

## Fact sheet

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Updated March 2022

### Renewal of registration for nurses and midwives

#### Introduction

The Nursing and Midwifery Board of Australia (NMBA) undertakes functions as set by the Health Practitioner Regulation National Law, as in force in each state and territory (the National Law). The NMBA regulates the practice of nursing and midwifery in Australia, and one of its key roles is to protect the public. The NMBA does this by developing registration standards, professional codes, guidelines and standards for practice which together establish the requirements of the professional practice framework for the professional and safe practice of nurses and midwives in Australia.

This fact sheet provides guidance for all nurses and midwives seeking to retain their registration.

#### When do I need to renew each year?

Nurses and midwives with general or non-practising registration must renew their registration with the NMBA by **31 May** each year.

The Australian Health Practitioner Regulation Agency (Ahpra) manages the registration and renewal process on behalf of the NMBA. Look out for an email reminder to renew from Ahpra, confirming that online renewal is open. You will get reminders several times during the renewal period, so make sure your [contact details](#) are up to date. Be sure to check the [national register](#) to confirm your registration details.

#### What personal information is required?

You are required to provide your residential address when renewing your registration. This information is not shown on the national register.

Ahpra, on behalf of the NMBA, needs your residential address to help in processing criminal history checks and so that Ahpra is able to contact you, particularly if you are randomly selected for [audit](#).

A series of email reminders will also be sent throughout the renewal campaign. Ahpra needs to be able to contact you by post if an email reminder is undelivered.

#### I applied for registration less than a year ago – do I have to renew already?

Yes, you need to renew by 31 May.

Registration is renewed annually by 31 May regardless of how long you were registered during the previous 12 months.

If you are a graduate who registered within two months prior to the 31 May annual renewal date you are registered to practise until 31 May of the following year. Check the [national register](#) if you are not sure when your registration is due for renewal.

If this is your first-time renewing, please read the [First-time renewing](#) section of the NMBA website for important information such as pro-rata CPD hours.

## I have a health issue – do I need to declare it?

You only need to declare an impairment – which means a condition which is likely to detrimentally affect your practice. Most health issues are not impairments.

**You do not need to declare well managed health conditions that do not affect your practice.** For example, you don't need to tell us about needing prescription glasses or taking time off work for a short-term illness or injury.

## What are my registration requirements at renewal?

As a nurse and/or midwife in Australia, you must meet the following [registration standards](#) when renewing your registration: criminal history, professional indemnity insurance (PII), recency of practice and continuing professional development (CPD).

The NMBA expects you to declare on your registration renewal form that you have met the requirements set out in the [registration standards](#), as they apply to the nursing and midwifery professions.

## What are the CPD requirements for this renewal?

The NMBA is aware that there are many CPD activities that are COVID-safe options and many CPD programs and providers have now adapted their programs to be COVID-safe. We encourage you to continue to do CPD that is relevant to your scope of practice and your current work environment. Nurses and midwives are reminded that the following learning opportunities may also contribute to CPD hours:

- COVID-19 in-services
- Reading and reflecting on COVID-19 journal articles
- COVID-19 infection control training - online training modules (including Australian Government Department of Health)

The NMBA believes that most nurses and midwives will be meeting their CPD requirements through new learning related to COVID-19. However, we understand they may not have kept their usual CPD records and reflections.

You must answer all renewal questions honestly and accurately. If you believe you have met the CPD requirements, you can declare this at renewal even if you haven't kept relevant records. The NMBA will not be auditing nurses and midwives against the CPD registration standard this year, although we may still take action against a nurse or midwife who makes false declarations at renewal.

## If there was a period where I wasn't working and didn't hold PII, can I still meet the standard?

When you renew your registration, you are asked to declare if you have met the [Registration standard: Professional indemnity insurance arrangements](#) in the previous registration period and will do so for this registration period.

**You are not required to hold PII when you are not practising.** If you have had periods of not holding PII when you were not practising, you can still meet the standard. Remember, 'practice' means any role, whether remunerated or not, in which the individual uses their skills and knowledge as a health practitioner in their profession.

For more information on meeting the standard, see the [Fact sheet: Professional indemnity insurance arrangements](#).

## Do I need to do CPD if I'm not working? What about maternity leave?

When you renew your registration, you are asked to declare if you have met the [Registration standard: Continuing professional development](#) (CPD registration standard) in the previous registration period.

**You must complete CPD to hold registration, whether or not you are practising.** You must complete CPD even if you take a long break from practising, such as maternity leave, if you hold general registration during that period.

For more information on the CPD registration standard, see the [Fact sheet: Continuing professional development](#) fact sheet. If this is your first time renewing, please see the information on pro-rata CPD requirements in the [First-time renewing section](#) of the NMBA website.

### **I've been practising overseas – does this count towards meeting CPD or recency requirements?**

Practising your profession overseas can be counted towards your recency of practice, but is not considered CPD.

If you hold general registration you must meet the [CPD registration standard](#) regardless of where you are practising.

### **I hold dual registration as a nurse and a midwife. Can I make a single recency of practice declaration?**

No. As a person holding registration as both a nurse and a midwife, you are required to make separate recency of practice declarations for each profession at the time of registration renewal. This is to ensure competence in **both** professions within the preceding five years.

If you are seeking to renew your registration as a nurse and a midwife (dual registration), you must be able to demonstrate that you meet the registration standards and standards of practice/competency standards required for both a nurse and a midwife.

If you are applying to renew dual registration, carefully consider what evidence you are able to provide to meet the relevant registration standards and standards for practice/competency standards for each profession.

There may be common elements of work and education applicable to nursing and midwifery that you can submit as evidence when applying for dual registration.

### **What kind of changes to my criminal history do I need to declare?**

When you renew your registration, you'll be asked to declare any changes to your criminal history and provide us with the details. You do not need to declare something that you have already told Ahpra about.

You should declare any:

- charge against you for an offence
- conviction you have received
- guilty plea you have entered, or
- time a court has found you guilty, whether or not you were convicted.

Making an accurate criminal history declaration and providing us with details of any change will speed up your registration renewal process. The NMBA won't usually need to take any action for low-level offences.

If you are declaring a low-level offence, you will only have to give details of the offence in the text box provided. If it's more serious, you may need to attach further information including a statutory declaration – instructions on how to do this will be provided when you renew your registration.

### **What about things like speeding fines?**

If an infringement carries a possible sentence of 12 months imprisonment or more, you need to tell us about it. This will depend on which state or territory you're in.

If you're sure that the infringement doesn't carry that level of possible sentence, you don't need to declare it.

If you're unsure (and haven't told us about it before), it's better to declare it and make sure you provide us with the details.

You must tell us if:

- you're in Western Australia and have been convicted for unpaid parking fines
- you're in Queensland and pleaded guilty to an offence charge and the outcome was guilty without conviction, or
- you're in Tasmania and you've received a speeding or parking fine.
- Remember, giving us all the details of the change to your criminal history at the time you renew will help us speed up your renewal.

### **How do I answer the renewal question about 'exposure-prone procedures'?**

From 2021, when you renew your registration you'll be asked a question about whether you perform exposure-prone procedures (EPPs) and, if so, about complying with the Communicable Diseases Network Australia (CDNA) relevant [guidelines](#) (Australian national guidelines for the management of healthcare workers living with blood borne viruses and healthcare workers who perform exposure prone procedures at risk of exposure to blood borne viruses).

The renewal application form will include relevant definitions, information and links to resources to help you answer accurately.

More information, including guidance on which procedures are classified as EPPs, is available on the Australian Government Department of Health [website](#). The NMBA has also published the [Guidelines: Registered health practitioners and students in relation to blood-borne viruses](#).

### **What do you mean when you ask if 'my right to practise' has been removed? Do I have to declare a performance plan or termination?**

When you renew, you are asked to declare if your right to practise at a hospital or another facility at which health services are provided has been withdrawn or restricted because your conduct, professional performance or health poses a risk to public health or safety.

This question only applies to a small number of nurses and midwives, who are given 'rights' to work at hospitals or other facilities, such as private practice nurse practitioners or midwives who have admitting rights.

This question does not require you to declare if your employment has been terminated, suspended or you are being performance managed.

Only nurses and midwives in private practice whose right to practise has been withdrawn or restricted, based on their conduct, professional performance or health, need to declare this information.

### **For more information**

- [Registration standards](#)
- [Professional standards](#)
- Visit [www.nursingmidwiferyboard.gov.au](http://www.nursingmidwiferyboard.gov.au) under *Contact us* to lodge an online enquiry form
- For registration enquiries: 1300 419 495 (in Australia) +61 3 9285 3010 (overseas callers)

## Document history

**Approved by:** Nursing and Midwifery Board of Australia  
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**Policy history:** Is this a new policy? **N**  
Does this policy amend or update an existing policy? **Y**  
If so which version **v2.0**  
Does this policy replace another policy with a different title? **N**

Approval date	Version	Reason for change
March 2022	v2.1	Update to CPD requirements for 2022 renewal cycle
February 2020	v2.0	Inclusion of additional questions relating to CPD, PII, criminal history, exposure prone procedures and withdrawn right to practice New document template
December 2016	v1.1	Minor rewording – headings changed to Q&A format
March 2015	v1.0	n/a