

# Application Guidelines

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

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# General Guidelines

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## 1. Eligibility

The PRQA-01 online application form on the MyRegistration portal 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 1 (Primary) and Route 4 (Other). Please note registration can only be finalised on successful completion of the vetting process. Garda Vetting must be applied for via the PRQA-01 online application.

Fully qualified teachers who have qualified outside of the Republic of Ireland are eligible to apply for registration with the Teaching Council. All applications from teachers who qualified abroad are processed in line with the EU Directive 2005/36/EC and are assessed in the same manner, regardless of whether they qualified within or outside the EU. All applications are individually assessed.

A person deemed to be a fully qualified teacher has completed a recognised teacher education qualification and programme of induction in the country in which they qualified and can provide an official letter from the relevant teacher registration body/ Competent Authority or Ministry of Education confirming recognition as a fully qualified teacher in the State/ country.

In accordance with the EU Directive 2005/36/EC, the qualifications of teachers who qualified outside of the ROI are assessed to ensure they are of a comparable standard to those achieved by graduates of accredited programmes in Ireland. Where significant differences arise, conditions (qualification shortfalls) will be applied to the teacher's registration.

### 1.1 European Union 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 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.

### 1.2 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 online application process, the following steps must be completed:**

- a. Submit completed Application form PRQA-01 including relevant fee
- b. Submit evidence of qualifications including transcripts and module descriptors (see list below of evidence you should prepare before making your online application)
- c. Submit evidence of meeting English Language requirements (where applicable)
- d. Submit evidence of all teaching experience to date
- e. Commence the vetting process via the online application process.

## 3. Incomplete Applications

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

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

## 4. Supporting Evidence

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

1. Statement of recognition from a competent authority
2. Evidence of induction
3. Parchment/certificate for each qualification
4. Academic transcripts for all years showing credits awarded
5. Module descriptors for all relevant modules
6. Evidence of competency in the English language (where applicable)
7. Signed Character Reference (copy of the blank form can be downloaded from the first page of your PRQA-01 online application)
8. Identification, proof of address and Overseas Clearance documents for Garda Vetting
9. Evidence of name change, if applicable (marriage cert, deed poll)
10. Teaching service history (if relevant)
11. Debit/Credit card to pay the application fee.

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 documents 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. You may apply for Vetting via the PRQA-01 online application form.

## 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. Translation of Documentation

You must submit photocopies 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 an accredited translator, an embassy/consular official who is fluent in both languages, or by a university language(s) lecturer. You must include the name and address of the translator so that we can verify the translation.

Please note that you can also translate the documents yourself but you must have the documents verified (stamped by an official translator).

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

### 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.

**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.**

## 8. ECTS Credits

European Credit Transfer and Accumulation System (ECTS) is a standard for comparing the study attainment and performance of students of higher education across the European Union and other collaborating European countries. ECTS credits are awarded to students when they successfully complete their studies. One academic year corresponds to 60 ECTS credits. This is equivalent to 1,500-1,800 hours of study in all countries irrespective of the standard or qualification type. The ECTS credit system is used to facilitate transfer and progression.

## 9. Previously recognised qualifications

If your qualifications have previously been assessed for registration purposes by either the Department of Education or the Teaching Council, you should complete application form REG-01. Go to MyRegistration, create an account if you do not have one, choose Applications/Apply/Qualified in Ireland/Apply Now.

## 10. Irish Language Requirement

The Teaching Council welcomes applications for registration from overseas and all applications are assessed on an individual basis. The following should be noted in relation to this requirement.

In accordance with Route 1 of the Teaching Council (Registration) Regulations 2016, if an applicant for registration completes a programme of teacher education outside of the Republic of Ireland (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), he or she must complete an aptitude test or adaptation period which satisfies the Department of Education and Skills and proves that the applicant is competent to teach the Irish language and teach the range of primary school curricular subjects through the medium of Irish.

Conditional registration may be granted to those who are in the process of completing this requirement.

A maximum period of three years from date of registration is allowed. Failure to address this condition within the time period allowed will result in your registration lapsing.

Full information on the Irish Language requirement can be accessed on [www.ilrweb.ie](http://www.ilrweb.ie).

Candidates who have Irish as a major subject in their degree may apply directly to Marino Institute of Education for exemption from parts of the S.C.G./O.C.G.

# Guidelines for completing PRQA-01

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## 1. Create an Account on the MyRegistration Portal

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

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

### 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 photocopy 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.

## 2. Choose the PRQA-01 application route

- 2.1. In Applications, choose Apply to make an application
- 2.2. Choose 'I am a Teacher who qualified outside of Ireland'
- 2.3. Choose 'I wish to have my qualifications assessed for registration as a Primary Teacher under Route 1'
- 2.4. Choose 'Apply Now' and start to complete your application.

At any stage of the application process, you can save your application and return to it later. You will have three months from the date of commencement to complete your application. Any applications that remain unsubmitted after three months will be deleted.

The mandatory components of your application will need to be fully completed to proceed to the payment stage and final submission of your application. Mandatory fields are marked with an asterisk (\*) throughout the application form.

**NB The application process will time out after 30 minutes if left unattended. A reminder to extend your session will appear before it times out.**

The following information explains what you need to complete in each of the application tabs.

## 3. Competent Authority Statement

- 3.1 In order to be eligible to apply for the assessment of your qualifications for registration as a primary teacher, you must provide a statement from the competent authority in the country you qualified.
- 3.2 If you qualified in the EU, the statement must include the following information:
  - ▶ the authority grants you full recognition as a primary school teacher under the terms of EU Directive 2005/36, including the completion of any statutory period of post-qualification practice/induction
  - ▶ the age range of the pupils which you are recognised to teach
  - ▶ the types of schools in which you are certified to teach.
- 3.3 If you qualified outside of the EU, the statement must include the following information:
  - ▶ that you are a fully recognised teacher in the country in which you obtained your teaching qualification, including the completion of any statutory period of post-qualification practice/induction
  - ▶ the age range of the pupils which you are recognised to teach
  - ▶ the types of schools in which you are certified to teach.
- 3.4 A list of competent authorities is available here on [www.teachingcouncil.ie](http://www.teachingcouncil.ie).
- 3.5 Please indicate on the application if you are qualified in the EU or rest of the world.
- 3.6 Please upload your statement and evidence of any statutory induction period completed.

## 4. Personal Details

- 4.1 Your personal details will be auto populated using the information you provided when you created your account.



## 5. Qualifications

- 5.1 Please enter the exact title of **each** qualification that you hold e.g., Bachelor of Education, Bachelor of Arts, Higher Diploma in Education, Professional Masters in Education, Postgraduate Certificate in Education, Masters, etc.
- 5.2 Please select the Qualification Type for each qualification.
- 5.3 Please enter the exact title of the qualification.
- 5.4 Please see page 5 for an explanation about ECTS. (For UK qualified applicants, please note the 1 ECTS credit equals 2 CATS credits.)
- 5.5 The Level of Award is as per the [NFQ](#) (National Framework of Qualifications) in Ireland.
- 5.6 Please upload evidence of each qualification, i.e., parchment, transcripts, module descriptors. You can choose Add Another Document if you need to upload more than one file.
- 5.7 For the teacher education qualification, a copy of module descriptors relating to each year of the qualification must be uploaded and 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 supervised school placement
  - ▶ the subjects taught whilst on teaching placement
  - ▶ confirmation that the teaching placement was directly supervised by the third-level institution.
- 5.8 To add a further qualification, click Add Another Qualification.
- 5.9 Please note that if you qualified as a teacher through a postgraduate route, you must also provide evidence of your undergraduate route including the qualification level (as per the NFQ).

## 6. Teacher Education A

- 6.1 This section asks for information about your studies in the Foundation Disciplines of Education.
- 6.2 Please reenter the title(s) of the relevant teaching qualification(s).
- 6.3 Please complete the contact hours and module codes from any of your relevant teaching qualifications.
- 6.4 If you have not completed studies in an area, please enter 'n/a' for Module Code and '0' for Hours.

## 7. Teacher Education B

- 7.1 This section asks for information about your studies in the areas of Professional Studies and Curricular Areas.
- 7.2 Please complete the hours and module codes from any of your relevant teaching qualifications.
- 7.3 If you have not completed studies in an area, please enter 'n/a' for Module Code and '0' for Hours.

## 8. Teacher Education C

- 8.1 This section asks for information about your supervised teaching placement(s) taken as part of your teacher education studies.

## 9. Fit and Proper Person Assessment

As part of the registration process, the Teaching Council must be satisfied that a person is a fit and proper person to be admitted to the register as set out in Section 31(5)(b) of the Teaching Council Acts 2001 to 2012 and Section 10(1)(b) of the Teaching Council [Registration] Regulations 2016 and Teaching Council [Registration] (Amendments) Regulations 2016. As an applicant for registration you must:

- a. provide a Character Reference that is certified by an appropriately qualified person, and
- b. undergo the National Vetting Bureau vetting process.

### 9.1 Character Reference

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

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

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

- 9.1 Please upload your completed Character Reference and answer the questions in this section.

### 9.2 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 (the Bureau).

The Teaching Council is the authorised body for administering vetting for teachers in Ireland and is required to assess the vetting disclosure for suitability for registration. The school is required to receive and assess the vetting disclosure for employment purposes.

#### The Role of School Authorities

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

### Overseas Addresses

The National Vetting Bureau currently undertakes vetting on addresses in Ireland and Northern Ireland only. An applicant for registration who has resided outside of Ireland and/or Northern Ireland for a total of three years or more, after the age of 18, is required to provide the following supporting documentation when submitting his/her Garda Vetting application form:

- ▶ Photocopies of police clearance documents from all jurisdictions/states of previous residence, referring to the time spent in each jurisdiction/state. The Teaching Council only accepts police clearance documents which cover the entire period of residence in other jurisdictions/states.

## 10. Teaching Service

- 10.1 Please complete this section if you have teaching service as a qualified teacher.
- 10.2 Please provide the most relevant teaching service to your application for registration (if applicable).
- 10.3 School placement undertaken as part of a teaching qualification should not be included here.

## 11. English Language Requirement

- 11.1 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.
- 11.2 Please select the appropriate option and upload evidence if relevant:
  - IELTS certificate,
  - evidence of living and practicing in a professional capacity through the medium of English for a period of three out of the preceding five year in a country that has English recognised as an official language, or
  - evidence of living and undertaking a programme of learning through the medium of English in a country that has English recognised as an official language for three out of the preceding five years.

## 12. Data and Declarations

- 12.1 Please read this page. In submitting your application, you are confirming the statements or declarations to be accurate/correct.

## 13. Submit

- 13.1 Pressing the Submit button will take you to a payment page. Payment must be successfully completed before your application is submitted to the Teaching Council.
- 13.2 If there are any mandatory fields not completed, you will be redirected to the pages for correction.
- 13.3 Once all mandatory fields have been completed, you can press the submit button again.

## 14. Payment

- 14.1 You will be provided with information about the payment due.
- 14.2 If no fee is received, the application cannot be submitted.
- 14.3 Further information about fees may be found here on [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

## 15. Next steps

- 13.1 You can track the progress of your application via MyRegistration.
- 13.2 Your application will be checked to ensure that all required information has been submitted.
- 13.3 We will contact you by email if there is any information outstanding or if clarification is required.
- 13.4 When all the required information is received, your application will be assessed.
- 13.5 Subject to a positive assessment outcome and all registration requirements being met, confirmation of registration will issue to you, along with information about any post-registration requirements.
- 13.6 If your qualifications cannot be recognised for registration purposes, we will contact you with details about the decision.

### Assessment

- ▶ An applicant's file may be referred for assessment to an external Advisor.
- ▶ The application, including the Advisor's recommendation is considered by the Qualifications Panel which is made up of Teaching Council members.
- ▶ Where significant differences are identified between the applicant's qualifications and the registration requirements in Ireland, conditions will be applied to the applicant's registration.
- ▶ If the Panel decides to register the applicant subject to one or more conditions, or to refuse to register the applicant, the applicant will be informed in writing of this decision and given the option of requesting a review of the decision by the Registration Review Group, within 21 days of receipt of the decision of the Panel.
- ▶ A teacher registered with conditions (qualification shortfalls) can complete these conditions either by aptitude test (module/ course of study) or by adaptation period (by teaching in the area of shortfall) as outlined in EU Directive 2005/36/EC, within a certain time frame. This timeframe is normally 3 years but may be extended upon application in certain circumstances.

### Registration

Registration will be finalised providing that all other requirements have been met in relation to character reference, vetting and English Language proficiency.

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