



Form: FE-01

Application for Registration as a Teacher

In accordance with Route 3 - Further Education - of the Teaching Council [Registration] Regulations 2016

PLEASE COMPLETE ALL SECTIONS OF THIS APPLICATION FORM. IF A SECTION DOES NOT APPLY TO YOU, THEN PLEASE INSERT "N/A" OR "NOT APPLICABLE" ON THAT SECTION OF THE FORM.

This application will not be processed by the Teaching Council unless the following items have been attached:

- Certified copy[#] of a birth certificate, current passport or valid driving licence. Original documents should not be submitted.
- Certified copy[#] qualification transcripts for each academic year of undergraduate and postgraduate qualification(s). (Transcripts show the results of each course or module taken throughout the qualification). Original documents should not be submitted.
- An application fee of €90. Cheques, postal orders or bank draft orders must be made payable to: "The Teaching Council". NO CASH WILL BE ACCEPTED
- Please note registration can only be finalised on successful completion of the vetting process.

Please return this completed application form and supporting documentation to: **Teacher Registration, The Teaching Council, Block A, Maynooth Business Campus, Maynooth, Co. Kildare, W23 Y7XO**

SECTION A – PERSONAL DETAILS

Surname: Forename:

Previous Name: e.g. Maiden name or change of name by deed poll

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.

Gender: Male ☐ Female ☐ Date of Birth: DD MM YYYY

PPS Number:

Teacher/Payroll Number:

Address for Correspondence:

Important Note

This must be a residential address. Notices served under Section 62 of the Teaching Council Act, 2001 will be served to this address (see notes section).

Nationality: Recorded for statistical purposes Email:

Mobile Phone No: Prefix Home Phone No: Prefix

SECTION B – QUALIFICATIONS

In the grid below please enter the exact title of each qualification. e.g., Bachelor of Arts, Bachelor of Education, National Diploma in Design, Higher Diploma in Education, Diploma for Art and Design Teachers, Master of Arts, etc.

	Degree Qualification or Equivalent	Teacher Education Qualification	Other (e.g. Masters)
Title of Qualification			
Awarding Authority			
College/University			
Date Commenced			
Year Awarded			
Duration of Course (In years)	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time	<input type="checkbox"/> Part Time <input type="checkbox"/> Full Time
Subject Taken in Final Exams		SUBJECT METHODOLOGIES TAKEN IF APPLICABLE	
Level of Award (Results – Hons/Pass/Gpa e.g. 2.1)			
Level of Award on the National Framework of Qualifications (NFQ) e.g. Level 8/9 etc			

Online Access to Qualification Details

Please print out and include your academic transcripts from the site below prior to submitting your application (See Guidelines).

Website address or URL: e.g. https://digitary.ul.ie	
Authorisation Code: To permit access to your transcripts	

If you have further qualifications, please provide details below:

SECTION C – APPROVED EXPERIENCE (Including Industrial Teaching Experience)

In accordance with Section 3f(ii) of Route 3 (Further Education) of the Teaching Council [Registration] Regulations 2016 a person applying for registration who wishes to have previous work experience taken into consideration must provide certified accreditation of prior learning based on a minimum of three years' experience in a workplace or instructional setting which is relevant to the candidate's qualifications.

Place of Employment/School Name:	
School Roll Number(if applicable):	
Number of Hours Employment/Teaching per week:	
Employment Duties/Subjects Taught:	
Duration of Employment: <small>Provide exact dates e.g. 01/09/2005 to 30/06/2006</small>	

THE DETAILS ABOVE MUST BE COUNTERSIGNED BY THE HR MANAGER / CEO / SCHOOL PRINCIPAL AND THE OFFICIAL STAMP OF THAT SCHOOL OR COMPANY MUST BE AFFIXED

CERTIFICATION

I certify that the particulars given above are correct and accurate in every respect.

Signature of Applicant:		Date: <div>DD</div> <div>MM</div> <div>YYYY</div>
Signature HR Manager/ CEO / School Principal		Date: <div>DD</div> <div>MM</div> <div>YYYY</div>

PLEASE AFFIX THE OFFICIAL
COMPANY / EMPLOYER / SCHOOL
STAMP IN THIS BOX

SECTION D – APPROVED EXPERIENCE

(applicants applying to register on the basis of a National Craft Certificate Award)

A person applying for registration on the basis of a National Craft Certificate qualification **must** provide certified evidence of post-apprenticeship workplace supervisory experience which must be of at least **five** years duration.

Place of Employment:	
Number of Hours Employment per week:	
Employment Duties:	
Duration of Employment: <small>Provide exact dates e.g. 01/09/2005 to 30/06/2006</small>	

THE DETAILS ABOVE MUST BE COUNTERSIGNED BY THE HR MANAGER / CEO / MANAGING DIRECTOR OF THE COMPANY AND THE COMPANY STAMP MUST BE AFFIXED.

CERTIFICATION

I certify that the particulars given above are correct and accurate in every respect.

Signature of Applicant:		Date: <div>DD</div> <div>MM</div> <div>YYYY</div>
Signature HR Manager/ CEO / Managing Director		Date: <div>DD</div> <div>MM</div> <div>YYYY</div>

PLEASE AFFIX THE OFFICIAL
COMPANY / EMPLOYER / SCHOOL
STAMP IN THIS BOX

SECTION E – EVIDENCE OF CHARACTER (VETTING/POLICE CLEARANCE)

All teachers applying for registration with the Teaching Council are required to undergo the vetting process. 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. If you have previously undergone the vetting process via the Teaching Council, the result date must not be greater than 18 months old from the date of application for registration purposes. **A teacher will not be entered on the Register until the vetting process is complete.** Please apply for vetting on our website www.teachingcouncil.ie

An applicant, who has resided outside of Ireland and/or Northern Ireland for a cumulative period of three years (36 months) or more, after the age of 18 must provide a certified copy of police clearance for each country in which they resided. These certificates must cover the entire period of residence in each country.

The Council reserves the right to seek a sworn declaration where a satisfactory police/criminal records disclosure is not available. Please note that this Declaration form is issued by the Teaching Council in restricted circumstances only.

CHARACTER REFERENCE

Note: This section must be signed by a professional person in a position of scholastic/academic responsibility, specifically:

1. A School Principal or CEO of an Education and Training Board (ETB)
2. The Head of school placement in the College or University where the applicant completed his/her Teacher Education Programme.
3. A Registered Teacher (the Teacher must currently be registered with the Teaching Council in Ireland)
4. A Tutor of the College or University where the applicant completed his/her Teacher Education Programme or Primary Degree.

The person signing the form should know the application for one academic year with the past five years.

I hereby certify that, arising from my professional capacity, I have known _____
Insert name of applicant here

from

DD

MM

YYYY

 to

DD

MM

YYYY

, and that I know of nothing in his/her character that renders

Insert date here

Insert date here

him/her unfit for the teaching profession.

Name of Professional Person (IN BLOCK CAPITALS):					
Signature of Professional Person:		Date: <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>DD</td></tr></table> <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>MM</td></tr></table> <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td>YYYY</td></tr></table>	DD	MM	YYYY
DD					
MM					
YYYY					
Occupation/Position of Professional Person:					
Address of Professional Person:					
Teaching Council Registration Number (if applicable):					

PLEASE AFFIX THE OFFICIAL SCHOOL/
COLLEGE STAMP IN THIS BOX

SECTION F – AUTHORISATION FOR THE TRANSFER OF QUALIFICATIONS/ REGISTRATION DETAILS

1. AUTHORISATION FOR TRANSFER OF DETAILS FROM EMPLOYER TO TEACHING COUNCIL

In some cases, in order to complete the registration process, the Teaching Council may be required to seek further information regarding an applicant's qualifications, or in relation to the qualification allowances that an applicant has been granted by his/her employer.

I, _____, hereby authorise the Department of Education and Skills or ETB to
Insert your name here

transfer to the Teaching Council, details relating to the status of my qualifications, probationary period or the qualification allowances that I have attained.

☐ YES ☐ NO

2. AUTHORISATION FOR TRANSFER OF QUALIFICATION DETAILS TO PAYMASTER

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. Please complete the section below.

I, _____, hereby authorise the Teaching Council to provide details relating to
Insert your name here

my qualifications to my paymaster (i.e. The Department of Education and Skills or ETB).

☐ YES ☐ NO

SECTION G – DECLARATION

The following 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.

1. Have you been convicted of any criminal offence in the State or elsewhere? (Under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 certain convictions are not required to be disclosed). ☐ YES ☐ NO

2. Have you been the subject of any adverse outcome or finding or sanction following an inquiry or disciplinary procedure by any other professional or regulatory body in the State or elsewhere? (including the equivalent of the Teaching Council in any other jurisdiction). ☐ YES ☐ NO

3. Have you been the subject of any adverse outcome or finding or sanction following an inquiry or disciplinary procedure by an employer (current or previous) in the State or elsewhere? ☐ YES ☐ NO

4. Are you currently the subject of any pending proceedings of the kind described in 1, 2 or 3 above? ☐ YES ☐ NO

5. Is there any other information that the Council should know about which may have a bearing upon your suitability to register? ☐ YES ☐ NO

(Note as a registered teacher you will be responsible for upholding and promoting the standards of the profession as set in the Codes of Conduct and Practice for Registered Teachers. Relevant information would include any involvement in activities which could bring the reputation of the profession into disrepute.)

I declare that:

- (i) the information provided by me in all sections of this application is true and accurate,
- (ii) I understand that the Teaching Council may, after giving me an opportunity of being heard, refuse to register me on the grounds that, in the opinion of the Teaching Council, my character renders me unfit to be employed as a teacher and
- (iii) I understand that the Teaching Council reserves the right, at any time, to require an applicant for registration as a teacher to submit such further evidence of fitness to teach as the Teaching Council may determine is appropriate for the purpose of admission to the Register.

SIGNATURE OF APPLICANT: _____

DATE:

SECTION H – APPLICANT CHECKLIST

Please complete and sign this checklist prior to submitting this application form. If the application form is not complete it will be returned to the applicant.

- | | | |
|--|------------------------------|-----------------------------|
| 1. I have fully completed this application form and have entered N/A in any field that is not applicable. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. I have included a certified copy# of birth certificate or current passport. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. I have included a certified copy# marriage certificate to facilitate a name change (if applicable). | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. I have provided proof of qualifications by submitting a certified copy# of academic transcripts for each year of my qualification | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. I have included a statement (or have recently submitted) a completed vetting application. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. I have included the €90 registration fee. | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. I understand that after a period of 3 months from the date the application is received, that if items of documentation or other items are still outstanding that this application will be declared invalid and the Council will return the entire application and supporting documentation to the applicant (including the registration fee). | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

SIGNATURE OF APPLICANT: _____

DATE:

Please return this completed application form and supporting documentation to:

**Registration Section
The Teaching Council,
Block A, Maynooth Business Campus,
Maynooth
Co. Kildare
W23 Y7XO
Ireland**

GUIDANCE NOTES

Registration with the Teaching Council is under the Teaching Council (Registration) Regulations 2016 which are available on www.teachingcouncil.ie

1. Application Process

In order to be eligible for registration under Route 3 (Further Education) of the Teaching Council [Registration] Regulations 2016, applicants must meet requirements in terms of qualifications, vetting/police clearance, fitness to teach and payment of the appropriate fee as set out in this application form. Vetting is carried out by the National Vetting Bureau, independent of the Teaching Council.

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 10 - 12 weeks. Council staff will advise applicants if further documentation is required and applicants are requested not to seek updates on the progress of applications.

Please refer to our website www.teachingcouncil.ie for further details on the Teaching Council Registration Regulations.

2. Am I eligible to apply?

The qualification requirements to register as a teacher under Route 3 (Further Education) with the Teaching Council are outlined in the Teaching Council [Registration] Regulations, 2016.

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 Act. 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.

4. Completing the Application Form

Applicants are required to complete all sections of the application form and to enter N/A in any field that does not apply. Incomplete forms cannot be processed and will be returned immediately to the applicant with all supporting documentation.

4 (a) Required Documentation

Please note you are required to submit certified copies of documentation. Uncertified photocopy transcripts or uncertified copy identification will not be accepted. Please refer to certified copy policy below.

4 (b) Evidence of Qualifications

Please submit a certified copy of your academic transcripts for each year of your 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. Applicants can provide a document entitled 'Diploma Supplement' as 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.

4(c) 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 with a printout of the transcripts.

5. #Certified Copy Policy

Applicants should submit certified copies and not original documentation.

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

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 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.

6. 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 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.

7. Vetting

Vetting is carried out by the National Vetting Bureau, independent of the Teaching Council. Council staff will advise applicants if further documentation is required and applicants are requested not to seek updates on the progress of applications.

An applicant who has resided outside of Ireland or Northern Ireland, for a cumulative period of three years or more (36 months) after 18 years of age must provide additional supporting documentation. This is detailed in Section F of this form.

Under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 certain convictions are not required to be disclosed. Please see the FAQs on www.teachingcouncil.ie for additional information. In circumstances where an applicant is unsure of his/her standing in relation to his/her particular situation they should seek legal advice.

Please note when a teacher seeks vetting for employment purposes, the Council applies for vetting in its role as a representative of recognised schools/employers for the purposes of the vetting procedures under the NVB Act 2012.

8. Fees

The fee that should be submitted with this form is €90. This fee covers the cost of registration for the first year of registration. If the application does not meet the requirements for registration under The Teaching Council (Registration) Regulations, the registration fee (of €90) will be refunded. There is no additional fee for vetting.

9. Registration Review and Appeals Processes

The Review of Decision process is the internal review mechanism that the Teaching Council offers to applicants when registration has been refused or when registration conditions have been imposed by the Primary Applications Panel or the Evidence of Character Panel.

When an applicant is informed that his/her academic qualifications and/or evidence of character for teaching do not meet the requirements for registration as a teacher, he or she is informed of this decision and is offered the option of requesting a Review of Decision by the Council's Registration Committee Review Group and also of the right of appeal to the High Court. The applicant will also be given the opportunity to include any additional evidence of qualifications and provide a written submission. In cases where registration is being refused on the grounds of evidence of character, the applicant can also request an oral hearing. A statement from the Primary Applications Panel, and/or the Evidence of Character Panel and/or from the Registration Officer indicating the grounds on which the application has been refused will be provided to the applicant.

10. Appeal to the High Court

In accordance with section 31(8) of the Teaching Council Act, 2001 where the Council makes a decision to refuse to register a person or to register the person subject to conditions, that person may apply to the High Court for annulment of the decision concerned within 21 days of the date of service of a notice of the Council's decision.

11. Confidentiality

All applications and documentation submitted will be treated with the utmost confidentiality.

12. Data Protection

Information relating to an application cannot be discussed with any third party, unless written permission has previously been submitted by the applicant.

13. Employment /Payment of Teachers

The Teaching Council has no remit in the employment of teachers, deployment within schools or in determining pay and conditions of teachers. These are matters appropriate to the relevant school managements, the Department of Education and Skills or the Education and Training Boards. Teaching Council staff are not in a position to discuss or advise on such matters.