

Form: PPR-01

Application for Registration as a Teacher

In accordance with Route 2 - Post-Primary of the Teaching Council [Registration] Regulations 2016

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, current passport or valid driving licence. Original documents should not be submitted.
- Certified copy# qualification transcripts for each academic year of undergraduate and postgraduate qualification(s). (Transcripts show the results of each course or module taken throughout the qualification). Original documents should not be submitted.
- 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 registration can only be finalised on successful completion of the vetting process.

Please return this completed application form and supporting documentation to: **Teacher Registration, The Teaching Council, Block A, Maynooth Business Campus, Maynooth, Co. Kildare, W23 Y7XO**

SECTION A – PERSONAL DETAILS

Surname: Forename:

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.

Gender: Male Female Date of Birth:

PPS Number:

Teacher/Payroll Number:

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 notes section).

Nationality: Recorded for statistical purposes Email:

Mobile Phone No: Home Phone No:

SECTION B – QUALIFICATIONS

Assessment 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.

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/University | | | |
| Date Commenced | | | |
| Year Awarded | | | |
| Duration of Course (In years) | <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time | <input type="checkbox"/> Part Time <input type="checkbox"/> Full Time |
| Subjects taken in final exams | | SUBJECT METHODOLOGIES TAKEN IF APPLICABLE | |
| Level of Award (Results – Hons/Pass/Gpa e.g. 2.1) | | | |

Online Access to Qualification Details

Please print out and include your academic transcripts from the site below prior to submitting your application (See Guidelines).

| | |
|--|--|
| 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 – POST QUALIFICATION EMPLOYMENT

Guidance Notes

Introduction

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 designated class on the School's timetable and may also include Guidance and Counselling. Up to one-third ($\frac{1}{3}$) (100 hours) of the approved employment may be carried out in a learning support, special needs, language support or other class-facing role. A three year period is granted from the date of registration within which a teacher must complete this requirement.

Important:

1. It is entirely a matter for a registered teacher to secure teaching positions that satisfy the requirements of this process.
2. Employment as a substitute post-primary teacher is acceptable for the purposes of fulfilling PQE
3. Employment as teacher in a primary school is not acceptable for the purposes of fulfilling PQE
4. Employment as a qualified teacher (post-teaching qualification) is the only form of employment that will be taken into account on this form.
5. 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 by completing several forms – one form per school.
6. A minimum of two-thirds ($\frac{2}{3}$) (200 hours) of the required employment must be involved in the teaching of a curricular subject or Guidance and Counselling to a designated class on the school's timetable.
7. 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 other timetabled teaching activities.
8. A period of three years from the date of registration 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.
9. This form may be completed in respect of state recognised second-level schools in any state.
10. This form may also be completed with respect to teaching of curricular subjects (which are examined by the State Examinations Commission) in recognised Centres of Education in Ireland where the teaching service involves the preparation of students for State Exams.
11. The teaching of subjects outside those examined by the State Examinations Commission in Ireland (e.g. FETAC or City & Guilds etc.) may be taken into consideration towards the 100-hour requirement.
12. Please note that failure to fulfil the Post Qualification Employment (PQE) requirement within the specified timeframe will result in the lapsing of registration unless an extension to the timeframe has been granted.

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 To be completed by <u>All Applicants</u> | | | |
|--|----------------|--|--|----------------|--|
| Teacher Name: | | | | | |
| Address: | | | | | |
| Registration Number: | | | PPS Number: | | |
| School year: | | | School Roll No.: | | |
| Duration of Service Provide exact dates e.g. 1/9/2007 to 30/6/2008: | | | | | |
| 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 (Mainstream/Learning Support/Resource etc.) | | | | | |
| I certify that the particulars given above are correct and accurate in every respect. | | | | | |
| Signature of Teacher: | | | Date: <input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/> | | |

| PART B | | TEACHING EMPLOYMENT IN SCHOOLS OUTSIDE OF IRELAND ONLY To be completed by the <u>School Principal</u> | | | |
|--|--|---|--|--|--|
| 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 the State Authority? | | | | | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Is the school in receipt of funds (or eligible to receive funds) from the 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>PRINCIPAL TEACHERS*</u> ONLY | | | |
|---|--|---|--|---|--|
| I certify that the teacher named on this document provided satisfactory service for the duration recorded on this form. | | | | | |
| Name of School Principal: | | Registration No: | | | |
| Signature of School Principal: | | Date: | | <input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/> | |
| School Name: | | School Stamp: | | PLEASE AFFIX THE OFFICIAL SCHOOL STAMP IN THIS BOX | |
| Signature of Teacher: | | Date: | | <input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/> | |

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 _____

Insert name of applicant here

from to , and that I know of nothing in his/her character that renders

Insert date here

Insert date here

him/her unfit for the teaching profession.

| | | |
|--|--|---|
| Name of Professional Person (IN BLOCK CAPITALS): | | |
| Signature of Professional Person: | | Date: <input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/> |
| 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 – 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, _____, hereby authorise the Department of Education and Skills or ETB to
Insert your name here

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, _____, hereby authorise the Teaching Council to provide details relating to
Insert your name here

my qualifications to my paymaster (i.e. The Department of Education and Skills or ETB).

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? (Under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 certain convictions are not required to be disclosed). 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. Have you been the subject of any adverse outcome or finding or sanction following an inquiry or disciplinary procedure by an employer (current or previous) in the State or elsewhere? YES NO

4. Are you currently the subject of any pending proceedings of the kind described in 1, 2 or 3 above? YES NO

5. 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 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 application form and have entered N/A in any field that is not applicable. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. I have included a certified copy# of birth certificate or current passport. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. I have included a certified copy# marriage certificate to facilitate a name change (if applicable). | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 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. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. I have included a statement (or have recently submitted) a completed vetting application. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 6. I have included a statement from the Department of Education and Skills confirming completion of my probationary period (if applicable). | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 7. I have included the €90 registration fee. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 8. I understand that after a period of 3 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). | <input type="checkbox"/> YES <input type="checkbox"/> NO |

SIGNATURE OF APPLICANT: _____

DATE:

Please return this completed application form and supporting documentation to:

**Registration Section
The Teaching Council,
Block A, Maynooth Business Campus,
Maynooth
Co. Kildare
W23 Y7XO
Ireland**

GUIDANCE NOTES

Registration with the Teaching Council is under the Teaching Council (Registration) Regulations 2016 which are available on www.teachingcouncil.ie

1. Application Process

In order to be eligible for registration under Route 2 (Post-Primary) of the Teaching Council [Registration] Regulations 2016, applicants must meet requirements in terms of qualifications, vetting/police clearance, fitness to teach and payment of the appropriate fee as set out in this application form. Vetting is carried out by the National Vetting Bureau, independent of the Teaching Council.

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, 2016.

2. Am I eligible to apply?

In order to be eligible to register as a teacher (post-primary) you must meet the requirements under Route 2 (Post – Primary) of the Teaching Council [Registration] Regulations, 2016.

3. 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.

4. 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.

4 (a) Required Documentation

Please note you are required to submit certified copies of documentation. Uncertified photocopy transcripts or uncertified copy identification will not be accepted. Please refer to certified copy policy below.

4 (b) Evidence of Qualifications

- If you gained your teaching qualifications in the State, please enclose certified copy transcripts of all years of your qualifications. A Parchment/Certificate/Scroll is not sufficient. Those with a postgraduate qualification in post-primary education must also submit all years of their undergraduate transcripts.
- Please enclose a copy of your recognition letter from the Department of Education & Skills if you have attained a teaching qualification outside of the State and it was assessed by the Department of Education & Skills, prior to March 2006.
- If you hold a teaching qualification gained outside of the State and assessed by the Teaching Council since March 2006, you 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: PPQA-01 – Application for Registration (Post-Primary) including Qualification Assessment.

4(c) Qualification Transcripts

Qualification transcripts provide a list of modules and the marks obtained in each module throughout the full duration of a qualification. Transcripts should not be confused 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.

4(d) 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 qualification documents and provide the required access codes on your application form with a printout of the transcripts.

5. #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/sighted 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:

- A member of An Garda Síochána (Police) (signature, date stamp and number)
- A Solicitor / Commissioner for Oaths (signature, date and stamp /registration number)
- A registered teacher (signature, date and Irish Teaching Council registration number)
- A Peace Commissioner (signature, date and name in block capitals)

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 with the exception of passports. The Council reserves the right to verify any documentation submitted in support of an application and/or request original documents if not satisfied with the certified copies submitted.

6. 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.

7. Vetting

Vetting is carried out by the National Vetting Bureau, independent of the Teaching Council. 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 a cumulative period of three years or more (36 months) after 18 years of age must provide additional supporting documentation. This is detailed in Section F of this form.

Under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 certain convictions are not required to be disclosed. Please see the FAQs for additional information. In circumstances where an applicant is unsure of his/her standing in relation to his/her particular situation they should seek legal advice.

Please note when a teacher seeks vetting for employment purposes, the Council applies for vetting in its role as a representative of recognised schools/employers for the purposes of the vetting procedures under the NVB Act 2012

8. 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, the registration fee (of €90) will be refunded. There is no additional fee for vetting.

9. 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.

10. 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.

11. Confidentiality

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

12. Data Protection

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

13. 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 Education and Training Boards. Teaching Council staff are not in a position to discuss or advise on such matters.