



APPLICATION FOR REGISTRATION AS A TEACHER

(FURTHER EDUCATION*)

* In accordance with Regulation Five of the Teaching Council
[Registration] Regulations, 2009

Form: FE-01

REC: □□□□□ RN: □□□□□□

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM. IF A SECTION DOES NOT APPLY TO YOU, THEN PLEASE INSERT "N/A" OR "NOT APPLICABLE" ON THAT SECTION OF THE FORM.

This application will not be processed by the Teaching Council unless the following items have been attached:

- Certified copy[#] of birth certificate or current passport
- Certified copy[#] qualification transcripts for each academic year of undergraduate and postgraduate qualification(s). (Transcripts show the results of each course or module taken throughout the qualification)
- A fully completed Garda Vetting Application Form and additional documentation (if appropriate). Please see guidelines for the completion of the Garda Vetting Form
- An application fee of €90. Cheques, postal orders or bank draft orders must be made payable to: "The Teaching Council". NO CASH WILL BE ACCEPTED

Please return this completed application form and supporting documentation to: Teacher Registration (Further Education), The Teaching Council, Block A, Maynooth Business Campus, Maynooth, Co. Kildare. *It is advisable to submit this form and original documentation by Registered Post.*

SECTION A – PERSONAL DETAILS

Surname:

Forename:

Gender:

Male Female

Previous Name:

 (e.g. Maiden name or change of name by deed poll)

Please supply authenticated proof of change of name, e.g. certified copy[#] of State Marriage Certificate. In the case of change of name by deed poll, an authenticated copy of the deed should be submitted.

PPS Number:

(Formerly RSI Number)

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Teacher or Payroll Number:

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Date of Birth:

__	/	__	/	__	__	(Day/Month/Year)
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Address for

Correspondence:

Nationality:

 (recorded for statistical purposes)

Home Phone Number:

Country Code and Prefix	Number

Daytime Phone Number:

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Mobile Phone Number:

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E-mail address:

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[#] See Guidance Note on page 8 regarding Certified Copies

SECTION B – QUALIFICATION(S) DETAILS

In the grid below please enter the exact title of each qualification, e.g., Bachelor of Arts, Bachelor of Education Degree, I.T.E.C. Diploma, National Diploma in Design, Higher Diploma in Education, Diploma for Art and Design Teachers, Master of Arts, etc.

	Degree Qualification or Equivalent	Teacher Education/Concurrent Qualification (if applicable)	Other (e.g. Masters)
TITLE OF QUALIFICATION			
AWARDING AUTHORITY			
COLLEGE ATTENDED			
YEAR AWARDED			
SUBJECTS TAKEN IN FINAL EXAMS		SUBJECT METHODOLOGIES TAKEN IF APPLICABLE	
DURATION OF COURSE			
LEVEL OF AWARD (RESULTS) (e.g. 2.1 Honours, Pass, GPA = 3.42)			
LEVEL OF AWARD ON NATIONAL FRAMEWORK OF QUALIFICATIONS (NFQ) e.g. Level 7 (If known)			

If you have further qualifications, please provide details on a separate sheet. Please note that certified copies[#] of transcripts are required in order for additional qualifications to be recorded on the Register.

SECTION C – APPROVED EXPERIENCE

(Including Industrial and Teaching Experience)

In accordance with Section 2C(ii) of Regulation Five of the Teaching Council [Registration] Regulations 2009 a person applying for registration who wishes to have previous work experience taken into consideration must provide certified accreditation of prior learning based on a minimum of three years experience in a workplace or instructional setting which is relevant to the candidate's qualifications

PLACE OF EMPLOYMENT / SCHOOL NAME:	
SCHOOL ROLL NUMBER (IF APPLICABLE):	
NUMBER OF HOURS EMPLOYMENT / TEACHING PER WEEK:	
EMPLOYMENT DUTIES / SUBJECTS TAUGHT	
DURATION OF EMPLOYMENT Provide exact dates e.g. 1/9/2005 to 30/6/2006:	

THE DETAILS ABOVE MUST BE COUNTERSIGNED BY THE HR MANAGER / CEO / SCHOOL PRINCIPAL AND THE OFFICIAL STAMP OF THAT SCHOOL OR COMPANY MUST BE AFFIXED

CERTIFICATION

I certify that the particulars given above are correct and accurate in every respect.

Signature of Applicant : _____ **Date:** _____

Signature HR Manager/ CEO / School Principal: _____

Date: _____

PLEASE AFFIX THE OFFICIAL
COMPANY / EMPLOYER /
SCHOOL STAMP IN THIS BOX

SECTION D – APPROVED EXPERIENCE

(applicants applying to register on the basis of a National Craft Certificate Award)

In accordance with Section 2D(ii) of Regulation Five of the Teaching Council [Registration] Regulations 2009, a person applying for registration on the basis of a National Craft Certificate qualification **must** provide certified evidence of post-apprenticeship workplace supervisory experience which **must** be of at least **five** years duration

PLACE OF EMPLOYMENT	
NUMBER OF HOURS EMPLOYMENT / PER WEEK:	
EMPLOYMENT DUTIES	
DURATION OF EMPLOYMENT Provide exact dates e.g. 1/9/2005 to 30/6/2006:	

THE DETAILS ABOVE MUST BE COUNTERSIGNED BY THE HR MANAGER / CEO / MANAGING DIRECTOR OF THE COMPANY AND THE COMPANY STAMP MUST BE AFFIXED

CERTIFICATION

I certify that the particulars given above are correct and accurate in every respect.

Signature of Applicant : _____ Date: _____

Signature HR Manager/ CEO / Managing Director _____

Date: _____

PLEASE AFFIX THE OFFICIAL
COMPANY / EMPLOYER /
SCHOOL STAMP IN THIS BOX

SECTION F - AUTHORISATION FOR THE TRANSFER OF QUALIFICATIONS/REGISTRATION DETAILS

1. AUTHORISATION FOR TRANSFER OF DETAILS FROM EMPLOYER TO TEACHING COUNCIL

In some cases, in order to complete the registration process, the Teaching Council may be required to seek further information regarding an applicant's qualifications, or in relation to the qualification allowances that an applicant has been granted by their employer.

I, INSERT YOUR NAME HERE, hereby authorise the Department of Education and Science or VEC to transfer to the Teaching Council, details relating to the status of my qualifications, probationary period or the qualification allowances that I have attained. Yes No

2. AUTHORISATION FOR TRANSFER OF QUALIFICATION DETAILS TO PAYMASTER

In order to expedite the process of having a teacher paid at the qualified rate of pay, an applicant can authorise the Teaching Council to provide details of his/her qualifications to the relevant paymaster. Please complete the section below.

I, INSERT YOUR NAME HERE, hereby authorise the Teaching Council to provide details relating to my qualifications to my paymaster (i.e. The Department of Education and Science or VEC). Yes No

SECTION G – DECLARATION

The following questions should be answered by entering a tick (☑) in the appropriate box. In any case where the response to a question is YES, full details should be given on a separate sheet and referenced to the appropriate question.

1. Have you been convicted of any criminal offence in the State or elsewhere? Yes No
2. Have you been the subject of any adverse outcome or finding or sanction following an inquiry or disciplinary procedure by any other professional or regulatory body in the State or elsewhere? (including the equivalent of the Teaching Council in any other jurisdiction) Yes No
3. Are you currently the subject of any pending proceedings of the kind described in 1 or 2 above? Yes No
4. Is there any other information that the Council should know about which may have a bearing upon your suitability to register? Yes No

(Note as a registered teacher you will be responsible for upholding and promoting the standards of the profession as set in the Codes of Conduct and Practice for Registered Teachers. Relevant information would include any involvement in activities which could bring the reputation of the profession into disrepute.)

I declare that:

- (i) the information provided by me in all sections of this application is true and accurate,
- (ii) I understand that the Teaching Council may, after giving me an opportunity of being heard, refuse to register me on the grounds that, in the opinion of the Teaching Council, my character renders me unfit to be employed as a teacher and
- (iii) I understand that the Teaching Council reserves the right, at any time, to require an applicant for registration as a teacher to submit such further evidence of fitness to teach as the Teaching Council may determine is appropriate for the purpose of admission to the Register.

Signature of Applicant:

Signature of Witness:

Occupation/Position of Witness:

Address of Witness:

	Date:
	Date:

SECTION H - APPLICANT CHECKLIST

Please complete and sign this checklist prior to submitting this application form.
If the application form is not complete it will be returned to the applicant.

1.	I have fully completed this entire application form and have entered N/A in each section that does not apply to me.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	I have signed the Declaration Section and it is also countersigned by a witness	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	I have enclosed (or have recently submitted) a completed Garda Vetting form to the Teaching Council.	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	For <u>each</u> qualification that I am seeking assessment I have submitted: (Mandatory Documentation)	
	➤ Certified copies [#] of transcripts for each year of the qualification showing grades/results	Yes <input type="checkbox"/> No <input type="checkbox"/>
	➤ Certified translations of any documents above not in the English Language	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	I have submitted a certified copy [#] of my birth certificate or current passport	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	I enclose a cheque or bank draft in the amount of €90 payable to the Teaching Council	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	I understand that after a period of 12 months from the date the application is received, that if items of documentation or other items are still outstanding that this application will be declared invalid and the Council will return the entire application and supporting documentation to me (including the registration fee).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature:	_____	Date: _____

Please return this completed application form to: **Further Education Section, The Teaching Council,
Block A, Maynooth Business Campus, Maynooth, Co. Kildare**

Guidance Notes

Am I eligible to apply?

The educational qualification requirements to register as a teacher with the Teaching Council are outlined in the Teaching Council [Registration] Regulations, 2009

Assessment for Registration Purposes Only

This application form should only be completed if you are applying for registration for the first time. If you are already registered with the Teaching Council, you should note that the Council has no legal remit to further assess qualifications to determine suitability to teach. As a registered teacher, it is a matter for employers to determine suitability of qualifications and allocate teaching posts.

Application Process

In order to be eligible for registration (Further Education within the Post-Primary Sector) applicants must meet requirements in terms of qualifications, Garda Vetting/Police Clearance, fitness to teach and payment of the appropriate fee as set out in this application form. Garda Vetting is carried out by the Garda authorities, independent of the Teaching Council, and can take up to eight weeks to complete. Allowing for busy peak periods at the start of school term and assuming all other documentation requested is to hand, the overall process should be completed in 10-12 weeks. Council staff will advise applicants if further documentation is required and applicants are requested not to seek updates on the progress of applications.

Witness

A witness is determined to be any person over the age of 18 years that knows the applicant. The witness should countersign the application form on the same date as the applicant.

Translation of Documentation

Applications for registration can only be accepted in English or Irish. If your documentation is in languages other than these you must provide certified translations by an accredited translator along with the original documents. If you wish you may translate the documents, provided they are certified by an accredited translator or a person fluent in both languages e.g. a university lecturer or embassy/consular official, where the language is spoken.

Applications from Outside Ireland - Additional Requirements

The Teaching Council welcomes applications for registration from overseas and all applications are assessed on an individual basis. The following should be noted in relation to these applications;

1. Garda Vetting / Police Clearance. An applicant who has resided outside of Ireland, including Northern Ireland, for three years or more after 18 years of age must provide additional supporting documentation. This is detailed in Section E on page 5 of this form.

Required Documentation

The documentation outlined on Page 1 of this application form must be submitted to enable the Council to process your application for registration.

#Certified Copy Policy

In situations where certified copies are provided, the certification consists of an endorsement (signature, stamp and date) on the actual copy which states that an appropriate person has sighted the original document and believes the copy to be a true copy of that document.

The following criteria have been set for certified copies of identification and qualifications documents.

1. A document proving identity (Birth Certificate or Current Passport) must be certified by a member of An Garda Síochána (Police) or a Solicitor/Commissioner for Oaths and must have an original clearly legible stamp affixed on the copy.
2. A copy of a transcript, parchment, diploma supplement, course handbook or course related documentation must be certified by a member of An Garda Síochána, a Solicitor/Commissioner for Oaths, or by the Registrar's/Registry Office of the college or University where the qualification in question was awarded. Copies of parchments that are provided along with original transcripts do not need to be certified.

3. A transcript or statement of results that has been printed from an internet student portal must be stamped by the Registrar's/Registry Office of the college or University where the qualification in question was awarded.

Fees

Registration -The registration application fee is €90, which covers an initial twelve month period. There is no additional fee for Garda Vetting.

Registration Review and Appeals Process

The Review of Decision process is the internal review mechanism that the Teaching Council offers to applicants when registration has been refused or when registration conditions have been imposed by the Post-primary Applications Panel or the Evidence of Character Panel.

When an applicant is informed that his/her academic qualifications and/or evidence of character for teaching do not meet the requirements for registration as a teacher, he or she is informed of this decision and is offered the option of requesting a Review of Decision by the Council's Registration Committee Review Group and also of the right of appeal to the High Court. The applicant will also be given the opportunity to include any additional evidence of qualifications and provide a written submission. In cases where registration is being refused on the grounds of evidence of character, the applicant can also request an oral hearing. A statement from the Post-primary Applications Panel, and/or the Evidence of Character Panel and/or from the Registration Officer indicating the grounds on which the application has been refused will be provided to the applicant.

Appeal to the High Court

In accordance with section 31(8) of the Teaching Council Act, 2001 where the Council makes a decision to refuse to register a person or to register the person subject to conditions, that person may apply to the High Court for annulment of the decision concerned **within 21 days** of the date of service of a notice of the Council's decision.

Employment /Payment of Teachers

The Teaching Council has no remit in the employment of teachers, deployment within schools or in determining pay and conditions of teachers. These are matters proper to the relevant school managements, the Department of Education and Science or Vocational Education Committee (VEC), and Teaching Council staff are not in a position to discuss or advise on such matters.