

APPLICATION FOR REGISTRATION AS A TEACHER

In accordance with Regulation 2 (Primary) or Regulation 3 (Montessori and Other Categories) of the Teaching Council [Registration] Regulations 2009



AN CHOMHAIRLE MHÚINTEOIREACHTA
The Teaching Council

Form: PR-01

RP/FQ: □□□□□ 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 a 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 (Primary), The Teaching Council, Block A, Maynooth Business Campus, Maynooth, Co. Kildare.

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. a certified copy [#] of 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)										
Home Phone Number:	Country Code and Prefix					Number					
Daytime Phone Number:											
Mobile Phone Number:											
E-mail address:											

[#] See note on page 8 regarding Certified Copies

SECTION B – QUALIFICATIONS

Recognition of Qualifications by the Teaching Council or previously by the Department of Education and Skills

If you had your qualifications assessed by the Teaching Council or the Department of Education and Skills, please provide a copy of the decision letter and the recognition number which was provided to you. Please note that if you gained a recognised qualification in Ireland (e.g. B.Ed. from Mary Immaculate College) you will **not** require a recognition number.

Recognition Number: _____ Date of Recognition: _____

In the grid below please enter the exact title of each qualification. e.g., Bachelor of Arts, Bachelor of Education, National Diploma in Design, Higher Diploma in Education, Diploma for Art and Design Teachers, Master of Arts, etc.

	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			

Please refer to Guidelines at end of application form for more information on the following section:

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 below

SECTION C –TEACHING SERVICE

Please provide information below about your most recent teaching service (if applicable).

Date of commencement of service as a qualified teacher*: _____

*Recognised as a qualified teacher by the Teaching Council or the Department of Education and Skills in Ireland.

SCHOOL NAME AND ADDRESS	
SCHOOL ROLL NUMBER	
CURRENT POSITION e.g. Assistant Principal, Special Duties Post, Mainstream Teacher etc.	
DURATION OF SERVICE provide exact dates e.g. 1/8/2003 to 31/7/2004	

Signature of School Principal: _____

Date: _____

PLEASE AFFIX THE OFFICIAL
SCHOOL STAMP IN THIS BOX

SECTION D – IRISH LANGUAGE REQUIREMENT

If your teacher education qualification was gained outside of Ireland, then you will be required to complete the Irish Language Requirement in order to be fully recognised as a primary teacher. This complies with The Teaching Council (Registration) Regulations 2009. If you have completed this requirement please enclose either;

- a letter from the Department of Education and Skills confirming completion date (this must include 3 weeks of Gaeltacht attendance)
- or**
- a certificate of completion from the Irish Language Office in Coláiste Mhuire Marino.

The Irish Language Requirement which includes a period of attendance at the Gaeltacht, can be completed via an Aptitude test (SCG - An Scrúdú le hAghaidh Cáilíochta sa Ghaeilge or via an Adaptation Period (OCG - 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 intend to address the Irish Language requirement by completing SCG OCG

I have enclosed a statement confirming my completion of the Irish Language Requirement. Yes No

SECTION E – PROBATION

Persons seeking admission to the Register of Teachers who have not completed a satisfactory process of probation will be granted conditional registration.

I confirm I have satisfactorily completed the Probationary process in the Republic of Ireland (Inspectorate of the Department of Education and Skills)	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have completed your Probation prior to 2008 please confirm the date and the Council will verify successful completion with the Department of Education and Skills	DD/MM/YYYY
I, <u> INSERT YOUR NAME HERE </u> , hereby authorise the Teaching Council to contact the Department of Education and Skills to verify the above information.	

If you completed your Probation from 2008 to 2010 you will be required to provide a written statement from the Department of Education and Skills confirming successful completion, this must include service requirements. Please note an Inspection report will not suffice.

For further details on Probation please refer to the Department of Education and Skills Circular 0058/2010 – Probationary Requirements for Registration Purposes for Primary Teachers at http://www.education.ie/servlet/blobServlet/circular_listing.htm

SECTION F – 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 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 from the date of application for registration. **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^{###} (see Guidelines) must be provided for any of the above documents not written in either the English or Irish 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 or CEO of a VEC
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. (See Guidelines).

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:	
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:	
Address of Witness:			
Please affix the official School/College stamp in this box:			

SECTION G – 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 Skills 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 Skills or VEC). Yes No

SECTION H – 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:

--

(See Guidelines)

SECTION I - 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 application form and have entered N/A in any field that is not applicable.	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	I have included a certified copy [#] of birth certificate or current passport	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	I have included a certified copy [#] marriage certificate to facilitate a name change (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	I have provided proof of qualifications by submitting (a) certified copy [#] transcripts of my qualifications for each year or (b) if trained outside the State, a letter from the Department of Education and Skills or Teaching Council confirming that my qualifications have been recognised.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	I have included (or have recently submitted) a completed Garda Vetting Application Form	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	I have included a statement from the Department of Education and Skills confirming completion of my probationary period, (if applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	I have included the €90 Registration Fee	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	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 the registration fee).	Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature:		Date: _____

See Guidance notes attached for Certified Copy and Translated Document Policy

Please return this completed application form and supporting documentation to:

**Teacher Registration (Primary),
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. Am I eligible to apply?

In order to be eligible to register as a teacher (primary) you must hold a qualification in primary teacher education (Junior Infants to Sixth Class or from 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.

3. 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.

3 (a) 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.

Incorrectly witnessed application forms, (Particularly Sections F & H), will be returned with a blank copy of the relevant section to re-sign and re-witness.

3(b) Required Documentation

Please note that uncertified photocopy transcripts or uncertified copy identification will not be accepted.

Your application for registration will not be processed further without certified copies.

3(c) Evidence of Qualifications

- If you gained your teaching qualifications in the State, please enclose certified copy transcripts of your qualifications. A Parchment/Certificate/Scroll is not sufficient. Those with a postgraduate in primary education must also submit their undergraduate transcripts. (Graduates of Carysfort College, may obtain duplicate transcripts by contacting the records office in St. Patrick's College, Dublin 9 on 01-8842000)
- Teaching qualifications gained outside of the State, assessed by the Department of Education & Skills, prior to March 2006, please enclose a copy of your recognition letter from the Department of Education & Skills.
- Teaching Qualifications gained outside of the State, assessed by The Teaching Council since March 2006, are not required to forward those qualification details again, unless additional qualifications were gained since the initial assessment. Please quote your assessment file number and assessment date on Section B of the enclosed application.
- If your teaching qualifications were gained outside of the State and you have not had your qualifications assessed previously, either by the Department of Education & Skills, or by The Teaching Council, do not complete this registration form. Please complete the form:
PRQA-01 – Application for Registration (Primary) including Qualification Assessment

3(d) Qualification Transcripts

Qualification transcripts provide a list of modules and the marks obtained in each module throughout the full duration of a qualification. Do not confuse transcripts with parchments – the large ornate documents that are provided on graduation day. Parchments will not be accepted for the purposes of registration. Applicants can provide a document entitled 'Diploma Supplement' as an alternative to qualification transcripts. Applicants must contact their own college or university to request transcripts or their Diploma Supplement.

3(e) 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 with a printout of the transcripts.

4. 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.
- 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).

5. 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.

6. Garda Vetting

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 weeks.

Council staff will advise applicants if further documentation is required and applicants are requested not to seek updates on the progress of 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 F on page 4 of this form.

7. Fees

The fee that should be submitted with this form is €90. This fee covers the cost of registration for the first year of registration. If the application does not meet the requirements for registration under The Teaching Council (Registration) Regulations, 2009, the registration fee (of €90) will be refunded. There is no additional fee for Garda Vetting.

8. 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.

9. 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.

10. Confidentiality

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

11. Data Protection

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

12. 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 Vocational Education Committee (VEC), and Teaching Council staff are not in a position to discuss or advise on such matters.