

APPLICATION FOR REGISTRATION AS A TEACHER

In accordance with Regulation 4 (Post-Primary) of the Teaching Council [Registration] Regulations 2009



AN CHOMHAIRLE MHÚINTEOIREACHTA
The Teaching Council

Form: PPR-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 passport.**
- **Certified copy[#] qualification transcripts for each academic year of undergraduate and postgraduate qualification(s) unless they have already been previously submitted during the qualification assessment process.** (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 note that the Council will only accept certified copies of qualification documentation and proof of identity documentation. Original documents provided will be returned by standard post.**

Please return this completed application form and supporting documentation to: Teacher Registration (Post-Primary), The Teaching Council, Block A, Maynooth Business Campus, Maynooth, Co. Kildare.

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[#] 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:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of Birth:

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

Nationality:

 (recorded for statistical purposes)

Home Phone Number:

Daytime Phone Number:

Mobile Phone Number:

E-mail address:

Country Code and Prefix	Number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	

[#] See note on page 8 regarding Certified Copies

SECTION B – QUALIFICATIONS

Assessment of Qualifications by the Teaching Council or previously by the Department of Education and Science

If you had your qualifications assessed by the Teaching Council or the Department of Education and Science for registration purposes, please provide a copy of the decision letter and the reference number which was provided to you.

Reference Number: _____ Date of Assessment: _____

In the grid below please enter the exact title of each qualification, e.g., Bachelor of Arts, Bachelor of Education Degree, 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 ¹ Qualification	Other (e.g. Masters)
TITLE OF QUALIFICATION			
AWARDING AUTHORITY			
COLLEGE ATTENDED			
YEAR AWARDED (or Date of Award)			
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)			

Online Access to Qualification Details

Please print out and include your transcripts from the site below prior to submitting your application.

Website address or URL:	e.g. https://digitary.ul.ie/
Authorisation Code:	To permit access to your transcripts

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

¹ A Concurrent qualification combines the study of one or more academic subjects within a Teacher Education Qualification.

SECTION C – POST QUALIFICATION EMPLOYMENT

(THIS SECTION OF THE FORM HAS BEEN PREVIOUSLY KNOWN AS FORM B)

Guidance Notes

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 class of students (minimum of 14 students). 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.
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 class of students (minimum of 14 students)
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.

The form is presented on page 4. Please complete Part A (only) if previous teaching service has been completed in the Republic of Ireland. Please complete Part A and Part B if teaching service has been completed outside of the Republic of Ireland.

SECTION C – POST QUALIFICATION EMPLOYMENT (continued)

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			
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	
Average number of teaching hours per week for this subject in the period specified:					
Total Number of teaching hours for this subject in the period specified:					
Average Number of students in the class each day:					
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:			

SECTION D – EVIDENCE OF CHARACTER (GARDA/POLICE VETTING/CLEARANCE)

All teachers applying for registration with The Teaching Council for the first time are required to undergo the Garda Vetting process. If you have previously undergone the Garda Vetting Process via the Teaching Council, the result date must not be greater than 12 months old. **A teacher will not be entered on the Register until the vetting process is complete.** Please contact the Teaching Council directly at 1890 224 224 or on (01) 6517900 to request a Garda Vetting Application Form. (For security reasons this form is not available to download)

An applicant, who has resided outside of Ireland and/or Northern Ireland **for three years or more, in total**, after the age of 18, is required to provide the following supporting documentation when submitting his/her Garda Vetting Application Form:

1. A **certified copy** of police clearance from the jurisdiction(s)/state(s) of previous residence referring to the time spent in that country.
 2. A **certified copy** of an original signed character reference from his/her **most recent employer** on company headed paper. This reference can be in Ireland or overseas. (A teaching reference is not a requirement)
 3. A **certified copy** of a certificate of good standing or letter of professional standing from the authorised body or Competent Authority of the country in which the applicant is currently registered e.g. QTS. This is only required if the applicant completed his/her **teacher education qualification** outside of Ireland and if the applicant is applying for registration in the Primary or Post-primary sectors. This requirement does **not** currently apply to applicants wishing to register as a teacher in the Further Education sector.
- ❖ Certified Translations must be provided for any of the above documents not written in the English Language.
 - ❖ The Council reserves the right to seek a sworn declaration where a satisfactory police/criminal records disclosure is not available. Please note that this Declaration Form is issued by The Teaching Council.

CHARACTER REFERENCE

Note: This section must be signed by a professional person in a position of scholastic/academic responsibility, specifically:

1. A School Principal
2. The Head of Teaching Practice of the College or University where the applicant completed his/her Teacher Education Programme.
3. A Registered Teacher (the Teacher must currently be registered with the Teaching Council)
4. A Tutor of the College or University where the applicant completed his/her Teacher Education Programme or Primary Degree.

The person signing the form should know the applicant for one academic year within the past five years. The signature should be witnessed by a third party, i.e. any person other than the applicant.

I hereby certify that, arising from my professional capacity, I have known			
_____ Name of Applicant from _____ DATE to _____ DATE _____, and that I know of nothing in his/her character that renders him/her unfit for the teaching profession.			
Name of Professional Person (IN BLOCK CAPITALS):			
Signature of Professional Person:		Date:	DD/MM/YYYY
Occupation/Position of Professional Person:			
Address of Professional Person:			
Teaching Council Registration Number (if applicable):			
Name of Witness (IN BLOCK CAPITALS):			
Signature of Witness:		Date:	DD/MM/YYYY
Address of Witness:			
Please affix the official School/College stamp in this box:			

SECTION E – 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 his/her 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 correct 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 F – 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:

Date:

Signature of Witness:

Date:

Occupation/Position of Witness:

Address of Witness:

SECTION G - 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 submitted a completed Garda Vetting Application 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 ^{##} (see page 8) 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 to the value 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 of this application, that if items of documentation or other items are still outstanding, this application will be declared invalid and the Council will return the entire application and supporting documentation to the applicant (including the registration fee).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature:		Date: <hr style="border: 0; border-top: 1px solid black; width: 100%;"/>

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

Guidance Notes

Registration with the Teaching Council is under the Teaching Council (Registration) Regulations 2009 which are available on www.teachingcouncil.ie

#Certified Copy Policy

Please note that the Council will only accept certified copies of qualification documents. Any original documents provided will be returned by standard post. 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.

##Certified Translation Policy

A Certified Translation always includes either a statement/certifying clause or a separate certification page which confirms that the translation is a true, accurate and correct rendering of either the original document or of a certified copy of the original document.

A Certified Translation should state the language from which the translation has been carried out and must be signed by the translator, stating his/her name, address and contact details and the date, together with a certification stamp affixed at the end of a translation.

Application Process

In order to be eligible for registration under Regulation 4 (post-primary) of the Teaching Council [Registration] Regulations 2009, applicants must meet requirements in terms of qualifications, Garda/Police vetting, 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 14 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 will normally be completed in 16 weeks. Council staff will advise applicants if further documentation is required and applicants are requested not to seek updates on the progress of applications. The Registration Regulations are available on the website of the Teaching Council (www.teachingcouncil.ie)

Am I eligible to apply?

In order to be eligible to register as a Post-primary teacher under Regulation 4 of the Teaching Council [Registration Regulations 2009, you must hold:

- A degree obtained following a course of at least three years full time study (or its equivalent) carrying at least 180 ECTS (European Credit Transfer System) credits.;
- The degree must comply with the minimum requirements as published by the Teaching Council so as to enable the holder teach at least one of the approved subjects at the highest standard within the curriculum as approved by the Department of Education and Science. The specific criteria for each curricular subject is set out in the document "General and Special Requirement for teachers of recognised subjects in Mainstream Post Primary Education" which can be viewed on the Teaching Council website: www.teachingcouncil.ie.
- A qualification in post-primary teacher education (First to Sixth Year /12-18 Years) carrying at least 60 ECTS credits obtained after satisfactory completion of a course in the theory and practice of education which shall include the following three major areas: Studies in the Foundation of Education, Professional Studies and a Practical Teaching Programme, including at least 100 hours of personal experience of directly teaching at least one approved subject.

Note: It is not currently a requirement to hold a teacher education qualification to be eligible for registration to teach in a Vocational Education (VEC) sector school. However there are a number of subjects where a teaching methodology is required i.e. Art, C.S.P.E., Music, Religious Education, Physical Education, Engineering (Metalwork to Junior Certificate), Technology (Technical Graphics to Junior Certificate), Construction Studies and Home Economics.

Completing the Application Form

Applicants are required to complete all sections of the application form and to enter N/A in any field that does not apply. Incomplete forms cannot be processed and will be returned immediately to the applicant with all supporting documentation.

Online access to qualification records (e.g. Digitary)

If you wish to allow the Teaching Council to view your qualification records online, please arrange the appropriate access permissions/document share settings for your qualifications documents and provide the required access codes on your application form.

Witnesses

A witness is defined as being 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;

An applicant who has resided outside of Ireland, or Northern Ireland, for three years or more after 18 years of age must provide additional supporting documentation. This is detailed in Section D on page 5 of this form.

Fees

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

Registration Review and Appeals Processes

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 VEC, and Teaching Council staff are not in a position to discuss or advise on such matters.