Clár Oiliúna Náisiúnta na hÉireann d'Altraí Déidliachta

National Dental Nurse Training Programme Of Ireland

Cork University Dental School & Hospital and Dublin Dental University Hospital

Application Process for 2021/22

CLOSING DATE

The closing date for receipt of completed online applications and supporting documentation (by email) is **5pm on Friday 19th March 2021**.

ACCEPTANCES

Applications forms are accepted based on the required entry criteria and date of receipt of **a fully completed application**.

APPLICATION PROCESS

Please ensure that you take time to **read the following instructions *in full*** for completing the online application form. Failure to complete the form correctly may result in your application being rejected.

Applications are reviewed for processing on receipt of the (non-refundable) Application Fee €35. If this fee is not paid, applications are not considered for viewing or processing.

Please note: The National Programme 2021/22 programme may take place mostly online. Further details to follow.

1. **CORK CENTRE ONLY**

Application forms can be obtained from Ms. Karen Hennessy, Admissions Office, University College Cork. Tel: 021 490 3571 E-mail: khennessy@ucc,.ie or by contacting Cork University Dental School & Hospital at Siobhan.Shakeshaft@ucc.ie. For queries, please contact 021 4901160.

The following documentation should accompany the completed application form:

(i) A **non refundable** application fee of €35. Fee payment should be made by cheque, Postal Order, etc. and made payable to University College, Cork. Cash will NOT be accepted.
(ii) Original Birth Certificate (or certified copy*) and original Marriage Certificate (or certified copy) (if applicable)
(iii) Original Leaving Certificate Results (or certified copy*)
(iv) Full academic transcript(s) of University (if not previously a student at UCC)
(v) Documentary evidence of degrees/diplomas from institutions other than UCC, must be lodged if you wish to have these on record at UCC.
(vi) **Two passport size photographs**.

*A certified photocopy is a copy that has been signed and stamped by an authorised person such as a Garda.

The application form should be completed and returned to the Admissions Office, University College Cork no later than Friday, 19th March, 2021.

2. DUBLIN CENTRE, GALWAY CENTRE AND DISTANCE LEARNING ONLY

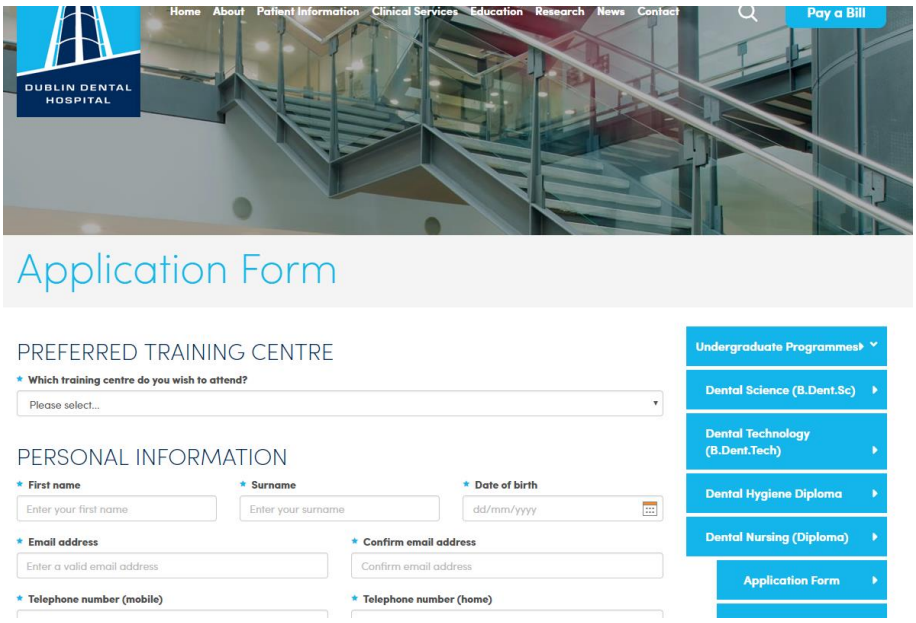
Please ensure that you take time to read the following instructions in full for completing the online application form. Failure to complete the form correctly may result in your application being rejected.

Please note: The Galway outreach centre will only run if the required number of completed applications have been received for the centre.

To access the online application form:

1. please go to: https://www.dentalhospital.ie/education/undergraduate-programmes/dental-nursing/national-dental-nurse-training-programme-of-ireland
2. scroll down the page to 'Applications'.
3. Click on 'online application form'.

You will be taken to the following page, where you will find information about the programme, and the application form which needs to be completed online.



When completing the online application form, enter the information required and check that all the information is correct before submitting the online form.

After completing the online application form, you MUST print, complete all parts of and **email** the completed document: **Supporting documentation 2021** to DentalNurseTutor@dental.tcd.ie. **Paper applications will not be accepted.**

If you have any queries in relation to filling out the online application form, please email DentalNurseTutor@dental.tcd.ie

The online application process must be completed by 12pm on Friday 19 March 2021.

To ensure that your application is complete in full:

1. **Online Application form:** All parts of the online application form is completed and submitted online. Paper applications will not be accepted.

Ensure **all** of the following requirements in the checklist below are completed and **email a copy of the following documents to** DentalNurseTutor@dental.tcd.ie

Checklist:

1. **Payment:** Proof of Payment of €35 non-refundable application fee to be paid no later than Friday 19 March 2021 by electronic transfer only (see page 5 for details). Proof of payment to be sent to DentalNurseTutor@dental.tcd.ie
2. **Blood Test Results:**
   a. Proof of non-infection with Hepatitis B. Must be dated within 6 months
   b. Proof of non-infection with Hepatitis C. Must be dated within 6 months
   c. Proof of Hepatitis B immunity (Titre level). The result must be greater than 100 mIU/mL.
3. **Secondary school results** (if under 23 years old on 1st January 2021): A scanned copy of your secondary level certificate (school leavers only). Do not send the original as it will not be returned.
4. **Supporting Documentation:**
   a. Signed practitioner declaration of support document.
   b. Completed verification of experience. This must be signed by each supervising dental practitioner for which you were employed.
   c. Completed self-evaluation form and signed by the supervising dental practitioner.
5. **Digital photograph of applicant uploaded in the online application form.** The professional type digital photograph required for the application should be uploaded on the online application form. The photograph required is to be a good quality, in colour, JPEG image. It is not to be a copy of scanned photo. It is not be digitally enhanced or changed. It is not be larger than 9 megabytes (9MB). The image should show a head and shoulder image of the applicant –similar to a Passport type photograph.

Failure to complete the application requirements listed above may result in your application being rejected.

If the non-refundable Application Fee (€35) is not paid, applications are not considered for viewing or processing.

When sending emails to DentalNurseTutor@dental.tcd.ie please ensure to add details to the email such as: i) a reference to the course: NDNTP 2021/2022, ii) a salutation, iii) your name and iv) the purpose of the email.

<u>Payment of fees</u> are to be made by Electronic Transfer of Fees (for Dublin centres).

Please read the following guidelines carefully and in full.

It's important that *all* parts of the payment process are completed correctly and in full.
This involves i) ensuring all details required are included in the bank transfer details, ii) the payment reference is completed (see below), **and iii) the confirmation of payment is sent by email with a transaction or payment reference number.**

The following are the DDUH bank details for Electronic Transfer of Fees:

Account name: Dublin Dental Hospital Board – Receipts Account
Address: College Green Branch, PO Box 145, 33 College Green, Dublin 2
Account number: 12032827 Sort code: 98-50-10
BIC: ULSB IE 2D
IBAN: IE63 ULSB 9850 1012 0328 27

It is important to also complete the following:

i) As a **reference to your payment** write "NDNTP Student Surname, Student First Name" i.e. NDNTP Bloggs, Joe.
ii) When you have lodged the payment / made the electronic transfer, please **send an email** to DentalNurseTutor@dental.tcd.ie to confirm the date the electronic transfer / lodgement was completed and the amount sent. A screenshot of the confirmation of payment that includes the transaction number or the payment reference number is required.

When sending emails to DentalNurseTutor@dental.tcd.ie please ensure to add details to the email such as: i) a reference to the course: NDNTP 2021/2022, ii) a salutation, iii) your name and iv) the purpose of the email.

It is imperative that applicants **give full details attached with their fees payments** in order for it to be easily identified and coded corrected as receipted.

If a payment is made by a third party, it is important that this information is confirmed and the student's name are included in the confirmation email.

Only payments with clear details attached on the bank narrative will be recognised as received within the deadlines advised, and failure to provide this information at the point of payment could jeopardise the applicant's place in the programme.