiries@nursingcouncil.org.jm

CHECKLIST FOR NURSES AND MIDWIVES TRAINED ABROAD

Applicants are required to submit the following documents.

1. **Application Letter** stating the type of registration required.
(All correspondence should be addressed to the Registrar at the address above.)
2. **Detailed Curriculum Vitae (CV)** outlining professional qualifications and comprehensive work experience as a nurse and/or midwife since graduation.
3. **Certified Copy of Birth Certificate**
4. **Certified Copy of Marriage Certificate** *(if applicable)*
5. **Certified Copies of Current Nursing and/or Midwifery Licence(s)**, including expiry dates
6. **Certified Copies of Nursing and/or Midwifery Certificates/Diploma/Degree**
7. **Two (2) Certified Identical Passport-Sized Photographs** *(approximately 35 x 45 mm)*
8. **Official Transcript of Training**
 - If the transcript is in English, it must be sent directly from the training institution(s) to the Council.
 - If not in English, it must be translated by an authorised agency (e.g., the Language Training Centre, 31 Half Way Tree Road) and submitted to the Council.
9. **Two (2) Current Professional Reference Letters**
 - Preferably from nursing and/or midwifery supervisors (past or present).
 - Must be signed, dated, and sent directly to the Council by the referees.
10. **Processing Fee (per licence being processed):**
 - US \$100.00 (or Jamaican equivalent) – CARICOM/RENr
 - US \$150.00 (or Jamaican equivalent) – NON-CARICOM
11. **Jamaican Tax Registration Number (TRN)**

REGISTRATION APPROVAL, FEES AND CERTIFICATE ISSUANCE

12. **Approval for Registration:** Once registration is approved, applicants will be issued an official letter confirming their eligibility to register. This letter will also authorise payment of the registration fee.
13. **Registration Fee** *(upon approval notification):*
 - US \$150.00 (or Jamaican equivalent) – CARICOM/RENr
 - US \$200.00 (or Jamaican equivalent) – NON-CARICOM
14. **Registration Certificate and Letter:** Issued upon completion of all requirements and receipt of payment. The certificate will include the applicant's registration number
15. **Licence Validity and Renewal Requirements:**
 - Licences are valid for two (2) years.
 - Renewal requires thirty (30) Continuing Education (CE) hours:
 - Twenty-five (25) nursing/midwifery hours
 - Five (5) non-nursing hours

Multiple Licences: Additional CE hours will be required.

IMPORTANT NOTES

- Incomplete applications or applications with supporting documents that do not meet the requirements will **not** be processed.
 - **All fees are non-refundable.**
 - Payment of registration fees must only be made upon receipt of official authorisation from the Council.
 - Cheques, bank drafts, or money orders must be made payable to the Nursing Council of Jamaica.
 - **Applications for a TRN** may be completed via: <https://www.jamaicatax.gov.jm/>
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