

**APPLICATION FOR REGISTRATION AND THE ASSESSMENT OF
QUALIFICATIONS**

Post-primary (Route 2)

Please read the Guidance Notes before completing this application form.

Guidance Notes

This application form should only be completed by teachers who attained their initial teacher education qualification outside Ireland, who hold full teaching registration/licence status in that state and who are seeking an assessment of their qualifications for the purposes of registration as a post-primary teacher (Regulation Four). Please note registration can only be finalised on successful completion of the vetting process. Please apply for vetting on our website www.teachingcouncil.ie

1. European Union Applicants

Applicants who completed their teacher education qualification in an EU/EEA country must provide evidence of recognition under the terms of the EU Directive 2005/36/EC. This statement can typically be provided by the Ministry for Education or teacher registration/licencing body.

The Directive entitles teachers fully 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 have met requirements in terms of Evidence of Character (Vetting/Police Clearance), fitness to teach and payment of the appropriate fee. The conditionality attached to their registration will be confirmed following an assessment of their qualifications to determine if they are comparable with the domestic registration requirement. If substantial differences are found, the EU Directive allows a maximum period of three years during which applicants are required to address identified shortfalls (compensatory Measures). Failure to address shortfalls within the specified period will result in teachers registration lapsing.

2. Rest of World Applicants

Applicants who completed their teacher education outside of the EU/EEA, must provide a statement from the competent authority (Teaching Council equivalent/Department/Ministry of Education) that they are a fully recognised teacher in the country in which they trained.

3. 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 Skills (Registration Council) or the Teaching Council, you should complete application form PPR-01 quoting your Recognition reference number.

4. Processing Time

Allowing for busy peak periods at the start of school term, and assuming all documentation requested is submitted with the application, the overall process should be completed in 10-12 weeks. Council staff will advise applicants if further documentation is required.

5. Mandatory Documentation

This application form outlines specific documentation which must be provided. This is required to enable the Council to make an informed decision as to whether the qualification(s) meet(s) specific requirements for a chosen subject(s). Failure to submit all documentation requested will result in your application being returned.

6. Certified Copy Policy

Applicants should submit certified copies and not original documentation. A "certified copy" is a photocopy of an original document which has been certified/endorsed by an appropriate person, i.e., signed, stamped and dated. By certifying a document an appropriate person is confirming that he/she has seen the original document and believes the copy to be a true copy of that document. The following persons are deemed appropriate persons for the purposes of certifying documents: An Garda Síochána (Police), a Solicitor, Commissioner for Oaths or Notary Public.

The following documents require certification:

- Proof of Identification
- Degree/postgraduate parchment(s)/transcripts of academic results/European diploma supplements (if applicable)
- Course handbooks which provide module descriptions.

Documents such as qualification parchments, transcripts of academic results, course handbook(s)/modules descriptions, list of texts and authors may be certified by the Registrar's/Registry Office of the Higher Education Institution (HEI) attended. If these documents have been printed from an internet student portal, they must be certified by the Registrar's/Registry office of the HEI where the qualification was awarded.

If the HEI uses secure online document sharing, an authorisation code or password may be provided in lieu of certified documentation. You must however submit a printout of the transcripts with your application. See Section C of the application form.

Documents which are not clearly stamped or have not been properly certified cannot be accepted and will cause a delay in the processing of the application. The Teaching Council will not be responsible for original documentation lost or mislaid in transit and any original document submitted will be returned by standard post. The Council reserves the right to verify any documentation submitted in support of an application and to seek additional documentation should it be required to determine suitability for registration.

7. Online access to qualification records

If you wish to allow the Teaching Council to view your qualification records online, please provide the appropriate document share settings and the authorisation code or password. See Section C of application form.

8. Translation of Documentation

You must submit certified copies of all documents in English or Irish. All documents which are not in the English language must be accompanied by an English language translation. The translated documents must be officially stamped by and accredited translator, an embassy/consular official who is fluent in both languages, or by a university language(s) lecturer. You must include the name and address of the translator so that we can verify the translation.

9. ECTS Credits

European Credit Transfer and Accumulation System (ECTS) is a standard for comparing the study attainment and performance of students of higher education across the European Union and other collaborating European countries. ECTS credits are awarded to students when they successfully complete their studies. One academic year corresponds to 60 ECTS credits. This is equivalent to 1,500-1,800 hours of study in all countries irrespective of the standard or qualification type. The ECTS credit system is used to facilitate transfer and progression.

10. Correspondence Address

The address that you provide will be used for correspondence purposes and must not be a school address. It should be the address at which you normally reside. The Council may be required from time to time to serve notices to a teacher in accordance with section 62 of the Teaching Council Act. Such notices will inform a teacher about important and significant changes to his/her registration. The Council will assume that the address provided is the address to which such notices will be served.

11. Statement in support of your application

If you wish to provide any additional information in support of your application, you can provide same on a separate page.

12. Office of the Ombudsman

The Teaching Council is under the remit of the Office of the Ombudsman (Ombudsman's (Amendment) Act, 2012).

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 Education and Training Board (ETB). Teaching Council staff are not in a position to discuss or advise on such matters.

SECTION A – ELIGIBILITY TO APPLY - COMPETENT AUTHORITY EVIDENCE

In order to be eligible to apply for registration you are required to provide evidence that you are a fully qualified post-primary teacher in the country in which you completed your initial teacher education qualification and that you have completed any period of statutory post-qualification induction/probation.

This evidence can be obtained from the competent authority in that country (e.g. Teaching Council equivalent body/Department/Ministry of Education). **If completed in an EU/EEA member state, your statement must confirm you are recognised under the EU Directive 2005/36/EC.** An application for registration can only be processed with these statements included.

Please note that your application will only be considered when you have provided evidence of professional status/recognition in the state in which you completed your initial teacher education studies. This statement can be provided by the Ministry for Education or teacher registration/licencing body. If you are not eligible to practice your profession in the country where you obtained your qualification, your application cannot be processed.

SECTION B – PERSONAL DETAILS

Surname:

Forename:

Gender:

Male Female

Previous Name:

Please supply authenticated proof of change of name, e.g. 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)

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Teacher or Payroll Number:

| | | | | | | | | | | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
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|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

Date of Birth:

| | | | | | | |
|----|---|----|---|----|----|------------------|
| __ | / | __ | / | __ | __ | (Day/Month/Year) |
|----|---|----|---|----|----|------------------|

Address for Correspondence:

Important Note

This must be a residential address.

Notices served under section 62 of the Teaching Council Act, 2001 will be served to this address.

(See Guidance notes)

Nationality:

Home Phone Number:

Mobile Phone Number:

Email Address:

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

SECTION C - QUALIFICATIONS ASSESSMENT

Please indicate the qualifications you wish to have assessed in this application (insert tick mark ✓)

| | | | | | |
|----------------------|--|---|--|------------------------------|--|
| Undergraduate Degree | | Teacher Education/Concurrent ¹ Qualification | | Other Relevant Qualification | |
|----------------------|--|---|--|------------------------------|--|

¹A Concurrent qualification combines the study of one or more academic subjects with teacher education studies.

Assessment of Academic Subjects

In order to register with the Teaching Council under Regulation Four (Post-primary), you must meet the requirements for at least one post-primary curricular subject. Before making an application you should familiarise yourself with the specific curricular subject requirements for your chosen subject(s).

These are available for download on the application forms page of www.teachingcouncil.ie

Please select at least one subject from the list below (insert tick mark ✓)

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

SECTION C - QUALIFICATIONS ASSESSMENT (Continued)

Undergraduate Degree Qualifications

| | | | |
|--|--|---|--|
| Title Of Qualification | | | |
| Awarding Authority | | | |
| College/University Attended | | | |
| Year Awarded | | Duration of programme | |
| Number of ECTS Credits (in the entire qualification) *See Guidance Notes | | | |
| Type of Study (Full-time, Part-time, Distance Learning etc.) | | | |
| Level Of Award (Results) (e.g. 2.1 Honours, Pass, GPA = 3.42) | | | |
| Online Access to Qualification Details (may be used in lieu of providing certified copies of transcripts of results) | | Website address or URL Username or User ID Authorisation Code or Password | e.g. https://digitary.ul.ie |

The following mandatory documentation must be submitted for each qualification you wish to have assessed:

1. Certified copy of the official statement of transcripts of results for each year which will provide:
 - the titles of subjects/modules studied in each year of the course
 - the grades obtained
 - the number of ECTS credits (or equivalent) in each module (if available).
2. A certified copy of module descriptors relating to each year of the qualification which provides:
 - The module title/code which corresponds to the academic transcripts of results.
 - A brief description of the content of each module outlining the learning outcomes.
3. A certified copy of the qualification parchment.
4. 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.
5. 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.
6. 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.

SECTION C - QUALIFICATIONS ASSESSMENT (Continued)

Teacher Education/Concurrent² Qualifications

| | | | |
|---|--|--|--------------------------|
| Title Of Qualification | | | |
| Type of Qualification | | Postgraduate Initial Teacher Education Qualification | <input type="checkbox"/> |
| | | Concurrent Initial Teacher Education Qualification | <input type="checkbox"/> |
| Awarding Authority | | | |
| College/University Attended | | | |
| Year Awarded | | Duration of programme | |
| Number of ECTS Credits (in the entire qualification) | | | |
| 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 | | | |

² A concurrent qualification combines the study of one or more academic subjects with teacher education studies.

The following mandatory documentation must be submitted in respect of your initial teacher education qualification:

1. Certified copy of the official statement of transcripts of results for each year which will provide:
 - the titles of subjects/modules studied in each year of the course
 - the grades obtained
 - the number of ECTS credits (or equivalent) in each module (if available).
2. A certified copy of the qualification parchment.
3. A certified copy of module descriptors relating to each year of the qualification which provides:
 - The module title/code which corresponds to the academic transcript
 - A brief description of the content of each module
 - The learning outcomes for each module.
 - the schools and age ranges covered in the school placement element of this qualification
 - the subjects taught whilst on teaching practice
 - confirmation that the teaching practice was directly supervised by the third-level institution
4. 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.
5. 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.
6. 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.

SECTION C - 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 documentation for this qualification:

1. A certified copy of the official statement of transcripts of results for each year which will provide:
 - the titles of subjects/modules studied in each year of the course
 - the grades obtained
 - the number of ECTS credits (or equivalent) in each module (if available).
2. A certified copy of the qualification parchment.
3. A certified copy of module descriptors relating to each year of the qualification which provides:
 - The module title/code which corresponds to the academic transcripts of results.
 - A brief description of the content of each module outlining the learning outcomes.

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

All teachers applying for registration with the Teaching Council are required to undergo the vetting process. The Teaching Council is the authorised body for administering vetting for teachers in Ireland and is required to assess the vetting disclosure for suitability for registration. If you have previously undergone the vetting process via the Teaching Council, the result date must not be greater than 18 months old from the date of application for registration purposes. **A teacher will not be entered on the Register until the vetting process is complete.** Please apply for vetting on our website www.teachingcouncil.ie

An applicant, who has resided outside of Ireland and/or Northern Ireland for a cumulative period of three years (36 months) or more, after the age of 18 must provide a certified copy of police clearance for each country in which they resided. These certificates must cover the entire period of residence in each country.

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 in restricted circumstances only.

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 an Education and Training Board (ETB)
2. The Head of school placement in 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 in Ireland)
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 application for one academic year with the past five years.

| | | | |
|--|--|--------------|--|
| I hereby certify that, arising from my professional capacity, I have known <div style="text-align: center; margin: 5px 0;">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.</div> | | | |
| 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): | | | |

PLEASE AFFIX THE OFFICIAL
SCHOOL/COLLEGE STAMP IN THIS BOX

SECTION E – PREVIOUS TEACHING SERVICE IN A POST-PRIMARY SETTING

IMPORTANT NOTE: Please complete Part A and Part C if previous teaching service has been completed in the Republic of Ireland. Please complete all parts if teaching service has been completed outside of the Republic of Ireland.

| PART A | TEACHING EMPLOYMENT IN A POST-PRIMARY SCHOOL To be completed by <u>all applicants</u> | | | |
|--|--|------------------|--|--|
| TEACHER NAME: | | | | |
| ADDRESS: | | | | |
| REGISTRATION NUMBER: | | PPS NUMBER: | | |
| 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 |
| Total Number of teaching hours for this subject in the period specified: | | | | |
| 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 (post-primary) with respect to Part A above | | | |
| 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/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: | | Date: | | |
| Signature of School Principal: Registration No: | | | | |
| School Name: | | School Stamp: | PLEASE AFFIX THE OFFICIAL SCHOOL STAMP IN THIS BOX | |
| Signature of Teacher: | | Date: | | |

SECTION F – 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 ETB 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 G - 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: |
|--|-------|

SECTION H – PAYMENT/CALCULATION OF FEES

| Fee Schedule | Fee | Amount Submitted |
|---|------|------------------|
| Initial Teacher Education Assessment | €200 | |
| Subject 1 | €100 | |
| Subject 2 | €100 | |
| Registration fee <small>The registration fee is refundable if registration is not granted.</small> | €90 | €90 |
| Total Amount Submitted: | | |

Method of Payment

Please choose one of the following payment options.

OPTION 1: Cheque, Postal Order or Bank Draft made payable to The Teaching Council.

I enclose a: Cheque Postal Order Bank Draft

OPTION 2: Credit or Debit Card

Card Type: Master Card Visa

Card Number: - - -

Expiry Date: - CVV/CVN*: *The last three digits of the security code on the reverse of the card

Cardholder's name (please print name): _____

Cardholder's signature: _____

SECTION I - APPLICANT CHECKLIST

This application form outlines specific documentation which must be provided. This is required to enable the Council to make an informed decision as to whether your qualification(s) meet(s) specific requirements for registration. Failure to submit all documentation requested will result in your application being returned.

Before submitting your application you should ensure that you have done/ enclosed the following:

| | |
|--|------------------------------|
| 1. Applied for vetting on our website www.teachingcouncil.ie | Yes <input type="checkbox"/> |
| 2. A certified copy of statement of Qualified Teacher status / a statement from the competent authority in the country in which I trained confirming that I am fully recognised as a teacher in that country and have completed any statutory induction. | Yes <input type="checkbox"/> |
| 3. A certified copy of identification (birth certificate/current passport). | Yes <input type="checkbox"/> |
| 4. A certified copy of the academic transcript of results for each year of my qualifications showing the grades/results attained and final award. | Yes <input type="checkbox"/> |
| 5. A certified copy of the module descriptors/course outline providing a description of each module studied. | Yes <input type="checkbox"/> |
| 6. The relevant application fee – Please refer to section H. | Yes <input type="checkbox"/> |
| 7. If applying on the basis of a language, proof of residency in a country where that language is the vernacular (only applicable for those applying for assessment of a language). | Yes <input type="checkbox"/> |
| 8. If applying on the basis of a language, a certified copy of the list of texts and authors studied throughout the qualification(s) | Yes <input type="checkbox"/> |
| 9. If seeking to be assessed in respect of the curricular subject Physical Education a completed PE1 form which has been signed and stamped by the relevant college/university (available for download on the application forms page of www.teachingcouncil.ie) | Yes <input type="checkbox"/> |

The Council reserves the right to verify any documentation submitted in support of an application and to seek additional documentation should it be required to determine suitability for registration.

Please send the completed application form including all mandatory documentation to:

The Teaching Council
Block A
Maynooth Business Campus
Maynooth
Co. Kildare
Ireland