



Credentials Verification Service for  
the Nursing Council of New Zealand  
Handbook

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## Introduction

CGFNS International, Inc. (CGFNS) has partnered with the Nursing Council of New Zealand (NCNZ) to offer a simple and secure way to collect, authenticate and review the documents required by the NCNZ for you to be licensed/registered to practice nursing in New Zealand.

To apply for registration with the NCNZ, you must first have your documents authenticated and verified by the CGFNS Credentials Verification Service for the Nursing Council of New Zealand (CVS-NCNZ). This handbook will guide you through the process of applying to the CVS-NCNZ. Please be sure to read all instructions in this handbook carefully before submitting your application and before any documents are sent to CGFNS.

The only nurses exempt from this process are those who are currently registered in Australia. If you are a registered nurse in Australia, learn more about applying for registration in New Zealand on the NCNZ website: <https://www.nursingcouncil.org.nz>.

**If you have no experience working as a nurse, you are not eligible to apply to the NCNZ.**

### Eligibility

To be eligible to apply to the CVS-NCNZ you must:

1. have been licensed/registered to practice nursing in your country of education
2. hold an active license to practice nursing in some other jurisdiction.

**Note:** Having been employed as a nurse for at least two of the last five years is a requirement of the NCNZ for Internationally Qualified Nurses (IQNs) seeking licensure in New Zealand. If you have **not** worked as a nurse for at least two of the last five years, you will still be able to apply to CVS-NCNZ, but the decision made by the NCNZ may be affected.

### Summary of CVS-NCNZ Steps

**Step 1:** Create an account on the CGFNS Applicant Portal.

**Step 2:** Complete your free Applicant Profile.

**Step 3:** Purchase an order for the CVS-NCNZ.

**Step 4:** Upload all required authenticated identity documents.

**Step 5:** Send all required forms to authorities from which you:

- a) received higher/tertiary level education
- b) held a license/registration to practice nursing
- c) have held nursing employment within the 5 years preceding your application

**Step 6:** Submit proof of your English Language proficiency if required (see page 9).

After you have completed these steps, CGFNS will prepare a report for the NCNZ that is first sent to you. You then have 30 days to authorize the report to be sent to the NCNZ. Once they receive it, you will then be able to apply for registration with the NCNZ.

## Order Expiration

Once you receive a report from CGFNS, you must authorize it to be sent to the NCNZ within 30 days or your order will expire. You will then need to apply to the CVS-NCNZ again before applying to the NCNZ.

CGFNS must receive all documents required by the CVS-NCNZ within 12 months of the date of your paid application or your order will expire.

## Step 1: Create an Account on the CGFNS Applicant Portal

The first step to applying to any CGFNS service is creating a CGFNS account. This way, you can access the Applicant Portal and receive support from us. You will also receive a CGFNS ID number. There is no cost to create an account.

- Go to <https://ncnz.cgfns.org/> and click the “Begin your application” button.
- Read and agree to the Terms and Conditions.
- Fill in your account information:
  - Provide your email address and other required information.
  - Agree to the online consent request.
  - Follow the link we send to the email address you provided.
  - Create a password.

*Note: Simply creating an account does not mean you have completed an application for CVS-NCNZ. To apply, continue with the steps below.*

## Step 2: Complete Your Applicant Profile

Once you have created your CGFNS account and gained access to the Applicant Portal, you will be asked to complete your applicant profile. This profile will help us confirm your eligibility and enable us to provide you with information in order to create a better experience for you.

- Go to <https://cgfns.force.com/applicantPortal/s/login/> and log in to your CGFNS account.
- Select the “Create Profile” link.
- Provide personal, academic, and professional information as prompted.

*As you complete your profile, you will have the option to pause and log out of your account at any time. Your information will be saved and upon your return, you will be able to go back to previous sections or continue where you left off.*

### Step 3: Purchase an Order for the CVS-NCNZ

In order to begin the CVS-NCNZ application, you will need to place an order in your shopping cart and purchase.

- Add the CVS-NCNZ to your shopping cart.
- Upon checkout, add your credit card payment information and complete the order.
- You will receive information electronically regarding the next steps and how to access the forms required to complete the application.

### Step 4: Submit All Required Identity Documents

Within the CGFNS Applicant Portal, you will be able to upload notarized copies of your identity documents directly to your CVS-NCNZ application. You may also choose to send the notarized copies by mail or courier. These documents will be used to verify your identity.

- Submit notarized copies of your passport and another form of official identification (ID). Both documents must show your full current legal name with no abbreviations.
- If you have ever used another name, submit additional notarized copies of identity documents to verify any names on documents that will be sent to CGFNS by your schools, license/registration authorities, employers, or language testing vendors. This also includes documents that may eventually be required by the NCNZ (such as an international criminal history report).
- CGFNS will confirm that all names on your identification documents match your current name and the names on documents submitted by other entities. If we cannot verify your identity through the documentation submitted, you will be asked to submit additional proof of your identity.

#### Acceptable forms of photo identification:

- Passports (required)
- Driver's licenses
- Official, government-issued photo identification

*CGFNS only accepts copies of valid (not expired) ID's with a clear photo of yourself. (We recommend that you submit color copies.) Do not send the actual ID card.*

#### Acceptable forms of non-photo identification:

- Birth Certificates
- Marriage Certificates
- Divorce Certificates
- Legal Name Change Affidavits

## Submitting Notarized Copies

CGFNS accepts only notarized photocopies of original documents. Please do **not** send original identity documents to us, such as your actual passport or driver's license. Instead, have all photocopies of identity documents notarized (signed, dated, and stamped by a notary official) before you submit them.

You must be present with the notary official at the time your original documents are copied and notarized. The notary official is required to make a statement on all notarized identity document copies stating that they have seen the original documents and they certify the copies are "true copies" of the originals.

If no notary is available to you, CGFNS works with a service, NotaryCam, you may use instead. Visit the NotaryCam website: <https://www.notarycam.com/cgfns-cvs-ncnz>

You are responsible for any fees related to preparing your notarized documents. If any of these documents are written in a language other than English, they must be translated by a certified translator (See: "document translations" in Order Types and Fee Schedule). CGFNS does not accept translations of primary source documents from the applicant.

## Step 5: Send Required Forms to Academic and Professional Authorities

When you completed your order for the CVS-NCNZ, you received access to forms that must be sent to and filled out by your academic institutions, professional bodies, and employers. The forms request primary source information regarding your:

- Higher/Tertiary Education
  - License/Registration to Practice Nursing
  - Nursing Employment
- Download and print the forms from the CGFNS Applicant Portal
  - Send each form to your corresponding academic or professional authority
  - The official(s) at each academic or professional authority who is authorized to provide the requested information should complete the form(s) and send them **directly** to CGFNS by mail/courier or electronically, along with any additional documents requested that supplement the forms.

CGFNS will **not** accept any of these forms and documents if they are sent from anyone other than the designated officials at your academic or professional authorities.

*Please note that all documents received from your schools or other primary sources must be in English or accompanied by an English translation. If they are unable to do so, CGFNS can provide*

*you with translation services for a fee. (See Order Type and Fee Schedule on page 10.) CGFNS will not accept translations directly from you.*

## Higher/Tertiary Education

More information about the NCNZ's nursing education standards can be found on the [NCNZ website](#).

CGFNS must receive documentation of all higher/tertiary level education you received that has contributed to your nursing knowledge. This includes:

- Nursing Education at the following levels:
  - Entry-Level Nursing Education (Associates Degree in Nursing, Diploma in Nursing, BSN)
  - Post-Entry Level Nursing Education (RN to BSN Programs)
  - Master's Degree Programs in Nursing (or Nursing Specialty)
  - Doctoral/PHD Programs in Nursing (or Nursing Specialty)
  - Post-Graduate Specialty Nursing Programs (Examples include Nursing Leadership, Palliative Care, Cardio-Nursing)
- Nursing-Related Tertiary Level Education (Examples include Nurse Anesthetists, Nurse Midwives, and Nurse Practitioners)
- Non-Nursing Education Transfer credit
  - Any program for any discipline that preceded your nursing education for which you received transfer credit

In addition to the completed form, your educational institutions should send to CGFNS:

- A full academic transcript
  - CGFNS defines a full academic transcript as a record of an applicant's courses taken along with credit/clock hours that the applicant received for each course.
  - Transcripts from certain countries/jurisdictions also require supplemental documentation such as:
    - Related Learning Experience (Philippines)
    - School and University Mark Sheets (India)
    - Diploma Supplement (European Union Countries)
    - Evidence of your Clinical experience hours (United States)
- A Completed Nursing Education Form

## License/Registration to Practice Nursing

More information about the NCNZ's registration standards can be found on the [NCNZ website](#).

CGFNS requires documentation of all nursing licenses directly from your license issuing authority. All nursing licenses that you have ever held must be submitted regardless of the current status of the license.

If you were not licensed in the country where you received your entry-level nursing education or do not hold a current license to practice nursing in any jurisdiction, you are not eligible to apply to the CGFNS CVS-NCNZ.

Exceptions to this rule are:

- Nurses who were educated/practice in a country where nurses are not required to hold a license (the nursing school diploma authorizes the nurse to practice)
- Nurses who were not able to receive a nursing license in their country of education due to lack of citizenship

## Nursing Employment

More information about the NCNZ's employments standards can be found on the [NCNZ website](#).

CGFNS requires documentation directly from your employers regarding nursing or nursing-related employment that you have held in the last five years for up to 2500 hours of nursing employment. This employment includes all full time, part-time and casual/per diem positions requiring a nursing license that you have held.

CGFNS requires documentation of employment that you have held in any of the following settings:

- Nursing Clinical Practice
- Nursing Management
- Nursing Educator
- Nursing Evaluation/Policy
- Nursing Research

If you have not been employed as a nurse for at least two of the last 5 years, you are eligible to apply to the CGFNS Credentials Verification Program, however, this may affect your eligibility to register with the Nursing Council of New Zealand. If you have no nursing experience, you are not eligible to apply to NCNZ.

## Step 6: Submit Proof of English Language Proficiency

More information about the NCNZ's English language standards can be found on the [NCNZ website](#).

CGFNS requires documentation regarding your ability to read, write, listen and speak in the English language through the submission of language proficiency test results from an approved testing vendor, barring certain exemption requests (see below).

Non-exempt IQNs must successfully complete an approved test no more than two years and 11 months prior to the submission of your CVS-NCNZ report to NCNZ. CGFNS recommends that you do not send test results that are more than one year and 11 months old.

The approved English Language Testing Vendors and the required scores are:

- **Occupational English Test (OET)**
  - **For results prior to August 2018:** you must achieve a minimum score of B for each band: reading, writing, listening and speaking. C+ is not considered a passing grade.
  - **For results after September 2018:** you must achieve a minimum score of 350 for each band: reading, writing, listening and speaking. C+ (300 – 340) is not considered a passing grade.
  
- **International English Language Testing System (IELTS)**
  - Only the Academic Module is accepted
  - You must achieve a minimum score of 7 for each band: reading, writing, listening and speaking.

Passing scores on the individual sections of the tests can be combined if taken within 12 months of each other. Passing sections from different testing vendors cannot be combined.

### **English Language Proficiency Waiver**

A waiver is an alternative means to demonstrate English language proficiency and is at the sole discretion of the Council. Eligibility for an English language test waiver is assessed on an individual basis.

You may **request** a waiver of the above English language testing if one or more of the following applies.

#### **Nursing Qualification**

Your education that led to registration as a nurse was taught and examined in English in the

United Kingdom, Singapore, Ireland, Canada, or the United States of America.

The Council may require you to provide evidence that you completed your nursing education in English; for example, a transcript from your education provider.

OR

### **Nursing Registration**

You have current nursing registration in the UK, Singapore, Ireland, Canada or the USA that required you to demonstrate English Language proficiency

The Council may require you to provide evidence that demonstrates you have completed an English language test to gain registration in another predominantly English-speaking country.

If your CGFNS application meets the criteria for an English language waiver you will be invited to apply for a waiver.

Each waiver is assessed on an individual basis and the waiver is provided at the sole discretion of the Council. Please note this may extend the assessment timeframes. If the waiver is declined, you will be required to pass an approved English language test.

**If CGFNS does not receive passing English Proficiency Testing results within a year of your application, and you are not eligible to apply for an English Language Proficiency Waiver, your order will expire.**

### After Your Application is Complete

Once CGFNS has received and reviewed all required documents from your academic and professional authorities, verified that your documents are authentic, and ensured that your application contains all documents required by the NCNZ, you will receive a completed report.

You have 30 days from the date you received the report to approve it and authorize CGFNS to send the report to the NCNZ. Do **not** send the report to the NCNZ yourself.

If you do not approve the report within 30 days, your order will expire. If your order expires, you will not be able to apply to the NCNZ for registration without reapplying to CGFNS and completing the process again.

For information on how to appeal, please see the section below.

## Order Types and Fee Schedule

### **Initial CVS-NCNZ Order - \$300.00 USD**

The Initial CVS Order is the first item you will need to purchase. It will be active for up to 12 months from the date the paid application is submitted. The order expires if all required documents are not received by CGFNS within that time.

### **CVS Re-activation Order - \$120.00 USD**

Unless all documents required by NCNZ are received and approved by CGFNS within 12 months of purchasing the Initial CVS Order, your order will expire. You can re-activate an Initial CVS Order within 12 months of the expiry date by purchasing a Re-activation order. **This may only be done once per Initial CVS Order.**

Additional information may be requested for your re-activation order if any documents, such as license/employment validation and English Language test results, are no longer valid due to their age.

### **Document Translations - \$85 USD per page**

If CGFNS receives documents in a language other than English, they must be translated. You may request CGFNS to facilitate the translation of the documents for a fee of \$85 USD per page.

*Note: CGFNS has a no-refund policy. Once an order has been submitted and payment has been made, no refunds are issued.*

## Appeals to CGFNS

You may submit an appeal through a written request to CGFNS if you feel that there are elements of your credentials that were misrepresented. The fee for an appeal is \$500. This fee is returned to you if your appeal is successful. During the appeal, your case will be reviewed by an impartial committee and CGFNS will send you a written response regarding the committee's decision.

## Contact Information

CGFNS strives to provide a seamless experience and prompt service to its applicants. If you have questions about the application process, want to check on your order, or provide us with additional information, we're here to help:

**ONLINE:** <https://www.cgfns.org/>

- Apply for CGFNS services
- Access our contact wizard and the Applicant Portal
- Check the status of your CVS Order
- Verify that your documents and language test results have been received
- Keep your contact information up to date in the CGFNS Applicant Portal

**PHONE:** Questions about the status of your CVS order? Call CGFNS Applicant Navigation Services at the appropriate number below:

- From New Zealand: 800-85-47-59 (toll-free)
- From United States: 844-948-0117 (toll-free)
- From outside New Zealand and US: +1 267-845-4521

Have your CGFNS ID number or order number ready when you call.

## Document Submission

All required forms and documents, identity documents and written correspondence from issuing authorities can be mailed by them directly to CGFNS at the following addresses. We do not accept documents sent from anyone else.

**MAIL:**

CVS-NCNZ  
CGFNS International, Inc.  
PO Box 8658  
Philadelphia, PA 19101-8658  
USA

**COURIER:**

CVS-NCNZ  
CGFNS International, Inc.  
3600 Market Street, Suite 400  
Philadelphia, PA 19104-2651  
USA