



CAYMAN ISLANDS NURSING AND MIDWIFERY COUNCIL

General Information and Guidelines for Registration Health Practice Act and Regulations (2021 Revision)

REQUIREMENTS FOR REGISTRATION

1. Application form - HPA Form A

☐ A fully completed application form.

- All accompanying documents are required in ENGLISH. Translated versions must be certified.
- Incomplete applications are not accepted.

2. Register information form – HPA Form D

- Must be fully completed
- ALL documents are required in ENGLISH. Translated versions must be certified.

3. Current active Registration/Licence/Practicing Certificate Principal List a

☐ Original or Certified copy of current licence.

NB Applicants must be registered or eligible for full registration in Australia, Canada, Jamaica, New Zealand, South Africa, United Kingdom, or the United States of America or have met the Caribbean Regional Registration (RENr) requirements.

Institutional List

☐ Original or Certified copy of current licence.

NB Applicants must be registered or eligible for full registration in a jurisdiction approved for Institutional Registration by Cabinet

4. Certificates/Diplomas

- Original or certified copies of certificates/diplomas.

5. Letter of Intent

- A cover letter stating the reason(s) for applying for registration.

6. Letter of Affiliation

- Non-Caymanian applicants must provide a letter from the registered health care facility with whom they will be affiliated.
- Copy of the Registered Health Care Facility Certificate.

7. Original Letter of Good Standing (LOGS)

- Applicants must request an original LOGS from their current registering Nursing Board or Council which must be sent **directly** to the Registrar of the Health Practice Councils.
- The original LOGS can be sent to the Registrar by electronic mail or post.
- LOGS that are sent by post must be in an official sealed envelope.
- The LOGS should include license status, reference to professional conduct, disciplinary action, suspensions, revocation of licensure, etc.
- The LOGS must be dated no earlier than three (3) months before the date of application.

- Applicants must contact the office of the Registrar to confirm receipt of the LOGS prior to submitting an application for registration.

8. Two Professional Reference Forms completed by Professional Referees

- Forms completed by a colleague (of equal or higher position) preferably a supervisor within the same profession.
- Each form must be:
 - dated no earlier than six months prior to application for registration; ◦ accompanied by a business card, facility or official identification and contact information;
 - include the title and/or qualification of the referee (author); ◦ indicate the relationship of referee (author) to applicant; ◦ indicate the length of time the referee (author) has known applicant; ◦ state the quality and proficiency of applicant's skills; and ◦ have an original signature.

9. One Character Reference Form completed by a Character Referee

- Dated no earlier than six months prior to application
- The form may be completed by a person:
 - unrelated to the applicant by birth or marriage
 - of good standing in the community such as an attorney-at-law, notary public, justice of the peace, minister of religion, doctor or policeman who has known the applicant for at least four years
- A Notary Public who certifies any document for the applicant is **NOT** acceptable as a referee.
- A prospective employer is **NOT** acceptable as a referee.

10. Police (Clearance) Certificate

- Dated no earlier than six months prior to application.
- Issued for a period of six (6) consecutive months prior to the date of application.
- Issued from the jurisdiction in which the applicant lives and/or works.
- Certified copy of the Police Certificate will be accepted by mail, however the original Police Certificate may be presented to the HPC office with the other required documents.

11. Medical Report Form

- The medical report must be dated no earlier than six months prior to application.
- The medical practitioner must **NOT** be related to the applicant by birth, marriage or work affiliation
- The medical practitioner must have known the applicant for a period of at least two years or use records containing at least 2 years of information

12. Photograph

- One (1) full-face colour passport-size photo taken no earlier than six months prior to application.
- The photograph should be dated and stamped by the photo studio on the back.
- The photograph must be affixed to the application form by a paperclip or staple.

13. Photo page of Passport or CI Driver's Licence

- A colour copy of the photo page of the applicant's passport or a copy of Cayman Islands driver's licence
- The passport page and personal information may be presented in person to the Health Practice Commission, together with the original for verification; **or** a notarized copy if the application is mailed

14. All completed applications, complaints and queries are to be submitted 5 business days prior to NMC meeting date and shall be placed on the Agenda in the order they are received in.

15. Malpractice Insurance

The Licence to Practise (Form CA) shall only be dispensed once proof of malpractice insurance is provided and accepted by the Registrar. A copy of the malpractice insurance certificate with the practitioner's name and coverage in the Cayman Islands must be provided.

16. The Health Practice Commission has an administrative policy, which allows for ten (10) business days after the meeting date in which to communicate all meeting deliberations.

17. Such other documents and information as the Council, Chairman/Deputy Chairman and/or Registrar considers necessary in determining the application.

18. Application Fee - CI \$500.00

- The application fee is **non-refundable**.
- Cheque should be made payable to the **Cayman Islands Government**.
- Overseas personal cheques and credit cards are not accepted.

19. Registration Fee

- The registration fee must be paid at the time that the application is submitted.
- The registration fee is **non-refundable** after registration has been approved by the Nursing and Midwifery Council
- The application and registration fees may be included in one cheque made payable to the Cayman Islands Government
- The registration fee will not be refunded if additional documents requested by the Council are not submitted within three (3) months of the request.

Fee Schedule		
List	Period of Registration	Licensure Fees
Application Fee - All applicants except nursing students	Initial Registration	CI\$500.00 – One time, non-refundable fee
Principal	Practising license	CI\$1,000.00 every two years At initial registration, the fees shall be proportioned to the number of unexpired months in the relevant period based on the applicant's birth date, part of a month being calculated as one month.
Provisional – (Non-Caymanians)	Practising license	CI\$1,000.00 every two years
Provisional – (Caymanian, permanent resident and spouse of Caymanians)	Practising license	No fee

Institutional	2 years	CI\$1,200.00 every two years
Expedited Fees		Emergency – \$ 1000.00 Urgent – \$800.00 Express – \$650.00
Late Fee		Principal list (renewal applications not submitted at least 28 days prior to expiry of practising license) – \$100.00 Institutional & Provisional list (renewal applications not submitted at least 60 days prior to expiry of practising license) – \$100.00

Professions registered under Schedule 5 Section 21 (1) of the Health Practice Act (2021 Revision)

- Registered General Nurse - RGN
- Advanced Practice Nurse – APN
- Registered Nursing Assistant – RNA
- Registered Midwife – RM
- Registered Nurse – RN
- Public Health Nurse – PHN
- Student Nurse – StdN

Privacy Statement

The Cayman Islands Nursing and Midwifery Council is the regulatory body for nursing and midwifery in the Cayman Islands and operates under the Department of Health Regulatory Services. We are required by law to keep a register of qualified nursing and midwifery professionals who are licenced to practice. We handle and process personal data of individuals in order to facilitate applications for registration and renewal of practicing licences to fulfil legal statutory obligations required by law. The information provided by applicants informs the decision making of the Council, enabling admission to maintenance of accurate professional registers. All information provided is kept confidential and is only shared if the nurse or midwife gives written permission to do so, except in the case of a criminal investigation. We may also process personal data in order to comply with audit requirements and other legal obligations; to obtain legal advice; to establish, exercise or defend legal rights; and to produce statistics or reports that do not identify any individual.