

Conditional Registration – Information Note

Conditional registration is granted when a registered teacher has not fulfilled all of the Teaching Council's registration requirements. The condition(s) applied to a teacher's registration, the mechanisms to address them and the time period afforded (usually three years) are notified to the teacher when they register with the Council.

In some circumstances, a registered teacher will be required to satisfy one condition before commencing a second, e.g., a primary teacher must address the Irish Language Requirement before completing Probation.

You can check the conditions applying to your registration and the deadlines for meeting the conditions by logging on to My Registration on www.teachingcouncil.ie. It is recommended that teachers check their registration status on a regular basis and, if required, update their address, telephone contact number and email address.

If you have already addressed the conditions in full, please send the relevant documentation to the Council. See page 2 for information explaining what evidence is required to update your registration and how to notify the Council.

Types of Conditional Registration

The conditions applied to your registration are advised in the *Confirmation of Registration* letter which is issued to you when your application for registration is successful.

A number of conditions are applied across sectors (primary, post-primary and further education) and some conditions are specific to one sector.

Primary teachers can typically hold the following conditions:

- *Droichead*
- Probation
- Induction Workshop Programme
- Irish Language Requirement
- Qualification shortfalls

Post-primary teachers can typically hold the following conditions:

- *Droichead*
- Post-Qualification Employment (PQE)
- Induction Workshop Programme
- History and Structure of the Irish Education System (H&S)
- Qualification shortfalls.

Further Education teachers can hold the following condition:

- Initial Teacher Education Qualification (requirement from 01 April 2013).

1. *Droichead* (primary and post-primary teachers)

Droichead is an integrated professional induction framework for newly qualified teachers (NQT). It is an alternative to the process of Probation for primary teachers and Post-Qualification Employment (PQE) for post-primary teachers working in *Droichead* trained schools. It is the period of professional practice that a Newly Qualified Teacher (NQT) is required to undertake following initial registration. This period is supported by experienced fellow professional(s) in a recognised school. When you take up your new teaching position your principal will confirm if they are offering *Droichead* in their school.

Applications to commence *Droichead* should be made via the “My Registration” function on the Teaching Council website www.teachingcouncil.ie.

Notifying the Council

Once *Droichead* has been successfully concluded the teacher should complete a Form D and submit to the Council. Form D can be downloaded from the Applications Forms page on www.teachingcouncil.ie.

2. Induction Workshop Programme (primary & post-primary teachers)

The Induction Workshop Programme is facilitated by the National Induction Programme for Teachers (NIPT) and funded by the Department of Education and Skills. It is administered by Donegal Education Centre. Teachers are required to complete a minimum of 20 hours of participation in the programme within the specified timeframe.

Information about the content and delivery of the Induction Workshop Programme is available at www.teacherinduction.ie

Notifying the Council

Teachers are not required to notify the Council when they have completed the programme. On successful completion of the 20 hour requirement, Donegal Education Centre will notify the Council directly at the end of each month. The Council will then remove the condition of the Induction Workshop Programme and issue an updated Confirmation of Registration letter.

3. Irish Language Requirement (primary teachers only)

If you completed a programme of initial teacher education outside of the Republic of Ireland and are successful in your application for registration, you will be required to demonstrate your competence in teaching the Irish language and the primary curriculum through the medium of Irish.

There are two options to address this condition:

1. Aptitude Test (*SCG -An Scrúdú le hAghaidh Cáilíochta sa Ghaeilge*), or
2. Adaptation period (*OCG -Oiriúnú le hAghaidh Cáilíochta sa Ghaeilge*).

Both are administered by Marino Institute of Education, www.ilrweb.ie

Notifying the Council

On successful completion of this condition, including the required Gaeltacht attendance, Marino Institute of Education will issue you with a completion certificate. You should submit your SCG/OCG certificate to the Council and the Irish Language Requirement will be removed from your registration record.

4. Probation (primary teachers only)

Primary teachers are required to undergo a probationary period to have their professional competence evaluated. There are two elements to probation:

1. Service Requirement, and
2. Professional Competence.

Applications for probation must be made to the Limerick Education Centre, www.lec.ie

Notifying the Council

When the professional competence element of probation has been successfully completed, Limerick Education Centre sends a statement to the teacher. You should submit this statement with a completed **Form C** to the Council. Form C allows you to confirm the service requirement of probation. Form C can be downloaded from the Application Forms page on www.teachingcouncil.ie.

5. Post-Qualification Employment (PQE) (post-primary teachers)

In order to satisfy the condition of PQE, a teacher must provide evidence of 300 hours' teaching experience in a recognised post-primary school or Centre of Education. A minimum of two-thirds (200 hours) of the approved experience must be spent in the teaching of a post-primary curricular subject to a designated class of students on the school's timetable. Up to one-third (100 hours) of the approved experience may be carried out in non-timetabled teaching activities. Teachers who wish to complete PQE in their school should consult the Growth Phase for *Droichead* document to determine the eligibility of the school.

Notifying the Council

On completion of the 300 hours' teaching experience, a teacher should complete **Form B**, have it signed and stamped by the school principal and return to the Council. Form B and the Growth Phase for *Droichead* document can be found on www.teachingcouncil.ie.

6. Qualification Shortfalls (QS) (primary and post-primary teachers)

During the application for registration process, shortfalls may be identified in an applicant's qualifications (undergraduate degree and/or teacher education qualification). In this situation, a condition called Qualification Shortfalls (QS) is attached to a teacher's registration.

The teacher will be advised of the timeframe within which they must address the shortfall (usually three years). Shortfalls are commonly addressed through 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.

Notifying the Council

When you address the qualification shortfall(s) by completing approved modules, you are required to submit a transcript/statement of results from the course provider. If you have completed an adaptation period, please contact the Council for details of evidence required.

7. History and Structure of the Irish Education System (H&S) (post-primary teachers)

If you completed a programme of initial teacher education outside of Ireland and are successful in your application for registration, it is a requirement to successfully complete an aptitude test or adaptation period in the History and Structure of the Irish Education System.

The aptitude test is held twice a year by the Council. Teachers may apply to sit the examination by emailing historyandstructure@teachingcouncil.ie.

Further information is available on www.teachingcouncil.ie.

Notifying the Council

If you opt to sit the Council Aptitude Test, no further action is required on your part. If successful in the test, the Council will update the Register of Teachers and issue you with a revised Confirmation of Registration. If you opt to complete further studies in this area, you should submit a transcript of exam results from the relevant Higher Education Institute (HEI).



General Information

A. What should I do next?

You are required to complete the condition by the deadline outlined. If you face difficulty in meeting the deadline(s), please contact the Council. Failure to complete conditions within the time period may place a teacher's registration at risk.

If you have already addressed the condition(s), please submit the required evidence as outlined above.

B. What if I can't address the conditions by the deadline?

In certain exceptional circumstances if a registered teacher is unable to address a condition within the specified period, they may apply to the Council for an extension on form EXT-01. This form and further information can be downloaded from www.teachingcouncil.ie.

C. Why have I received multiple letters?

You may receive more than one letter if you hold dual sector registration, e.g. primary and post-primary. The Council issue letters to all teachers that are conditionally registered clearly outlining the applicable condition and the expiry date attached.

D. How can I view my registration details online?

You can access your registration details on My Registration on www.teachingcouncil.ie. Here you can also update your address, contact numbers and email address.

Contact Us

If you have any further queries please contact us as follows:

Lo-Call 1890 224 224

+353 (0)1 6517900 (9am – 5pm)

Email conditions@teachingcouncil.ie