

FORM B

CERTIFICATION OF POST-QUALIFICATION TEACHING EMPLOYMENT (PQE)

(POST-PRIMARY TEACHERS ONLY)



AN CHOMHAIRLE MHÚINTEOIREACHTA
The Teaching Council

Introduction

Conditional registration is granted to teachers who have not met all the requirements for full registration. In order to satisfy the condition of Post Qualification Employment (PQE), applicants must provide evidence of 300 hours teaching employment in a recognised school that is verified and signed by the school principal. A minimum of two thirds ($\frac{2}{3}$) (200 hours) of the approved employment must be involved in the teaching of a curricular subject to a designated class on the School's timetable. Up to one third ($\frac{1}{3}$) (100 hours) of the approved employment can be carried out in a learning support, special needs, language support or Guidance Counselling role. A maximum of a three year period is permitted within which a teacher must complete this requirement.

Important:

1. It is entirely a matter for the registered teacher to secure teaching positions that satisfy the requirements of this process.
2. Teaching employment as a substitute teacher is acceptable for the purposes of fulfilling this requirement.
3. Only employment as a qualified teacher (post-teaching qualification) will be taken into account on this form
4. Applicants must provide evidence of teaching employment that is verified and signed by the principal of the school in which the teaching employment took place. In cases where teaching employment (as a fully qualified teacher) is carried out in more than one school, the teacher must provide a separate form for each school. Teaching service in several schools can be aggregated together towards the 300 hours threshold by completing several forms – one form per school.
5. A minimum of two thirds ($\frac{2}{3}$) (200 hours) of the required employment must be involved in the teaching of a curricular subject to a designated class on the School's timetable.
6. Up to one third ($\frac{1}{3}$) (100 hours) of the required employment can be involved in a learning support, Special Needs, Language Support or Guidance Counselling role.
7. A period of three years is permitted within which a teacher must complete this requirement. In exceptional circumstances, a teacher may apply to the Council for an extension of the three year time period.
8. This form may be completed in respect of state recognised second-level schools in any state where the service has been deemed satisfactory.
9. Please note that failure to fulfil the Post Qualification Employment (PQE) requirement within the specified timeframe will result in the lapsing of registration.
10. Teaching service carried out under the terms of Department of Education and Skills Circular 0046/2011 on the 'JobBridge' - National Internship Scheme, is recognised for the purposes of meeting the requirement of Post Qualification Employment (PQE).

The form is presented on the following page. Please complete Part A and Part C if previous teaching service has been completed in the Republic of Ireland. Please complete Part A and Part B and Part C if teaching service has been completed outside of the Republic of Ireland.

Please forward this completed form to:

Post Primary Teacher Registration, The Teaching Council, Block A, Maynooth Business Campus,
Maynooth, Co. Kildare, Ireland.

IMPORTANT NOTE: Please complete Part A and Part C if previous teaching service has been completed in the Republic of Ireland. Please complete Part A and Part B and Part C if teaching service has been completed outside of the Republic of Ireland.

PART A					TEACHING EMPLOYMENT IN RECOGNISED SCHOOLS IN IRELAND					
					To be completed by the applicant					
TEACHER NAME:										
ADDRESS:										
REGISTRATION NUMBER:					PPS NUMBER:					
SCHOOL YEAR:					SCHOOL ROLL NO.:					
DURATION OF SERVICE <small>Provide exact dates e.g. 1/9/2007 to 30/6/2008:</small>										
FORMAL SCHOOL NAME:										
SCHOOL ADDRESS:										
SUBJECT(S) TAUGHT		SUBJECT/AREA_1		SUBJECT/AREA_2		SUBJECT/AREA_3		SUBJECT/AREA_4		
Total Number of teaching hours for this subject in the period specified:										
Classroom Setting <small>(Mainstream/Learning Support/Resource etc.)</small>										
PART B					TEACHING EMPLOYMENT IN SCHOOLS <u>OUTSIDE OF IRELAND ONLY</u>					
					To be completed by the School Principal					
During the period of service, did the teacher have reasonable opportunities to become acquainted with methods of teaching and discipline and did the teacher show evidence of an aptitude for teaching and the ability to manage a class							Yes <input type="checkbox"/> No <input type="checkbox"/>			
Was the service given after the teacher was fully qualified or recognised by the State Authority							Yes <input type="checkbox"/> No <input type="checkbox"/>			
Was the service part of the teacher education or probationary process which leads to the teacher becoming fully qualified / recognised							Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is the school subject to inspection by State Authority?							Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is the school in receipt of funds (or eligible to receive funds) from State Authority							Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is the above information verified by school records?							Yes <input type="checkbox"/> No <input type="checkbox"/>			
PART C					CERTIFICATION – TO BE COMPLETED BY <u>ALL APPLICANTS</u>					
I certify that:										
<ul style="list-style-type: none"> a. the particulars given above are correct and accurate in every respect; b. that the teacher named on this document provided satisfactory service for the duration recorded on this form 										
Name of School Principal:						Registration Number:				
Signature of School Principal:						Date:				
School Name:						School Stamp:		PLEASE AFFIX THE OFFICIAL SCHOOL STAMP IN THIS BOX		
Signature of Teacher:						Date:				