

APPLICATION FOR THE ASSESSMENT OF QUALIFICATIONS LEADING TO REGISTRATION AS A TEACHER

PRIMARY (Regulation 2), MONTESSORI AND OTHER CATEGORIES (Regulation 3)



AN CHOMHAIRLE MHÚINTEOIREACHTA
The Teaching Council

Form: PRQA-01

THIS APPLICATION FORM IS TO BE COMPLETED BY PERSONS WHO HAVE COMPLETED A PRIMARY TEACHER EDUCATION QUALIFICATION OUTSIDE OF IRELAND AND WISH TO REGISTER WITH THE TEACHING COUNCIL.

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.

In order to complete this form correctly, applicants are advised to read the guidance notes at the back of the application. Please complete and sign the applicant checklist prior to submitting your application. The council will ONLY accept certified copies of documentation. If originals are submitted they will be returned by standard post.

The following must be returned with this application form:

- A fee of €290 (Please see Section G for further details)
- A fully completed Garda Vetting Application Form
- Subject/Module Descriptions
- Certified copies[#] of all qualification transcripts
- Proof of Identity (Certified copy[#])
- Qualified Teacher Status Certificate

Please note that the Garda Vetting Application Form is not available to download. Please contact the Teaching Council on +353 1 6517900 in order to request a Garda Vetting Application Form

SECTION A – PERSONAL DETAILS

Surname:												
Forename:												
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/>											
Previous Name:	(e.g. Maiden name or change of name by deed poll)											
	Please supply authenticated proof of change of name, e.g. an original 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)												
Teacher or Payroll Number:												
Date of Birth:		/		/								(Day/Month/Year)
Address for Correspondence:												
Nationality: (Recorded for statistical purposes only)												
	Country Code and Prefix						Number					
Home Phone Number:												
Daytime Phone Number:												
Mobile Phone Number:												
E-mail address:												

[#] Please see Guidance notes regarding certified copies
(Revised 28/10/2010)

SECTION B – PREVIOUS APPLICATION(S) FOR RECOGNITION OF TEACHER EDUCATION QUALIFICATIONS IN IRELAND

Have you previously applied for recognition of qualifications to the Teaching Council or the Department of Education and Skills?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what was the outcome of this process	Provisional Recognition <input type="checkbox"/>
Recognition Number: _____	Restricted Recognition <input type="checkbox"/>
Date of Recognition: _____	Recognition not Granted <input type="checkbox"/>
	Not completed <input type="checkbox"/>

Please submit a copy of the decision letter from the Department of Education and Skills if applicable.

SECTION C – QUALIFICATIONS

In the grid below please enter the exact title of each qualification. e.g., Bachelor of Arts, Bachelor of Education, Postgraduate Certificate in Education, Masters in Education, etc. Please provide certified copy transcripts for each year of your qualification.

	Degree Qualification or Equivalent	Teacher Education Qualification	Other (e.g. Masters)
TITLE OF QUALIFICATION			
AWARDING AUTHORITY			
COLLEGE ATTENDED			
YEAR AWARDED			
DURATION OF COURSE			
LEVEL OF AWARD (RESULTS - HONS/PASS/GPA) e.g. 2.1 hon			

If you have further qualifications, please provide details on a separate sheet or submit a Curriculum Vitae. Please include certified copies[#] of transcripts for all additional qualifications that you wish to submit.

[#] Please see Guidance notes regarding certified copies
(Revised 28/10/2010)

SECTION D – DETAILS OF TEACHER EDUCATION QUALIFICATIONS

The course of primary teacher education should include all three of the following major areas:

- Studies in the Foundation Disciplines of Education,
- Professional Studies (Studies in Curriculum/Pedagogy), and
- Practical Teaching Programme (Supervised Teaching Practice).

The applicant must provide officially certified evidence of satisfactory achievement in initial teacher education by submitting the following evidence:

- the completed Teacher Education Assessment (page 4) outlining the contact hours studied for all subjects/modules taken as part of the teacher education programme.
- Certified evidence of qualified teacher status (QTS)/State licence which clearly indicates the age range of pupils for which you are qualified to teach; issued by the competent authority (Teaching Council, State Department or Board of Education, etc.) in the state where the qualification(s) were obtained. If applying under the EU Directive 2005/36/EC, this must be stated on this document.
- Certified copies of transcript(s) of all subjects/modules taken as part of the teacher education programme for each year of study outlining results of each subject/module taken.
- the course handbook that provides course descriptions for each subject/module listed on the transcripts (if this is not available, provide certified course content from the college attended)
- evidence of the age range, classes, duration, subjects taught and school setting of the supervised teaching practice which formed part of the programme
- evidence of the age range of pupils studied as part of the teacher education programme.

Notes for completing the Teacher Education Assessment (page 4)

1. This table can be completed by
 - a. the course provider of the programme of teacher education, or
 - b. the applicant with certification from the course provider.

Contact hours equate to college lecture time/credits.

The module codes must match the codes on the transcript. The module codes must also be indicated on the course handbook.

2. A maximum credit of 3 hours in each subject area in Section A (Foundation Disciplines of Education) may be granted for post-qualification mainstream teaching experience, where a minimum of 5 years post-qualifying experience has been achieved within the last 10 years.

A maximum credit of 3 hours in each subject area in Section B (Studies in Curriculum/Pedagogy) may be granted for post-qualification mainstream teaching experience, where a minimum of 5 years post-qualifying experience has been achieved within the last 10 years.

TEACHER EDUCATION QUALIFICATIONS ASSESSMENT

(Please see Note 1 on page 3)

Teacher Education College Attended:	
Age Range of Pupils the Qualification Entitles the Bearer To Teach:	
Age Range of Pupils studied during the Teacher Education Qualification:	

AREAS OF STUDY	TOTAL NUMBER OF CONTACT HOURS	MODULE CODE(S)
1. Foundation Disciplines of Education		
Philosophy of Education		
Sociology of Education		
Psychology of Education (including teaching, learning and child development)		
History of Education		
Inclusion and Diversity		
Other subjects not listed above		

2. Studies in Curriculum/Pedagogy		
Language		
- English		
- Gaeilge		
Mathematics		
Social Environmental Science Education (SESE)		
- History		
- Geography		
- Science		
Arts Education		
- Visual Arts		
- Drama		
- Music		
Physical Education		
Social, Personal and Health Education (SPHE)		
School and Classroom Management and Organisation		
Principles and Practice of Pupil Assessment		
Use of Information and Communications Technology (ICT) in teaching and learning		
Early Childhood Education		
Other subjects not listed above		

This table continues overleaf

TEACHER EDUCATION QUALIFICATIONS ASSESSMENT (continued)

3. Supervised Teaching Practice			
Total Number of Weeks			
Module Code as per Transcript			
Age range of Pupils taught on Teaching Practice (T.P.) throughout the entire qualification:		From:	To:
Teaching Practice Session	Duration (Weeks)	Age Range of Pupils	Type of Class (e.g. Mainstream, Special Education etc.)
1.			
2.			
3.			
4.			
5.			
6.			
4: Certification by college or University			
Name of the certifying person:			
Signature of certifying person:		Date:	
Position in the college/university:			
Name of applicant:			
Signature of applicant:		Date:	
Course Provider's Stamp: (Certifying the details of the Teacher Education Qualification as provided in this table)		PLEASE AFFIX COURSE PROVIDER'S STAMP IN THIS BOX	

SECTION E– APPLICATION UNDER EU DIRECTIVE 2005/36/EC

Applicants applying under the EU Directive 2005/36/EC must provide a current certificate of qualified teacher status in another EU country. This certificate must specifically state that it is granted under the terms of EU Directive 2005/36/EC. The Directive entitles teachers recognised in their home state to avail of qualified teacher status in the host country (Ireland) and entitles them to apply for Conditional Registration. This assumes applicants meet requirements in terms of Garda Vetting/Police Clearance, fitness to teach and payment of the appropriate fee.

The conditionality attaching to their registration will be determined by an assessment of their qualifications to determine if they are comparable with the domestic qualification requirements. If they are found to be deficient, the EU Directive allows a maximum period of three years during which applicants are required to address identified shortfalls. Failure to address shortfalls within the specified period will result the teacher's Conditional Registration lapsing.

The Directive further provides that applicants must be given the option of satisfying shortfalls by means of an Aptitude Test or Adaptation Period. Further details regarding these options are provided when a decision is issued with regard to relevant applications.

Any applicant who is seeking recognition under the terms of the Directive **must** submit, with the application, a statement outlining their recognition as a teacher. This statement **must** be issued by the competent authority (normally the Department of Education), in the Member State in which the recognition was granted. (continues overleaf)

SECTION E– APPLICATION UNDER EU DIRECTIVE 2005/36/EC (contd.)

It should include the following information:-

- that recognition is granted by the said authority as a teacher under the terms of the Directive.
- the type of recognition held (provisional, full, etc.)
- the pupil age range for such recognition.
- the types of schools in which the applicant is certified to teach
- the specific subjects for which recognition has been granted.

If you wish to make the application under the terms of this Directive, you must enclose a certified copy[#] of your current certificate of qualified teacher status/registration in the relevant EU country and certification that a period of statutory induction has been completed.

Is this application being made under the terms of EU Directive 2005/36/EC on mutual recognition of Qualifications	Yes <input type="checkbox"/> No <input type="checkbox"/>
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"/>

An application for registration cannot be processed under the EU Directive unless a current certified copy of the statement from the relevant competent authority is enclosed with the application.

SECTION F – PREVIOUS TEACHING SERVICE

Please provide information below about your teaching service (if applicable) as a qualified teacher* in chronological order. Evidence of this service must also be attached to this application (e.g. references, statement of service, etc) Further details can be provided on a separate sheet.

*Recognised as a qualified teacher by the competent authority (Teaching Council, State Department or Board of Education, etc.) in the state where the qualification(s) were obtained.

1	DURATION OF SERVICE provide exact dates e.g. 1/8/2003 to 31/7/2005	
	SCHOOL NAME AND ADDRESS	
	SCHOOL TYPE e.g. State School, Special School, Private School, etc.	
	NO. OF HOURS TEACHING PER WEEK	
	POSITION e.g. Assistant Principal, Special Duties Post, etc.	
	NATURE OF THE CONTRACT	

2	DURATION OF SERVICE provide exact dates e.g. 1/8/2003 to 31/7/2005	
	SCHOOL NAME AND ADDRESS	
	SCHOOL TYPE e.g. State School, Special School, Private School, etc.	
	NO. OF HOURS TEACHING PER WEEK	
	POSITION e.g. Assistant Principal, Special Duties Post, etc.	
	NATURE OF THE CONTRACT	

SECTION G – FEES

The following fees apply:

Fee Schedule	Fee	Amount Submitted
Qualification assessment	€200	
Registration fee	€90	
Total Amount Submitted:		
Method of Payment: (enclosed with this application) (Please make payable to The Teaching Council) Cash will not be accepted.	Cheque	<input type="checkbox"/>
	Bank Draft	<input type="checkbox"/>
	Postal Order	<input type="checkbox"/>

If an application is not successful, the registration fee for the first year will be refunded.

SECTION H – IRISH LANGUAGE REQUIREMENT OPTION

If your teacher education qualification was gained outside of Ireland, you will be required to address the Irish Language Requirement in order to be fully registered as a primary teacher. The Irish Language Requirement can be completed via an Aptitude test (The Scrúdú le hAghaidh Cáilíochta sa Ghaeilge which includes a period of attendance at the Gaeltacht) or via an Adaptation Period (Oiriúnú le hAghaidh Cáilíochta sa Ghaeilge). Please contact Coláiste Mhuire Marino directly to enrol Tel: 01 8535143 / 01 8535134 www.ilrweb.ie Teachers may be registered on a conditional basis for **a maximum of three years** as this requirement is being fulfilled. Failure to address this condition will result in your registration lapsing.

I wish to address the Irish Language Requirement by completing the:

	Please Tick
Aptitude Test – Scrúdú le hAghaidh Cáilíochta sa Ghaeilge	
Adaptation Period – Oiriúnú le hAghaidh Cáilíochta sa Ghaeilge	

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

All teachers applying for registration with The Teaching Council for the first time are required to undergo the Garda vetting / police clearance process. If you have previously undergone this 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.

SECTION J – 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 K – 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.

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:

This date must match the date the applicant signed.

Occupation/Position of Witness:

Address of 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.

SECTION L – APPLICANT CHECKLIST

Before returning your application, please complete and sign the following checklist that will help you to ensure that you have provided all of the following information. We will be unable to process your application without this information.

1.	I have 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 and dated 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 form to the Teaching Council.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	I have submitted the following documentation <u>for each qualification(s)</u> (Mandatory Documentation):		
	➤ Certified copy [#] transcripts of results for the each year of each qualification submitted for assessment showing grades/results	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	➤ Certified copy [#] of the relevant sections of Course Handbook or Course Outline	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	➤ Certified translations of any documents above not written 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 have enclosed a certified copy [#] of a statement of QTS or letter from the recognised body citing and if applying under the EU Directive 2005/36/EC this is stated on this certificate.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	I have fully completed Teacher Education Assessment Table (pages 4&5)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	I have enclosed a Fee of €290 enclosed with this application. (Cheque, Postal Order or bank draft is acceptable and must be made payable to "The Teaching Council". NO CASH WILL BE ACCEPTED)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>

Signature: _____ **Date:** _____

Please return this completed application form to:

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

1. Application Process

In order to be eligible for registration under Regulation 2 (Primary) or Regulation 3 (Montessori and Other Categories) of the Teaching Council [Registration] Regulations 2009, 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.

Please refer to our website www.teachingcouncil.ie for further details on the Teaching Council Registration Regulations, 2009

2. Have your qualifications been recognised in the past?

If your qualifications have previously been assessed for registration purposes by either the Department of Education and Skills or the Teaching Council, you should complete application form PR01 quoting your recognition reference number.

3. Assessment for Registration Purposes Only

This application form should only be completed if you are applying for assessment and registration for the first time. If you are already registered with the Teaching Council, you should note that the Council has no legal remit and cannot further assess qualifications to determine suitability to teach. As a registered teacher, it is a matter for school managements to determine suitability and allocate teaching posts. This includes assessing qualifications of registered teachers seeking Teaching Council recognition for additional subjects.

4. Am I eligible to apply?

To register as a teacher (primary) you must hold a qualification in primary teacher education (Junior Infants to Sixth Class normally age range 4 to 12 Years) 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 Disciplines of Education, Professional Studies and a Practical Teaching Programme. If you have completed a teacher education qualification outside of Ireland, the qualification must be recognised in the jurisdiction in which it was awarded. You will be required to provide a Qualified Teacher Status Certificate/ Letter of Professional Standing/ Full State Licence issued by the competent authority in which you qualified. If applying under the EU Directive 2005/36/EC this must be stated on your Certificate.

5. 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. Any original documentation submitted will be returned by registered post. The Teaching Council reserves the right to seek additional documentation throughout the assessment process if deemed necessary.

6. 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.

7. 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.

8. 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.

9. 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;

(a) Irish Language Requirement

In accordance with regulation 2.1.c of the Teaching Council (Registration) Regulations 2009, if an applicant for registration completes a programme of teacher education outside of the Republic of Ireland (with the exception of the PGCE through the medium of Irish or the four year honours Irish academic course at St. Mary's College Belfast), he or she must complete an aptitude test or adaptation period which satisfies the Department of Education and Skills and proves that the applicant is competent to teach the Irish language and teach the range of primary school curricular subjects through the medium of Irish. Conditional registration may be granted to those who are in the process of completing this requirement. A maximum period of three years from date of registration is allowed. Failure to address this condition within the time period allowed will result in your registration **lapsing**. Full information on the Irish Language requirement can be accessed on www.ilrweb.ie

(b) Garda Vetting

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 I on page 7 of this form.

10. European Union Applicants

Applicants applying under the EU Directive 2005/36/EC must provide a current original certificate of qualified teacher status in another EU country. This certificate must specifically state that it is granted under the terms of EU Directive 2005/36/EC.

The Directive entitles teachers recognised in their home state to avail of qualified teacher status in the host country (Ireland) and entitles them to avail of Conditional Registration. This assumes applicants have met requirements in terms of Evidence of Character (Garda Vetting /Police Clearance), fitness to teach and payment of the appropriate fee. The conditionality attached to their registration will be determined by an assessment of their qualifications to determine if they are comparable with the domestic registration requirement. If they are found to be deficient, the EU Directive allows a maximum period of three years during which applicants are required to address identified shortfalls. Failure to address shortfalls within the specified period will result in withdrawal of Conditional Registration.

The Directive further provides that applicants must be given the option of satisfying shortfalls by means of an Aptitude Test or Adaptation Period. Further details regarding these options are provided when a decision is issued with regard to relevant applications.

Any applicant who is seeking recognition under the terms of the Directive **must** submit, with the application, a statement attesting to their recognition as a primary school teacher. This statement **must** be issued by the competent authority (normally the Department of Education), in the Member State in which the recognition was granted. It should include the following information:-

- that recognition is granted by the said authority as a primary school teacher under the terms of the Directive.
- the type of recognition held (provisional, full, etc.)
- the pupil age range for such recognition.
- the types of schools in which the applicant is certified to teach
- the specific subjects for which recognition has been granted.

11. Fees

The fee that should be submitted with this form is €290. This fee covers the cost of qualifications assessment and the registration fees for the first year of registration. If the qualifications process is not successful, the registration fee (of €90) will be refunded. There is no additional fee for Garda Vetting.

12. 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 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 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.

13. 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.

14. Confidentiality

All applications and documentation submitted will be treated with the utmost confidentiality.

15. Data Protection

Information relating to an application cannot be discussed with any third party, unless written permission has previously been submitted by the applicant.

16. 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 appropriate to the relevant school managements, the Department of Education and Skills or the county Vocational Education Committee (VEC), and Teaching Council staff are not in a position to discuss or advise on such matters.