How to Apply

This document will outline each step in the application process for Professional Credit Award modules i.e., Micro-credential/Continuing Professional Development (CPD) courses for nurses through the online portal of University of Galway.

Before you Begin(!)

Below is a list of steps to take before you begin the application process.

1. Ensure you meet the **entry requirements** of the module.

   You can find the entry requirements on the module information page.

2. Check the **closing date** for your selected module and ensure you adhere to this deadline.

   Modules starting in September – **end of June**
   Nursing and Midwifery Micro-credentials - September PFC1

   Modules starting in January – **end of October**
   Nursing and Midwifery Micro-credentials - January PFC5

3. Have all your **support documentation** ready to upload with your application (see the list on PCA How To Apply - University of Galway page). These will be requested to complete your application.

4. Note the **Module Name** of the course you are applying for.

   For example, *NU438 Advance Wound Care Management*

   You will need the Module Name during the application process. The list of modules offered can be found at Professional Credit Award - University of Galway.

5. Note the **Academic Programme Name** of the course you are applying for.

   For example, *Nursing and Midwifery Micro-credentials - September PFC1* or *Nursing and Midwifery Micro-credentials - January PFC5*

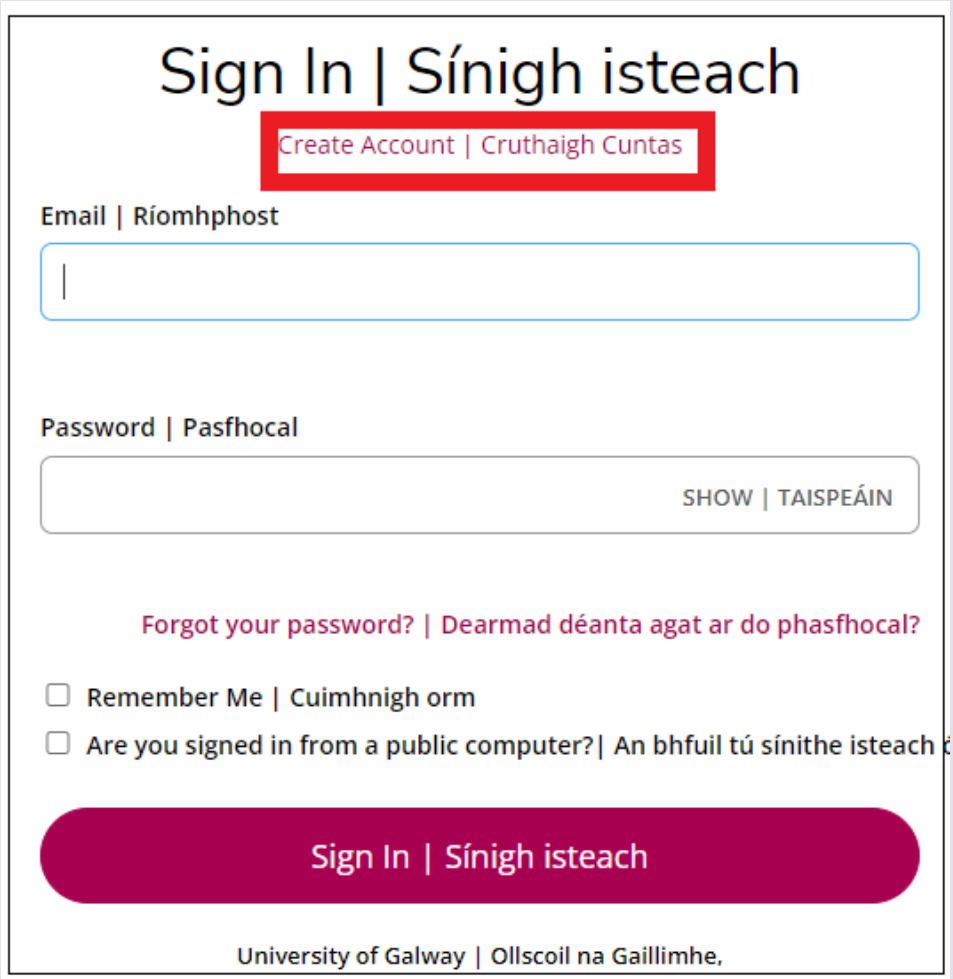
   You will need the Academic Programme Name during the application process.

The Application Process

Here are the steps:

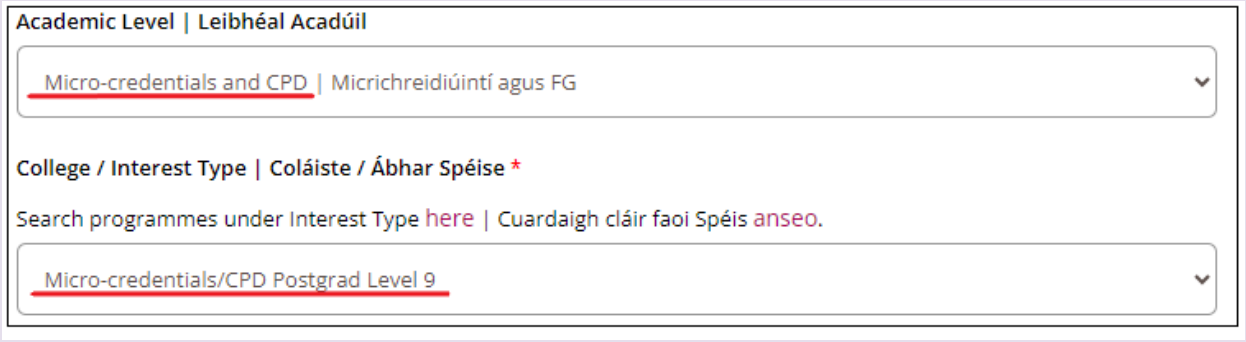
Step 1 Create an Account

- Visit the Online Application Portal and select **'Create Account'** to create an account**.**



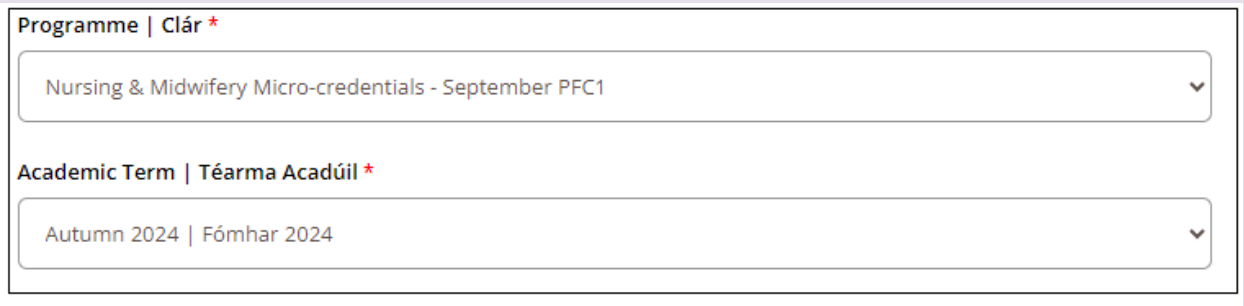
Step 2 Complete Contact Information

- Complete the contact details required to create your account.
- Select '**Micro-credentials and CPD'** as the academic level.

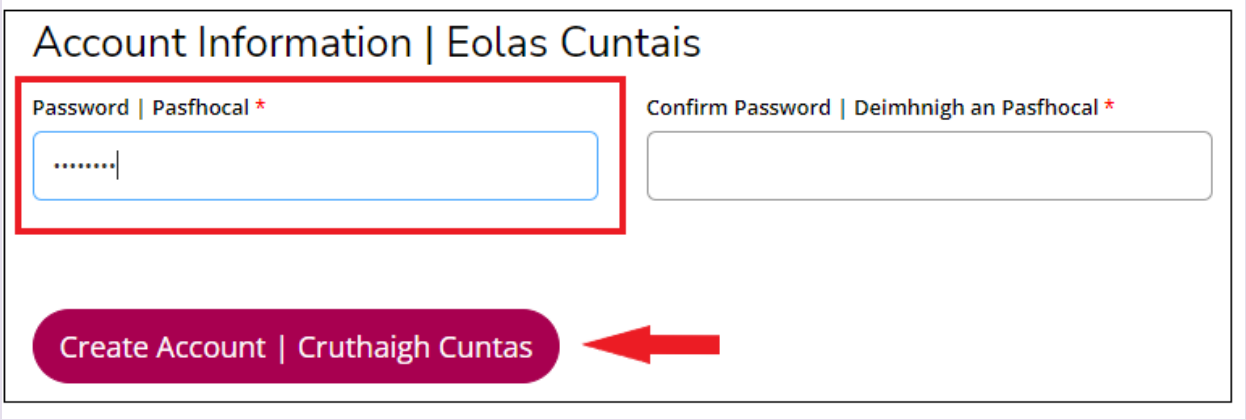


- Select **programme and academic term** –The following could be found on the list when the application cycle is active:

  Nursing and Midwifery Micro-credentials - September PFC1
  Nursing and Midwifery Micro-credentials - January PFC5



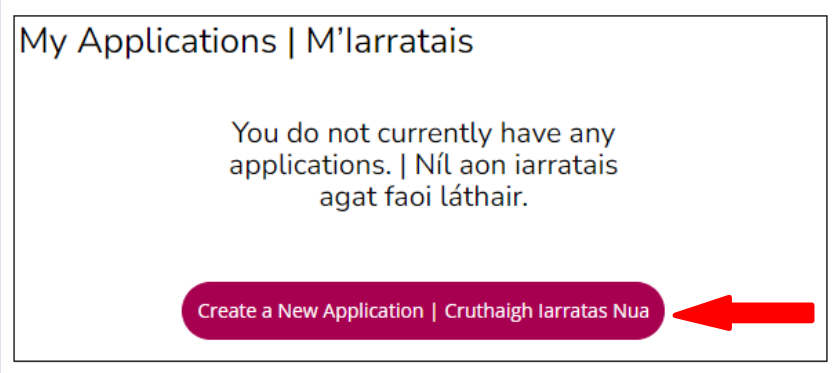
- Create a **Password** and select '**Create Account'.** You will be directed to your 'Account Page'.



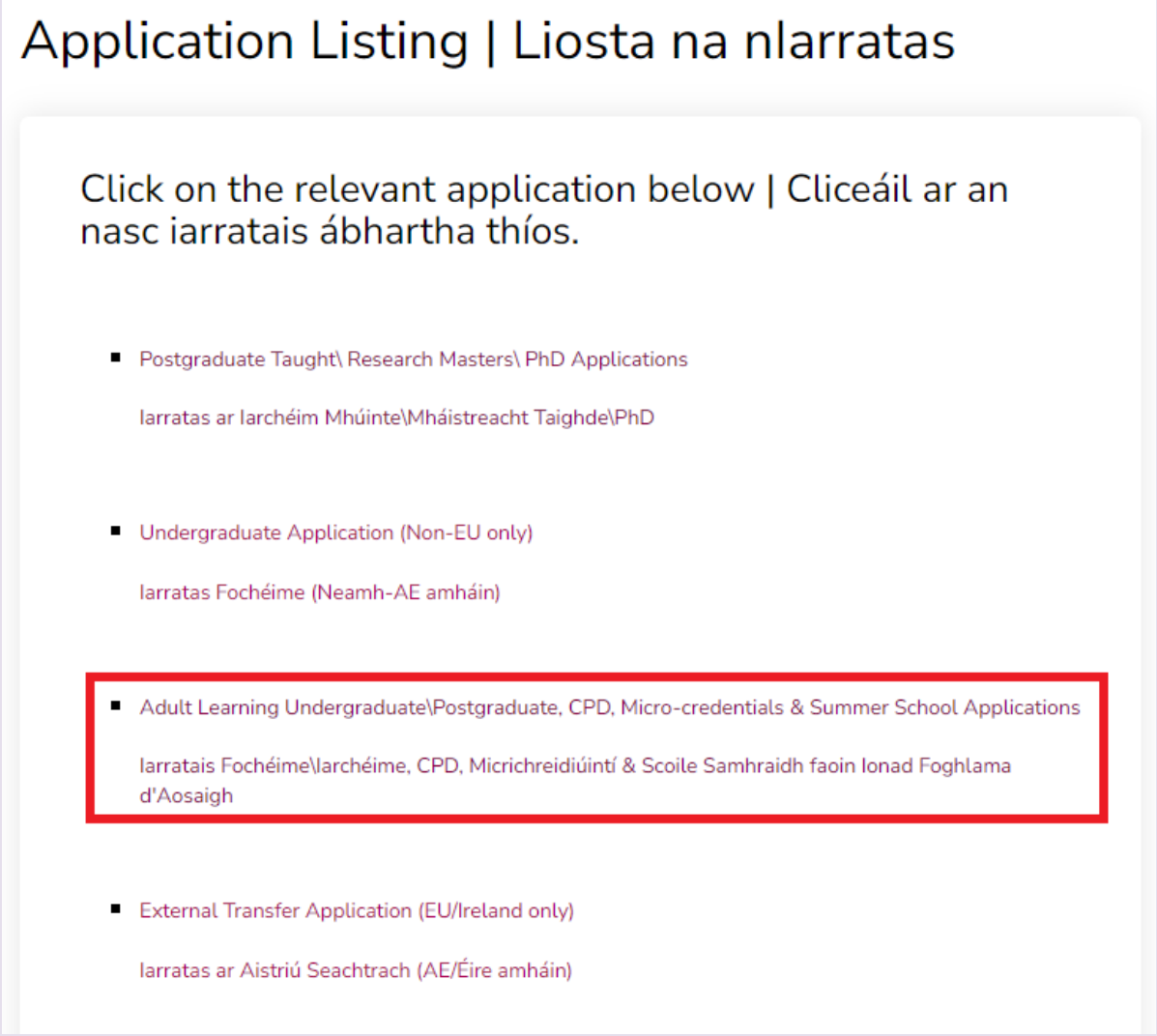
Step 3 Create New Application

Now it is time to create your application.

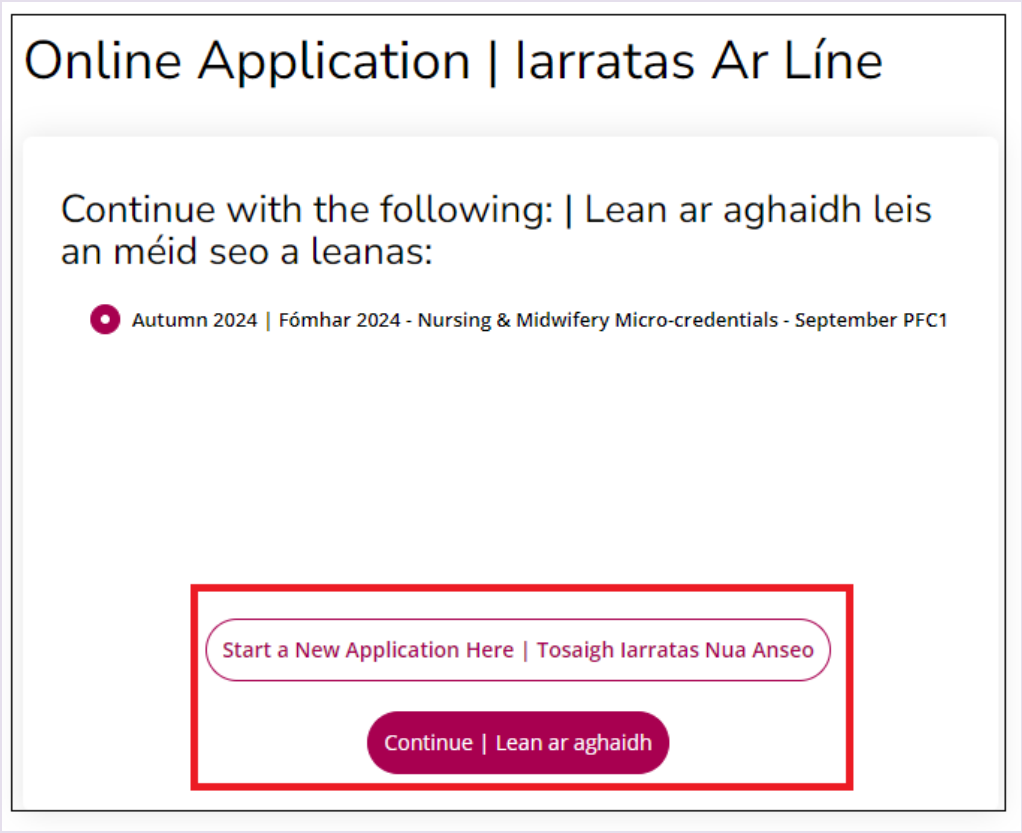
- Select '**Create a New Application'** in the My Applications section of your account page.



- Select '**Adult Learning Undergraduate/Postgraduate, CPD, Micro-credentials & Summer School Applications**' under the Application Listing section.



- Select '**Continue'** to proceed with the course you selected when creating your account – alternatively, you may 'Start a New Application'.

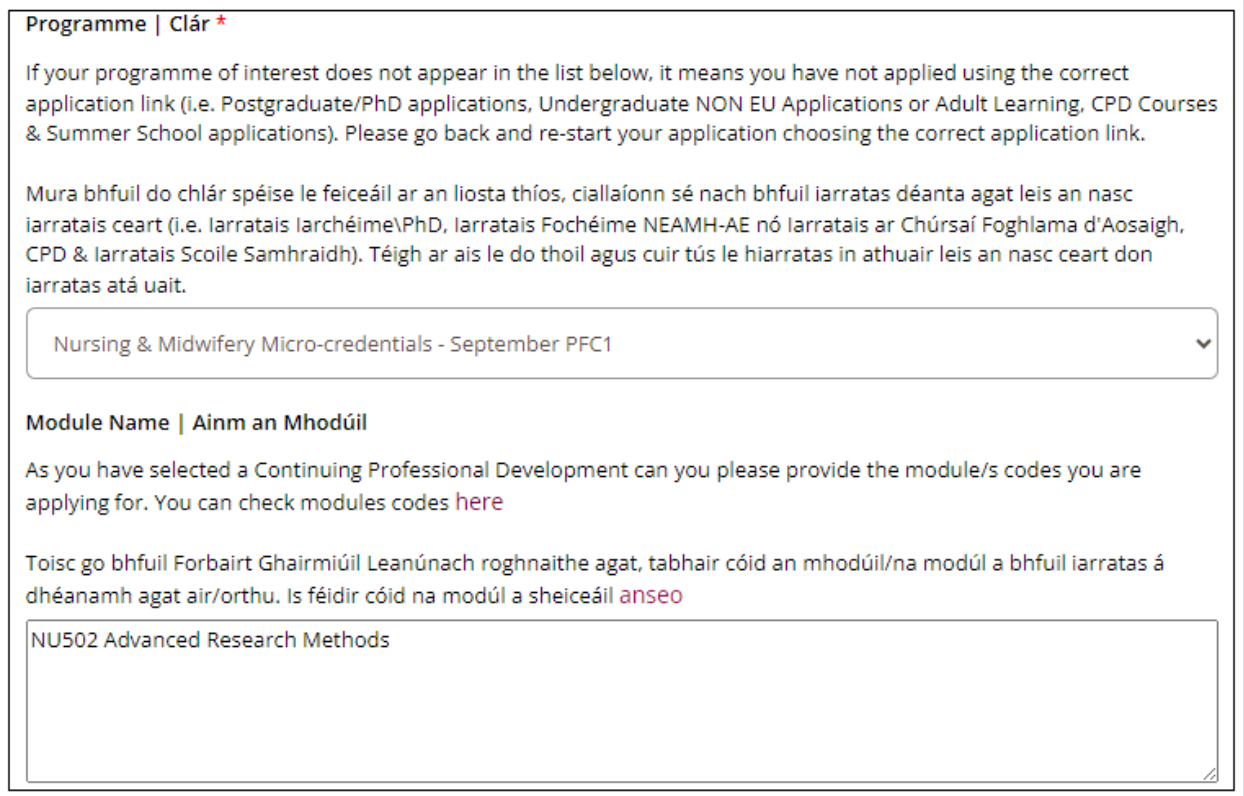


Note: If you continue with the original application, many form fields will be prefilled on the following page. You can also start a new application now.

Step 4: Completing the Application Form

Plans

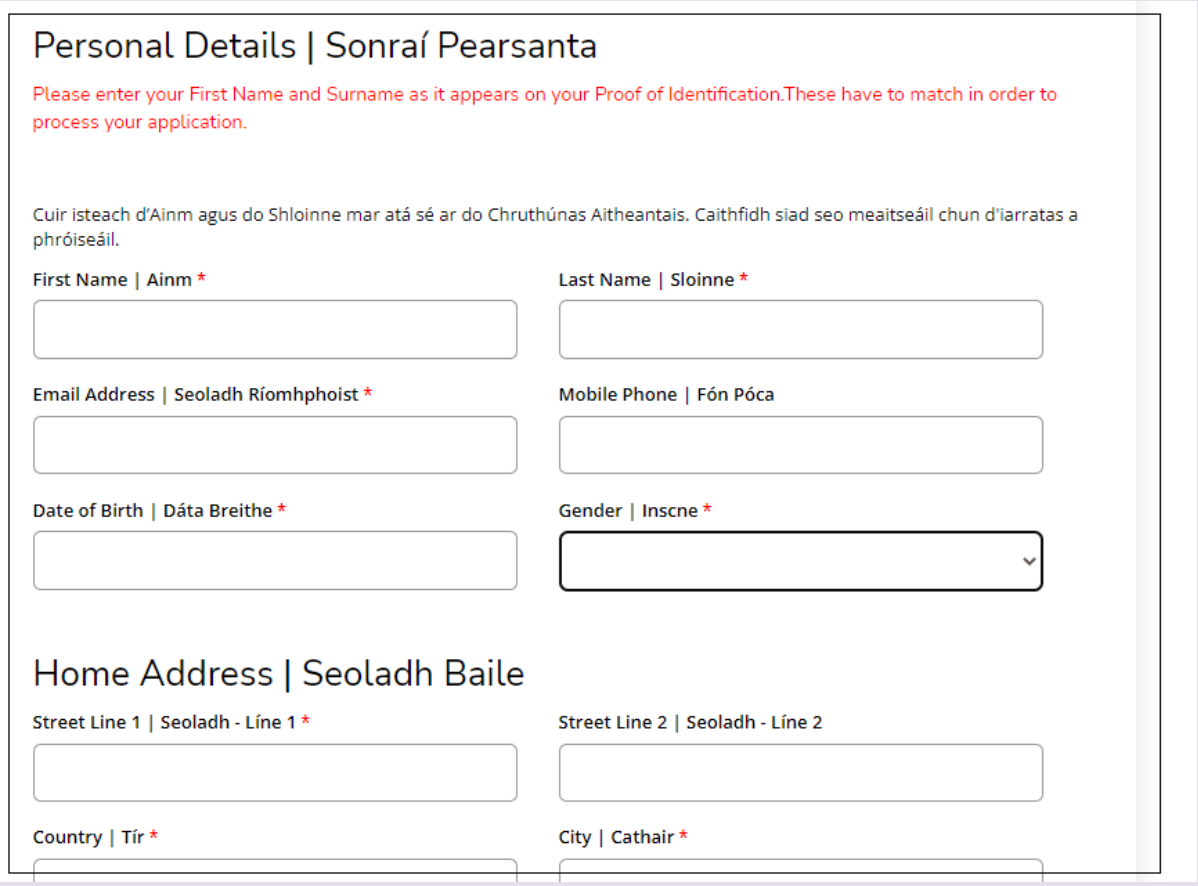
- Insert the **Programme and Module Name**—for example, *Nursing and Midwifery Micro-credentials - September PFC1* and *NU502 Advanced Research Methods.*
- If you do not know the Programme or Module Names, you can follow the link above the text box or this link to the Professional Credit Award - University of Galway page.

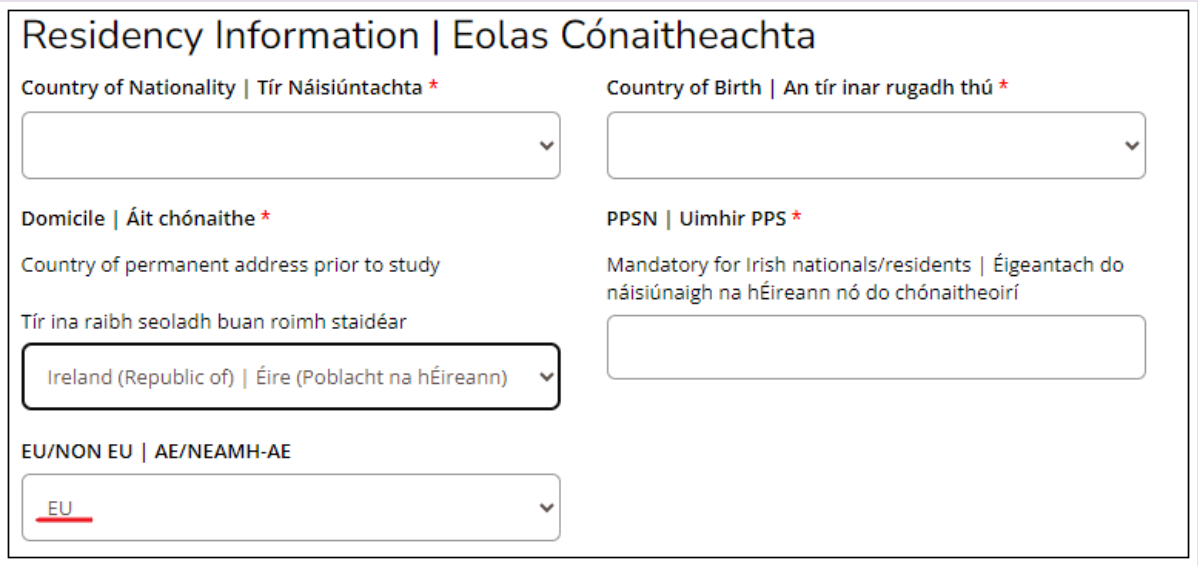


- The **Mode of Study** is Part Time and **Location** Galway.

Personal

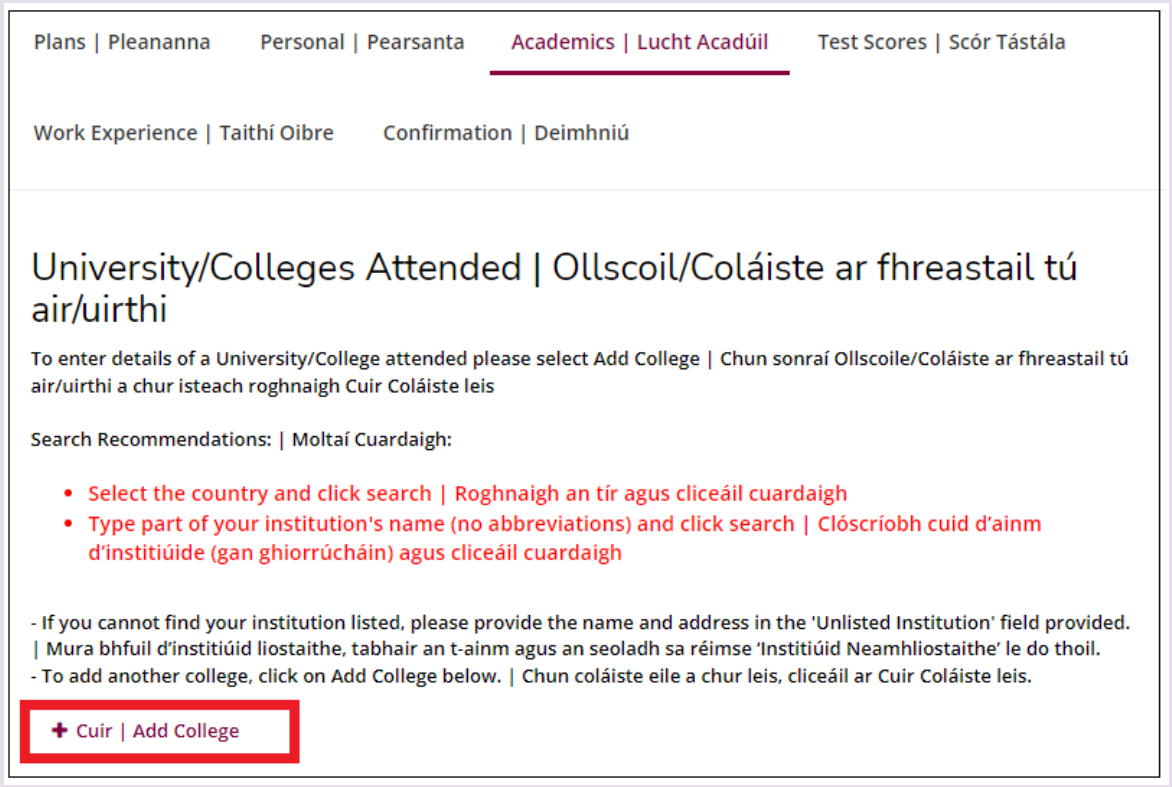
- Ensure your personal information matches your proof of identification to process your application.





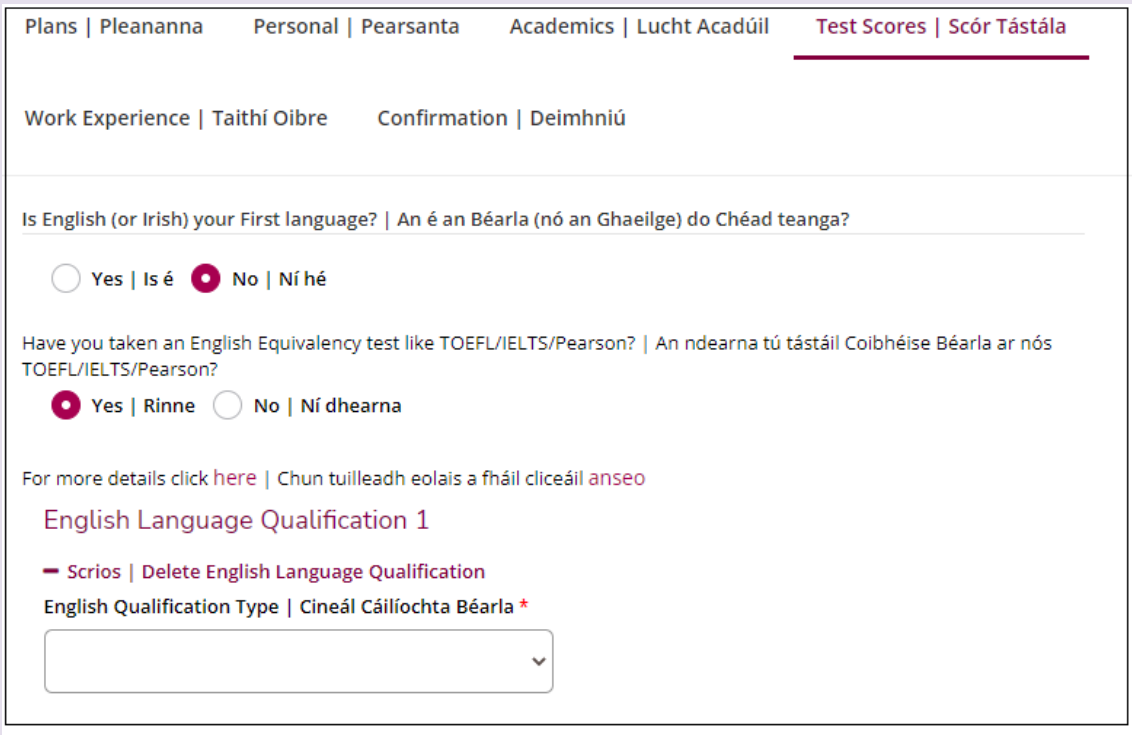
Academics

- Select the **'+Add College'** link to include any third-level education.



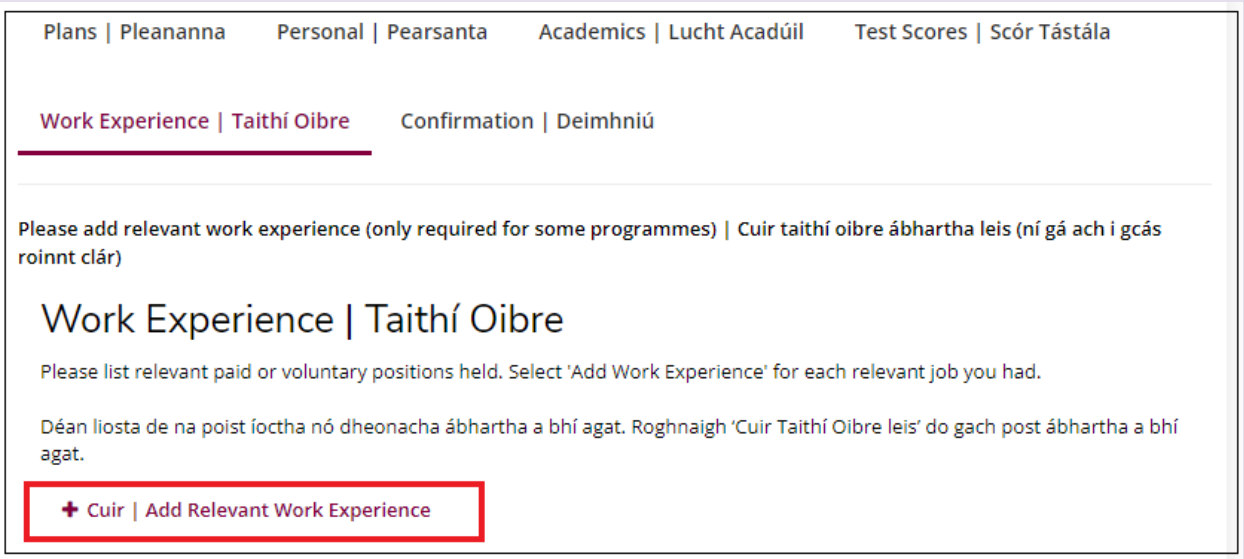
Test Scores

- Some courses may require test scores from previous learning.
- If English is not your first language, complete details of your English Equivalency Test.



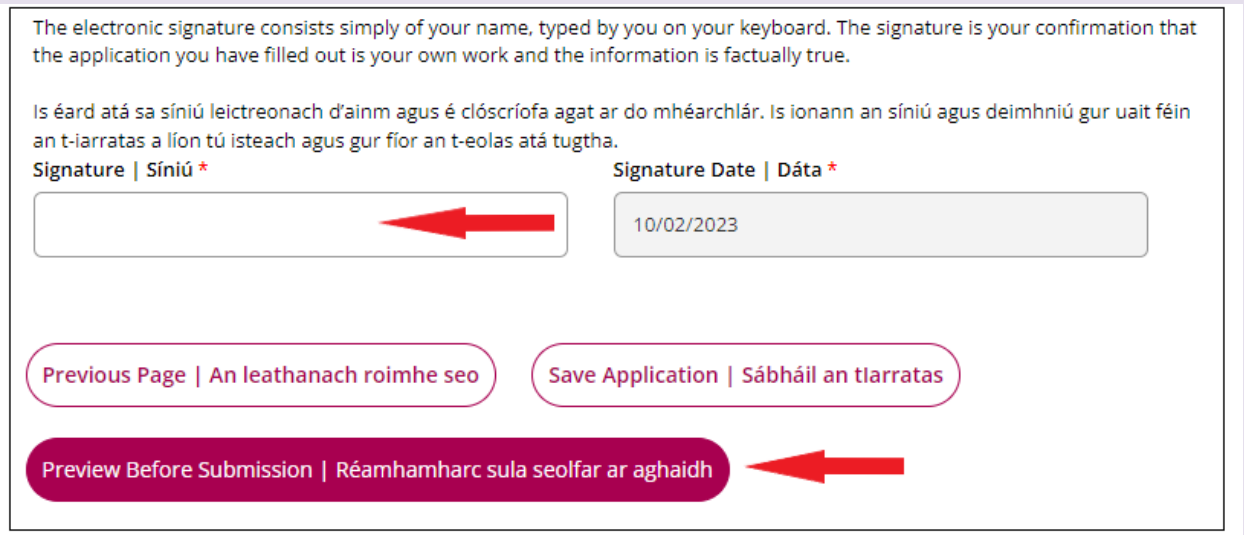
Work Experience

- Select the **'+ Add Relevant Work Experience'** link to add any work experience that is relevant to your application.



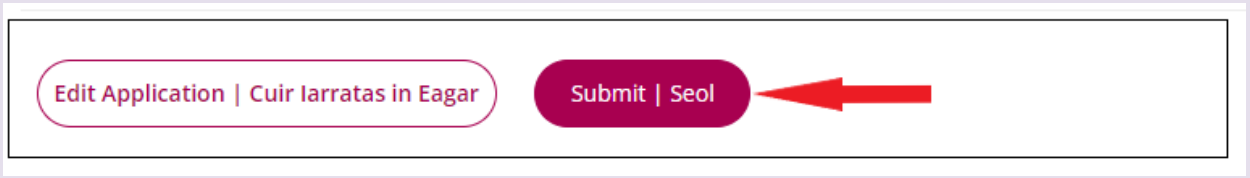
Confirmation

- Answer the questions to **confirm the information** you have provided is authentic and truthful.
- Type your **electronic signature** to confirm your application.
- Select '**Preview Before Submission'.**

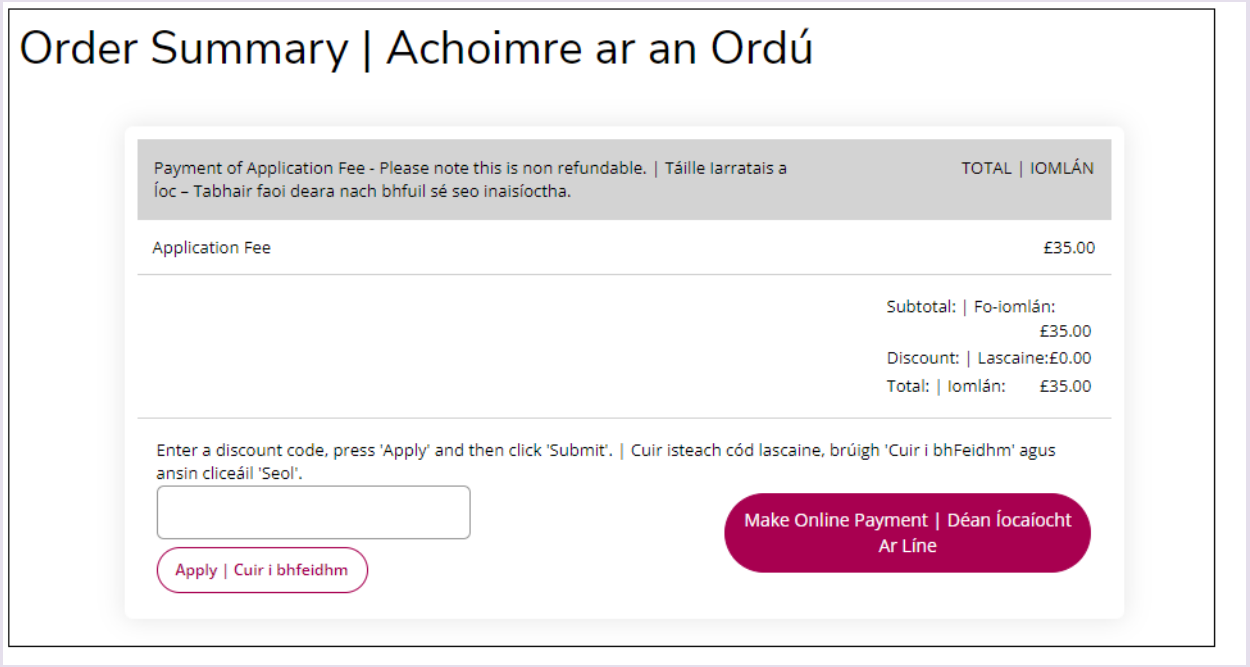


Review

- Read and review your application.
- If you find any errors, select '**Edit Application'** at the bottom of the page.
- To apply, select '**Submit.**'



Payment

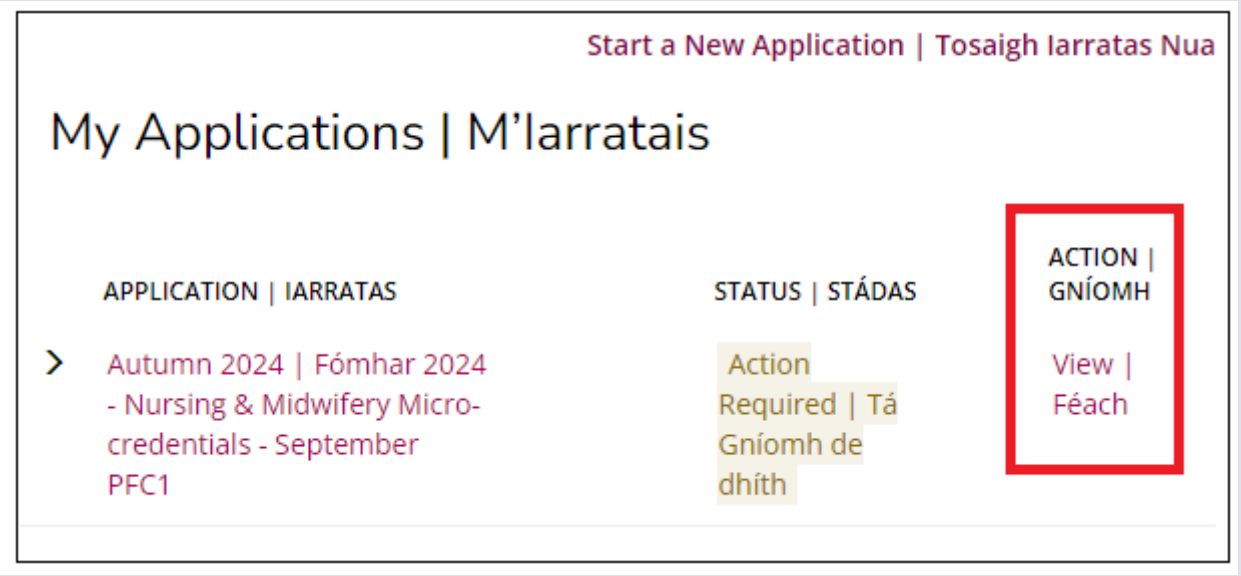


Please note your application will not be reviewed if you do not submit the supporting documents!

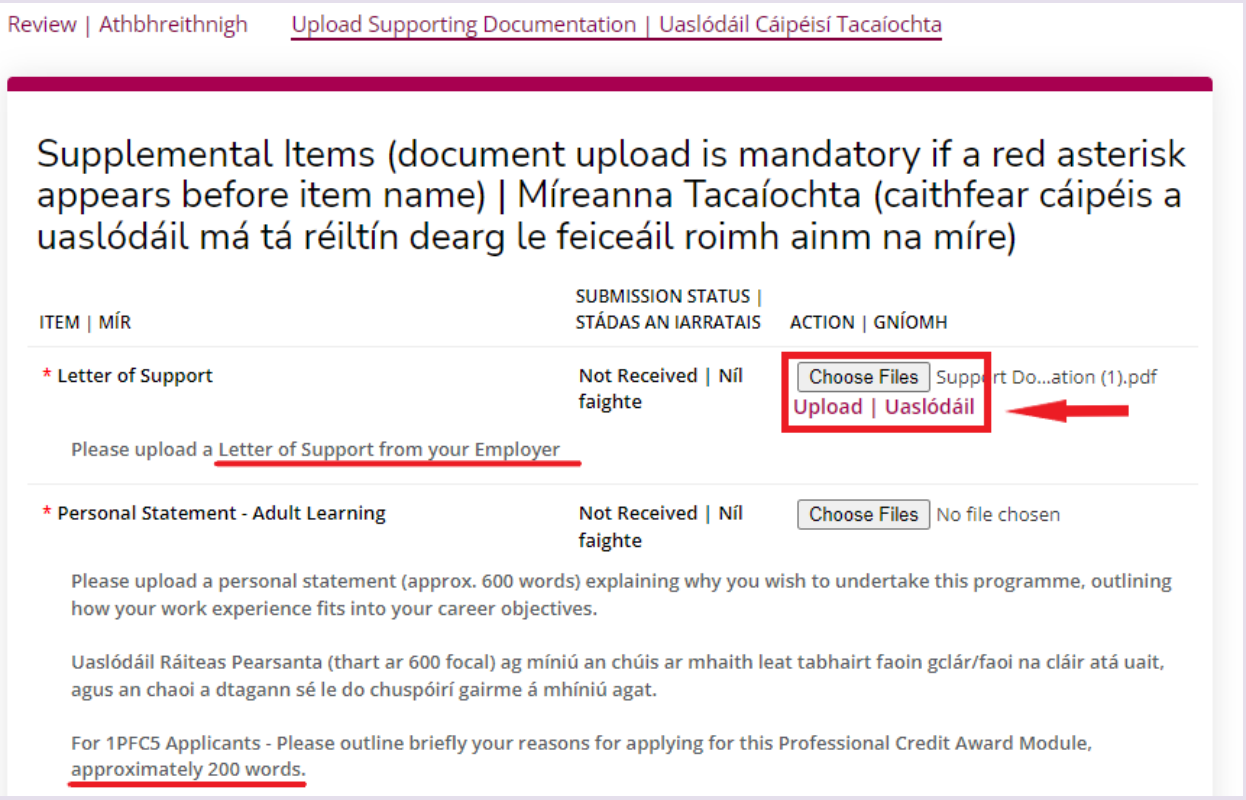
Step 5: Uploading Supporting Documents

One final step before you finish the application process!

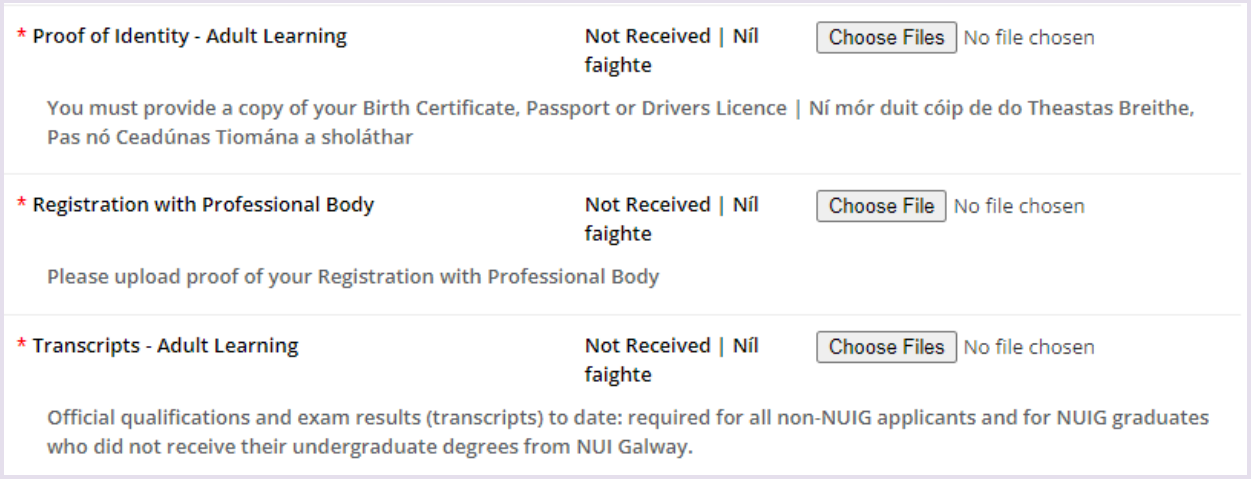
- Visit your '**My Account' page**,
- Under **My Application** select '**View**' to upload supporting documents page.



- Select **'Choose File'** to upload your relevant documents.



- You need to upload each support document file individually.



Now your application is completed and is sent for a review.

- You will receive an email confirming that we received your application.
- Please allow us time to review your application. If there are any outstanding details, we will be in touch. If you are successful, we will send the offers after the application deadline has passed (early July for modules starting in September and early November for modules starting in January).
- When the offer is emailed to you it contains the link to 'My Account' for you to accept the offer.
- After accepting the offer, you will get information regarding registration from the Registration Team and information about the Orientation Day from the School of Nursing and Midwifery. These emails will be sent in August for the September cohort and in December for the January cohort.