

Applying for registration online

**Please read this document carefully before
applying for registration online (REG-01)**

Contents

General Guidelines

1.	Registration Regulations	3
2.	Application Process	3
3.	Incomplete Applications	3
4.	Supporting Documents	4
5.	Vetting	4
6.	Application Processing Timeframe	4
7.	Translation of Documentation	4
8.	ECTS Credits	5
9.	Registration with Conditions (Post-qualification Professional Practice)	5
10.	Student Teachers Applying for Registration	5

Guidelines for completing the registration application online - REG-01

11.	Create an online account on the My Registration facility	6
11.1	PPS Number	6
11.2	Name.....	6
11.3	Correspondence address	6
11.4	Telephone contact details.....	6
11.5	Personal email address.....	6
12.	Route Selection	7
13.	Qualifications	7
13.1	Academic Transcripts	7
13.2	Qualified outside of Republic of Ireland	7
14.	Post-Primary Curricular Subjects	8
14.1	Curricular Subjects	8
14.2	Language Subjects: Residential Requirement and Linguistic Competence	8
15.	Fit and Proper Person Assessment	9
15.1	Character Reference	9
15.2	Vetting	9
15.3	The Role of School Authorities	9
15.4	Overseas Police Clearance	9
16.	Teaching Service	10
17.	English Language Requirement	10
18.	Data and Declarations	10
19.	Submit	11
20.	Registration Fee/ Payment	11
21.	Next steps	11

General Guidelines

1. Registration Regulations

Applications for registration with the Teaching Council are made in accordance with Section 31 of the Teaching Council Acts 2001 - 2018 and the Teaching Council (Registration) Regulations 2016 which are available on www.teachingcouncil.ie. In order to apply online for registration (REG-01) with the Council under Route 1 (Primary), Route 2 (Post-primary) or Route 4 (Other), you should have completed your relevant qualification(s) in Ireland or have had your qualification(s) previously assessed by the Teaching Council or the Department of Education and Skills. To apply for registration under Route 3 (Further Education) please follow the REG-01 route regardless if you have qualified in Ireland or overseas.

Overseas qualified teachers in Primary and Post-Primary should follow the online applications for overseas qualifications.

In order to be eligible for registration under Route 1 (Primary), Route 2 (Post-primary), Route 3 (Further Education) and Route 4 (Other) of the 2016 Regulations, applicants must meet the requirements in terms of qualifications, vetting/police clearance, fit and proper person requirements and payment of the initial registration fee of €90.

2. Application Process

In order to complete the online application process, the following steps must be completed:

- a. Register online and submit the relevant registration fee.
- b. Submit evidence of qualifications i.e. academic transcripts for each year of your qualifications
- c. For language applicants, submit evidence of residential experience, linguistic competence (CEFR) and English Language requirements (IELTS) (where applicable).
- d. Submit evidence of all post-qualification teaching experience to date.
- e. Commence the vetting process via the Teaching Council, to include submission of identification.
- f. If requested, submit module descriptors to facilitate subject assessments where applicable.

3. Incomplete Applications

Applications which are incomplete will not be eligible for submission. The application can be saved and returned to at a later date. Any applications that remain unsubmitted after three months will be deleted.

It is important to note that if you close your browser without saving your application your data will be lost and you will have to start your application again

4. Supporting Documents

Before you start your application, please ensure that you have the following information to hand in a format that you can upload, e.g., Word, PDF, image:

- a. Signed Character Reference (copy of the blank form can be downloaded from the first page of your application)
- b. Identification, proof of address and Overseas Clearance documents for Vetting purposes
- c. Evidence of name change, if applicable (marriage certificate/deed poll)
- d. Evidence of linguistic competence and residential experience (applicable to language students only)
- e. Academic transcript for each year of your qualification showing final award and grade attained
- f. Employment contact details (if applicable)
- g. Teaching service history (if applicable)
- h. Evidence of competency in the English language (where applicable)
- i. Debit/Credit card to pay the application fee.

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

5. Vetting

Registration is subject to Vetting. Only Vetting carried out via the Teaching Council can be accepted for registration. Vetting through a third party (e.g. school, GAA, club/society) cannot be accepted for registration purposes.

6. Application Processing Timeframe

Your application only commences when you have submitted all required documentation to the Council. It may not start from the date which you submit your first application. Staff will contact you if you have failed to submit particular documentation that is required.

Registration cannot be finalised until Vetting, including overseas requirements (where applicable) is completed.

Please refer to our website www.teachingcouncil.ie for processing timelines.

Applicants are requested not to seek updates on the progress of applications unless 8 weeks have elapsed since full documents were received.

7. Translation of Documentation

You must submit photocopies of all documents in English or Irish. All documents which are not in the English or Irish language must be accompanied by an English language translation. The translated documents must be officially stamped by an 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.

8. 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.

9. Registration with Conditions (Post-qualification Professional Practice)

This section looks at teaching induction and experience in order to determine if conditions will be applied to a registration. Registration subject to conditions (conditional registration) is granted when an applicant for registration has not fulfilled all of the registration requirements set down by the Council. This is the norm for all newly qualified teachers (NQTs) and may also apply to other teachers in certain circumstances.

The post-qualification professional practice conditions which generally apply are as follows:

Route 1 - Primary	<i>Droichead</i>
Route 2 - Post-primary	<i>Droichead</i>
Route 3 - Further Education	Applicants who meet the degree qualification requirements for Route 3 - Further Education and who have not completed an accredited TEQ will be eligible for conditional registration for a period of three years in which time this requirement must be completed. A list of accredited programmes can be viewed on the Teaching Council website.
Route 4 - Other	<i>Droichead</i>

10. Student Teachers Applying for Registration

Section 30 of the Teaching Council Acts requires a teacher to be registered in order to receive a State-funded salary therefore you will need to register upon completion of your teaching qualification. The Council has developed a streamlined “fast-track” application process for final year Primary and Post-primary teacher education students to register in the summer after you have concluded your studies.

If you require registration for employment purposes while completing your qualification, you may be eligible for registration under Route 3 (Further Education). You are required to hold an undergraduate degree in order to be eligible for registration under this Route. For full details see the [Qualification Requirements for Further Education Teachers](#). If you are completing your first degree (i.e. Bachelor of Education) you are not eligible for registration until it is completed.

There is no such thing as temporary/provisional/student registration with the Teaching Council.

Guidelines for completing the registration application online - REG-01

11. Create an Account on the My Registration Portal

If you do not have an account, you will need to create your own personal account on My Registration using a unique email address to you, i.e. not a shared or school email address.

Your My Registration account will allow you to access and manage your registration information 24/7 online.

11.1. PPS Number

PPS Number: stands for Personal Public Service Number. Your PPS Number is your unique reference number for all transactions with government departments and other public bodies such as Revenue, the Health Services Executive (HSE) and Department of Social Protection.

If you do not have a PPS Number or cannot find it, contact your local social welfare office. The PPS Number was previously known as the PRSI Number.

11.2. Name

This should be the name you normally use and are normally known by in work. This is the name that will appear on the Register of Teachers. Where applicable please supply authenticated proof of change of name, e.g. a photocopy of state marriage certificate. In the case of change of name by deed poll, an authenticated copy of the deed should be submitted.

11.3. 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 Acts. 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.

In cases where a teacher is not present at the address to which correspondence is sent, or where a teacher does not collect such correspondence from his/her local postal sorting office, the letter is still considered to have been sent in legal terms, and the content communicated in that letter will stand. For this reason, the correspondence address provided should not be a school or college address.

11.4. Telephone contact details

Please provide telephone contact details, preferably to include mobile phone number. From time to time, the Council may issue reminders regarding an upcoming renewal or conditions expiry dates by SMS text message.

11.5. Personal email address

Please provide an email address that is not a shared address. Correspondence in relation to your application and any subsequent communications including renewal notifications will be sent by email. You will use your email address to access the online renewal system and also if you need to update your personal or employment details. You are required to submit an email address to complete the vetting and registration process.

When you commence your online registration application, these personal details provided will auto populate into the application.

12. Route Selection

On this tab you can select the route of application. Please only apply for the route for which you hold the required qualifications.

13. Qualifications

13.1. Academic Transcripts

You are required to enter the exact title and details of each qualification that you hold.

Please upload academic transcripts/Diploma supplements for each year of your qualification, confirming final award. Transcripts should provide a list of modules and marks attained in each module for the full duration of your qualification.

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

A Diploma Supplement or Qualification transcripts provide a list of modules and the marks obtained in each module throughout the full duration of a qualification. These should not be confused with parchments – the large ornate documents that are provided on graduation day.

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

13.2. Qualified outside of Republic of Ireland - Assessment previously completed

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. This document (if applicable) can be uploaded in the Qualifications section along with transcripts.

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 transcripts again, unless additional qualifications were gained since the initial assessment.

Please note that where recognition was granted subject to conditions (e.g. Irish Language Requirement, History and Structure of the Irish Education System, Qualification Shortfalls) and where these conditions have not been fulfilled previously you may be granted conditional registration subject to the fulfillment of all registration requirements. You will be advised accordingly on submission of your 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 application form REG-01**. Please apply online for a qualifications assessment (PPQA-01 or PRQA-01).

To register under Route 3 (Further Education), the form REG-01 should be used in all cases.

14. Post-Primary Curricular Subjects

14.1. Curricular Subjects

In order to register with the Teaching Council under Route 2 (Post-primary), you must meet the requirements for at least one post-primary curricular subject as published by the Council on its website at the time of application.

Please refer to www.teachingcouncil.ie for the current requirements before submitting an application.

14.2. Language Subjects: Residential Requirement and Linguistic Competence

Important: Please note applicants for language subjects are required to upload evidence of linguistic competence and residential experience as part of the application form. Refer to the curricular requirements for full details on www.teachingcouncil.ie.

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 REG-01 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 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 Gaelcholaiste 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 uploading 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

15. Fit and Proper Person Assessment

15.1. Character Reference

At the beginning of the online application process, you are asked to download a Character Reference form. This form must be signed by a professional person in a position of scholastic/academic responsibility, who has known you in a professional capacity for at least one academic year in the last five years, specifically:

- (i) A Registered Teacher (the Teacher must currently be registered with the Teaching Council in Ireland).
- (ii) The Head of school placement of the College or University where the applicant completed his/her Teacher Education Programme.
- (iii) A School Principal or Director of an ETB.
- (iv) A Tutor of the College or University where the applicant completed his/her Teacher Education Programme.

The Character Reference must be fully completed, signed and dated within 1 year of the date of registration. The Council reserves the right to request a new Character Reference where an application has been delayed by non-submission of required documentation by the applicant. Please upload your completed Character Reference and answer the questions in this section.

15.2. 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 the vetting disclosure for suitability for registration. The school is required to receive and assess the vetting disclosure for employment purposes.

As Vetting is a mandatory requirement for registration, the Council cannot finalise an application for registration until the outcome of the vetting process is complete and a satisfactory disclosure is received.

The Council will not accept a Vetting disclosure from a third party for the purposes of registration. **Only Vetting that is carried out via the Teaching Council will be accepted for the purposes of registration.**

15.3. The Role of School Authorities

The relevant school authority (Board of Management or ETB as appropriate) must ensure that any proposed new appointee who may have unsupervised access to children or vulnerable adults is vetted. This should be sought only if the person is being offered a job. Schools must request prospective teachers to present the vetting Disclosure from the Teaching Council, before making a formal offer of appointment.

15.4. Overseas Police Clearance

If you have spent a cumulative period of 36 months or more living overseas since the age of 18, you must also submit overseas police clearance documentation, as the NVB currently undertakes vetting on addresses in Ireland and Northern Ireland only. This includes a document which gives clearance for each country in which you lived. Information on overseas police clearance is available at

<https://www.teachingcouncil.ie/vetting/overseas-police-clearance/>

16. Teaching Service

Please provide the most relevant teaching service on your application for registration (if applicable). This service must be after your teaching qualification was obtained. School placement undertaken as part of a qualification should not be included. If you have a qualification(s) which does not meet the current requirements we may contact you for further information.

Route 3 - Further Education - Professional /Workplace/Instructional experience

If you are applying for registration on the basis of an undergraduate degree or equivalent at Level 7 on the National Framework of Qualifications (which has a ECTS credit weighting of at least 180 credits), you are required to provide evidence of an appropriate additional qualification, or a minimum of three years' experience in a workplace or instructional setting which is relevant to your qualifications.

If you are applying for registration on the basis of an Advanced (National Craft) Certificate (which must be in a craft listed as an approved apprenticeship by SOLAS or its equivalent), you are required to provide evidence of at least five years' approved experience in a workplace supervisory role.

17. English Language Requirement

If you are applying for registration with the Teaching Council and you have obtained your qualification outside of Ireland, you must satisfy the Council that you have the necessary knowledge of English to communicate effectively.

You may demonstrate the required level by providing one of the following:

- A copy of a qualification (teacher education or undergraduate) acquired and examined through the medium of English.
- A copy of an IELTS (International English Language Testing System) (Academic) certificate attesting knowledge in the English language with a score of 7.0 or above.
- Evidence of living and practicing in a professional capacity through the medium of English in a country that has English recognised as an official language for three out of the preceding five years.
- Evidence of living and undertaking a programme of learning through the medium of English in a country that has English recognised as an official language for three out of the preceding five years.
- A copy of a Cambridge C1 Advanced (formerly known as Cambridge English: Advanced (CAE)) with a minimum of Grade C.

The Teaching Council will reserve the right to independently verify the scores with IELTS/Cambridge and all components of the IELTS/Cambridge test must be attempted at the same sitting.

The test must have been undertaken no more than five years prior to the date of submission or you must provide evidence of having resided and worked/studied on a full time basis in an English speaking environment since having completed the evaluation.

The above evidence must be supplied with your registration application as registration cannot be finalised without this document, with the registration application form, registration cannot be finalised without this document.

18. Data and Declarations

This section should be completed and all questions should be answered. In any case where the response to a question is yes, full details should be given in the dialogue box provided.

19. Submit

Pressing the Submit button will take you to a payment page. Payment must be successfully completed before your application is submitted to the Teaching Council.

If there are any mandatory fields not completed, you will be redirected to the pages for correction.

Once all mandatory fields have been completed, you can press the submit button again.

20. Registration Fee/ Payment

This fee covers the cost of registration for the first year of registration. There is no additional fee for vetting. You will be provided with information about the payment due.

If no fee is received, the application cannot be submitted. Payment can be made by debit/credit card.

Further information about fees may be found here on www.teachingcouncil.ie.

21. Next steps

You can track the progress of your application via My Registration.

Your application will be checked to ensure that all required information has been submitted.

We will contact you by email if there is any information outstanding or if clarification is required.

When all the required information is received, your application will be assessed.

Subject to all registration requirements being met, a Certificate of registration will issue to you, along with information about any post-registration requirements.

If your qualifications cannot be recognised for registration purposes, we will contact you with details about the decision.

An Chomhairle Mhúinteoireachta
The Teaching Council

Block A, Maynooth Business Campus,
Maynooth, Co. Kildare, W23 Y7X0, Ireland

Telephone: +353 1 651 7900

Email: info@teachingcouncil.ie

www.teachingcouncil.ie

An Chomhairle
Mhúinteoireachta 
The Teaching Council