Guidance Note

Please read this document carefully before completing application form REG-01
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General Guidelines

1. **Registration Regulations**
   In order to apply for registration with the Council using form REG-01, 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. 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 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, fitness to teach and payment of the initial registration fee of €90.

2. **Application Process**
   In order to complete the application process, the following steps must be completed:
   a. Submit completed Application Form REG-01 with €90 registration fee,
   b. Submit *photocopies of qualification transcripts for every year of your relevant qualifications,
   c. Complete Vetting process via Teaching Council,
   d. If requested, submit course calendar and/or module descriptors to facilitate assessment of qualifications against Curricular Subject Requirements (Route 2 Post-primary only).

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 *photocopies of all relevant documentation only. The Council will not be responsible for original documentation lost or mislaid in transit and any original document submitted will be returned by standard post with the exception of passports.
   
   The Council reserves the right to verify any documentation submitted in support of an application and/or request original documents if not satisfied with the *photocopies submitted.

5. **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**

Allowing for busy peak periods at the start of school term and assuming all other documentation requested is to hand, the overall process should be completed in 6 - 8 weeks. Council staff will advise applicants if further documentation is required. Registration cannot be finalised unless Vetting is completed.

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

7. **Supporting Documents**

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

8. **Translation of Documentation**

Applications for registration can only be accepted in English or Irish. If your documentation is in languages other than these you must provide certified translations by an accredited translator along with photocopies of the original documents.

If you wish you may translate the documents, provided they are certified by an accredited translator or a person fluent in both languages e.g. a university lecturer or embassy/consular official, where the language is spoken.
Guidelines for sections of REG-01 form

9. **Section A – Personal Details**

9.1. **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.

9.2. **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 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.

9.3. **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.

9.4. **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 condition expiry dates by SMS text message.

9.5. **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.
10. **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.

11. **Section C – Qualifications**

11.1. **Academic Transcripts**

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

Qualification transcripts provide a list of modules and the marks obtained in each module throughout the full duration of a qualification. Transcripts should not be confused with parchments – the large ornate documents that are provided on graduation day. Parchments will not be accepted for the purposes of registration. A ‘Diploma Supplement’ is an alternative to qualification transcripts.

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

11.2. **Online access to qualification records (e.g. Digitary)**

If you wish to allow the Teaching Council to view your qualification records online, please arrange the appropriate access permissions/document share settings for your qualification documents and provide the required access codes on your application form.

Login through your personal student profile is not acceptable.

11.3. **Qualified outside of Republic of Ireland**

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.

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 those qualification details again, unless additional qualifications were gained since the initial assessment. Please quote your assessment file number and assessment date on Section H of the application.

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.

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 refer to the following section of the Teaching Council website: [http://www.teachingcouncil.ie/en/Registration/How-do-I-register/](http://www.teachingcouncil.ie/en/Registration/How-do-I-register/) to select the correct application form for your qualifications.
12. **Section D – Fit and Proper Person Assessment**

12.1. **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.

12.2. **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).

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 REG-01 form however registration cannot be finalised until Vetting is completed.

If you have not applied for Vetting, please apply online at [www.teachingcouncil.ie](http://www.teachingcouncil.ie)

12.3. **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/](http://www.teachingcouncil.ie/en/Vetting/Overseas-Police-Clearance/)

13. **Section E – Teaching Service**

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. 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.
14. **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.

15. **Section G – Declaration**

Section F 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.

16. **Section H – Registration Fee/Method of Payment**

The registration fee that must be submitted with the REG-01 form is €90. This fee covers the cost of registration for the first year of registration. There is no additional fee for vetting.

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 G of the REG-01 form will be securely destroyed once processed.

17. **Section I – Checklist**

Please answer all questions in this section.

18. **Appendix 1 – 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:

<table>
<thead>
<tr>
<th>Route 1</th>
<th>Droichead</th>
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</thead>
<tbody>
<tr>
<td>- Primary</td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>Probation and Induction (Workshop) Programme</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Route 2</th>
<th>Droichead</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Post-Primary</td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>Post-Qualification Employment (PQE) and Induction Workshop Programme</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Route 3</th>
<th>Generally none</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Further Education</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Route 4 - Other</th>
<th>Droichead</th>
</tr>
</thead>
</table>
If you have previously completed any of these conditions, please complete the relevant sections of Appendix 1. You may be required to supply evidence of completion where this was not previously submitted. The relevant Conditional Registration Forms can be found here: http://www.teachingcouncil.ie/en/Registration/Forms-and-Fees/Forms/

When all other registration requirements are met (see General Guidelines on pages 3 and 4), applications will be processed for full or conditional registration as appropriate.

19. Appendix 2 – Post-Primary Curricular Subjects

19.1. 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.

19.2. Language Subjects: Residential Requirement and Linguistic Competence

Important: Please note applicants for language subjects are required to submit evidence of linguistic competence and residential experience as part of the application form. Refer to the curricular 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 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 2/6 months in the country of the language. Please note if the transcript states “Off Campus/Erasmus Programme” and does not confirm the programme was undertaken in a specific country, this must be confirmed in an accompanying letter from the relevant Higher Education Institution / College.

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

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

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

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

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

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

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

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

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