Guidance Note

Please read this document carefully before completing application form PPQA-02
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General Guidelines

1. **Registration Regulations**
   
   In order to apply for an additional subject using the PPQA-02 form, you should be currently registered with the Teaching Council under Route 2 Post-Primary (formerly Regulation Four).

   The Registration Regulations stipulate that applicants for registration in the post-primary sector must hold qualifications which enable the holder to teach at least one post-primary curricular subject. Teachers already registered in the post-primary sector have already met this requirement. It is therefore not a registration requirement to be recognised for an additional subject.

   A teacher who meets the requirements of the [Post-primary Curricular Subject Criteria](#) for an additional subject as published on the Council’s website at the time of application can apply for an assessment of their relevant qualifications using the PPQA-02 form.

2. **Application Process**
   
   In order to have your qualifications assessed for an additional subject, the following items must be submitted:

   a. Completed Application Form PPQA-02 with fee of €100 per subject,
   b. Photocopies of qualification transcripts for each year of your relevant qualifications,
   c. A photocopy of the course handbook(s) or course outline providing a description of each module studied (i.e. learning outcomes),
   d. Translations of any documents above not written in the English or Irish language.
   f. If applying for Physical Education, Form PE1 available on [www.teachingcouncil.ie](http://www.teachingcouncil.ie)

3. **Incomplete Applications**

   Application forms which are incorrect or incomplete (including where mandatory supporting documentation is not included) cannot be processed and will be returned to the applicant in full after a period of 3 months where such items remain outstanding.

4. **Original Documents**

   Original documents should not be submitted. The Council requests photocopies of all relevant documentation only. The 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 photocopies submitted.
5. **Application Processing Timeframe**

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.

*Applicants are requested not to seek updates on the progress of applications.*

6. **Translation of Documentation**

You must submit photocopies 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.

Please note that you can also translate the documents yourself but you must have the documents verified (stamped by an official translator).

In order to assist applicants and minimise the costs associated with translation, applicants can provide summary information of the modules identified on their transcripts. **Please highlight the sections of the course handbook that have been translated and attach the relevant translations.**

Please refer to the table below for further information:

**What is a module descriptor?**

A module descriptor is a succinct description of a module and its key features and should include:

- a summary of the module content
- a description of how the module content is delivered
- a description of how the module content is assessed
- the learning outcomes associated with the module
- any periods of supervised school placement/supervised teaching practice
- for language applicants, the module descriptor must include a list of the literature/texts/authors studied

*Please be aware that assessments can only be carried out on the information provided by the applicant; it is the responsibility of the applicant to provide sufficient information in each module descriptor in order to facilitate assessment.*
Guidelines for sections of PPQA-02 form

7. **Section A – Personal Details**

7.1. **Teaching Council Registration Number**

This application form should only be used by currently registered teachers in the post-primary sector. Upon registration with the Teaching Council, you were notified of your registration number and this is frequently used in correspondence between the Council and registered teachers.

If you do not know your registration number, use the Search the Register function of the Council’s website.

7.2. **Name**

This should be the name with which you are currently registered with the Teaching Council.

7.3. **Date of Birth**

Upon registration with the Teaching Council, your Date of Birth was recorded. It is requested here for matching purposes.

8. **Section B – Declaration**

It is the responsibility of applicants to ensure an application for assessment is complete and all mandatory documentation (including where further documentation is requested by the Teaching Council) is submitted in order to facilitate an assessment. An assessment cannot be completed where documentation is outstanding and your application will be returned in full after a period of 3 months where such items remain outstanding.

9. **Section C – Post-Primary Curricular Subject(s) To Be Assessed**

Please indicate the subject(s) for which you are applying for an assessment of your qualification(s). Your qualification(s) will be assessed against the Post-Primary Curricular Subject Criteria as published on the Council’s website at the time of application. You are advised to examine the criteria for your chosen subject to ensure that you meet the criteria before applying for formal assessment. Where shortfalls exist, you will be notified of the shortfall(s) and will be required to show evidence of the completion of the shortfall in order for the subject(s) to be included on your registration.

9.1. **Language Subjects: Residential Requirement and Linguistic Competence**

**Important:** Please note applicants for language subjects are required to submit evidence of Linguistic competence and residential experience as part of the application form. Refer to the Post-Primary Curricular Subject Criteria for full details.

**Residential Experience:**

Evidence of verifiable residential experience in the country of the language or where the language is the vernacular (spoken language) must be supplied with the PPQA-02 application. The required period of time is set out for each subject in the Council’s Subject criteria document. This may be evidenced on your academic transcript of results or by submitting one of the following:
A photocopy of your transcript of results which confirms residency of 2/6 months in the country of the language. Please note if the transcript states “Off Campus/Erasmus Programme” and does not confirm the programme was undertaken in a specific country, this must be confirmed in an accompanying letter from the relevant Higher Education Institution/College.

A letter/statement from your employer/college/landlord in that country. In the case of employer/landlord, contact details such as a phone number and an email address is required. For the subject of Irish/Gaeilge, this should evidence residency in a Gaeltacht area.

A photocopy of your passport evidencing that you are a native of that country (i.e. that the language is your mother tongue). **N.B. This is not acceptable for the subject of Irish/Gaeilge**.

For the subject of Irish/Gaeilge, evidence that you are a native of a Gaeltacht area may be submitted (e.g. utility bill, financial statement, electoral register correspondence or evidence that your family was in receipt of the Scéim Labhairt na Gaeilge (SLG) grant for Gaeltacht families) or a letter/statement from a Gaelcholáiste confirming that you attended a Post-primary Gaelcholáiste to Leaving Certificate level.

**Linguistic Competence:**

Applicants must also demonstrate linguistic competence in the language. This can be evidenced by providing one of the following:

- A photocopy of your passport evidencing that you are a native of that country (i.e. that the language is your mother tongue). **N.B. This is not acceptable for the subject of Irish/Gaeilge**.

- For the subject of Gaeilge/Irish evidence that you are a native of a Gaeltacht area by submitting a utility bill, financial statement, electoral correspondence or evidence that your family was in receipt of the Scéim Labhairt na Gaeilge (SLG) grant for Gaeltacht families.

- A photocopy of your undergraduate transcripts of results which explicitly state that you have achieved a minimum level of B2 on the CEFR (Common European Framework of Reference for Languages).

- A statement from your Higher Education Institution where you completed your degree explicitly stating you have achieved a minimum level of B2 on the CEFR.

- A statement from an independent language competence test showing a minimum level of B2 on the CEFR.

9.2. **Physical Education**

Applicants for the subject of Physical Education must also submit Form PE1 available on [www.teachingcouncil.ie](http://www.teachingcouncil.ie).
10. **Section D – Qualification(s) to be assessed**

10.1. **Academic Transcripts**

Applicants must submit a photocopy of academic transcripts for each year of relevant qualifications.

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. A ‘Diploma Supplement’ is an alternative to qualification transcripts.

Applicants must contact their own college or university to request transcripts or their Diploma Supplement. These transcripts must show the final award.

10.2. **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. If your transcripts are available on Digitary, please login to your account and share the transcript document(s) with postprimaryqa@teachingcouncil.ie for a minimum of 4 weeks. The Council will print your transcripts and attach them to your application within this timeframe.

Login through your personal student profile is not acceptable.

**11. Section E – Teaching Service**

Please provide information about your most relevant post-qualification teaching experience excluding school placement (if applicable) with particular emphasis on the subject(s) which you are applying for. If you have a qualification(s) which does not meet the current requirements we may contact you for further information.

Please ensure all sections are completed in full and the teaching service/approved experience is signed by the relevant person.

**12. Section F – Checklist**

Please answer all questions in this section and sign the document.

**13. Section G – Fee/Method of Payment**

The assessment fee that must be submitted with the PPQA-02 form is €100 per subject to be assessed. Please do not submit cash. Use one of the payment methods outlined in Section G. Where debit/credit card information is provided, this page of the application form will be securely disposed of once processed.

If no fee is received, the application cannot be processed and will be returned to the applicant in full.