IRISH SOCIETY OF CHARTERED PHYSIOTHERAPISTS

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APPLICATION FORM MANUAL

for

RECOGNITION of PHYSIOTHERAPY QUALIFICATIONS

acquired outside the REPUBLIC OF IRELAND

To be used in conjunction with the Qualification Recognition Application Form and FAQ Booklet

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1. QUALIFICATION RECOGNITION PROCESS

The Irish Society of Chartered Physiotherapists (ISCP) is the designated authority acting with the approval of the Minister for Health for the recognition of physiotherapy qualifications in the Republic of Ireland (S.I. 139/2008).

An applicant is required to have his/her physiotherapy qualifications recognised by the ISCP before employment as a physiotherapist in the Irish Public Health Service.

In order to have your qualifications recognised, you will need to submit a completed application form, all the required documentation and an application fee to the ISCP.

The ISCP office will assist with queries with regard to completion of the application form etc; however, the onus is on you, the applicant, to obtain all the correct information and documentation. Please read each section of the application instructions. Assessment is made on the information supplied. Therefore, it is important that you give as much detail as possible on your education, training and postgraduate work experience and ongoing training.

The assessment process cannot commence until the completed application and all the necessary information has been received. Please be aware that if any of the documents on the application form checklist are missing, you will receive a letter from the ISCP within a month of receipt of application, indicating what documents are required by you to submit. If the required documents are not received within six months then the ISCP will label your application as inactive. You will then have to submit a new application form, if you wish to apply for eligibility for membership to the ISCP.

Do not submit individual documents separate from your application form.

Please Note:

-Enquiries about the progress of your application should be kept to a minimum.

-Please keep a copy of your Qualification Recognition Application Form as the ISCP retains your form for record purposes.

2. ASSESSING YOUR APPLICATION

- Upon receipt of your application an administrator will process it to ensure that it is complete.

- Faxed or e-mailed applications are not accepted

- The applicant should ensure that all information entered on the form is true, accurate and precise.

- **Completed applications:**
  The application is entered on the International Qualifications Working Group (IQWG) database. You will receive a letter within one month notifying you that the administrator has checked your documents and will be processing your application through to the next phase. Please do not contact us before this time.

- **Incomplete or illegible applications:**
  The ISCP will send you a letter within one month of receipt of application, indicating the documentation that you are required to submit. If you do not submit these documents within six months, then the ISCP will label your file as inactive. You will then have to submit a new application form, if you wish to apply for eligibility for membership to the ISCP.

- Once your application form is completed it will be sent to the International Qualifications Working Group (IQWG) for recognition assessment.

- Each application is individually assessed.

- The International Qualifications Working Group sits every 6-8 weeks. Please note that the dates of the meetings can change.

- An administrator will write to you once the committee's decision has been returned.

- Lengthy periods without communication from the ISCP office means either that:
  a) enquiries are being made about your application
  or
  b) an assessment is taking place.

- We will correspond via letter at all stages of your application.

3. GUIDELINES ON COMPLETING YOUR APPLICATION

The Qualification Recognition Application Form is divided into sections:

- Section 1, 3 & 4 - to be completed by the applicant.
- Section 2 - to be completed by the educational institute
- Section 5 - to be completed by two referees.
- When completing the form please use BLOCK CAPITALS and use black ink throughout.
- The name you use on the application form is important. When you make enquiries regarding the progress of your application, you must use exactly the same spelling as on the application form.
- You must put your FIRST NAME and SURNAME on ALL pages of the application form. Please write your address and any contact details clearly.
- If you have changed your name, you must send a certified copy of your marriage certificate (Please see 'Certified Copy' – Page 9).
- All applicants must ensure that the application form is completed IN FULL.
- Your application will be delayed if there are any incomplete sections. The ISCP will forward a letter within one month indicating the further information that is required of the applicant.
- All pages and documentation supporting your application must be A4 size only.

SECTION 1 – PERSONAL DETAILS

- Educational award is whether the course is a degree, diploma or certificate course
- Title of award is the full title of the course e.g. B. Sc. in Physiotherapy
- Please inform the ISCP if you have completed a Masters/Ph. D. Please note that you must submit a certified copy of a transcript.
- Please inform the ISCP if you have completed a degree before entering a physiotherapy programme, regardless of whether this is physiotherapy related. The applicant is required to submit a certified copy of certificate of qualification and a certified copy of the course transcript.

SECTION 2 – UNDERGRADUATE PHYSIOTHERAPY EDUCATION

- The physiotherapy programme director or dean must complete the Academic Institution Course Form.
- Detach Section 2 (pages 2 – 13), including the academic institution information page, and forward it to the relevant person at your academic institution.
- Each page must be signed, dated and stamped by the course director or dean. Unsigned or unstamped pages will be returned to you and will delay your application.
- If Section 2 is completed in a language other than English, you are required to provide the original completed Section 2 and also an English translation. The English translation must follow the format of Section 2. If not, your application will be returned to you.
- All English translations must be from a certified translator. (Please see 'Translations' – p.9)
- Each page of Section 2, relating to your undergraduate training must include a comprehensive list of all conditions treated and physiotherapy treatment techniques, concepts and modalities utilised.
- If you need more space to provide information, the onus is on the applicant to photocopy additional relevant pages. These pages, again, must have the applicants name and the signature, date and stamp of the programme director or dean.
- The Committee will not accept codes or generic terms such as 'appropriate techniques'. If this occurs, a letter will be forwarded to you, within one month of receipt of application requesting this further information.
- If your academic institution does not hold records for clinical placements, the applicant may complete this form. However, this form must then be submitted to your academic institution so that the director or dean will sign, date and stamp each page, thereby validating your information.
- Section 2E: Clinical Internship Form is not always applicable. If this section does not apply to you, please print your name in the space provided and state *'Not Applicable'* on the relevant pages.

- 'Supervised Clinical Hours' must be an accurate reflection of the time spent in the clinical setting under supervision.
- Please ensure that there is no overlap of clinical hours.

SECTION 3 – POST-QUALIFYING CLINICAL EXPERIENCE

- Please complete this section including your current employment experience. The applicant must photocopy additional copies of this page, if required.
- Please describe your clinical experience to date, starting with the most recent, in chronological order.
- There must be NO gaps in your employment.
- Please include, in this section, if you have been employed outside of the physiotherapy profession, have had a period of time traveling or a period of further study, career break or have been unemployed at any stage.
- The 'field of activity' is the area of physiotherapy practise in which clinical experience was gained e.g. musculoskeletal, child health, neurology etc. Please expand if appropriate.
- If you have left any blanks on this page then a letter will be posted to you within one month of receipt of application requesting this information.
- New graduates can disregard this section of the application form if they submit their application within 3 months of completing their course. However, they must print their name in the space provided and state *'Not Applicable'* on the page. If an application is submitted after the 3 months please inform the Committee what you have been doing from the time of graduation to date.
- This information is invaluable in the event that there is a difference in your qualifications, which requires a compensatory measure. Therefore, please give as much information as possible.

SECTION 4 – CONTINUING PROFESSIONAL DEVELOPMENT

- The applicant must provide a certified copy of all awards or certificates earned from attending a) Validated Advanced Professional Education and b) Short Courses.
- If the applicant has completed a Masters/Ph.D. or any other post-graduate award issued by a university {b) Post-Grad Education}, then the applicant must submit a certified copy of their award and a certified copy of a transcript.
- This information is invaluable in the event that there is a difference in your qualifications, which requires a compensatory measure. Consideration will not be given to this information if the necessary documentation is not submitted.

SECTION 5 – CLINICAL REFERENCE

- Applicants are expected to organise completion of two clinical references.
- Your references must be physiotherapists: - one of which must be your current or most recent physiotherapy manager.
- The second reference must be a physiotherapist who has supervised you in practise.
- References need to be completed, signed, dated and stamped by the referee.
- If your referee does not have a stamp, a current business card or letterhead would suffice.
- References must be returned to the applicant in a sealed envelope with the referee's signature over the seal.
- References must be written in English or translated by a certified translator in the same format as original.
- If you have volunteered in the public sector, even if this was not as a physiotherapist, please ask that your manager/ supervisor complete this section.
- If you are a recent graduate and/or have not yet been employed as a physiotherapist **then you do not need to submit a reference**. However, you must print your name on the space provided and state *'Not Applicable'* on the page.
- If you have only had one physiotherapy post since qualifying then you must submit a reference from your physiotherapy manager AND from a physiotherapist who has supervised you in practise.

- All references must be dated within three months of arrival at the ISCP office.
- If you are currently employed in the public sector but not as a physiotherapist please ask your manager/ supervisor to supply a reference for you. This does not have to be filled in to section 5 of the application form but must be on headed paper.

DECLARATION STATEMENT

- The declaration statement is included to prove that no legal action or other action has been taken against you in relation to your career as a physiotherapist.
- A privacy waiver is included to inform you of the ISCP's obligation to share information with other authorities/professional bodies in line with EU Directives (2005/36/EC). By signing the declaration statement, you are giving your consent to the disclosure/exchange of information on sanctions and disciplinary procedures with regard to the right to practise.
- The ISCP complies with Data Protection legislation and has measures to ensure that your information is held securely.
- Candidates should have sufficient knowledge of language and vernacular (English and/or Irish) to practise as a chartered physiotherapist in the Republic of Ireland.
- This document must be signed by you, the applicant, not counter-signed.

PAYMENT DETAILS

Payment can be made by

- Euro Bank draft made payable to the 'ISCP'
- Cheque drawn from an Irish Bank made payable to the 'ISCP'
- Laser Card – please provide card number and expiry date
- Credit Card – Visa and Master Card are acceptable

(Cash is NOT accepted)

Your application will not be processed until the application fee is paid.

NB: From the 1st August 2009 all credit card payments will incur a charge of 2.5% per transaction. Please note there is no extra charge for laser card transactions.

4. DOCUMENTATION REQUIRED

The following documents need to be submitted prior to your qualification being assessed. Please refer to the relevant pages of this manual for further information.

- Application Form completed in full (Refer to pages 4 - 8)
- Section 2 Undergraduate Physiotherapy Education (Refer to page 5)
- Two (2) Clinical References (Refer to pages 7)
- Certified Copy of: -
    - Physiotherapy Qualification (Refer to page 10)
    - Course Transcript (Refer to page 11)
    - Professional Recognition of your Physiotherapy Qualification (Refer to page 11)
    - Current Registration Card/Certificate (Refer to page 11)
    - Marriage Certificate
      - If you have changed your name
    - Passport (Refer to page 13)
- Signed Declaration Statement (Refer to page 8)

All reference letters, certificates of professional status (letters of good standing) and letters of eligibility must be dated within three months of the time of arrival at the ISCP.
All must be returned to the applicant in a sealed envelope with either a stamp from the professional organisation or the referee's signature over the seal.

The ISCP may request further verification of relevant documents evidencing the applicant's education and training

It is advised that you use the checklist on the last page of the application form when completing your application in order to ensure that you have not forgotten to submit any documentation. Incomplete applications will be returned and a processing fee will be withheld. You will be required to submit a full new application fee with your completed application.

CERTIFIED COPIES

- Certified copies are photocopies of the original that have certified/notarised as true copies of the original by one of the following: lawyer, solicitor, notary public, justice of the peace or member of the police force only.

- College authorities, hospitals or General Practitioners are not acceptable notaries.
- The ISCP recommends that you forward certified copies of documents – NOT originals.
- The ISCP reserves the right to review original documentation.

TRANSLATIONS

- All forms and letters pertaining to you application must be completed in English or submitted in their original language and accompanied with a certified English translation.
- Translations **must** be word-for-word translations and in the same format as the original document.
- Altered formats will not be accepted.
- We recommend that you approach your local consulate for advice on finding an Official certified translator.

PHYSIOTHERAPY QUALIFICATION

The ISCP recommends that you send a certified copy of your original certificate of qualification. The ISCP does not accept any responsibility for loss of any original documents sent to this office.

If you are a recent graduate and have not yet been issued with a certificate of qualification e.g. degree, certificate etc., you may provide a letter from your educational institution confirming that you have passed your test.

You are required to send a certified copy of your qualification as soon as it has been issued. Please note that the letter from your college is being provided in lieu of a certificate of qualification. Therefore, the ISCP will not accept a transcript as evidence of certificate of qualification.

MASTERS/PHD. – If you have completed any other formal post-graduate qualification e.g. Masters/PhD., please include a certified copy of your qualification certificate, a certified copy of the course transcript and if relevant, Section 2 D (Please See – Section 2)

ACCELERATED/GRADUATE ENTRY PROGRAMME – please provide evidence of any pre-requisite qualifications earned prior to commencing your physiotherapy training,

regardless of whether it was physiotherapy related, i.e. a certified copy of certificate of qualification and a certified copy of course transcript.

TRANSCRIPT

- This document is issued to you from your educational institution. Please forward a certified copy.
- Transcripts are often referred to as 'Statement of Academic Record'
- If you did not automatically receive a transcript when you graduated, you must contact your educational institution to obtain a copy.

PROFESSIONAL RECOGNITION IN COUNTRY OF EDUCATION

The applicant must provide evidence of recognition of your physiotherapy qualifications in the country in which the qualifications where obtained. The ISCP wishes to know if the applicant has the right to practise physiotherapy in the country of physiotherapy education.
There are two types of organisation that can provide this evidence:

- Registration Authority
- Professional Body/Competent Authority

REGISTRATION AUTHORITY

If membership to a Registration Authority is compulsory to practise in the country of your physiotherapy education, then you must submit one of the following: -

Current certified copy of -

- Membership Card/Certificate
  AND
- Certificate of Professional Status
  - Also known as, Letter of Good Standing
  - This office must be in receipt of the certificate within three months of it being issued.

  OR

- If you are a recent graduate and have not yet joined, you may submit a letter of eligibility for membership.
  - This office must be in receipt of the certificate within three months of it being issued.

PROFESSIONAL BODY/COMPETENT AUTHORITY

If it is not compulsory to register as a physiotherapist to practise, then you must submit one of the following from the professional body/competent authority in the country of your physiotherapy education: -

If you are a current member of your professional body: -

Current certified copy of -

- Membership Card/Certificate
  AND
- Certificate of Professional Status
  - Also known as, Letter of Good Standing
  - This office must be in receipt of the certificate within three months of it being issued.

OR

If you are not a current member of your professional body: -

If you are a new graduate and have not yet joined your professional body: -

Current certified copy of -

- Letter of Eligibility to Practise
  - This office must be in receipt of the certificate within three months of it being issued.

Registration Authorities:

Details of EU members can be found at the following website:
http://ec.europa.eu/internal_market/qualifications/regprof/index.cfm

Professional Bodies and Competent Authorities:
http://www.healthregulation.org
Or
http://www.wcpt.org

LIFE MEMBERSHIP

If the registration authority or professional body/competent authority offers life membership, the applicant **must** obtain a current certificate of professional status/letter of good standing. This office must be in receipt of the certificate within three months of it being issued.

CERTIFICATE OF PROFESSIONAL STATUS

If you are required to submit a certificate of professional status, it needs to be completed, signed and dated by the registration authority or professional body/competent authority.
The certificate of professional status must then be placed in an envelope, sealed and signed across the seal by the registration authority or professional body/competent authority.
This envelope is then submitted by you, the applicant, with your application form and other required documents.

PASSPORT

- Please submit a certified copy of your passport.
- This page must show your photograph **and** clearly show the expiry date.
- We do not require copies of each page of your passport.

5. ADDITIONAL INFORMATION

- All applicants should apply for recognition of their qualifications well in advance of the date on which they wish to commence working in Ireland.
- **A minimum of 8 – 16 weeks is advised.**
- The IQWG strongly advises that you apply for qualification recognition while you are still resident in your home country and before you arrive in Ireland.

LANGUAGE & COMMUNICATION

- Ability to communicate effectively in English is critical to working effectively in Ireland.
- The ISCP advises all applicants to have a high standard of written and spoken English at least equivalent to International English Language Testing (IELTS) 7.0 with no element below 6.5 OR TOEFL (paper test) 600/TOEFL (electronic) 250.
- This is a recommendation for employment **not** a requirement of the qualification recognition process. Employment is determined solely at the discretion of the employers. The ISCP has no influence on the decision of employers.

6. EVALUATION OF THE APPLICANT

When all necessary documentation has been received by the ISCP and if the application is considered eligible, it will then be assessed by the ISCP.

In order to determine the adequacy of the qualification, it is compared individually to the content and duration of both the academic and clinical practise aspect of Irish physiotherapy programmes. Significant post-qualification experience and further education may make up for shortfalls in training.

The ISCP will make their decision based on all the information that you have provided. Therefore, please provide as much relevant information as possible.

7. DECISIONS REACHED

- After consideration of your application, the ISCP will make a decision and recommend one of the following four possible outcomes:
  - Eligibility for membership Accepted
  - Eligibility for membership refused
  - Compensation Mechanism Required - Period of Adaptation
- Aptitude Test
  - Further Information Required

8. APPEALS PROCESS

- You may appeal the decision made by the ISCP to the Appeals Committee.
- Notice of your intent to appeal must be submitted within 30 Working days of the date of your decision letter and an Appeal Fee of €100.
- Full details on how to appeal are available on the ISCP website at www.iscp.ie

9. ELIGIBLE APPLICATIONS

- Once your qualifications have been recognised, you are now eligible to become a member of the Irish Society of Chartered Physiotherapists. Once you have paid as a full practising member of the ISCP, you may practise under the title of 'Chartered Physiotherapist', use the suffix MISCP, and avail of our professional indemnity insurance through our insurance brokers.
- You may apply to become a full practising member of the Society or, if you are unemployed or not yet living in the country, you may join as a non-practising/overseas member at a reduced cost.
- The ISCP will send you a letter stating that you have been deemed eligible to becoming a member of the Society. You will receive information on how to become a member.
- New members will receive an information pack containing a Professional Development Portfolio (PDP) to record your Continuous Professional Development (CPD), a mandatory requirement to maintain membership with the Society, information about the Society and what it offers to members including membership access to our website, a certificate of membership (available to full practising members only), a membership card & badge and a letter welcoming to you to the Society.
- Your membership number should be quoted as a reference on any correspondence.

10. MEMBERSHIP RENEWAL

- The Society's membership year runs from July 1st until June 30th.
- Membership renewal is on an annual basis. Notice of renewal is sent to all members in early May/June and is also available on our website: www.iscp.ie
- It is each member's responsibility to ensure payment is made before July 1s

11. CONTACT DETAILS

If you have any urgent queries regarding your application, please contact:

- IQWG Administrator
  - Tel. No.: 00-353-1-402-2353 or 00-353-1-402-2148
  - E-Mail: info@iscp.ie

Please type 'IQWG' in the subject line for all correspondence.

Disclaimer:
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