

An Chomhairle
Mhúinteoireachta



The Teaching Council

Guidance Note

Please read this document carefully before
completing application form PPQA-01

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General Guidelines

This application form should only be completed by teachers who attained their initial teacher education qualification outside Ireland, who hold full teaching registration/licence status in that state and who are seeking an assessment of their qualifications under Route 2 (Post-Primary). Please note registration can only be finalised on successful completion of the vetting process. Please apply for vetting on our website www.teachingcouncil.ie

1. European Union & Rest of World Applicants

Applicants who completed their teacher education qualification in an EU/EEA country must provide evidence of recognition under the terms of the EU Directive 2005/36/EC. This statement can typically be provided by the Ministry for Education or teacher registration/licencing body and should include the following information:-

- ▶ that full recognition is granted by the said authority as a post primary school teacher under the terms of the Directive.
- ▶ the pupil age range for such recognition.
- ▶ the types of schools in which the applicant is certified to teach.
- ▶ the specific subjects for which recognition has been granted.

The Directive entitles teachers fully recognised in their home state to avail of qualified teacher status in the host country (Ireland) and entitles them to apply for Conditional Registration. **This assumes applicants have met requirements in terms of Evidence of Character (Vetting/Police Clearance), fitness to teach and payment of the appropriate fee.** The conditionality attached to their registration will be confirmed following an assessment of their qualifications to determine if they are comparable with the domestic registration requirement. If substantial differences are found, the EU Directive allows a maximum period of three years during which applicants are required to address identified shortfalls (compensatory Measures). Failure to address shortfalls within the specified period will result in teachers registration lapsing.

Rest of World Applicants

Applicants who completed their teacher education outside of the EU/EEA, must provide a statement from the competent authority (Teaching Council equivalent/Department/Ministry of Education) that they are a fully recognised teacher in the country in which they obtained their qualification including the completion of any statutory period of post-qualification practice/induction.

2. Application Process

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

- a. Submit completed Application form PPQA-01 including relevant fee
- b. Submit *certified copies of qualifications including transcripts, module descriptors and (for language applicants only) lists of texts/literature studied
- c. Submit evidence of meeting foreign language residency, CEFR and English Language requirements (where applicable)
- d. Submit evidence of all teaching experience to date
- e. Complete vetting process via Teaching Council website

3. Incomplete Applications

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

4. Original Documents

Original documents should not be submitted. The Teaching Council requests *certified copies of all relevant documentation only. The Council will not be responsible for original documentation lost or mislaid in transit and any original document submitted will be returned by standard post with the exception of passports.

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

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. Apply for Vetting online at <http://www.teachingcouncil.ie/en/Vetting/>

6. Application Processing Timeframe

An assessment of your application and qualifications can only commence when you have submitted all required documentation to the Council. It does not start from the date which you submit your first application. Staff will contact you if you have failed to submit particular documentation. It is only when all documents have been received that the file is ready to begin assessment. The assessment will take approximately twelve weeks from receipt of all requested documentation.

7. Certified Copy Policy

Applicants should submit certified copies and not original documentation. Uncertified photocopies are not acceptable.

A “certified copy” is a photocopy of an original document which has been certified/endorsed by an appropriate person, i.e., signed, stamped and dated. By certifying a document an appropriate person is confirming that he/she has seen/sighted the original document and believes the copy to be a true copy of that document. The following persons are deemed appropriate persons for the purposes of certifying documents:

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

The following documents require certification:

- ▶ Proof of Identification
- ▶ Degree/postgraduate parchment(s)/transcripts of academic results/European diploma supplements (if applicable)
- ▶ Course handbooks which provide module descriptions.

Documents such as qualification parchments, transcripts of academic results, course handbook(s)/modules descriptions, list of texts and authors may be certified by the Registrar’s/Registry Office of the Higher Education Institution (HEI) attended.

If the HEI uses secure online document sharing, an authorisation code or password may be provided in lieu of certified documentation.

Documents which are not clearly stamped or have not been properly certified cannot be accepted and will cause a delay in the processing of the application. The Teaching Council will not be responsible for original documentation lost or mislaid in transit and any original document submitted will be returned by standard post. The Council reserves the right to verify any documentation submitted in support of an application and to seek additional documentation should it be required to determine suitability for registration.

8. Translation of Documentation

You must submit certified copies of all documents in English or Irish. All documents which are not in the English language must be accompanied by an English language translation. The translated documents must be officially stamped by and accredited translator, an embassy/consular official who is fluent in both languages, or by a university language(s) lecturer. You must include the name and address of the translator so that we can verify the translation.

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

Please refer to the table below for further information:

What is a module descriptor?

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

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

Please be aware that assessments can only be carried out on the information provided by the applicant; it is the responsibility of the applicant to provide sufficient information in each module descriptor in order to facilitate assessment.

9. 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.

10. Previously recognised qualifications

If your qualifications have previously been assessed for registration purposes by either the Department of Education and Skills or the Teaching Council, you should complete application form REG-01 quoting your recognition reference number.

11. History & Structure Examination

The history and structure of the Irish education system forms part of the studies undertaken in the Foundations of Education within all post-primary initial teacher education (ITE) programmes accredited by the Teaching Council. The History & Structure (H&S) exam is organised twice yearly year by the Teaching Council. The exam is intended to assess whether applicants have a knowledge and understanding of the history and structure of education in the Republic of Ireland, particularly second level education, since the foundation of the State in 1922. Applicants should have an understanding of key issues relating to the control and management of second level schools and of curriculum and assessment at second level.

Guidelines for sections of PPQA-01 form

Section A - Personal Details

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.

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 *certified copy of state marriage certificate. In the case of change of name by deed poll, an authenticated copy of the deed should be submitted.

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.

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 condition expiry dates by SMS text message.

Personal email address

Please provide an email 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 will not be able to complete the vetting process without an email address.

Section B - Transfer of details to paymaster

Section 30 of the Teaching Council Acts requires a teacher to be registered in order to receive a State-funded salary. In order to expedite the process of having a teacher paid at the correct rate of pay, an applicant can authorise the Teaching Council to provide details of his/her qualifications to the relevant paymaster. Once registration has been finalised, a teacher may change this preference at any time using the My Registration login section of the Council's website.

Section C - Qualifications Assessment

Post-Primary Curricular Subjects

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

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

Language Subjects: Residential Requirement and Linguistic Competence

Important: Please note applicants for language subjects are required to submit evidence of linguistic competence and residential experience as part of the application form. Please refer to the Post-Primary subject criteria requirements for full details.

Residential Experience:

Evidence of verifiable residential experience in the country of the language or where the language is the vernacular (spoken language) must be supplied with the PPQA-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 *certified copy of your transcript of results which confirms residency of 2/6 months in the country of the language. Please note if the transcript states "Off Campus/Erasmus Programme" and does not confirm the programme was undertaken in a specific country, this must be confirmed in an accompanying letter from the relevant Higher Education Institution / College.
- ▶ A letter/statement from your employer/college/ landlord in that country. In the case of employer/ landlord, contact details such as a phone number and an email address is required. For the subject of Irish/Gaeilge, this should evidence residency in a Gaeltacht area.
- ▶ A *certified copy 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 Gaelcholaiste to Leaving Certificate level.

Linguistic Competence:

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

- ▶ A *certified copy 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 *certified copy 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.

Academic Transcripts & Module Descriptors

Applicants must submit:

1. *Certified copy of the official statement of transcripts of results for each year which will provide:
 - the titles of subjects/modules studied in each
 - year of the course the grades obtained the
 - number of ECTS credits (or equivalent) in each module (if available).
2. A certified copy of module descriptors relating to each year of the qualification which provides:
 - The module title/code which corresponds to the academic transcripts of results.
 - A brief description of the content of each module outlining the learning outcomes.
3. A certified copy of the qualification parchment.
4. Languages - If you are applying for the assessment of any language, you must include a certified list of all texts and authors studied throughout the degree programme.
5. Physical Education: If you are applying for the assessment of your qualification for the purposes of Physical Education you must include a fully completed PE1 form which is available on www.teachingcouncil.ie. The PE1 form must be signed or stamped by the college or university.
6. For teacher education qualifications a certified copy of module descriptors relating to each year of the qualification which provides:
 - The module title/code which corresponds to the
 - Academic transcript
 - A brief description of the content of each
 - The learning outcomes for each module.
 - The schools and age ranges covered in the school placement
 - Element of this qualification
 - The subjects taught whilst on teaching practice
 - Confirmation that the teaching practice was directly supervised by the third-level institution

Section D - Fit and Proper Person Assessment

Character Reference

This section 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.

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).

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.**

If you have applied for Vetting and have not received your vetting result (disclosure), you may continue to complete and submit the form however registration cannot be finalised until Vetting is completed.

If you have not applied for Vetting, please apply online at www.teachingcouncil.ie

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 <http://www.teachingcouncil.ie/en/Vetting/Overseas-Police-Clearance/>

Section E - Teaching Service

Please include details of all relevant teaching experience.

Please complete Part A and Part C if previous teaching service has been completed in the Republic of Ireland. Please complete all parts if teaching service has been completed outside of the Republic of Ireland. Please provide the most relevant teaching service/approved experience to your application for registration (if applicable). School placement undertaken as part of a qualification should not be included here. If you have a qualification(s) which does not meet the current requirements we may contact you for further information.

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

Section F - 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.

Section G - Declaration

section G of the application form must be fully completed, signed and dated within 1 year of the date of registration. The Council reserves the right to request a new Declaration where an application has been delayed by non-submission of required documentation by the applicant.

This section should be completed and all questions should be answered by entering a tick (✓) in the appropriate box. In any case where the response to a question is yes, full details should be given on a separate sheet and referenced to the appropriate question.

Registration cannot be finalised where a recent fully completed declaration is not received.

Section H - Registration Fee/Method of Payment

If no fee is received, the application cannot be processed and will be returned to the applicant in full. Please use one of the payment options provided. **PLEASE DO NOT SUBMIT CASH.**

Please note that where Debit/Credit Card details are provided, these details will not be retained under any circumstances. Section H of the PPQA-01 form will be securely destroyed once processed.

Section I - Checklist

Please answer all questions in this section.

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