



Coláiste na hOllscoile Corcaigh
University College Cork, Ireland

Adult Continuing Education at University College Cork

CPD Application Guide

School of Nursing & Midwifery



Welcome!

We are delighted that you are choosing to apply to study with us at University College Cork. Please follow the steps outlined in this guide to complete your application for a part-time programme with Adult Continuing Education (ACE).

Each step is explained in detail to help you through the process.

If you wish to register for any of the following Microcredentials/CPD Credit Bearing Modules at the School of Nursing & Midwifery, please follow this guide.

1. Advance care planning
2. Advanced Mental Health Assessment
3. Advancing Practice for Patient Safety
4. Advanced Research Methods Applied to Healthcare
5. Authority to Refer for Radiological Procedures
6. Clinical Leadership & Management for Practice Enhancement in Nursing & Midwifery
7. Clinical Leadership for Healthcare Quality Improvement
8. Cognitive Behavioural Therapy [CBT] Models: Behavioural Activation for Depression
9. Contemporary Approaches to Dementia, Stroke and Mental Health in Later Life
10. Contemporary Issues in Healthcare
11. Decision Making and Advanced Practice Professional Roles
12. Digital Healthcare
13. Evidenced Based Practice for Healthcare Professionals
14. Foundations of Cancer Care
15. History Taking and Physical Assessment for Nursing Practice
16. Implementation of Evidence Based Practice for Quality Improvement in healthcare
17. Leadership, Organisational Change & Practice Development
18. Leadership, Quality Improvement and Governance for Advanced Clinical Practice
19. Maternity Critical Care
20. Medical and Surgical Nursing of Individuals with Cardiorespiratory Problems
21. National Foundation Module in Critical Care Nursing
22. Optimising Health and Wellness in Older People
23. Practice Enhancement for Quality Healthcare
24. Preparation for Birth and Parenthood Facilitation
25. Professional, Ethical, and Legal Decision-making in Practice
26. Principles in Critical Care Nursing
27. Promoting Positive Ageing and Planning for End of Life
28. The Theory and Application of Psychosocial Interventions
29. Wound Care for Healthcare Professionals

STEP ONE	Create a UCC Apply Account or Login	p. 4
STEP TWO	Create an application	p. 7
STEP THREE	Submit an application <ul style="list-style-type: none">• Personal Information• Academic Level• Education• Programme• English Proficiency• Work Experience• Additional Questions• Confirmation	p. 9
STEP FOUR	Payment, Waivers & Refunds	p. 17
STEP FIVE	Uploading Supporting Documentation	p. 19

If you are applying under any of the following categories, additional steps are required.

Please read the relevant guide/web page before starting your application:

- Recognition of Prior Learning Applicant ([web page here](#) or [RPL Learner Guide HERE](#))

Before you start!

Your Email Address:

- You will need a valid email address to create or log in to your UCC Apply account.
- All important communications during the application process including password reset links, access codes and application reminders/notices will be sent to this email address.
- We recommend using an email address that you currently have, and will continue to have, access to throughout the application process.
- Keeping your email inbox open in a separate tab while completing your application may also be helpful.

What to Prepare:

During the application process, you will be asked to provide a range of details, supporting documents and make your required payment. Preparing these in advance will help you complete your application smoothly and avoid delays.

You will need:

- ✓ PPS number (if you are an Irish national)
- ✓ Passport-style photo (Details pg. 20)
- ✓ Proof of identity (Details pg. 20)
- ✓ Fee payable on application (Details pg. 17)

You may also need:

- ✓ Details of existing qualifications (Details pg. 10)
- ✓ Full details of your work experience (Details pg. 14)
- ✓ Other supporting documents (Details pg. 19)

NMPDU Funding

If you are applying for NMPDU funding for your chosen programme, you will need to indicate this during your application. Please download the additional guide ***Applying as an NMPDU Sponsored Applicant*** here:

[ACE Help Hub](#) 

Alternative Funding/Sponsorship

Applicants in receipt of funding or sponsorship are considered 'Sponsored Applicants' and should follow the **[Sponsorship Guide | Applicants](#)**

STEP ONE

Create a UCC Apply Account/Login

All programme applications must be submitted via UCC Apply.

To create an account or log in, go to:

UCC Apply 

In the window that appears, choose one of the following options:

OPTION 1:
Click 'create account' if you need to set up a new account.

OPTION 2:
Enter your email and password if you already have an account. Click sign in, then go to Step Two.

If you select **Create Account**, you will be asked to provide your:

- Name
- Email address
- Contact number
- Country of residence
- A password

Select Academic Level
You must select:
Adult Continuing Education

If you do not select this option, your programme will not appear in the application system.

Select Course Type

A second dropdown will appear.

Choose CPD Credit-Bearing Modules

Course Type *

CPD Credit-Bearing Modules

NOTE: If you are applying for a different ACE programme, you can see the correct Course Type selection for each programme will be specified on each programme page in the Apply section.

All programme web pages can be viewed here:

[See Programme Pages Here](#) ↗

Select Programme & Entry Term

From the **Academic Programme** dropdown, **select the module title.**

Academic Programme *

Please indicate the programme you are interested in. If you are uncertain, don't worry, you can change this later once you start your application!

From the 'Entry Term' dropdown menu:

Select your chosen intake

Entry Term *

Important: You have now created an account, but you have not completed your application. Please progress to Step Two to continue.

STEP TWO

Create a New Application

Once you have created an account and logged in, you must:

Select *Create a New Application*.

The screenshot shows the 'My Account' dashboard. A large red arrow points from the 'Create a New Application' button in the 'My Applications' section to a callout box. The callout box contains the text: 'If you have already started an application, you can view or continue editing it under 'My Applications''. Below the callout box, another red arrow points to a zoomed-in view of the 'My Applications' table, which shows two application entries for the year 2026, both with a status of 'Started' and an 'Edit' button.

IMPORTANT: Access Code:

During the application process, you will be asked to enter an access code each time you log in.

This code will be sent to the email address you used when creating your account. Keeping your email open in another tab can help to easily access this code.

The screenshot shows a login form titled 'Complete Your Login'. It features an 'Access Code' input field, a 'Submit' button, and a 'Resend Access Code' button. A note below the input field states: '* An access code has been sent to your email. If you do not see it in your inbox, check your spam folder.'

Application Type

After clicking Create a New Application, a list of application types will appear.

All ACE programmes must be applied for through the Adult and Continuing Education Application route.

**You must select:
ADULT AND CONTINUING
EDUCATION APPLICATION**

Do not select any other option (including Postgraduate or Microcredential), even if your programme is at postgraduate level or is a microcredential.

Application

Choose the appropriate application type below. Please note that you should only fill out one application.

1. Postgraduate Application

Use this application if you wish to study a Postgraduate Course

[Start a new Postgraduate Application](#)

2. International Undergraduate Application (Non-EU)

Use this application type if you wish to study an Undergraduate Course as a non-EU applicant

[Start a new International Undergraduate Application](#)

3. Visiting Student Application

Use this application type if you wish to study Undergraduate modules

[Start a Visiting Student Application](#)

4. EU/EFTA/UK Undergraduate Application (Non-CAO)

Use this application type if you wish to study an Undergraduate (Non-CAO) Course as an EU/EFTA/UK applicant

[Start a new EU/EFTA/UK Undergraduate Application \(Non-CAO\)](#)

5. Adult and Continuing Education Application

Use this application type if you wish to study a course under the category of Adult & Continuing Education - See list of courses [here](#)

[Start a new Adult & Continuing Education Application](#)

6. Apprenticeships (not currently open to applications)

7. IMI Application

Use this application type if you wish to apply for IMI Programmes

[Start a new IMI \(Irish Management Institute\) Application](#)

8. Quercus Application

Use this application type if you wish to apply for a Quercus Scholarship

[Start a new Quercus Programme Application](#)

Confirm Your Programme

A new screen will appear showing the programme you selected when setting up your account (see Step One).

If the programme is incorrect, select **Apply for a different programme**

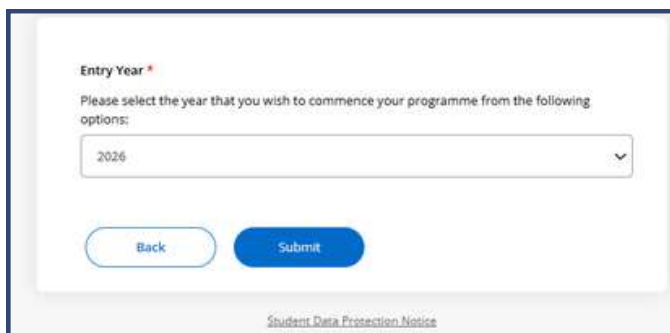
The screenshot shows a web interface titled "Online Application". At the top, it displays a selected programme: "Spring 2026 - Continuing Professional Development in Digital Education - Cert". Below this, there are two buttons: "Apply for a different programme" (outlined) and "Next" (solid blue). At the bottom, there is a small link for "Student Data Protection Notice".

If the programme shown is correct, click **Next**.

If selecting a different programme, you will be asked to enter:

- Entry Year
- Course Type
- Programme Title

(Refer to Step One for the correct selections).



STEP THREE

Submit Your Application

A. Personal Information

Complete your personal details. Fields marked with an asterisk (*) are mandatory.

Note: If your nationality is Irish, you will be required to provide your PPS number.

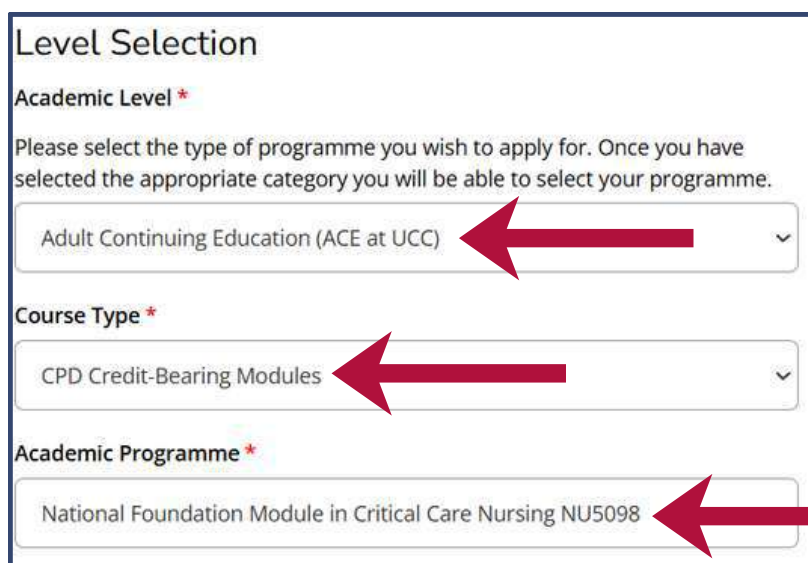
Click **Save and Continue**.



B. Academic Level

On the Academic Level tab reconfirm your choice:

- **Academic Level:** Adult Continuing Education (ACE at UCC)
- **Course Type:** CPD Credit-Bearing Modules
- **Academic Programme:** Choose your programme title



Click **Save & Continue**.

C. Education Tab

In this section, you can add details of your Higher Education and/or Post-Primary Education by clicking the blue text on screen.

[+ Add Higher Education Institution / Other Relevant Qualification](#)

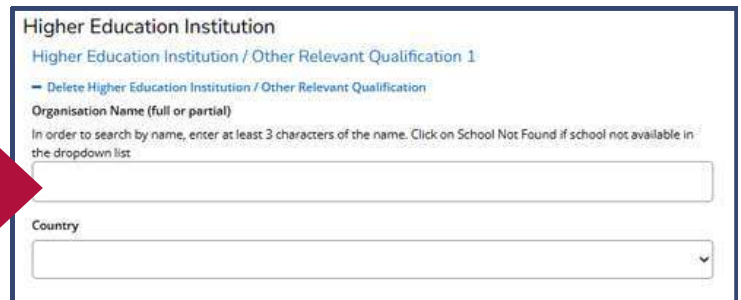
[+ Add Details of Post Primary Education](#)

Adding an Institution

Enter your Organisation Name

(a mandatory field):

- Begin typing the name of your institution.
- A dropdown list of options will appear.
- You must select the correct institution from this list.



Higher Education Institution
Higher Education Institution / Other Relevant Qualification 1
— Delete Higher Education Institution / Other Relevant Qualification
Organisation Name (full or partial)
In order to search by name, enter at least 3 characters of the name. Click on School Not Found if school not available in the dropdown list
Country

You may need to try variations of the name. For example, UCC appears as “University College Cork”.

If your institution does not appear:

- Select the “School not found” option below the dropdown.
- A text box will appear, allowing you to enter the institution name manually.

School Not Found

Required Information

The following are mandatory fields for each education entry added:

Higher Education

- Qualification type (e.g. Cert, Dip,)
- Subjects studied
- Start & end month and year*
- Confirmation of whether the qualification has been awarded
- Final grade/class (required if you indicate the qualification has been awarded)

Post-Primary Education

- Qualification title (e.g. Junior Cycle/Leaving Certificate)
- Start & end month and year*

All mandatory sections MUST BE completed for each item added.

D. Programme Tab

In this section, you will select:

- Academic Term
- Mode of Study
- Location
- Intake

Each dropdown will display only one option, based on the programme selected in the Academic Level tab.

You must select the available option in each field.

Additional Application Options

You will be asked to indicate if you are applying as a **sponsored applicant**

Selecting **yes** means additional steps are required as part of your application. You must read the detailed guides before selecting **yes**.

Brief overviews and links to the guides are as follows:

About Sponsored Applications

When applying for a part-time programme, your fees may be partially or fully covered by your employer or other organisation.

This is known as a 'Sponsored Application'.

Sanctuary Scholarships are not considered sponsored applications.

There is a specific process that sponsored applicants must complete. If you think you may be a sponsored applicant, you should read this guide now:

[Find all Sponsorship Guides Here](#) 

If you are a sponsored applicant, please refer to the Sponsorship Guide (For Applicants) for this question. If not, continue with this guide.

Those who have submitted applications for NMPDU funding may select 'yes' and 'yes' to the sponsorship questions. See the NMPDU Guide here:

[ACE Help Hub](#) 

E. English Proficiency

You must complete all questions in this section.

If English is not your first language:

- You are required to meet the English language requirements for your chosen programme. These requirements are outlined on the relevant programme page.
- If you already have an English language test result, you may enter the details at this stage.

Minimum required scores for recognised English language tests (e.g. Duolingo, IELTS, TOEFL) are available here:

UCC English Language Entry Requirements
for Level 6/Level 7 programmes



UCC English Language Entry Requirements
for Level 8/Level 9 programmes



- If you do not yet have a test result, you may select “No” and submit your application. However, your application cannot be reviewed until a valid test result has been provided.
- You should arrange to complete an approved English language test as soon as possible. All test results must be submitted before the application closing date. No exceptions apply.

Click **Save & Continue**.

F. Work Experience

You will be asked if you want to add work experience.

- Select **Yes** to add details
- Select **No** to continue without adding work experience

Would you like to add Work Experience?

Work Experience Confirmation

Yes No

If you select **Yes**, you must complete all mandatory fields before submitting your application:

- Title of post
- Name of employer
- From/To month and year
- Summary of duties & responsibilities

You will not be able to submit your application if you leave the mandatory fields empty. If you no longer wish to add work experience, select **no** to the first question.

Additional Application Options

In this section, you may indicate that you are:

Applying via Recognition of prior learning (RPL)

About Recognition of Prior Learning (RPL)

The RPL process is for applicants who have significant non-formal or informal (experiential) learning that may support:

- Admission or advanced entry to a programme where standard entry requirements are not met.
- Exemptions/credits for a module(s) if prior learning has already taken place in the specified area.

RPL is a rigorous process that should be planned for in advance of any application.

There is a specific process that RPL applicants must complete. If you think you may be eligible to apply via RPL, you should read this guide now:

UCC RPL Applicant Web Page



If you are applying via RPL please refer to the [RPL Learner Guide](#) for information on supporting documentation. If not, continue with this guide.

You are strongly advised to apply well in advance of the deadline to allow time for review.

Click **Save & Continue**

G. Additional Questions

You must answer any questions that appear in this section. This includes:

Module Specific Requirements

- Indicate whether you are registered with a relevant professional body.
- Select the professional body from the dropdown menu.
- Enter your membership number.
 - **Important:** Please ensure that your membership number is entered correctly. Applications cannot progress until professional body membership details have been verified.

Click **Save & Continue**.

Recognition of Prior Learning (RPL)

If you are applying with RPL, you will need to summarise how your previous learning and experience is relevant to and aligns with the course you wish to study.

Click **Save & Continue**.

Tip: It is helpful to prepare these responses in advance in a Word document, which will enable you to view word count, save and edit. During the application you can copy and paste your finalised text directly into the application form.

H. Confirmation

Review the confirmation statements and select **Yes** where required.

Certification

Please confirm the following before you submit your application. Please be aware that should your answer be 'No' to any of the statements below, your application will not be processed.

I confirm that the information given on this form is true, complete and accurate and no information that has been requested has been omitted.

Yes No

By creating this account I give my consent to the processing of my data by University College Cork in order to review and consider this application. UCC's Student Data Protection Notice is available [here](#).


I agree that university can contact me with regard to my application. This could involve tasks such as requesting further information or arranging interview days.

Yes No

Once you submit your application, you will be asked to provide supplemental items to support your application.

Enter your name as your electronic signature.

The electronic signature consists simply of your name, typed by you on your keyboard. The signature is your confirmation that the application you have filled out is your own work and the information is factually true.

Firstname Surname 

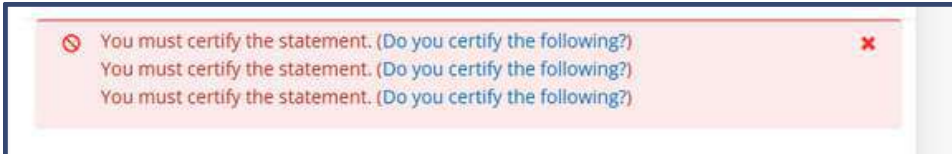
Signature Date *

14/02/2025

Click **Preview Before Submission**



If any required fields are missing, a red notification box will appear at the top of the page indicating what still needs to be completed.



Once all required sections are complete, you will be shown a preview of your application. You can select:

- **Edit Application** to make changes, or
- **Submit** to proceed to Step Four



Important Note:

If you indicated that you are a sponsored applicant, the below notice will appear at the top of the confirmation tab.

Additional Questions Confirmation

Sponsored Application Waiver Code

A waiver code has been sent to the email address you provided during application. Please check your inbox and input this code at the payment screen, to submit your application without processing an online payment.

STEP FOUR

Payment, Waivers & Refunds

At this stage, you will be prompted to make a payment, unless you are:

- **A sponsored applicant**
- **Applying for NMPDU funding**

If you fall into one of the above categories, you must follow the payment instructions outlined in the relevant guide. **See Guides Here.**

Make Your Payment

If you are a fee-paying applicant, the screen will show the fee payment required.

- Select the blue “Make Online Payment” button
- Follow the on-screen instructions to complete your payment

DESCRIPTION	TOTAL
Safety, Health and Welfare at Work - Certificate - UCC	€1375.00
	Subtotal: €1375.00
	Fee Waiver: €0.00
	Total: €1375.00

If you have been provided with a code to waive the application fee, please enter it here. If you wish to go back and make a final review of your application, please do so before entering and applying the code.

Check Required Payment in Advance

The payment required at the time of application will be indicated on each programme page.

TIP: See student loan scheme details and other financial supports here:

ACE Fees & Finance 

Refund Policies

Your application payment is fully refundable if:

- You are not accepted onto the course
- The course does not run
- You withdraw your application (via UCC Apply) before the course commences.

How Refunds Are Processed

- If you are unsuccessful in your application, or the programme does not run, your refund will be processed by the Finance Team.
- If you choose to withdraw your application before the course commences, you must:
 - a. Withdraw your application via UCC Apply
 - b. Request your refund via the Refund Request Form

The guide for withdrawals and refund requests (at application stage or after you have enrolled, [is HERE](#)).

For all other queries, please contact: acefinance@ucc.ie.

STEP FIVE

Upload Supporting Documentation

Once you have completed the payment step, your application is now submitted **but not complete**. Your application will not be reviewed until you have uploaded all required documentation.

Login/go to your UCC Apply dashboard:

UCC Apply 

Under *My Applications*, locate your programme application
Click **View**

APPLICATION	STATUS	ACTION
> Autumn 2025 - Autism Studies - Dip - ONLINE	Action Required	View

Select the **Upload Supporting Documentation** tab
Select **Choose File** and select the file you wish to upload

ITEM	SUBMISSION STATUS	ACTION
* Passport Photo <small>Please upload a passport style photo. Do not upload a photo of your passport in lieu of a passport style photo.</small>	Not Received	Choose Files

You must then select Upload to submit the document

[Choose Files](#) PROOF OF IDENTITY.png [Upload](#)

Once uploaded successfully, the submission status of the document will updated to **Received**.

Received [Choose Files](#) No file chosen
PROOF OF IDENTITY.png (REMOVE)

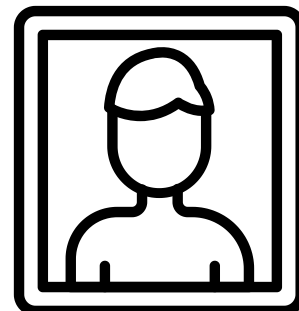
Required Documents

You must upload the following documents:

1. Passport-style photo
2. Proof of identity document

Taking a Passport-style Photo

- A selfie is acceptable if taken against a plain (not dark) background
- Ensure you are alone in the photo
- The image should clearly show you from the shoulders up, with a little space above your head
- You have full permission to smile



IMPORTANT:

Please do not upload

- A photo of your Passport/Driver's Licence
- A cropped photo of your Passport/Driver's Licence

We need only a clear passport-size style photo



Proof of Identity

You must upload a clear scanned copy of one of the following:

- Driver's licence
- Birth certificate
- Passport

IMPORTANT:

You will be registered under the name shown on your proof of identity document. If you wish to be registered under a different name, you must provide supporting documentation confirming this change (e.g. Marriage Certificate or Deed Poll).

Additional Documents (if applicable)

You may also be required to upload additional supplemental Forms. These will be indicated on each programme web page if required.

If you selected any of the following options during your application, you may be required to upload additional documentation and complete further steps. Please refer to the relevant guide for full details:

- Sponsored Application (*See Sponsorship Guide for Applicants*)
- Recognition of Prior Learning Application (*See RPL Learner Guide*)

All guides can be seen [HERE](#).

Application Review & Queries

Once all required documentation has been uploaded, your application will be sent to the admissions team for review.*

***Applications in the following categories require additional verification steps before they are sent to the admissions team for review:**

- Sponsored Applicants
- Recognition of Prior Learning (RPL) Applicants

Please refer to the relevant guides for full details.

You can login to UCC Apply at any time to view the status (details on next page) of your application, on the main dashboard, under **My Applications**.



UCC Apply 

Emails, Reminders & Outstanding Documents

You will receive automated email updates throughout the process. These may include requests for additional documents, updates on your application status, and any required actions or payments.

Please read all emails carefully and check your spam/junk folder to ensure you do not miss any important communications.

Further Assistance

- **Fees and finance queries:** acefinance@ucc.ie
- **Programme-specific queries:** Contact the Programme Coordinator listed on each programme page
- **All other queries:** ace@ucc.ie

Status	Status Explained
Started	You have started an application but have not yet submitted it. You must complete and submit your application, including all required supporting documents, before it can progress to verification and review.
Action Required	Your application has been submitted and your registration fee has been paid or waived, but some supporting documents are still outstanding. Your application will not be reviewed until all required documents are uploaded. These must be submitted before the application deadline.
Submitted	You have submitted your application and uploaded all required supporting documents. However, these have not yet been checked. Your application will be reviewed to confirm that all documents and information provided are correct and meet the requirements.
Completed	Your application has been checked and all required documents and information have been received and are valid for review. Your application is now moving forward for review and/or additional verification (if applicable, e.g. Concession Scheme, Sponsored Applicant, or Springboard+ funding).
Past Deadline	The application deadline for this course has passed. As your application was not fully submitted with all required documents before the deadline, it will not be considered.
Withdrawn	You have withdrawn your application for this programme, and it will no longer be considered. If you have made a payment, please contact acefinance@ucc.ie to request a refund.



Contact Information:

Office :

The Laurels, University College Cork, Western Road, Cork, T12 EH31

Phone Number :

+353 (0)21 490 4700

Email :

ace@ucc.ie