



# Newly Qualified Teacher (NQT)

## Registration Information Leaflet 2018

As you near the end of your studies and look forward to commencing your career as a teacher, it is essential that you register with the Teaching Council. The Teaching Council is the professional standards body for the teaching profession, which promotes and regulates professional standards in teaching. It acts in the interests of the public good while upholding and enhancing standards in the teaching profession.

There are a number of steps that you must take to ensure your application for registration as a teacher is completed successfully. You must be registered prior to commencing a teaching position in a recognised school and to receive a State salary.

In this NQT Registration Pack, you will find the documents referenced below. Please retain this pack as you will need to refer to it during the registration process over the coming months. A video explaining this process is also available to view at [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

### The Registration Process

Each year a representative of the Teaching Council visits final-year students in each college or university where a programme of teacher education is being provided. In some cases, the Teaching Council may communicate online. The purpose of the visit is to outline the role and functions of the Teaching Council, to provide information about the process of registration and Vetting, and to distribute the forms required to commence the registration process.

Before you can commence teaching in a recognised school, or receive salary from State funds, you must be registered with the Teaching Council. The registration process involves a number of stages. For final year teacher education students, the process commences before your final year exams. To ensure a simple and straightforward process of registration, the following steps must be completed:

#### 1 Consent Form

The Teaching Council seeks student data from the colleges and universities to facilitate and simplify the registration process. The details sought include name, address, date of birth, gender, PPS number, qualification title and final grade information. In order for colleges and universities to transfer this data to the Teaching

Council, you are requested to complete the Consent Form and return it to the Registrar's office or Education Department in the college or university.

If you do not complete a Consent Form, the college or university will not forward your data to the Council. As a consequence, the Teaching Council will not be in a position to issue an NQT Registration Application Form and you will be required to apply for registration using the standard registration form and provide all qualification transcripts and proof of identity.

#### 2 Vetting

It is a requirement under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 (NVB Act) that individuals who work with children and vulnerable persons be vetted by the National Vetting Bureau (NVB).

The Teaching Council is the authorised body for administering vetting for teachers in Ireland and is required to assess a vetting disclosure for suitability for registration. Only Vetting carried out via the Council can be accepted for registration. The school is required to receive and assess a vetting disclosure in advance of employment.

## Vetting - What you need to do

### Step 1 Complete the vetting invitation form

To start the vetting process, you will need to:

- complete the online vetting invitation form on [www.teachingcouncil.ie](http://www.teachingcouncil.ie)
- print the vetting invitation form, read and sign the form
- provide certified identification and proof of address documents and
- post the form and identification to the Teaching Council.

### Step 2 Complete the online vetting application form

After the Teaching Council receives your signed invitation form and identification documents by post (step 1), you will:

- receive an email from the National Vetting Bureau with a direct link to the online vetting application form
- have 30 days to complete and submit the online vetting application and
- be required to enter full postcodes (6 characters) for each Northern Ireland address at which you resided.

### Step 3 Applies to applicants for registration only who have lived overseas

If you have lived outside of Ireland or Northern Ireland for a **cumulative** period of three years (36 months) or more **after the age of 18** you will need to:

- provide a certified copy of police clearance for **all** overseas jurisdictions where you have resided.

### Step 4 Receiving the vetting disclosure (result)

You will:

- receive an email from the National Vetting Bureau stating that your vetting disclosure has been issued to the Teaching Council
- receive an email from the Teaching Council containing a link to your vetting disclosure once it has been processed and
- be required to log in or create an account with Digitary\* to view your disclosure.

\*Digitary is the Teaching Council's online solution that teachers will use to receive their vetting disclosure.

### Step 5 Sharing your vetting disclosure with an employer

- You will be able to share your disclosure with employers or potential employers online using Digitary and
- Log in to your Digitary account and follow the instructions for sharing your disclosure.

## 3 Character Reference Form

Under the Teaching Council Acts, 2001 - 2015, one of the requirements for admission to the Register of Teachers is proof of evidence of character. The Council seeks evidence of character through the Vetting process (as described in the previous section) and through the completion of the Character Reference Form.

The Character Reference Form must be completed by a person in a position of scholastic/academic responsibility, who has known the applicant for at least one academic year in the last five years and who considers the character of the applicant to be suitable for the teaching profession.

In past years, newly qualified teachers have encountered difficulties in finding a suitable person to complete this section of the form at a time when school principals, registered teachers, and college staff are on summer leave. To alleviate this problem, a Character Reference Form has been included in this NQT Registration Pack. This form should be completed as early as possible to avoid the difficulties outlined above. We advise that you have this form completed prior to sitting your final exams. The form should then be retained and submitted along with your application for registration which is issued to you in the summer months.

## 4 NQT Application Form

When a student successfully completes a teacher education programme and has previously completed a Consent Form (see section 1), his or her college/university will transfer the student's details to the Teaching Council. An NQT registration application is pre-populated with these details and posted to the student. If your details are not transferred from your college or university (this includes supplemental examinations), you will not receive an NQT Application Form for registration and must complete the standard registration form.

You are required to complete the NQT Application Form for Registration, have it signed and stamped where indicated, and may need to provide additional documentation (transcripts) listed on the application form (see FAQ 2 on page 3).

Alternatively, you may provide details of the website address and login details, where your academic records can be verified online. If you wish to allow the Teaching Council to view your qualification records online, you must arrange the appropriate access permissions/document share settings for your qualification documents. Access through your personal student login area cannot be accepted.

The NQT Application Form also seeks Vetting information. It is essential therefore to ensure that Vetting has been completed (see section 2 of this leaflet).

The Council can only complete the NQT registration process when all documentation including Vetting is completed.

Once the registration process has been successfully completed, you will receive a Confirmation of Registration letter from the Teaching Council.

Please refer to the website of the Department of Education and Skills for Circular Letters regarding teacher registration and recruitment ([www.education.ie](http://www.education.ie)).

### 5. Post Primary Professional Masters of Education Applicants only

PME students (post primary only) that have completed the PME Verification process in year 1 of their postgraduate studies may have been notified of a shortfall e.g. credit shortfall, language residency requirement, linguistic competency requirement. In such instances these applicants are required to submit evidence of completion when submitting their registration application form if they have not already submitted. Please note registration cannot be finalised until this evidence is received.

## Frequently Asked Questions

### 1. What must I do when I successfully complete my teacher education programme in order to progress my registration?

*If you have completed a Consent Form, your contact and qualification details will be transferred from your college/university to the Teaching Council. You will then be issued with an NQT Application Form for Registration as a Teacher. Please complete this form at your earliest opportunity and return it to the Teaching Council with the appropriate documentation where necessary. You must also ensure that you have completed the Vetting process.*

### 2. Do I have to submit my transcripts?

It will be stated on the NQT Application Form if you are required to provide certified copies\* of your qualification transcripts. Typically, if you have completed a programme other than a Bachelor of Education or a four-year concurrent programme of teacher education, you need to submit transcripts.

#### \*Certified Copy Policy

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 photocopy 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), a Solicitor/Commissioner for Oaths, a registered teacher (with the Irish Teaching Council, they must quote registration number) or a Peace Commissioner (signature, date and name in block capitals).

### 3. What must I do when I obtain a teaching position?

The Department of Education and Skills (DES) or Education and Training Board (ETB), require your Teaching Council registration number. You should be registered and have proof of both your registration and Vetting when seeking a teaching position. Further details on teacher recruitment, registration and qualifications are provided on the website of the Department of Education and Skills ([www.education.ie](http://www.education.ie)).

### 4. How long does the Vetting process take?

Typically, Vetting can take between 3 to 4 weeks from the receipt of a full application which should be initiated online. Processing times may increase in peak periods. You are advised to begin the Vetting process immediately.

### 5. Can I be registered without having completed the Vetting process?

No. Vetting is a requirement for registration. A teacher will not be registered without successful completion of Vetting. For registration purposes newly qualified teachers must apply for Vetting via the Teaching Council. Vetting completed through a third party (e.g. a school) is not acceptable for registration purposes.

### 6. Do I need to include my addresses during my time spent in college on the Vetting Application Form?

Yes. All addresses where you resided for more than three months must be included in your Vetting application.

### 7. I have been vetted through another organisation (e.g. a school, my college etc.), is this acceptable?

No. Only vetting carried out via the Teaching Council can be accepted for registration.

### 8. How will I know when the Vetting process is complete?

Teachers can check the status of a vetting application by using the vetting application number and logging on to the National Vetting Bureau website at <https://vetting.garda.ie/Track>.

When the Vetting process is complete, you will:

- receive an email from the National Vetting Bureau stating that your Vetting disclosure has been issued to the Teaching Council
- receive an email from the Teaching Council containing a link to your Vetting disclosure once it has been processed and
- be required to log in or create an account with Digitary\* to view your disclosure.

\*Digitary is the Teaching Council's online solution that teachers will use to receive their Vetting disclosure.

### 9. Is there a fee for registration?

Yes. The initial application fee for registration is €90. The annual registration renewal fee thereafter is €65.

### 10. How will I know when I am registered?

You will receive a Confirmation of Registration letter, a comprehensive Registration Handbook and a copy of the Code of Professional Conduct for Teachers.

### 11. What happens if I have to complete supplemental (repeat) examinations?

If your details are not transferred to the Teaching Council in the summer months due to incomplete results or where supplemental (repeat) exams are necessary, you will be required to download a standard application form for registration from [www.teachingcouncil.ie](http://www.teachingcouncil.ie). The form may be submitted following the successful completion of any supplemental examinations. The form must be accompanied by a certified copy of your qualification transcripts and identification (birth certificate, current passport, Irish Public Services Card or valid driving licence). Please note you will not receive a reminder to register from the Teaching Council if you are sitting repeat/supplemental examinations.

### 12. I am already registered with the Teaching Council. Do I need to do anything?

You should return the completed NQT application form for registration. The Council will update the Register accordingly and add the new education sector (primary or post-primary) in accordance with the additional qualifications submitted.

### An Chomhairle Mhúinteoireachta The Teaching Council

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 @TeachingCouncil

## Code of Professional Conduct for Teachers

The Teaching Council Code of Professional Conduct for Teachers guides teachers' professional judgement and practice.

The Code sets out the standards of professional knowledge, skill, competence and conduct which are expected of registered teachers.

In all, there are 33 such standards which reflect the complexity and variety of teaching and cover areas such as communication and relationships, equality and inclusion, compliance with national and school policies, professional development and pupil/student welfare. The standards are underpinned by four core values - respect, care, integrity and trust.

The Code also takes account of the broader context in which teaching takes place and the myriad of factors beyond teachers' control which have a bearing on their work, including: the engagement of parents and the wider community; opportunities for teachers' professional development; and the accelerated degree of educational change. The Code of Professional Conduct for Teachers was updated in 2016 due to the commencement of Part 5 (Fitness to Teach) of the Teaching Council Acts on 25 July 2016.

The publication of the Code is an important and positive development for all those with an interest in the quality of teaching in our classrooms. Since the education system reaches into virtually every home in the country, and affects so many so deeply, it is crucial that the teaching profession's value system and professional standards are clear, readily understandable and easily accessible. The adoption of this Code of Professional Conduct for Teachers will enhance and deepen the confidence and trust that society places in teachers.

*Each newly registered teacher is sent a copy of the Code. It may also be downloaded from [www.teachingcouncil.ie](http://www.teachingcouncil.ie)*