

FORM C - PRIMARY TEACHERS ONLY

NOTIFICATION OF THE COMPLETION OF THE PROBATIONARY CONDITION



AN CHOMHAIRLE MHÚINTEOIREACHTA
The Teaching Council

This form is for use by primary teachers to record their service and to provide evidence that they have completed both the Service and the Professional Competence requirements of probation. It should only be submitted when both requirements are completed.

The requirements of the probationary process are:

- 1. Service Requirement** - A probationary teacher must complete a minimum of 100 school days teaching service (comprising of 2 blocks of 50 consecutive days or one block of 100 consecutive days). This service must take place after a teaching qualification is successfully completed. Under the rules of the Department of Education and Skills, service in a permanent, temporary or substitute teaching post in a primary school may be reckoned for probationary purposes, subject to the conditions in the paragraph below. This teaching service may be in a mainstream class, special class or special school setting or in a post as a full-time resource teacher (low incidence disabilities) under the Department's General Allocation Model. The service must be completed within a maximum of three years from the date of first registration or, if applicable, within three years from the date on which all other registration conditions have been successfully met. 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 Probation
- 2. Professional Competence Requirement** - Proof of satisfactory completion of the competence element. The Inspectorate of the Department of Education and Skills evaluates the professional competence of teachers for the purposes of informing The Teaching Council's decisions regarding the registration of primary teachers. If they have not already done so, teachers should apply for inspection visits to Limerick Education Centre using the OP1 form available at www.lec.ie. The Teaching Council does not accept applications for inspection visits.

The Council will only process applications to remove the registration condition of probation where both requirements have been completed and the appropriate inspection result email and certified service requirement (Part E) are submitted. Any incomplete applications will be returned to teachers. The probationary period ends when The Teaching Council is satisfied that both the service requirement and the professional competence requirements are fully met.

Circular 47/2011 of the Department of Education and Skills published in August 2011, outlines the revised arrangements for probation in respect of registration as a primary teacher with The Teaching Council. Please visit www.education.ie to download the Circular. All queries in relation to the Inspection process should be directed to Limerick Education Centre, Tel: 061 585 060, Email: info@lec.ie, Web: www.lec.ie

Time limits for completing probation

The time limits set by the Teaching Council during which a teacher may satisfy the requirements of probation (and other conditions attaching to his/her registration) are set out in Circular 0047/2011 of the Department of Education and Skills. The circular is available for download from www.education.ie.

Applicants should note that all non-probationary conditions (to include the Irish Language Requirement and Gaeltacht placement) must be met before the probationary period commences.

How to complete this form

- The teacher being probated must arrange for this form to be certified by the school principal of the employing school or schools following each period of eligible service by the teacher.
- A teacher may need to complete two or more copies of Part E of the form to record evidence of the 100 day service requirements if this service has taken place across two school settings.
- The service considered for probation purposes must be completed after all other conditions of registration have been met (e.g. the Irish Language Requirement).
- All sections of the form must be completed by the applicant, signed by the school principal of the school where the service took place, and dated and stamped.
- A copy of the completed form should be kept by the teacher for his/her records.
- The Department of Education and Skills will provide teachers with evidence of service undertaken prior to 1 September 2010 in the form of a service printout, in situations when teachers cannot obtain proof of service from the management of the employing school or schools.

FORM C - PRIMARY TEACHERS ONLY



AN CHOMHAIRLE MHÚINTEOIREACHTA
The Teaching Council

NOTIFICATION OF THE COMPLETION OF THE PROBATIONARY CONDITION

Please complete all sections of this form **IN BLOCK CAPITALS**. To record evidence of the 100 day service requirement, you will need to complete Part E for the school(s) in which you have been employed. Additional copies of Part E may be submitted to provide proof of teaching service of 100 days, if necessary.

PART A TEACHER'S DETAILS			
Teacher's Name: (as registered)			
Address:			
Phone Number(s):			
Email Address:			
Registration Number:		PPS Number:	

PART B CERTIFICATION OF PROFESSIONAL COMPETENCE REQUIREMENT	
A photocopy of the statement from the Department of Education and Skills certifying the successful completion of the professional Competence Requirements is attached.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Professional Competence Setting:	Mainstream <input type="checkbox"/> Restricted <input type="checkbox"/>

PART C SUMMARY OF TEACHING SERVICE			
Number of schools documented in Part(s) E for which service is calculated and completed forms attached:			
Dates of 2 x 50 day periods of teaching service or alternatively 1 x 100 days teaching service:			
Period 1	From:	DD/MM/YYYY	School Roll Number:
	To:	DD/MM/YYYY	
Period 2	From:	DD/MM/YYYY	School Roll Number:
	To:	DD/MM/YYYY	

PART D SIGNED DECLARATION			
I declare that the information provided in all parts of this form is true and accurate.			
Signature		Date:	

FOR OFFICE USE ONLY			
Form complete:	Yes <input type="checkbox"/> No <input type="checkbox"/>	No. of eligible service days:	1 x 100 days / 2 x 50 days:
Statement from the DES	Yes <input type="checkbox"/> No <input type="checkbox"/>	Notes:	
Logged on the Register by:		Date:	
Further action required:		Date notified:	

Please return this form to Registration (Primary), The Teaching Council, Block A, Maynooth Business Campus, Maynooth, Co. Kildare.

FORM C - PRIMARY TEACHERS ONLY



AN CHOMHAIRLE MHÚINTEOIREACHTA
The Teaching Council

NOTIFICATION OF THE COMPLETION OF THE PROBATIONARY CONDITION

Please make as many copies of this page as appropriate.

PART E				CERTIFICATION OF THE SERVICE REQUIREMENT	
To be completed by the school principal and applicant					
Applicant Name:			Registration Number:		
School Name:			School Roll Number:		
School Address:					
Duration Of Service Provide exact date, e.g. 01/09/2010 to 30/06/2011	From:	DD/MM/YYYY	Number of school days*: * Please note that school holidays do not constitute a break in service.		
	To:	DD/MM/YYYY			
Classroom Setting: (Please tick one)	Mainstream Class	<input type="checkbox"/>	Special class	<input type="checkbox"/>	
	Special school setting	<input type="checkbox"/>	Full-time resource teacher (low incidence)	<input type="checkbox"/>	
Please indicate if sick leave was taken in this period			Total number of school days of sick leave:		
Certified* <input type="checkbox"/> Uncertified <input type="checkbox"/>					
*Please attach proof of certified sick leave with this application.					
I certify that the following particulars in respect of the service above with regard to the teacher named above and in PART A are correct and accurate					
Name of Principal (BLOCK CAPS):					
Signature of School Principal:				Date:	
Signature of Teacher:				Date:	
School Stamp	PLEASE AFFIX THE OFFICIAL SCHOOL STAMP IN THIS BOX				

This page may only be submitted when:

- A total service of 100 days teaching service has been completed (including 2 X 50 day periods or 1 block of 100 service days). Please note that school holidays do not constitute a break in service.
- Page 2 of this form (with parts A, B, C, D completed) is attached
- A photocopy of the statement from the Inspectorate of the Department of Education and Skills indicating satisfactory completion of the competence element is attached.

Please return this form to Registration (Primary), The Teaching Council, Block A, Maynooth Business Campus, Maynooth, Co. Kildare.