



Application Guidance Notes

Recognition of International Qualifications

For professional qualifications awarded in **Clinical Measurement Physiology** from Higher Education Institutes (HEIs) outside of the state of Ireland.

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1. Guidance Notes – General

Who should complete this application form?

If you have obtained a qualification in Clinical Measurement Physiology from outside of the Republic of Ireland (ROI) and are interested in working in the Republic of Ireland you must first apply to the Irish Institute of Clinical Measurement Physiology for recognition of your professional qualification in Clinical Measurement Physiology. Please note, you must be eligible to practice in Clinical Measurement Physiology in the country where you obtained your qualification.

Alternative titles include:

- Cardiac Physiologist
- Gastrointestinal Physiologist
- Neurophysiologist
- Respiratory Physiologist
- Vascular Physiologist

Qualification recognition is the process whereby international professional qualifications are assessed to determine if they meet the threshold standards of proficiency required to practice the profession in Ireland.

General System for Recognition of Qualifications

The recognition process provides for an assessment, on a case-by-case basis, of the professional qualification in Clinical Measurement Physiology of an applicant against the requirements to practice in Clinical Measurement Physiology in the Republic of Ireland.

If the professional qualifications covered by the profession in the country of qualification and Ireland are not comparable, then the qualification cannot be recognised.

If the professional qualifications are comparable but deficits in the qualification against the standards of proficiency are identified, your subsequent post-qualification qualifications and professional work experience will be considered.

During the assessment process, the Institute will take into account several items which will be unique to each applicant i.e. the qualification they are seeking to have recognised, additional qualifications (if applicable), and any relevant post qualification professional experience. Applicants must be eligible to practice as a Clinical Measurement Physiologist in the country where their qualification is obtained.

Your professional qualification to include any additional relevant post qualifying education and work experience will be assessed against the threshold standards of proficiency required for practice of the profession in Ireland.

When the Institute assess an application they can decide one of the following:

1. They can recognise the qualification in which case a letter of recognition will be issued
2. They can refuse to recognise the qualification or
3. They can decide that there is a deficit in the professional qualification meeting the standards of proficiency for the profession. There may be a compensation measure.

It is important that you submit complete information in your application including any additional relevant qualifications and post-qualification work experience that you wish to be considered to provide the Institute with sufficient information to make its decision.

If the information submitted by the applicant is incomplete and does not provide enough clarity to facilitate the assessment process, the Institute will **be unable to process the application.**

Standards of Proficiency

Qualifications presented for recognition will be assessed against the standards of proficiency required for the practice of the Clinical Measurement Physiology in Ireland.

The standards of proficiency are the knowledge, skills, competencies and professional attributes that are required for the practice of the profession and must be met by all entrance to the profession.

They are the standards new graduates will meet who have graduated with an approved qualification in Ireland.

You will find the standards of proficiency for Clinical Measurement Physiology on <https://iicmp.ie>. It is important that you read and understand these standards as part of the recognition application process.

Your application for recognition will be assessed against these standards. You must demonstrate to the Institute that you meet the standards of proficiency required. You must provide evidence in your application of the relevant qualification(s), training and work experience you have gained in your profession to demonstrate you meet these minimum standards of proficiency.

Additional relevant qualifications and work experience may help to compensate for any deficits in your qualifications when compared to the standards of proficiency. For this reason you should provide sufficient relevant information.

Please note the Institute will not accept personal patient data as part of any application. If this data is sent it will be destroyed under dual control.

Steps To Completing the Recognition of International Qualification Process

1. **Read** these guidance notes;
2. **Complete** the application form electronically - Note: handwritten forms will not be accepted. The application form is completed by the applicant.
3. **Obtain** all the certified copies of documents outlined in the application form checklist;
4. **Print** the whole application form, sign all declarations and obtain the required certifications from your educational institute(s) and employers.
5. **Please note that Section 3 must be emailed to accreditation@iicmp.ie directly from your University.**
6. **Please note that section 6 must be emailed to accreditation@iicmp.ie directly from your employer.**
7. Review the checklist on the application form to ensure you have all required supporting documentation;
8. Pay the application fee via the IICMP website [International Qualifications](#)

Remember: **missing information will cause delays in processing your application.** Applicants should be aware that the qualifications recognition process can take some time.

We cannot guarantee the outcome of an application therefore applicants are strongly advised not to make travel or other arrangements (e.g. starting a job) which depend upon your qualification being recognised in Ireland.

Applicants who make travel, work or other arrangements before knowing the outcome of their application do so at their own risk.

Timelines

Within 2 days of receipt of your application:

The IICMP will issue an acknowledgement in writing to confirm that your application has been received.

Within 1 week:

IICMP will issue you with a notification in writing to confirm:

1. a) you application is complete or;
2. b) your application is missing documentation required for assessment

On receipt of any missing information, the IICMP will contact you within 1 week to advise you on the status.

File complete: When your application is considered complete you will receive a written notification from the IICMP.

Within 6 Weeks:

A decision letter will be issued by the Health Service Executive within 6-8 weeks of your application being **considered complete.**

You will be issued with notification in writing of a decision within 6 weeks of your application being considered complete. This decision will be one of the following;

- Recognition of the presented qualification(s);
- Refusal of recognition of qualification for the presented qualification (s);
- A deficit in the qualification meeting some of the essential criteria, there may be compensation.

Processing your application

Stage 1:

Within one week of receipt of your application the Institute will go through a process to check for missing information and documentation. The Institute will also carry out verification checks on the information you have provided. You will receive a notification from us within this month that your file is considered complete and ready for assessment or you will receive notification that your application is missing information. Missing information will cause delays in your application being processed.

Stage 2

When your application is considered complete it will move to the assessment stage. During this stage the assessment team will consider all the information that you have provided to assess your professional qualification for recognition.

The level and content of your qualification presented for recognition will be compared with the Irish standards of proficiency in Clinical Measurement Physiology to identify if any substantial differences (deficits) exist between your qualification and these standards. If deficits are identified the assessment team will look at any additional information you have provided in your application i.e. relevant additional training and / or relevant post qualifying work experience to see if these deficits can be addressed. It is very important that you provide sufficient information in your application.

On completion of stage two you will be issued with the outcome of your application by the Health Service Executive. Stage two and three of the process can take up to six weeks following submission of a complete application.

Stage 3:

It is possible that you may be asked for further information relating to your application. **If you do not respond within a three month period, the assessment team will assume that you do not wish to continue with the recognition of your qualification and your file will be closed.** You may reapply by submitting a new application at a later stage.

Submitting a complete application

You must fully complete all sections of the application form and submit all the necessary supporting documentation. **Incomplete applications will result in time delays in processing and your application may also be returned to you.**

It is in your best interest to provide detailed information regarding the qualification you wish to have recognised to include the level, duration, academic content and practice placement content for this qualification to assist the assessment team to determine if your qualification meets the standards of proficiency.

It is also in your best interest to include sufficient information about relevant post qualifying education and training / work experience as this information will be considered if deficits are identified in your professional qualification against the standards of proficiency. **Note: this should only be information that is related to the profession of Clinical Measurement Physiology.**

Please take the time to read the guidance notes and make sure that you understand what is being requested. Applications which do not provide sufficient evidence may result in processing delays, compensation measures being offered or a refusal.

Assessment will be based on the information provided by an applicant. The absence of necessary information required for assessment can cause delays in processing your application. Please see further information on timeframes and processing here. You will be asked to clarify any conflicting/unclear information.

Difficulty obtaining information on your qualification for recognition

If the educational institute which awarded your qualification no longer exists you should correspond with the University which has taken over the course, your national contact point (European Economic Area only), your country's Ministry for Education or the Professional Body / Competent Authority / Regulator for your profession to obtain the required information.

Agencies

Please note that we will only correspond with you, not with an agency. You must provide a home address in your application and not the address of an agency. If you give an agency address, we will return your application.

2. Guidance for completing the application Form Application form checklist

You must ensure you have ticked all relevant boxes before submitting your application form.

Please note some supporting documents must be certified by a solicitor / lawyer / notary public. A Solicitor / Lawyer / Notary Public must certify that the documents you submit are true copies of the originals.

Certified copy of proof of identity: You must provide a certified colour copy of the front page and the photo page of your passport.

Certified copy of your birth certificate: You must provide a legible, certified, photocopy of your birth certificate or adoption certificate.

Certified copy of evidence of change of name (if applicable): If you have legally changed your name, for example, following marriage, you must give us your previous name and a certified copy of the relevant document illustrating the change of name (such as a marriage certificate).

Certified by your college copy of certificate qualification (s) awarded: This is the certificate presented on the final award of your qualification. Please note we request that this document

be emailed DIRECTLY FROM THE UNIVERSITY to accreditation@iicmp.ie through an official email address.

Certified by your college copy of the Academic Record for qualification (s) awarded: This is a document provided to you from the educational institute where you obtained your qualification. This document must include the following:

- All course modules / units you studied during your training broken down by each year. Practice placement must also be listed on the Academic Record.
 - All marks / grades / credits you were awarded
 - Length of course of study
- Please note we request that this document be emailed to accreditation@iicmp.ie DIRECTLY FROM THE UNIVERSITY through an official email address.

Certified by your college a description of the course content – course syllabus/ Transcript / handbook: This is a document provided to you by your educational institute and will provide us with information to include the scope of your course and its theoretical and practical content and methods of assessment. You will use this document for referencing when you are completing Section 3 of the application form.

This document must show;

- All course modules / units studied in each year;
- Detailed descriptions of the subjects taken and course content in each year, the learning outcomes, modes of teaching and learning.
- All your supervised and assessed practice placements and any periods of block placements;
- Please note we request that this document be emailed to

accreditation@iicmp.ie DIRECTLY FROM THE UNIVERSITY

Note: a document that lists subjects / examinations and grades with no additional information will not provide enough information to assess your qualification and may result in delays.

Internship Certificate: Where available you must submit certified documentary evidence of Practice Placement.

Please note we request that this document be emailed to accreditation@iicmp.ie DIRECTLY FROM THE UNIVERSITY through an official email address.

Copy of research thesis: Please provide a PDF copy of the research thesis completed for each academic qualification presented for Recognition of Qualification

QQI or NAIRIC:

A **QQI** or **NARIC** certification must be included for **each** qualification you have completed.

You can identify the equivalent academic level(s) of your qualifications in Ireland with the help of **NARIC**. It maintains a database of almost 1,200 qualifications issued by institutions from over 140 countries around the world.

You simply search the database, find your qualification and see how it compares to Irish qualifications. For example, an Associate Degree awarded in Australia is equivalent to Level 6 Certification in Ireland.

NARIC will then issue a Comparability Statement which clearly places your qualification in the context of Ireland's education system. This way you can accurately communicate the significance of your accomplishments to potential employers, admissions officers, registrars and anyone else who needs help understanding your foreign qualifications in Ireland.

If you struggle to use the website, NARIC provides a guide to using the database in eight different languages, including Russian, Chinese, Arabic, Polish, French, Portuguese, Spanish and Irish.

If your qualification isn't listed, don't worry. NARIC can also provide [tailored advice](#) free of charge too. You just need to fill out a form with some details about your studies. Then, someone will get back to you. In most cases, they will be able to provide a Comparability Statement for your files.

Certified documentary evidence of eligibility to practice: You must submit certified documentary evidence from the competent authority / regulatory body in the country where you obtained your qualification stating that you are eligible to practice as a Clinical Measurement Physiologist in this country

You do not need to be registered with this competent authority or regulatory body for the purposes of your application for recognition of your qualification. You must only provide a certified document from them stating for example that your qualification entitles you to practice as a Clinical Measurement Physiologist in the country of qualification or that you would be eligible for registration based on the qualification you hold.

A competent authority is any regulatory or professional body empowered by the State to validate professional qualifications awarded in a country.

If no competent authority or regulator exists for your profession in the country where you obtained your qualification we will need a certified document from an authorised body stating this. This may be obtained from a national professional body or from your Ministry for Health.

Certified by your college copies of certificates / transcripts for other relevant qualifications: You must include certified copies of certificates / transcripts and sufficient detail on course content for any additional post qualifying education and training that you wish to support your application. This is education and training completed **after** you have been awarded the qualification for which you are initially seeking recognition.

Please note we request that these documents be emailed DIRECTLY FROM THE UNIVERSITY to accreditation@iicmp.ie through an official email address.

Evidence of Erasmus (if applicable): You must supply certified copies of the following documentary evidence which was used to support the Erasmus Agreement:

ERASMUS+ Application form, Erasmus Learning Agreement, Erasmus Confirmation of Attendance (certificate of Arrival), Official Transcript of Records from the HOST University and Erasmus Participants Survey.

Confirmation by the educational institute: You must obtain confirmation for Section 3 of the application form from the educational institute(s) where you completed the qualification for which you are seeking recognition. An official contact from the educational institute is required to stamp and sign the details you have included on every page throughout section 3 - your course details, placement details and research project if relevant. **Please note we request that section 3 is emailed to accreditation@iicmp.ie DIRECTLY FROM THE UNIVERSITY through an official email address.**

Confirmation by employers: You must obtain confirmation of employment details included in Section 6 of the application form from your employers. **This should be emailed to accreditation@iicmp.ie directly from the employer's official email address.**

Declarations: You must complete, sign and date the declaration to confirm that the details you have provided in your application are true and accurate.

Consent to background checks: You are required to complete the consent to background check section of the application form so that the Institute can verify all information provided by you.

Certified copies: A Solicitor / Lawyer / Notary Public must certify that the documents you submit are true copies of the originals. This means that you will have to show the original documents to the solicitor.

Certified translation of all documents into English: You must submit certified copies of all documents in English. If the documents are in other languages, you must submit certified copies of an English language translation which has been issued and officially stamped by an official translator. You must include the name and address of the translator so that we can verify the translation. (Contact your Embassy or Consulate for names for official translators).

Original documents: Please do not send original documents – only certified copies will be accepted. The Institute will not be held liable for loss or damage to original documents.

Payment of the application fee: The application for recognition of qualification application fee is payable via the IICMP website. Please see link [International Qualifications](#)

Recognition of International Qualification Application Form

Please indicate on the form the discipline in which you wish to apply for recognition of Qualification

Section 1a - Personal details

Previous name(s): If you have legally changed your name, for example, following marriage, you must give us your previous name and a certified copy of the relevant document to show you have changed your name (such as a marriage certificate).

Birth certificate or adoption certificate: You must provide a legible, certified, photocopy of your birth certificate or adoption certificate. If you do not have a birth or adoption certificate, we may accept other appropriate evidence but you will need to discuss this with us.

Passport: You must provide a certified copy of the front page (in colour) and the photo page of your passport.

Home address: We need your main home address so that we can write to you. Please note that we will only correspond with you, not with an agency. If you give an agency address, we will return your application.

Phone number: By providing your phone number you agree that we can contact you by telephone.

Email address: By providing your email address, you agree that we can contact you by email.

Personal email address: We strongly recommend you provide a personal email address. We may send courtesy emails from time to time in addition to formal letters.

Section 1b: Authorisation Details

Provide the full name, address, telephone number and email address for those who certified your application and supporting documentation. **Those who have certified your application and supporting documents must provide a confirmation email to accreditation@iicmp.ie to confirm that they have personally viewed your application/documents and have certified them.**

Section 2: Proof of Eligibility to Practice as a Clinical Measurement Physiologist in Country of Qualification

You must submit certified documentary evidence from the competent authority / regulatory body in the country where you obtained your qualification stating that you are eligible to practice as a Clinical Measurement Physiologist in this country.

Please complete the table in full providing all the required information.

The competent authority/regulatory body must provide a written statement to accreditation@iicmp.ie confirming that your qualification permits you to work as a Clinical Measurement Physiologist in the country in which your qualification was obtained.

Section 3: Qualification for Recognition

You must provide certificates, transcripts and course syllabus / handbook for the qualification which gives you eligibility to practice in the country where it has been awarded.

If a combination of qualifications gives you eligibility to practice you must provide certificates, transcripts and course syllabus / handbook for each.

Please note we request that the listed documents be emailed to accreditation@iicmp.ie DIRECTLY FROM THE UNIVERSITY.

Please note each page of section 3 is required to be stamped by the educational provider and emailed directly to accreditation@iicmp.ie by the education provider.

Qualification details – Undergraduate

You are required to fill out the details for your undergraduate qualification if this is the qualification that gives you eligibility to practice, or if it is the combination of this and another qualification. It is important for assessors to see the details also for the qualification which has led to another qualification e.g. an undergraduate program which has led to a Masters.

Erasmus Details: If any part of your program was completed as an Erasmus please complete the table in full and provide the following certified supporting documents: ERASMUS+ Application form, Erasmus Learning Agreement, Erasmus Confirmation of Attendance (certificate of Arrival), Official Transcript of Records from the HOST University and Erasmus Participants Survey.

Course details: As specified above. It is important to provide all the details requested regarding the qualification you are presenting for recognition as this information will be used to assess your qualification against the standards of proficiency.

You will be required to complete the table to include details of the course year, description of subjects studied and course content, examination methods and assessment methods. You must include a syllabus page or section reference. You will need to expand the table.

Please note a detailed description of the subjects studied is required.

Practice placements: You are required to provide details on each of the individual practice placements that you have completed as part of the qualification you are seeking recognition for. Please insert a new table into the application form for each block of practice / clinical placement completed.

You must copy and insert a new table for each continuous block of placement. Please note that placement information needs to be included for each continuous block of placement within a year of study even if these placements take place for example at the same location. If a placement is broken up i.e. by lectures or holidays etc. a new table must be added for the next continuous block. This should be done in chronological order and may result in your inserting several tables according to your profession. Please number each table.

Several continuous blocks of placement in e.g. which have been broken up during one year of study should NOT be documented as one placement.

Please note that if placement information does not provide the information required for assessment, this can result in applications being delayed due to information being requested at a later stage.

It is important to provide all the information requested and to provide sufficient details for your main duties, knowledge and skills in your own words as this information will be used to assess your qualification against the standards of proficiency. We will not accept a job description.

Note on supervisors: Please note that a supervisor will be a suitably qualified senior person in Clinical Measurement Physiology and may have an alternative title to supervisor e.g. placement tutor, Senior Physiologist, Head of Department, Chief Physiologist. Please include their title.

Confirmation from your educational institution: Section 2 must be signed and stamped on every page by an official contact at the educational institution where the qualification for which you are seeking recognition is awarded. This is to verify the course of study, the practice curriculum and any research project. Please note we request that the listed documents be emailed to accreditation@iicmp.ie DIRECTLY FROM THE UNIVERSITY.

Qualification details – Postgraduate: You are required to fill out the details for your postgraduate qualification if this is the qualification which gives you eligibility to practice, or if it is the combination of this and another qualification.

Please note we request that the listed documents be emailed to accreditation@iicmp.ie DIRECTLY FROM THE UNIVERSITY.

Section 4: Competency in Clinical Test Areas

Complete the table for the discipline in which you are applying for Recognition of Qualification.

Academic Knowledge: Include a detailed account of the physics and instrumentation, anatomy and physiology, clinical theory that was covered during your academic program which developed your academic knowledge in each competency area listed. You will be required to include the page number on the application form and on the course content documents where learning was demonstrated.

Practice Placement: Include a detailed account of the practical skills which were learned for each clinical competency in a healthcare setting. You will be required to include the page number on the application form and on the course content documents where learning was demonstrated.

Section 5 Additional Post Qualifying Education and training

You must include certified copies of certificates / transcripts and sufficient detail on course content for any additional post qualifying education and training that you wish to support your application. This is education and training completed after you have been awarded the qualification in Clinical Measurement Physiology for which you are seeking recognition. Please note additional post qualifying education and training does not substitute for a primary qualification in Clinical Measurement Physiology.

The information that you provide will be taken into consideration by the Institute in the event of deficits being identified between your qualification for recognition and the minimum standards of proficiency required for an Irish graduate. Examples are:

- A postgraduate course which you obtained after your qualification for recognition that enhance your Clinical Measurement Physiology skills and knowledge.
- Please note we request that the listed documents be emailed to accreditation@iicmp.ie DIRECTLY FROM THE UNIVERSITY.

Section 6: Relevant post qualifying Employment in Your Clinical Measurement Physiology Profession

If you have experience in addition to your training and qualifications, please enter details of your relevant post qualifying work experience in reverse order, with your most recent position first. You will be required to copy the table in this section of the application form and number the tables you insert into section 6 of the application form and order them in chronological (reverse) order.

The information you provide in this section of the application form will be taken into consideration by the Institute in the event of deficits being identified between your qualification (s) and the minimum standards of proficiency required for an Irish graduate.

You should provide sufficient detailed information to illustrate that you meet the standards of proficiency for your profession and to support your application.

You should only provide details of employment relevant to your profession. This employment must be after your professional qualification.

No post qualifying work experience: If you have no post qualifying work experience please state not applicable.

Confirmation of employment by your employer(s): Confirmation of employment is required from an employer. This should be your current or if is not possible to obtain your current employment please include certification by the most recent substantial employment.

This should be emailed to accreditation@iicmp.ie directly from the employer's official email address.

The Institute may seek further verification of employment from your employer(s) if additional post qualifying work experience is being considered to address any potential deficits.

Section 7- Declaration

Please complete, sign and date the declaration to confirm that the details you have provided in your application are true and accurate.

Section 8- Consent to background checks

You are required to complete the consent to background check section of the application form so that the Institute can verify the information you have provided.

Section 9– payment of application Fees

Please pay your application fee online at: [International Qualifications](#)

A receipt will be emailed to you.

Please retain your receipt and make sure you include a copy with your application form.

Section 10: Sending us your application form and supporting documents

- You must complete this application electronically. Save a version to your PC;
Handwritten forms will not be accepted.
- **Obtain all certified documents; refer to checklist**
- **After completing electronically, print your application form and send the relevant pages to your educational institution for certification.**
- **Obtain certification for the work experience you included from your previous employers. This should be emailed to accreditation@iicmp.ie directly from the employer's official email address.**
- **Print and sign the declarations**

Email completed documentation in PDF format to accreditation@iicmp.ie Via Zip files only.

Label the files as follows:

1 – Firstname surname application

2- Firstname surname supportingdocs