



THE NURSING COUNCIL OF JAMAICA

Nurses and Midwives Act, 1964

50 Half Way Tree Road, Kingston 5

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

Email: overseas-inquiries@nursingcouncil.org.jm

SPECIAL REGISTRATION APPLICATION CHECKLIST

(for Short-Term Practice)

Personal Documents

- Application letter (*stating purpose/type of registration*)
- Curriculum Vitae (*detailed, outlining professional qualifications and experience*)
- Certified copy of birth certificate
- Certified copy of marriage certificate (*if applicable*)
- Two (2) Certified Passport-sized Photographs (*approx..35x45mm*).

Professional Credentials

- Certified copy of Nursing/Midwifery Degree or Diploma/Certificate
- Certified copy of current Nursing/Midwifery Licence (*with expiry dates*)
- Two (2) current professional reference letters (*preferably from nursing and/or midwifery supervisors, past or present, with whom you have worked or are currently working*).

Fee

- Processing fee: US\$60.00 or Jamaican equivalent

MOHW Endorsement

- Application and supporting documents **must be submitted through the Ministry of Health & Wellness**

Issuance of licence

If application is approved, a licence will be issued which will be valid for the duration of the course.

IMPORTANT NOTES

1. All correspondence must be addressed to the Registrar at the address provided above.
2. Special registration is intended for **short-term or temporary practice only**.
3. **Fees are non-refundable** and are subject to change without prior notice.
4. **All documents must be submitted in English**. Where documents are issued in another language, certified translations must be provided. Once submitted all documents become the property of the Council and will not be returned to the applicant or to any other institution
5. All professional references must be signed, dated and submitted on official letterhead, where applicable.
6. **A maximum of three (3) special registration will be issued**. Upon application for a fourth, the applicant will be required to apply for permanent registration and licensure. See our website for Permanent Registration requirements.