

An Chomhairle  
Mhúinteoireachta



**The Teaching Council**

# Registration Handbook 2018/2019

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- » Registration conditions
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- » Professional standards
- » Updating your contact details

## My Registration Details

Please enter your registration details below for future reference

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My registration number is:

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My annual registration renewal date is:  
(DD/MM)

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My registration conditions are:

Deadline for meeting the condition:

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Notes about my registration:

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# Welcome

This handbook provides important details regarding the role and functions of the Teaching Council, and on maintaining registration with the Council.

Registration is a mark of professional recognition as a teacher. It ensures that standards of entry to the profession are maintained.

Registration with the Teaching Council is granted when a teacher meets the Council's qualifications and evidence of character requirements.

Registered teachers are required to adhere to the standards set by the Council, which include the *Code of Professional Conduct for Teachers*.

Registration with the Teaching Council is a requirement for teachers in order to be paid from public funds (Section 30 of the Teaching Council Act, 2001; Department of Education and Skills Circular 0025/2013).



# A message from the Chairperson and the Director of the Council

A mhúinteoir cláraithe, a chara

Comhghairdeas leat ar do chlárú mar mhúinteoir!

Congratulations on your registration as a teacher. You are now a member of one of the most important professions in our society. Becoming a registered teacher marks the beginning of a new phase in your journey through the continuum of teacher education.

We in the Teaching Council believe that teaching affects the lives of every person in this country in a way that no other profession does. With more than 4,000 schools and close to a million students, the contribution of the teaching profession to the civic and social life of society in Ireland is profound. Parents and guardians believe in the power of Irish education and the teachers who work in our schools. Teachers are trusted with the great responsibility of both helping to prepare their students for life as educated citizens and realising their full positive potential as human beings.

The Council's primary goals include promoting the teaching profession and maintaining and enhancing the standards of your profession so that it continues to make that positive contribution. In doing this, the Council serves the public interest, while also upholding and enhancing the reputation of the profession.

Maintaining standards in any profession can be said to rest on three foundations: setting the standards of entry into it; ensuring that members of the profession maintain those standards throughout their careers; and dealing with fitness to teach in a way that is seen to be fair, robust and transparent for teachers, pupils and all relevant parties. The Council is responsible for all these aspects of the teaching profession.

Please take the time to read this handbook. It sets out the Council's functions in broad terms, and provides guidance on key processes, including the annual registration renewal process. Further information including a video outlining the role of the Teaching Council is available to view on our website: [www.teachingcouncil.ie](http://www.teachingcouncil.ie). We would also refer you to the Council's Strategic Plan 2018 - 2020, which sets out our goals for that timeframe.

Finally, on behalf of the Council, we would like to wish you all the best in your career, which we hope will be as enriching and fulfilling for you as it will be for each of your students.

*Le gach dea-mhéin/Kind regards,*



*Noelle Moran*

**Noelle Moran**  
Chairperson



*Tomás Ó Ruairc*

**Tomás Ó Ruairc**  
Director

## About the Teaching Council

The Teaching Council is the professional standards body for the teaching profession, which promotes and regulates professional standards in teaching. The Teaching Council was established under the Teaching Council Acts, 2001 to 2015. The Council protects the public interest and its role is similar in many respects to other professional regulatory bodies such as the Nursing and Midwifery Board of Ireland and the Medical Council.

The Council has 37 members, 22 of whom are teachers and it is empowered by law to:

- set standards for entry to the profession of teaching
- maintain a register of teachers
- establish professional education requirements for teachers
- publish a code of professional conduct
- investigate complaints about registered teachers.

Since its establishment in 2006, the Council has made significant progress across all of its functions. Please see the end of this handbook for further details.

A few of the Council's functions remain to be commenced by the Minister for Education and Skills including Section 39 which relates to Continuing Professional Development (CPD).

In this context, the Council launched *Cosán, the National Framework for Teachers' Learning*. The Council is now engaged in the development process for *Cosán*. If you would like to find out more about this process please email [cosan@teachingcouncil.ie](mailto:cosan@teachingcouncil.ie) or go to the Teacher Education section of the Council's website.

The Council looks forward to the commencement of all of its functions, so that it will be in a position to realise its statutory role to the full.

## Registration subject to conditions

Registration subject to conditions (conditional registration) is granted when an applicant for registration has not fulfilled all of the Council's registration requirements. If conditional registration is granted, the Council will inform the teacher of the conditions applied, the measures required to meet them and the timeframe within which they must be met. Conditions will be recorded on the Register of Teachers and on the teacher's Certificate\* of Registration.

A teacher may access his/her registration details including conditions on **My Registration** on [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

Upon initial registration, teachers receive a Certificate of Registration that states any conditions that may apply. In general conditions fall into two categories:

- 1 Post-qualification Professional Practice Conditions**
- 2 Other Conditions.**

When a teacher first registers he/she may be given a single condition or a combination of the following conditions with a specific expiry date, generally three years from the date of registration.

### Primary teachers

- 1 *Droichead*  
OR  
Probation **and**  
Induction Workshop Programme
- 2 Qualification Shortfalls
- 3 Irish Language Requirement

### Post-primary teachers

- 1 *Droichead*  
OR  
Post-Qualification Employment (PQE) **and**  
Induction Workshop Programme
- 2 Qualification Shortfalls
- 3 History and Structure of the Irish Education System.

Each of these conditions is explained on the following pages.

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\*previously known as Confirmation of Registration letter.

## Post-qualification professional practice conditions

### *Droichead* (Primary & Post-primary)

*Droichead* is the integrated induction process for newly qualified teachers (NQTs). The model is currently in a growth phase, having been adopted by the Council as policy in 2016. Engagement by schools in *Droichead* is on an opt-in basis. NQTs in such schools are facilitated in undergoing the process, so long as their role and duration of service meets the Council's *Droichead* requirements. It is important to note that depending on the size of the school and the type of contract/offer of employment, *Droichead* may be the only route of induction open to an NQT. See Appendix 1 for the Timelines for the *Droichead* Growth Phase. A teacher may wish to clarify with a school directly at recruitment stage if it is participating in *Droichead*.

*Droichead* may be commenced regardless of the conditions outstanding such as the Irish Language Requirement. As *Droichead* is an integrated induction process, completion of the *Droichead* process also satisfies the conditions of Probation, Post-qualification Employment and Induction Workshop Programme.

### The *Droichead* process

There are two key strands to the *Droichead* process as an integrated induction framework for NQTs. Both strands must be completed:

#### Strand A

The first strand is a school based induction during which the NQT is supported by a team of experienced colleagues, known as the Professional Support Team (PST).

#### Strand B

The second strand is made up of additional professional learning activities, which involves attendance at NQT cluster meetings in local education centres, and one other professional learning event, relative to the needs of the NQT.

*Droichead* is fundamentally about the NQT's professional journey and the process of his/her induction. A key part of this process is an NQT's engagement with more experienced colleagues, and reflection on the professional conversations that take place and on his/her own professional learning and practice.

### How to apply for *Droichead*

An application to complete the *Droichead* process may be made electronically via "My Registration" login on [www.teachingcouncil.ie](http://www.teachingcouncil.ie)

The following information is required for the application:

- School roll number, phone number and email address
- Principal's name
- Is the Principal, Teaching or Administrative?
- Date of appointment and end date to current post
- Your employment type (e.g. mainstream class teacher or SET)

The application should be made as soon as the teacher is employed in a school that is participating in the *Droichead* process, in an eligible setting and meets the minimum period of professional practice. Application should be discussed with the school in advance. Following application, the teacher will receive a confirmation email which will need to be provided to the school's Professional Support Team (PST) in order to commence the *Droichead* process.

A primary teacher must complete a block of not less than 60 consecutive school days of employment in an eligible setting, to include the teaching of the full Primary School Curriculum to a mainstream class of pupils (single or multi-grade) for the entire school day other than in exceptional circumstances.

A post-primary teacher must complete a block of not less than 200 hours' teaching employment in an eligible setting, to include the teaching of a post-primary curricular subject(s) to a designated class on the school's timetable, or employment in a special education teaching post, such as learning support, language support or resource teaching.

### Removing the *Droichead* condition from registration

When both strands of the *Droichead* process have been completed, the NQT and all members of the Professional Support Team complete Form D (available on [www.teachingcouncil.ie](http://www.teachingcouncil.ie)). This form must be submitted to the Teaching Council. Once received and all is in order, the Council will remove the condition of *Droichead* and other post-qualification professional practice conditions as appropriate.

**Important Document: The Transitional Arrangements document gives important information to teachers changing schools. It is especially essential for teachers moving between *Droichead* and the traditional processes. This document is published in advance of the new school year. Please refer to [www.teachingcouncil.ie](http://www.teachingcouncil.ie)**

## Traditional processes

It is important to note that depending on the size of the school and the type of contract/offer of employment, *Droichead* may be the only route of induction open to an NQT and traditional processes may not be available. See Appendix 1 for Timelines for the *Droichead* Growth Phase.

### Probation (Primary)

The probationary process for primary teachers incorporates two elements:

- a) the completion of a period of satisfactory service in a school (the service requirement) and
- b) the demonstration of professional competence in a school setting (the professional competence requirement).

The application process to commence Probation is outlined in the Council's *Post-qualification Professional Practice Procedures and Criteria* document available on [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

Probation may only be commenced when the conditions of Irish Language Requirement and Qualification Shortfalls (if these are applicable) have been fulfilled.

On completion of the probationary process, teachers should complete Form C and return it to the Teaching Council with the statement of competence from the Inspectorate of the Department of Education and Skills (issued by Limerick Education Centre). Form C is available to download from [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

If a teacher has completed a formal process of induction or formal probationary period in another country, he/she should submit relevant details to the Teaching Council, as he/she may be eligible for exemption from some or all of the probationary process in Ireland.

### Post-Qualification Employment (Post-primary)

In order to satisfy the condition of PQE, teachers must provide evidence of 300 hours of satisfactory teaching employment in a recognised post-primary school or Centre for Education in which a post-primary subject is being taught. Such evidence must be verified and signed by the school principal (or school principals where more than one school is involved).

A minimum of two-thirds (200 hours) of the approved employment must be spent in the teaching of a post-primary curricular subject(s) or guidance counselling to a designated class of students on the school's timetable.

Up to one-third (100 hours) of the approved employment can be carried out in a learning support, special needs, language support or other timetabled teaching activity. Generally, a maximum period of three years from the date of registration is set for the completion of this requirement. On completion of 300 hours of teaching employment, teachers should complete Form B, have it signed and stamped by the school principal, and return it to the Teaching Council. Teachers who complete their PQE in a number of schools are required to submit a Form B stamped by each school. The Council will then remove this registration condition. Form B is available to download from [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

### Induction Workshop Programme (Primary & Post-primary)

The Induction Workshop Programme is a State funded support service of workshops for the induction of teachers. This takes place at the beginning of a teacher's career, soon after registering. Its purpose is to offer systematic professional and personal support to the teacher as he/she continues to develop as a lifelong learner.

Engagement in the Induction Workshop Programme is a requirement for registration for all NQTs who undertake the traditional processes of Probation and PQE. NQTs who undertake *Droichead* after 1 September 2016 are not required to complete the Induction Workshop Programme. In addition, other teachers who apply for registration are required to complete the Induction Workshop Programme provided that they have not previously:

- met the requirements of Probation (primary) prior to 02 July 2012
- met the requirements of Post-Qualification Employment (PQE) (post-primary) prior to 02 July 2012
- completed a recognised and comparable induction programme in another country.

Once a teacher completes the required Induction Workshop Programme, Donegal Education Centre informs the Teaching Council and the condition is removed from the teacher's registration. Further information about the content and delivery of the Induction Workshop Programme is available at [www.teacherinduction.ie](http://www.teacherinduction.ie). To apply for the programme, teachers should contact their local education centre – see [www.ateci.ie](http://www.ateci.ie).

**Further Information: Further information about professional practice conditions is set out in detail in the Council's annual *Post-qualification Professional Practice Procedures and Criteria* document available on [www.teachingcouncil.ie](http://www.teachingcouncil.ie). This outlines the specifics of *Droichead* and the Traditional Processes.**

## Other registration conditions

### Irish Language Requirement (ILR) (Primary)

If an applicant for registration completes a programme of initial teacher education in primary education outside of Ireland\*, he/she will be registered with a condition known as the Irish Language Requirement (ILR).

In order to have the condition removed, he/she must demonstrate his/her competence in teaching the Irish language and the range of primary school curricular subjects through the medium of Irish. Teachers who are registered with the condition of ILR are given the option of demonstrating their competency in the Irish language and in the teaching of Irish in primary schools via an Aptitude Test or Adaptation Period. Applicants who choose the option of an Adaptation Period must have a period of employment/placement of at least 120 days pre-arranged, during which they can demonstrate their capacity to meet this requirement.

Marino Institute of Education provides approved Aptitude Tests and supervised Adaptation Periods for teachers under their programmes of *An Scrúdú le hAghaidh Cáilíochta sa Ghaeilge (S.C.G.)* and the *Oiriúnú le hAghaidh Cáilíochta sa Ghaeilge (O.C.G.)*. Further information is available from [www.ilrweb.ie](http://www.ilrweb.ie).

### History and Structure of the Irish Education System (H&S) (Post-primary)

If an applicant for registration completes a programme of initial teacher education in post-primary education outside Ireland, a requirement is set for him/her to complete and pass an Aptitude Test or an Adaptation Period in the History and Structure of the Irish Education System (H&S). The test is held twice a year by the Teaching Council. Applicants may apply to sit the test by emailing [historyandstructure@teachingcouncil.ie](mailto:historyandstructure@teachingcouncil.ie).

### Qualification Shortfalls (QS) (Primary & Post-primary)

The registration condition of Qualification Shortfalls (QS) is typically applied to teachers who qualified outside of Ireland following a qualification assessment.

If shortfalls have been identified in an applicant's qualifications (undergraduate degree or teacher education qualifications) during the process of qualifications assessment by the Teaching Council, these shortfalls are notified to the applicant and he/she is advised of the timeframe within which they must be addressed.

Qualification shortfalls are commonly addressed through the completion of an approved module, course or examination (aptitude test), or a period of supervised practice (adaptation period) possibly in conjunction with a prescribed course of further study.

### Evidence of Character Conditions (ECP) (Primary & Post-primary)

All applicants for registration must provide evidence that they are fit and proper persons to be admitted to the Register by:

- completing the Evidence of Character section of the registration application form and
- applying for a vetting disclosure through the Council
- provide overseas police clearance (if applicable)

The Council's Evidence of Character Panel ("the Panel") may also request further evidence to determine that an applicant is a fit and proper person to be admitted to the Register. The Panel may on consideration of the evidence provided by the applicant decide to grant registration subject to conditions.

**As part of the commitment to continuous improvement the Council is currently exploring alternative ways of addressing outstanding conditions in relation to qualification shortfalls and H&S and changes may be introduced. Should this occur affected teachers will be notified.**

\* (with the exception of the PGCE through the medium of Irish, or the four-year honours Irish academic course at St. Mary's College, Belfast)

## Appealing a registration condition

Where conditions have been applied by the Qualifications Panel or Evidence of Character Panel, the teacher may request a review of the Council's decision within 21 days of the date of that decision. Please refer to the Registration Review Process available on [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

In the event that such a review does not alter the Council's decision to apply conditions, an applicant may apply to the High Court for an annulment of the decision to register a teacher with registration conditions under Section 31(8) of the Teaching Council Acts.

## Expiry dates on conditions

While registration is granted for one year, conditions are generally attached for a maximum period of three years. This allows the teacher adequate time to address the identified conditions.

Failure to satisfactorily address conditions/shortfalls within the defined period may result in registration lapsing. Alternatively, a teacher may request an extension if there are extenuating circumstances.

## Application for an extension to a period of conditional registration

If a registered teacher is unable to satisfy the requirements of a registration condition within the period allowed, the teacher may apply in writing to the Council for an extension. An application form for this purpose, entitled EXT-01, is available on [www.teachingcouncil.ie](http://www.teachingcouncil.ie). The teacher will be required to outline the difficulties and/or extenuating circumstances that are preventing the completion of the required measures in the specified period. The Council will consider such requests by reference to the registration condition, the progress that has been made to date towards fulfilling the requirements of the condition, and the work that remains to be completed.

Every application for an extension is evaluated on its own merits. Extensions are typically granted for, but are not limited to, the following reasons:

- prolonged illness, which prevents a teacher from working, or serious illness of a close relative where the teacher has acted as a carer
- bereavements of family members or dependents
- maternity, paternity, adoptive or unpaid leave
- the teacher has not secured the employment necessary to meet a condition
- long-term foreign travel or employment outside of Ireland, and
- the teacher has pursued a full-time education programme or qualification.

Applications for an extension should be made at least six months prior to the expiry date of the condition. The registered teacher must outline the reasons for requesting an extension. Documentary evidence will be required to support an application for an extension.

## Failure to fulfil a registration condition

It is the responsibility of a teacher who is registered with conditions to inform the Council that the requirements of the condition have been satisfied in advance of the expiry date. It is important to note that if a teacher has expired/expiring conditions and he/she renews his/her registration, the registration renewal may be invalid. Refer to page 11 of this handbook for information on Renewals.

Where a registered teacher fails to fulfil the requirements of a registration condition within the specified period, and has not requested or has not been granted an extension, his/her registration will lapse. This means that the teacher will no longer be registered and cannot receive a State-funded salary.

**It is the responsibility of a teacher who is registered to inform the Council that the requirements of a condition have been satisfied in advance of the expiry date.**

## Re-admission to the Register

Once a teacher's registration has lapsed and he/she wishes to be re-admitted to the Register, the provisions of Section 31(5) of the Teaching Council Acts will apply. This will involve the submission of a fully completed application form, including evidence of character, National Vetting Bureau vetting, qualification transcripts (if not previously submitted), the registration fee and any other relevant registration requirements determined by the Council.

A teacher seeking to be re-admitted to the Register (following failure to meet a registration condition) may not be re-admitted unless the requirements of the originally specified condition(s) have been met or an extension has been granted. Evidence of completion of the condition(s) or an extension request (EXT-01 form) must be submitted with the registration application for consideration.

In cases where a teacher who is conditionally registered voluntarily removes him/herself from the Register and later seeks to be re-admitted to the Register, that teacher will be allocated the balance of the time period originally granted to meet the requirements of the condition(s).

It is important to note that an application for re-admission to the Register will be subject to the processes and procedures in place at the time of application.

## Accessing my registration details

Registered teachers may log in, view and update their registration details online. This facility is known as **My Registration** and is available on [www.teachingcouncil.ie](http://www.teachingcouncil.ie). Teachers using this service for the first time will be required to create a password by entering a combination of personal details, which were previously provided to the Teaching Council during the registration process.

Teachers are encouraged to review their registration details and update where appropriate, particularly if they change address, contact or employment details. In using **My Registration**, a registered teacher can:

- update his/her mailing address, phone number(s) and email address(es)
- renew his/her registration
- permit paymasters to view his/her qualifications and registration details online

- update his/her employment details (school, nature of employment and additional duties)
- print a Certificate of Registration
- opt in/out of the receipt of Teaching Council information emails
- gain free access to the Education Source package (EBSCO). EBSCO is a collection of journals, a selection of eBooks, and additional research resources in the field of education.

## Public access to the Register

The Teaching Council Acts require the Council to publish the Register of Teachers and the Council has decided that the most accessible form is via the Internet. To this end, the Council has provided a 'Search the Register' function which is available from the homepage of the Council's website.

This facility allows members of the public to ascertain if a teacher is registered by searching by name or registration number. The information presented regarding a registered teacher is set out below and is in compliance with the General Data Protection Regulation (GDPR) legislation and requirements, as it relates to a teacher entirely in his/her professional capacity:

- forename
- surname
- registration number
- registration status
- registration category (full or conditional) and the nature of any registration conditions imposed
- education sector
- school in which the teacher is employed (as recently notified), and
- registration date.

## 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. In addition to carrying out vetting for registration purposes, the Council also carries out vetting on behalf of the employers.

Schools are required to obtain, view and assess a teacher's vetting disclosure prior to the teacher commencing employment. The Council liaises with the NVB on behalf of teachers in Ireland and provides teachers with access to their vetting disclosure.

Teachers are able to share their vetting disclosures with employers and potential employers through an online portal.

The vetting requirements for teachers taking up new employment are outlined in Section 5 of the Department of Education and Skills Circular 31/2016.

Further information is available on the vetting section of [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

## Professional standards

Registered teachers are individually responsible and accountable for their professional conduct and practice. As a professional, a teacher is answerable for the decisions he/she makes and the actions he/she takes in the course of his/her professional practice.

The *Code of Professional Conduct for Teachers* provides the framework within which teachers can reflect on their conduct and practice. It makes explicit the values that underpin the teaching profession and outlines the key responsibilities that are central to the practice of teaching. The Code has an important legal standing and is used by the Council as a reference point in exercising its functions under Part 5 of the Teaching Council Acts, 2001-2015, when dealing with fitness to teach matters. Engaging in conduct that is contrary to the Code is one of a number of grounds under which a complaint can be considered about a registered teacher. It is essential that all registered teachers are familiar with the Code and observe it.

## Investigating complaints against registered teachers (fitness to teach)

One of the key functions of the Teaching Council is to investigate complaints relating to the fitness to teach of registered teachers. Part 5 of the Teaching Council Acts, 2001-2015 allows the Council to receive complaints about registered teachers and to conduct investigations and hold inquiries, where deemed appropriate.

Any person including members of the public, employers, other teachers and the Council may make a complaint about a registered teacher if it relates to the teacher's fitness to teach. If a complaint is made about a registered teacher, the Council has the authority to investigate the complaint, deal with it through its disciplinary procedures and, if appropriate, impose sanctions against the teacher in question. This is similar to the disciplinary process of other regulatory bodies.

Further information is available on the Fitness to Teach section of [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

## Annual renewal of registration

Registration must be renewed annually (as is the norm for other statutory regulatory bodies). Registration is a requirement for teachers in order to be paid from public funds (Section 30). It is a teacher's responsibility to ensure his/her registration is renewed on time to ensure there is no adverse impact on his/her salary.

The Council's registration renewal fee is €65. This fee funds the work of the Council in carrying out its professional standards and regulatory functions.

Each year before his/her renewal date, the Council will send each teacher a reminder notice and renewal form at his/her last notified correspondence address. The Council also issues renewal reminders by email and text message where contact details have been provided.

Registration is valid for 12 months from the date of registration. If registration is not renewed within the specified timeframe, the Council is obliged to remove the teacher from the Register.

REGISTRATION RENEWAL TIMELINE	
Approximately one month prior to renewal date:	Renewal notice issued
Approximately one week after renewal date (if registration is not renewed):	Notice issued by registered post or recorded delivery to that teacher informing that he/she will be removed from the Register within one month if registration is not renewed
One month after issue of removal notice:	Teacher is removed from the Register  (The full registration process will apply in order to be restored to the Register)

The Teaching Council will notify the paymaster (Department of Education and Skills or Education and Training Board) when a teacher has been removed from the Register.

Registered teachers should make note of their renewal date and should contact the Council if they do not receive a renewal notice when they would normally expect to have received such a notice.

### Income tax relief

The registration renewal fee has been approved by the Revenue Commissioners as a work-related expense for income tax purposes. A teacher should contact his/her local tax office to claim the tax deduction. See [www.revenue.ie](http://www.revenue.ie).

## How to renew

The preferred option for renewing registration and paying the fee is online via **My Registration** on [www.teachingcouncil.ie](http://www.teachingcouncil.ie). A teacher may also renew his/her registration by post by returning the renewal form and providing credit/debit card details, or by including a cheque, postal order or bank draft made payable to the Teaching Council.

It is important to note that should you renew your registration while continuing to hold expiring conditions, you will lapse from the Register of Teachers unless you address the condition(s) with the Council. Refer to page 10 for "Failure to fulfil a registration condition".

## Important – keeping your contact details up to date

The Council issues correspondence to all teachers on an ongoing basis. Important correspondence is sent by post and news updates are sent by email. The Council also uses text messaging for additional reminders, e.g., annual renewal of registration. From time to time, the Council will be required to issue correspondence by registered post/recorded delivery in compliance with the Teaching Council Acts. It is the responsibility of individual teachers to maintain his/her registration and it is therefore vital that he/she keep all his/her contact details up to date (i.e., address, email and mobile/telephone details). This may be done via **My Registration** on [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

As the Council may issue important documentation during school holidays, it is essential that a teacher provides his/her home (or residential) address to the Council. The correspondence address a teacher provides to the Council is the one to which notices (i.e., registered letters/communications) will be sent in compliance with the Teaching Council Acts.

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.



**Festival of Education in Learning and Teaching Excellence**

FÉILTE, the Festival of Education in Learning and Teaching Excellence, is a celebration of teaching where teachers showcase their work in leading innovative learning in schools. The event provides a platform for teachers to share their stories of innovation with each other and the public. In this way, they are supporting each other and parents in enhancing their own professional practice for the benefit of their pupils and students.

FÉILTE has grown from an audience of 150 people in 2012, to one of the largest gatherings of teachers in Ireland, across primary, post-primary and further education. This annual celebration of teaching and learning has been led by teachers, who have travelled from around the country to talk to each other and to the public about the innovation that they are leading in learning.

Such has been the success of the event that we have been receiving calls for the last few years for FÉILTE to grow beyond Dublin. In announcing this next step in the growth of FÉILTE, we wish to model how it has grown over the past 3 years, i.e. organically, incrementally and in response to teachers' voices.

**FÉILTE will take place on 05 October - 06 October 2018 in Mary Immaculate College, Limerick. Tickets will be available from the end of August. Keep an eye on @Féilte and @TeachingCouncil on Twitter and The Teaching Council on Facebook for details on how to apply for tickets. Tickets are free of charge.**

Check out [www.teachingcouncil.ie](http://www.teachingcouncil.ie) and watch highlights from 2017.



**The Council has decided to launch FÉILTE Scoile. A FÉILTE Scoile can be as “beag” or as “mór” as the school wishes it to be. But a title has been chosen that acknowledges where FÉILTE has begun and where teachers are now helping it to blossom, in schools.**

Schools who wish to run their own FÉILTE Scoile and use the official logo should contact [communications@teachingcouncil.ie](mailto:communications@teachingcouncil.ie) for more details.

## Keeping in touch

It is important that registered teachers continue to engage with the Council as their professional body. The Council has a number of online pages which are important reference points:

 [www.teachingcouncil.ie](http://www.teachingcouncil.ie)

 The Teaching Council

 @TeachingCouncil

 Snapchat teachingcouncil

 Instagram @teachingcouncil

 LinkedIn The Teaching Council

In addition, the Council sends email updates on a regular basis to all registered teachers who have an email address recorded on the Register. A teacher is responsible for ensuring that he/she keeps his/her details up to date on the Register via **My Registration** on [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

## Appointments

If a teacher is planning to visit the Council offices to submit an application (or supporting documentation), and/or to discuss registration, he/she should note that an appointments system is in operation.

The appointments system ensures that:

- a staff member from the relevant section will be available when the applicant or registered teacher calls to the office
- waiting times at reception will be minimal, and
- a teacher's query will be dealt with when he/she visits, and this may avoid the need to visit a second time.

To make an appointment, a teacher may telephone the Council or email [info@teachingcouncil.ie](mailto:info@teachingcouncil.ie).

## Contact us

The Teaching Council can be contacted as follows:

Block A, Maynooth Business Campus, Maynooth,  
Co. Kildare, W23 Y7XO, Ireland

Lo-Call 1890 224 224

Telephone +353 1 651 7900

Email [info@teachingcouncil.ie](mailto:info@teachingcouncil.ie)  
[www.teachingcouncil.ie](http://www.teachingcouncil.ie)

Follow us online:

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## Appendix 1

### Timelines for Growth Phase of *Droichead*

The timelines for the growth phase have been extended by an additional two years to 2021, to allow for an incremental growth of *Droichead* in both primary and post-primary schools. On that basis, *Droichead* will be the route to induction for all NQTs by the year 2020/2021.

The schedule for the growth phase of *Droichead* from 2016 to 2021 is set out below:

PRIMARY SCHOOLS	SCHEDULE FOR GROWTH PHASE	
2016/2017	<i>Droichead</i> the route of induction for NQTs in SEN settings	Schools in any category may opt in to <i>Droichead</i> in any of these years, if they so wish, prior to the dates set out opposite.
2017/2018	<i>Droichead</i> the route of induction for NQTs in SEN settings or in large primary schools where there is a principal and 24 or more mainstream teachers	
2018/2019	<i>Droichead</i> the route of induction for NQTs in SEN settings and in large primary schools with 16 or more mainstream teachers	
2019/2020	<i>Droichead</i> the route of induction for NQTs in SEN settings and in all primary schools with administrative principals	
2020/2021	<i>Droichead</i> the route of induction for all primary NQTs	

POST-PRIMARY SCHOOLS	SCHEDULE FOR GROWTH PHASE	
2016/2017	<i>Droichead</i> the route of induction for NQTs in SEN settings	Schools in any category may opt in to <i>Droichead</i> in any of these years, if they so wish, prior to the dates set out opposite.
2017/2018	<i>Droichead</i> the route of induction for NQTs in SEN settings or in large post-primary schools of 700 or more students	
2018/2019	<i>Droichead</i> the route of induction for NQTs in SEN settings and in large post-primary schools with 400 or more students	
2019/2020	<i>Droichead</i> the route of induction for NQTs in SEN settings and in post-primary schools with 200 or more students	
2020/2021	<i>Droichead</i> the route of induction for all post-primary NQTs	

The *Droichead* process may only be undertaken in participating schools which have been trained in the *Droichead* process. For full details on *Droichead*, refer to ‘*Droichead: The Integrated Professional Induction Framework March 2017*’ available on [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

## Appendix 2

### Post Qualification Professional Practice Conditions: A Quick Guide.

Upon registration with the Teaching Council, post-qualification professional practice conditions are generally applied to Primary and Post-primary NQTs. Further information regarding these conditions are contained in the *Post-qualification Professional Practice Procedures and Criteria* which is published on [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

#### PRIMARY

<b>DROICHEAD:</b> The Integrated Professional Induction Framework
Minimum 60 consecutive days
1) Apply to the Council via the My Registration login on Teaching Council's website
2) Engage in <i>Droichead</i> process: <b>Strand A:</b> School based Induction - Supported by Professional Support Team (PST) <b>AND</b> <b>Strand B:</b> Additional Professional Learning Activities - Attend 1 NQT Cluster Meeting per term - At least 1 other Professional Learning Activity chosen in consultation with PST
3) Conclude by submitting Form D

OR

<b>TRADITIONAL PROCESSES</b>	
<b>PROBATION</b>	<b>INDUCTION WORKSHOPS</b>
Minimum 100 consecutive days (2 x 50 or 1 x 100)	20 hours attendance – flexible options
1) Apply to Limerick Education Centre (LEC) using OP1 Form	1) Apply to your local Education Centre
2) Following satisfactory outcome by Inspectorate receive statement of competence from LEC	2) Complete 10 workshops
3) Conclude by submitting Form C & LEC statement	3) Conclude – no action required automatic notification to Council

#### POST-PRIMARY

<b>DROICHEAD:</b> The Integrated Professional Induction Framework
Minimum 200 hours contract in a single Post-primary school
1) Apply to the Council via the My Registration login on Teaching Council's website
2) Engage in <i>Droichead</i> process: <b>Strand A:</b> School based Induction - Supported by Professional Support Team (PST) <b>AND</b> <b>Strand B:</b> Additional Professional Learning Activities - Attend 1 NQT Cluster Meeting per term - At least 1 other Professional Learning Activity chosen in consultation with PST
3) Conclude by submitting Form D

OR

<b>TRADITIONAL PROCESSES</b>	
<b>POST-QUALIFICATION EMPLOYMENT (PQE)</b>	<b>INDUCTION WORKSHOPS</b>
300 hours min. teaching in one or more post-primary schools	20 hours attendance – flexible options
1) No application required	1) Apply to your local Education Centre
2) Complete 300 hours teaching: - Min. 200 hours teaching post-primary curricular subject - Up to 100 hours in SET or other timetabled teaching activity	2) Complete 10 workshops
3) Conclude by submitting Form B(s)	3) Conclude – no action required automatic notification to Council

## Appendix 3

### Progress in the development of professionally-led regulation

The work of the Teaching Council is on behalf of the profession of teaching, in the interests of the public. It is grounded in the values of professionally-led regulation, shared professional responsibility and collective professional confidence. The Council aims to promote high standards in teaching, for the benefit of learners and of teachers as they seek to deliver the best possible learning experiences for their pupils.

<p><b>Register of Teachers</b></p>	<p>The Teaching Council is legally responsible for establishing and maintaining a register of teachers in Ireland. The Register currently holds details of more than 98,500 registered teachers.</p> <p>Registration is the cornerstone of the Teaching Council’s work to promote professional standards, ensuring that only those with suitable teaching qualifications and of suitable character are admitted entry to the profession. It provides teachers with statutory recognition of their professional status as a teacher.</p> <p>It is a requirement for teachers to be registered with the Teaching Council in order to be paid from State funds.</p>
<p><b>Regulating entry to the teaching profession</b></p>	<p>The publication of Teaching Council registration regulations means that there is uniformity in the requirements for entry to the profession.</p> <p>For example, the regulations require that all teachers wishing to be registered must have a recognised initial teacher education qualification. Up to April 2013, this had not been a requirement in all sectors. The Council introduced new regulations on 25 July 2016 which are available to view on <a href="http://www.teachingcouncil.ie">www.teachingcouncil.ie</a>.</p>
<p><b>Assessment of qualifications</b></p>	<p>It is important that all teachers registered in Ireland achieve the same professional standards. The qualifications of all applicants for registration, including applications from those who qualify outside Ireland, are assessed to make sure that they meet the standards set by the Teaching Council.</p> <p>In accordance with EU Directive 2005/36/EC (as amended), people who qualified as teachers in one EU member state, are entitled to have their qualifications recognised in all other member states. This recognition may be granted subject to conditions, including making good any shortfalls. The Teaching Council is the competent authority in Ireland for assessing applications from people who qualified as teachers in other EU/EEA countries.</p>
<p><b>Publishing a code of professional conduct</b></p>	<p>The Teaching Council is responsible for maintaining and enhancing the quality of teaching in Ireland by promoting and ensuring high standards in the teaching profession.</p> <p>The <i>Code of Professional Conduct for Teachers</i> sets out the standards of professional knowledge, skill, competence and conduct 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 student welfare. The standards are underpinned by four core values – respect, care, integrity and trust.</p>

<p><b>Setting policy in relation to teacher education</b></p>	<p>Promoting high standards in teacher education is a central tenet of the Teaching Council's work.</p> <p>The Council has many functions relating to teacher education. These functions span the entire teaching career – from entry to initial teacher education programmes; accreditation of such programmes; induction of newly qualified teachers into the profession; and teachers' ongoing professional learning throughout their careers.</p> <p>These functions are each aimed at ensuring that, throughout their career, teachers are equipped with the knowledge, skills and competences to help learners reach their full potential.</p> <p>The Council's <i>Policy on the Continuum of Teacher Education</i> sets out the Council's policy with regard to initial teacher education, induction and ongoing professional learning. This is a significant document as the approach to teacher education has historically been fragmented, with insufficient linkages between the different stages of the teacher's career. More recently, the Council has published its policy on <i>Droichead</i> - the new integrated induction process, and <i>Cosán</i>, the National Framework for Teachers' Learning.</p>
<p><b>Accrediting programmes of initial teacher education</b></p>	<p>The Teaching Council reviews and accredits programmes of initial teacher education to ensure that the programmes are of a high standard as would be appropriate for the preparation of students to enter the teaching profession.</p> <p>There are 68 programmes of initial teacher education provided in Ireland, for the primary, post-primary and further education sectors. Prior to the establishment of the Council in 2006, there was no system in place for the professional accreditation of these programmes. The Council is now responsible for their ongoing review and accreditation.</p>
<p><b>Research</b></p>	<p>An important objective for the Teaching Council is the promotion of a culture of shared learning in which research and leading practice is encouraged and applied within the classroom setting. The CROÍ Research Series brings together initiatives through which the Council aims to realise this goal. The Council hosts research webinars, issues research e-zines, convenes a Research Engagement Group, facilitates a ResearchMeet and Rang Bianca at Féilte – the annual Festival of Education in Learning and Teaching Excellence – and organises Research Alive! Shared Learning Days. Further information is available on the Research pages of <a href="http://www.teachingcouncil.ie">www.teachingcouncil.ie</a>.</p>

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