

SECTION B - QUALIFICATIONS ASSESSMENT

The qualifications assessment process involves the examination of qualifications transcripts and other course related documentation to ensure that the content covered as part of the qualification satisfies the subject criteria for an established Post-primary subject. Applicants should endeavour to provide as much information as possible to facilitate this process.

Undergraduate Degree Qualifications

| | |
|--|--|
| Title Of Qualification | |
| Awarding Authority | |
| College Attended | |
| Year Awarded | |
| Number of ECTS Credits (in the entire qualification) *See Guidance Notes | |
| Duration Of Course | |
| Type of Study (Full-time, Part-time, Distance Learning etc.) | |
| Level Of Award (Results) (e.g. 2.1 Honours, Pass, GPA = 3.42) | |

Assessment of Academic Subjects

Applicants for registration must hold a suitable degree or equivalent award, which enables the holder to teach at least one of the post-primary subjects listed below.

Prior to nominating the subject(s) for which they are seeking assessment, applicants should refer to the document entitled "General and Special Requirements for Teachers of Recognised Subjects in Mainstream Post-Primary Education" (also entitled "Subject Criteria") to ensure that their qualification(s) meet all the requirements for that subject.

This document can be downloaded from the homepage of the Teaching Council Website (www.teachingcouncil.ie).

Please select at least one subject from the list below:

- | | | |
|--|---|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Economics | <input type="checkbox"/> Irish |
| <input type="checkbox"/> Agricultural Economics | <input type="checkbox"/> Engineering | <input type="checkbox"/> Latin |
| <input type="checkbox"/> Agricultural Science | <input type="checkbox"/> English | <input type="checkbox"/> Mathematics |
| <input type="checkbox"/> Applied Mathematics | <input type="checkbox"/> French | <input type="checkbox"/> Music |
| <input type="checkbox"/> Art (including Crafts) | <input type="checkbox"/> Geography | <input type="checkbox"/> Physical Education ¹ |
| <input type="checkbox"/> Biology | <input type="checkbox"/> German | <input type="checkbox"/> Physics |
| <input type="checkbox"/> Business | <input type="checkbox"/> Greek (Ancient Greek) | <input type="checkbox"/> Physics and Chemistry |
| <input type="checkbox"/> Chemistry | <input type="checkbox"/> Hebrew Studies | <input type="checkbox"/> Religious Education |
| <input type="checkbox"/> CSPE (Civic Social and Political Education) | <input type="checkbox"/> History | <input type="checkbox"/> Russian |
| <input type="checkbox"/> Classical Studies | <input type="checkbox"/> Home Economics (Scientific and Social) | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Information and Communications Technology (ICT) | <input type="checkbox"/> Italian | <input type="checkbox"/> Design and Communication Graphics (formerly Technical Drawing) |
| <input type="checkbox"/> Construction Studies | <input type="checkbox"/> Japanese | <input type="checkbox"/> Technology |
| | <input type="checkbox"/> Arabic | |

Assessment of Teacher Education Qualifications

Applicants who have completed a programme of teacher education outside of Ireland must also apply for the assessment of that qualification. Please tick the box below if the assessment of teacher education qualification is sought within this application.

I am applying for the assessment of my teacher education qualification(s) Yes No

Applicants who are applying for the assessment of a teacher education qualification(s) must also submit certified copies of their undergraduate degree transcripts and degree parchment.

I have enclosed certified copies of undergraduate degree transcripts and degree parchment Yes No

Please note that the taking a particular subject methodology as part of a teacher education programme alone will not entitle the teacher to be registered as a teacher of that subject.

¹ If applying for recognition for Physical Education, form PE1 must be completed. See Guidance Notes

SECTION B - QUALIFICATIONS ASSESSMENT

Undergraduate Qualifications (Continued)

Applicants must provide as much relevant information as possible regarding qualifications with this application to facilitate the process of assessment.

The following items must be submitted along with this application:

| MANDATORY DOCUMENTATION | | Please tick when submitted |
|--|---|--|
| 1. Photocopy of degree parchment | | <input type="checkbox"/> |
| 2. A certified copy [#] of official statement of transcripts of results for each year from the relevant third-level institution which will provide full details of: | <ul style="list-style-type: none">• the titles of subjects/modules studied in each year of the course• the grades obtained• the number of ECTS/CATS credits in each module (if available) | <input type="checkbox"/> <input type="checkbox"/> |
| 3. A certified copy [#] of the Course Handbook relating to each year of the course studied which will provide: | <ul style="list-style-type: none">• full description of each module/subject studied throughout the qualification which should correspond with the modules listed on the transcripts of results for all years. | <input type="checkbox"/> |

SPECIAL REQUIREMENTS

Languages

If you are applying for the assessment of any language, you must include a certified list of all texts and authors studied throughout the degree programme.

Foreign Languages (Residency Requirement)

If you are applying for the assessment of a language which is not your mother tongue, you must include evidence of residency of at least three months in a country where that language is the vernacular.

Physical Education

If you are applying for the assessment of your qualification for the purposes of Physical Education you must include a fully completed PE1 form which is available on www.teachingcouncil.ie. The PE1 form must be signed and stamped by the college or university.

[#] Please see note on page 8 regarding certified copies

SECTION B - QUALIFICATIONS ASSESSMENT (Continued)

Teacher Education/Concurrent* Qualifications

*A Concurrent Qualification includes the content normally found within a degree qualification in addition to the elements of a teacher education qualification.

| | |
|---|--|
| Title Of Qualification | |
| Type of Qualification | Teacher Education Qualification <input type="checkbox"/> Concurrent Qualification* <input type="checkbox"/> |
| Awarding Authority | |
| College Attended | |
| Year Awarded | |
| ECTS/CATS Credits (in the entire qualification (if available)) | |
| Duration Of Course | |
| Type of Study (Full-time, Part-time, Distance Learning etc.) | |
| Level Of Award (Results) (e.g. 2.1 Honours, Pass, GPA = 3.42) | |
| Subject(s) in which teaching methodologies were taken | |

The following information must be submitted for both teacher education qualifications and concurrent qualifications:

| MANDATORY DOCUMENTATION | Please tick when submitted | | | |
|---|--|--|--|--|
| A certified copy [#] of degree Parchment | <input type="checkbox"/> | | | |
| A certified copy [#] of qualification transcripts or Diploma Supplement for each year of study of your qualification. | <input type="checkbox"/> | | | |
| A certified copy [#] of the course handbook from the relevant third-level institution which will provide: | <input type="checkbox"/> | | | |
| <ul style="list-style-type: none"> • A full description of the content of the various components of the education courses accompanied by a breakdown of the number of hours (divided between Lectures, Tutorials and Seminars) devoted to specific education components. The various components can be categorised as follows: <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • <i>Philosophy of Education</i> • <i>History of Education</i> • <i>Educational Psychology</i> • <i>General Teaching Methods including Information and Communication Technologies</i> </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • <i>Educational Sociology</i> • <i>Curriculum Development</i> • <i>Educational Administration</i> • <i>Subject(s) in which teaching methodologies were taken</i> </td> <td style="width: 33%; vertical-align: top;"> <ul style="list-style-type: none"> • <i>Comparative Education</i> • <i>Other Educational Components (please specify):</i> _____ _____ </td> </tr> </table> • The schools and age ranges to which the theoretical and practical teacher training elements of the course were orientated • The approximate number of hours supervised teaching practice in post-primary schools • The subjects taught whilst on teaching practice | | <ul style="list-style-type: none"> • <i>Philosophy of Education</i> • <i>History of Education</i> • <i>Educational Psychology</i> • <i>General Teaching Methods including Information and Communication Technologies</i> | <ul style="list-style-type: none"> • <i>Educational Sociology</i> • <i>Curriculum Development</i> • <i>Educational Administration</i> • <i>Subject(s) in which teaching methodologies were taken</i> | <ul style="list-style-type: none"> • <i>Comparative Education</i> • <i>Other Educational Components (please specify):</i> _____ _____ |
| <ul style="list-style-type: none"> • <i>Philosophy of Education</i> • <i>History of Education</i> • <i>Educational Psychology</i> • <i>General Teaching Methods including Information and Communication Technologies</i> | <ul style="list-style-type: none"> • <i>Educational Sociology</i> • <i>Curriculum Development</i> • <i>Educational Administration</i> • <i>Subject(s) in which teaching methodologies were taken</i> | <ul style="list-style-type: none"> • <i>Comparative Education</i> • <i>Other Educational Components (please specify):</i> _____ _____ | | |
| <p>In addition to the above, the following information must be submitted with respect to concurrent qualifications:</p> <ul style="list-style-type: none"> • Full certified descriptions of all modules/subjects studied throughout the qualification, which must correspond with the transcript of results for each year. • Requirements for admission to the course and for award of the qualification in question. <p>If you have been recognised as a teacher outside of Ireland, please provide details below:</p> | | | | |
| Name of Competent Authority which granted recognition under the terms of the above Directive (e.g. Teaching Council, State Department) | | | | |
| Is a certificate of registration/QTS certificate from the above Competent Authority included with this application? | Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| Is a certificate regarding the completion of induction enclosed? | Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |

[#] Please see note on page 8 regarding certified copies
(Revised 28/10/2010)

SECTION B - QUALIFICATIONS ASSESSMENT (Continued)

Other Relevant Qualifications

| | |
|---|--|
| Title Of Qualification | |
| Type of Qualification | |
| Awarding Authority | |
| College Attended | |
| Year Awarded | |
| ECTS Credits | |
| Duration Of Course | |
| Type of Study (Full-time, Part-time, Distance Learning etc.) | |
| Level Of Award (Results) (e.g. 2.1 Honours, Pass, GPA = 3.42) | |

Please provide the following for this qualification:

- Photocopy of degree parchment
- Certified copy[#] official statement or original transcripts from the relevant third-level institution
- Certified copy[#] of relevant pages of College Handbook/Catalogue which gives a description of **all** modules/subjects studied throughout the duration of the course

Please indicate the reason that you are submitting this qualification for assessment:

SECTION C – CALCULATION OF FEES

The following fees apply:

| Fee Schedule | Fee | Amount Submitted |
|--|-------------------------|--------------------------|
| Qualification assessment (Non refundable) | €200 | |
| Subject 1 | | |
| Extra optional subjects (Non refundable) | €100 per subject | |
| Optional Subject 1 | | |
| Optional Subject 2 | | |
| Total Amount Submitted: | | |
| Method of Payment: (Please make payable to The Teaching Council) | Cheque | <input type="checkbox"/> |
| | Bank Draft | <input type="checkbox"/> |
| | Postal Order | <input type="checkbox"/> |

A Teacher education qualification is assessed under the subject of 'Education' and is deemed as one subject.

SECTION D - STATEMENT IN SUPPORT OF YOUR APPLICATION

If you wish to provide any additional information which you consider would be of benefit to your application, please do so here.

Signature: _____ Date: _____

NOTE:

It will not be possible to assess an application to the Teaching Council for consideration until all the necessary documentation is received. Applicants will appreciate that if the documentation supplied is not presented in a clear and comprehensive manner, or if there is insufficient information, processing of their application WILL be delayed. The documentation furnished will be retained.

SECTION F - DECLARATION

I declare that the information provided by me in all sections of this application is true and accurate.

The Council does not have a legal entitlement to assess the qualifications of a teacher that is already registered. However, in specific cases, an applicant may wish to have their qualifications assessed to determine if the qualifications meet the criteria for a further curricular subject or educational sector. The outcome of this assessment process will not change or update teacher's existing registration details. When the process is complete, the Council will inform the applicant about the outcome of the assessment process and will provide a list of any options available to the applicant.

I authorise the Council to assess my qualifications for information purposes only. I understand that the result of any assessment outlined above will not affect my current Registration status.

Signature of Applicant:

Date:

Signature of Witness:

Date:

Occupation/Position of Witness:

Address of Witness:

| | |
|---------------------------------|-------|
| | Date: |
| | Date: |
| Occupation/Position of Witness: | |
| Address of Witness: | |

SECTION E - 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 checked the list of qualifications that are recognised by the Teaching Council and I am seeking for the assessment of a qualification or qualifications that are not on this list. Yes No
2. I have signed the Declaration Section and it is also countersigned by a witness Yes No
3. For each qualification that I am seeking assessment I have submitted:
(Mandatory Documentation)
 - A certified copy[#] of the qualification parchment Yes No
 - A certified copy[#] of the transcript of results for each year of the qualification showing grades/results Yes No
 - A certified copy[#] of the Course Handbook or Course Outline providing a description of each module studied Yes No
 - Certified translations of any documents above not written in the English Language Yes No
4. I have completed this entire application form and have entered N/A in each section that does not apply to me. Yes No
5. If applying for assessment of a language, I have enclosed proof of residency in a country where that language is spoken as the vernacular Yes No
6. If applying for the assessment of teacher education qualifications I have satisfied the requirements as laid out on page 4 regarding education studies, age range of pupils and teaching practice requirements of my qualification. Yes No
7. If applying for the assessment of a qualification in Physical Education, I have enclosed a completed PE-1 form. (available for download on www.teachingcouncil.ie) Yes No
8. I have calculated the fees required and enclose the correct amount on a cheque or bank draft payable to the Teaching Council Yes No
9. 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 the applicant (including any fees provided and assuming that no assessment has taken place). Yes No

Signature: _____

Date:

Please return this completed application form to: **Post-Primary Qualifications Assessment,
The Teaching Council, Block A, Maynooth Business Campus, Maynooth, Co. Kildare**

[#] Please see note on page 8 regarding certified copies
(Revised 28/10/2010)

Guidance Notes

Registration with the Teaching Council is under the Teaching Council [Registration] Regulations 2009, which are available on www.teachingcouncil.ie

Application Process

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.

Have your qualifications been recognised in the past?

If your qualifications have previously been assessed for registration purposes by either the Department of Education or Science (Registration Council) or the Teaching Council, you should complete application form PPR-01 quoting your Recognition reference number.

Required Documentation

In terms of assessment of qualifications this application form outlines specific documentation which must be provided. This is required to enable the Council's independent assessors make an informed recommendation as to your eligibility for registration. Failure to submit all documentation requested will result in delays processing your application. The Teaching Council reserves the right to seek additional documentation throughout the assessment process if deemed necessary.

#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. Or you may wish to provide a Document Access Code if your college uses Digitary secure on-line document sharing. (Currently in use in Ireland by the Institutes of Technology, UCD, DCU, UL and affiliated colleges).

Witnesses

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.

Teacher Education/ Concurrent Qualifications awarded outside of 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. History and Structure of the Irish Education System. In terms of the teacher education registration requirement, applicants from overseas are required to demonstrate a knowledge and understanding of the History and Structure of the Irish Education System. Studies in this area are undertaken by all teacher education students attending recognised Irish colleges of education. This shortfall can be addressed by means of an Aptitude Test held twice yearly by the Teaching Council. Details of same can be accessed on the Teaching Council website www.teachingcouncil.ie

Fees

Assessment of Qualifications - If you hold qualifications awarded outside of Ireland or qualifications not holding general recognition from the Teaching Council the following fees are applied

- Degree (including one curricular subject) or Teacher Education/Concurrent qualification - €200
- Each additional curricular subject - €100

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 and the Department of Education and Science and Teaching Council staff are not in a position to discuss or advise on such matters.