

Clár Oiliúna Náisiúnta na hÉireann d'Altraí Déidliachta

National Dental Nurse Training Programme of Ireland

Application Process 2025/26

(How to apply to the programme)



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin



ucc
Coláiste na hOllscoile Corcaigh, Éire
University College Cork, Ireland

**Dublin Dental University Hospital
and
Cork University Dental School & Hospital**

CLOSING DATE

The **closing date** for receipt of the **completed application** that includes:

i) the application fee payment, ii) the online application form and iii) the supporting documentation, **is 4pm on Friday 14th March 2025.**

ACCEPTANCES

Applications 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 carefully read the following instructions in full for completing the application process.**

Failure to complete the forms correctly may result in your application being rejected.

Applications are reviewed for processing on receipt of the (non-refundable) **Application Fee €50.** If this fee is not paid, applications are not considered for viewing or processing.

Please note: The National Dental Nurse Training Programme 2025/26 lecture content will be taking place mostly online.

Applicants may apply to the Cork centre or to the Dublin centre.

CORK CENTRE ONLY

Application forms must be completed via <https://www.ucc.ie/en/dipdentnurs/> or by contacting Cork University Dental School & Hospital at Siobhan.Shakeshaft@ucc.ie.

For queries, please contact 021 4901160 / 087 1431228.

The following documentation should accompany the completed application form:

- (i) A **non-refundable** application fee of €50. 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.

All candidates are required to submit a personal statement with their application. Decisions on entry will be made on the basis of this statement for candidates who meet the Leaving Cert or mature requirements as set out above.

The application form should be completed and returned to the Admissions Office, University College Cork no later than 4pm Friday 14th March, 2025.

DUBLIN CENTRE

Please **carefully read all of the following instructions & guidelines** for how to complete the application process.

Failure to complete the online form correctly and/or non-submission of the Supporting Documentation may result in your application being rejected.

1. Applications are not reviewed until **payment of the €50 non-refundable application fee** has been confirmed.

2. To access the **online application form**:

please go to: <https://www.dentalhospital.ie/education/undergraduate-programmes/dental-nursing/ndntp-application-form-payment>

- Scroll down the page
- Click on 'online application form'.

You will be taken to the following NDNTTP online application form:

PERSONAL INFORMATION

Your personal information is required in order that we can properly assess your suitability for this course. Your personal data is very important to us and we will take all technical and organisational steps necessary to protect it in accordance with our obligations under the Data Protection Regulations, 2018 and the Data Protection Act, 2018. Your data will be retained in accordance with our data retention & destruction policy.

• **First name**
Enter your first name

• **Surname**
Enter your surname

• **Date of birth**
dd/mm/yyyy

• **Email address**
Enter a valid email address

• **Confirm email address**
Confirm email address

• **Telephone number (mobile)**
Enter your area code and phone number

• **Address 1**
Enter your address

• **Address 2**
Enter your address

• **Town**
Enter your town

• **County**

• **Eircode/Postcode**

Please allow some time to complete all details on the application form in one sitting.

When completing the online application form, enter the information required and **check that all the information is correct before submitting the online form.** It is recommended to complete the online application form on a laptop or computer.

3. Before completing the online application form, you **MUST print & complete all parts of Supporting Documentation 2025.**

Then **upload** the completed and signed **3 separate documents** (as pdf documents) to the online application form.

See Checklist on page 4. Paper and/or posted applications will not be accepted.

An automated email should be sent to your email address to confirm submission of the online application form.

A Receipt for the application fee paid will be sent to your email address.

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

All parts of this, the first stage of application must be completed by 4pm on Friday 14th March 2025.

To ensure that this the first stage of your application is completed in full: Complete all of the following requirements in the Checklist below, and upload a pdf/scanned copy of the documents listed below (no.2) to the online application form.

Checklist for the 1st stage of the application:

Applications received will be reviewed based on the following:

- 1. The Online Application form is completed in full and submitted online.** Paper applications will not be accepted.
Link to application form: <https://www.dentahospital.ie/education/undergraduate-programmes/dental-nursing/ndntp-application-form-payment>
- 2. Supporting Documentation** – all three parts of the Documentation are completed in full and signed and **uploaded to the online application form:**
 - I.** Signed practitioner declaration of support document.
 - II.** Completed verification of experience. This must be signed by each supervising dental practitioner for which you were employed.
 - III.** Completed self-evaluation form (all pages) and signed by the supervising dental practitioner.

Please upload each document as one document file. Pdfs are recommended.
- 3. Payment: €50 non-refundable application fee** to be paid via the online application form, no later than 4pm on Friday 14th March 2025.
- 4. Secondary school results** (if under 23 years old on 1st January 2025): submit a scanned copy of your secondary level certificate (school leavers only) by email to DentalNurseTutor@dental.tcd.ie. Do not send the original as it will not be returned. For more details see Course Outline document & Entry Requirements.

When sending emails to DentalNurseTutor@dental.tcd.ie please ensure to add these details to the email:

- i. in subject line, a reference to the programme: NDNTP 2025/2026;
- ii. a salutation;
- iii. your name &;
- iv. the purpose of the email.

Failure to complete all the application requirements listed above (1-4) may result in your application being rejected.

Additionally, should you change employer/dental practices before the programme begins, your application may be withdrawn as the application is processed based on the employer details. Should these become no longer valid it will effect eligibility for a place on the programme.

If the non-refundable Application Fee (€50) is not paid, the application form is not received and will not be viewed or processed.

Application to the programme does not a guarantee an offer of a place on the programme.

List of Criteria for a complete application to the Dublin centre:

1st Stage of application Criteria:

1. All parts of the Online Application form are completed in full and submitted online.
2. **Supporting Documentation** – all 3 parts are printed, completed in full, signed and received (uploaded) via the online application form:
 - I. Signed **practitioner declaration** of support document.
 - II. Completed **verification of experience**. This must be signed by each supervising dental practitioner for which you were employed.
 - III. Completed **self-evaluation form** and signed by the supervising dental practitioner.
3. **Payment of €50 non-refundable application fee** - via the online application form to be paid no later than 4pm Friday 14th March 2025.
4. **Secondary school results** (if under 23 years old on 1st January 2025): A scanned copy of your secondary level certificate (school leavers only) by email to DentalNurseTutor@dental.tcd.ie. Do not send the original as it will not be returned.

Details of all applications received will be reviewed for eligibility for a place on the programme.

The details listed above along with the following details will be reviewed for consideration of a course place: i) hours worked each week, ii) main duties of applicant, iii) if applicant has applied to the programme previously.

2nd stage of application (in April):

Should an applicant meet all of the required entry criteria in the first part of the application they may receive an email seeking the remaining parts required for the application.

For the 2nd stage of application, applicants will be asked to submit further personal information:

1. **Original Laboratory Blood test results for the 3 blood results listed.**
2. **Proof of ID**
3. **Additional details needed for student record, such as any Special Needs**

These requirements will need to be submitted within a few weeks of the date of the email (or letter) issued to the applicant.

Further details will be sent by email about the 2nd stage of application in April.

Please note: that should the number of complete applications (1st stage & 2nd stage) received exceed the number of places available for the programme, places will be offered on a first-come first served basis.

Applications without all three blood tests may not be considered for a place on the programme.

Application to the programme does not guarantee an offer of a place on the programme.

Blood Test Results:

Candidates must provide the following **three blood test results (laboratory copy) as part of the 2nd stage of application** (other blood test results are not required and are not to be submitted):

Do not submit the blood test results as part to the first stage of application.

Please wait until you are asked to submit your blood test results.

They are not required at this the first stage of application.

If an applicant sends a copy of their blood test results earlier than requested, the email will not be reviewed and will be deleted.

N.B. **All of the following blood test results must be dated within six months of applying to the programme:**

- 1. Proof of non-infection with Hepatitis B.** Candidates should ask their GP to carry out the following tests: **HBsAg and HBcAb. The result should be negative.** (In the presence of positive HBsAg or positive HBcAb, a negative HBeAg and negative HBV-DNA viral load result will be required).
- 2. Proof of non-infection with Hepatitis C.** Candidates should ask their GP to carry out the following tests: **Hepatitis C antibody test. The result should be negative.** (In the presence of a positive Hepatitis C antibody test result, a negative PCR test for hepatitis C RNA will be required).
- 3. Proof of Hepatitis B immunity.** This must be dated within six months of applying for the programme. Candidates should ask their GP to carry out the following test: **anti-HBs. The result should be greater than 10mIU/mL.** (If the result is less than 10mIU/mL, please contact your GP to discuss a Hepatitis B Booster Vaccination.)

Candidates should print and/or show the above requirements to their GP to ensure that **all three blood tests** are carried out. Failure to provide any of the above may result in the application being rejected.

A copy of the original Laboratory results is required, a GP surgery printout is not acceptable.

If you are currently completing a course of Hep B vaccinations, please ensure to send proof of the Lab vaccinations.

Please note that should the number of complete applications (1st stage & 2nd stage) received exceed the number of places available for the programme, places will be offered on a first-come first served basis.

Applications without all three blood test results may not be considered for a place on the programme.

Application to the programme does not a guarantee an offer of a place on the programme.

Please wait until you receive a request to submit your blood test results as part of the 2nd stage of the application.