

An Chomhairle  
Mhúinteoireachta



The Teaching Council

# Registration Handbook 2023/2024

- About the Council
- Registration conditions
- Renewal of registration
- Professional standards
- Updating your contact details

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# Welcome

This handbook provides important details regarding the role and functions of the Teaching Council, and on maintaining registration with the Council.

Registration is a mark of professional recognition as a teacher. It ensures that standards of entry to the profession are maintained.

Registration with the Teaching Council is granted when a teacher meets the Council's qualifications and evidence of character requirements.

Registered teachers are required to adhere to the standards set by the Council, which includes the *Code of Professional Conduct for Teachers*.

Registration with the Teaching Council is a requirement for teachers in order to be paid from public funds (Section 30 of the Teaching Council Act, 2001; Department of Education and Skills Circular 0025/2013).





## A message from the Chairperson and the Director of the Council

A mhúinteoir cláraithe, a chara Comhghairdeas leat ar do chlárú mar mhúinteoir! Warmest congratulations on your registration as a teacher. You are now a member of one of the most important professions in Irish society. Becoming a registered teacher marks the beginning of a new phase in your journey through the continuum of teacher education. We in the Teaching Council believe that teaching affects the lives of every person in this country in a way that no other profession does. With more than 4,000 schools and close to a million students, the contribution of the teaching profession to the civic and social life of Ireland is profound. Parents and guardians believe in the power of Irish education and the teachers who work in our schools. Teachers are trusted with the great responsibility of both helping to prepare their students for life as educated citizens and realising their full positive potential as human beings. The Council's primary goals include promoting the teaching profession and maintaining and enhancing the standards of your profession so that it continues to make that positive contribution. In doing this, the Council serves the public interest, while also upholding and enhancing the reputation of the profession. Maintaining standards in any profession rests on three foundations: setting the standards of entry to the profession; ensuring that members of the profession maintain those standards throughout their careers and dealing with fitness to teach in a way which is fair, robust and transparent for teachers, pupils and all relevant parties. The Council is responsible for all these aspects of the teaching profession.

Please take the time to read this handbook. It sets out the Council's functions in broad terms, and provides guidance on key procedures, including the annual registration renewal process. You will find information on the role of the Teaching Council at [teachingcouncil.ie](http://teachingcouncil.ie)

Finally, on behalf of the Council, we would like to wish you all the best in your career, which we hope will be as enriching and fulfilling for you as it will be for each of your students.

Le gach dea-mhéin/Kind regards

Dr Lynn Ramsey

Michelle Keane

## About the Teaching Council

The Teaching Council is the professional standards body for the teaching profession, which promotes and regulates professional standards in teaching. The Council acts in the interest of the public good while upholding and enhancing standards in the teaching profession. Its role is similar in many respects to other professional regulatory bodies such as the Nursing and Midwifery Board of Ireland and the Medical Council.

The Council consists of 37 members, 22 of whom are teachers and it is empowered by law to:

- set standards for entry to the profession of teaching
- maintain a Register of Teachers
- establish professional education requirements for teachers
- establish, publish, review and maintain a code of professional conduct for teachers, which will include standards of teaching, knowledge, skill and competence,
- promote and regulate the teaching profession
- investigate complaints about registered teachers.

Since its establishment in 2006, the Council has made significant progress across all of its functions. Please see Appendix 2 of this handbook for further details.

A few of the Council's functions remain to be commenced by the Minister for Education and Skills including Section 39 which relates to Continuing Professional Development (CPD).

In this context, the Council published *Cosán*, the National Framework for Teachers' Learning. Subsequently, *Cosán* was the subject of a development process, where teachers led a conversation on what *Cosán* might look like in practice. In October, 2021, the Teaching Council and the Department of Education formally launched the **Cosán Action Plan**. That plan marks the transition of *Cosán* to a growth phase and sets out the role of key support services in supporting that transition.

The Council looks forward to the commencement of all of its functions, so that it will be in a position to realise its statutory role to the full.

## Terminology

### Registered teacher

'Registered teacher' refers to all teachers registered with the Teaching Council including student teachers registered under Route 5.

### Newly Qualified Teacher definition

The Council defines newly qualified teacher" or "NQT" as a teacher who meets the Council's requirements in terms of qualification under Route 1, 2 or 4 of the Schedule but has not completed the required period of professional practice, including a teacher who obtained entry to the register through Route 5 of the Schedule and who has since successfully completed the accredited programme in teacher education in respect of which he or she was registered.

## Registration subject to conditions

Registration subject to conditions (conditional registration) is granted when an applicant for registration has not fulfilled all of the Council's registration requirements. If conditional registration is granted, the Council will inform the teacher of the conditions applied, the measures required to meet them and the timeframe within which they must be met. Conditions will be recorded on the Register of Teachers and on the teacher's Certificate of Registration.

A teacher may access his/her registration details including conditions on My Registration on [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

Upon initial registration, teachers are issued with a Certificate of Registration which states any conditions that may apply. In general, conditions fall into two categories:

### 1. Post-qualification Professional Practice Conditions (e.g. Droichead)

### 2. Other Conditions.

When a teacher first registers he/she may be given a single condition or a combination of the following conditions with a specific expiry date, generally three years from the date of initial registration.

From time to time the Council may register teachers with other conditions. In such instances the Council will make specific information available to the teacher on registration.

### Primary teachers

1. Droichead
2. Qualification Shortfalls (QS)
3. Irish Language Requirement (ILR)

### Post-primary teachers

1. Droichead
2. Qualification Shortfalls (QS)
3. History and Structure of the Irish Education System (H&S)

### Further Education teachers

1. Teacher Education Qualification (TEQ)

Each of these conditions is explained on the following pages.

## Post-qualification professional practice conditions

### Droichead (Primary & Post-primary)

#### What is Droichead?

Droichead is the integrated professional induction process for newly qualified teachers (NQTs) and for teachers who have not previously completed the required period of professional practice. It is fundamentally about the teacher's professional journey. A key part of the process is a teacher's engagement with more experienced colleagues, and reflection on the professional conversations that take place on his/her own professional learning and practice. The model was adopted by the Council as policy in 2016. From the academic year 2020/2021 Droichead is the only route of induction for all primary and post-primary NQTs.

Droichead may be commenced regardless of the conditions outstanding such as the Irish Language Requirement. As Droichead is an integrated induction process, completion of the Droichead process also satisfies the traditional conditions of Probation, Post-qualification Employment and Induction Workshop Programme. Droichead runs within each academic year and teachers are required to complete the process within that timeframe.

#### The Droichead process

There are two key strands to the Droichead process, and both must be completed:

##### Strand A

The first strand is a school based induction during which the NQT is supported by a team of experienced colleagues, known as the Professional Support Team (PST). It includes observations, professional discussions and Taisce (portfolio) and is completed during a period of continuous teaching. A primary teacher must complete a block of not less than 60 consecutive school days of employment in an eligible setting, teaching all areas of the Primary School Curriculum to a mainstream class of pupils (single or multi-grade) for the entire school day. In certain circumstances, an NQT may complete Droichead in a special education teaching role e.g. learning support/ language support /resource teaching.

A post-primary teacher must complete a block of not less than 200 hours' teaching employment in an eligible setting, to include the teaching of a post-primary curricular subject(s) to a designated class on the school's timetable, or employment in a special education teaching post, such as learning support / language support / resource teaching.

##### Strand B

The second strand is made up of additional professional learning activities, which involves attendance at NQT cluster meetings (1 per term for the duration of the NQT's Droichead process) and one other professional learning activity related to the needs of the NQT.

#### How to apply for Droichead

An application to complete the Droichead process may be made via the Teaching Council portal area. To access the portal area, visit the Teaching Council website - [www.teachingcouncil.ie](http://www.teachingcouncil.ie) - and select the "Login/My Registration" option. Once logged into your portal account select "My Conditions" and then the "View Details" button against your Droichead condition.

To be eligible to apply for Droichead you must have secured an offer of employment /contract in a school that is trained in delivering the Droichead process. The employment must be in an eligible setting that meets or exceeds the required timeframe. An application to complete Droichead must be made within 5 working days of commencing reckonable employment.

**Before you apply for Droichead it is essential that you:**

1. consult with your Principal and ensure that you have his/her approval, and that he/she is willing to facilitate you through the process by providing at least two of his/her own trained Professional Support Team Members (PSTs). Alternatively, your Principal may contact the National Induction Programme for Teachers (NIPT) to arrange the establishment of either an external PST model or an inter-school's model, to work collaboratively to support and mentor you during your Droichead process. The NIPT's contact details may be found on [www.teacherinduction.ie](http://www.teacherinduction.ie). It is important to note that you may not commence Droichead until such time that your Professional Support Team have concluded the first two days of their PST training with the NIPT. Your Droichead process can only be finalised when your PST has concluded all required days of their PST training (i.e., are fully trained) and you have engaged with all school based induction and professional learning activities.
2. read and understand **Section 2 of the Post-Qualification Professional Practice & Procedures and Criteria** document so that you are fully informed of the Droichead process and what is required of you to complete it. This document may be found under "Publications" on [www.teachingcouncil.ie](http://www.teachingcouncil.ie).
3. read the **Transitional Arrangements** which are published every year and which outline flexibility that has been introduced to support the process for teachers, schools, and PST's. This document may be found under "Publications" on [www.teachingcouncil.ie](http://www.teachingcouncil.ie)

Once you have been accepted onto the Droichead process, you will receive a confirmation email from the Teaching Council which will include your Droichead start date. You **must not** commence your Droichead process until you receive this email. A copy of the confirmation email is required by your PST to begin the process. The NIPT will also require a copy for attendance at cluster meetings.

**Removing the Droichead condition from registration**

When both strands of the Droichead process have been completed, you and all members of your PST must complete the online Droichead Form D. You can complete the Droichead Form D on the Teaching Council portal area. To access the portal area, visit the Teaching Council website - [www.teachingcouncil.ie](http://www.teachingcouncil.ie) - and select the "Login/My Registration" option. Once logged into your portal account select "My Conditions" and then the "View Details" button against your Droichead condition. You will then see an option to complete your Droichead Form D. Once received and all is in order, the Council will remove the condition of Droichead and other post-qualification professional practice conditions as appropriate. Please note that the Council may verify the information submitted on the Form D with the school, PST members or other agencies/bodies.



**Important Document:** The Transitional Arrangements document gives important information to teachers regarding flexibilities built into the Droichead process. It is especially essential for teachers moving between Droichead and the traditional processes; and for Primary teachers engaging in job-share or on part-time contracts for the duration of the full academic year. This document is published in advance of the new school year. Please refer to [www.teachingcouncil.ie](http://www.teachingcouncil.ie)

## Other registration conditions

### Irish Language Requirement (ILR) (Primary)

If an applicant for registration completes a programme of initial teacher education in primary education outside of Ireland\*, he/she will be registered with a condition known as the Irish Language Requirement (ILR).

In order to have the condition removed, he/she must demonstrate his/her competence in teaching the Irish language and the range of primary school curricular subjects through the medium of Irish. Teachers who are registered with the condition of ILR are given the option of demonstrating their competency in the Irish language and in the teaching of Irish in primary schools via an Aptitude Test or Adaptation Period. Applicants who choose the option of an Adaptation Period must have a period of employment/placement of at least 120 days pre-arranged, during which they can demonstrate their capacity to meet this requirement.

Marino Institute of Education provides approved Aptitude Tests and supervised Adaptation Periods for teachers under their programmes of An Scrúdú le hAghaidh Cáilíochta sa Ghaeilge (S.C.G.) and the Oiriúnú le hAghaidh Cáilíochta sa Ghaeilge (O.C.G.). Further information is available from [www.ilrweb.ie](http://www.ilrweb.ie).

### History and Structure of the Irish Education System (H&S) (Post-primary)

If an applicant for registration completes a programme of initial teacher education in post-primary education outside Ireland, a requirement is set for him/her to complete and pass an Aptitude Test or an Adaptation Period in the History and Structure of the Irish Education System (H&S). The free online test is held a number of times a year by the Teaching Council.

All documents and study materials are supplied by the Council. Exam dates and booking details can be accessed on our website [www.teachingcouncil.ie](http://www.teachingcouncil.ie) or in the Conditions detail when a teacher is logged into their MyRegistration account.

### Teacher Education Qualification (TEQ) (Further Education)

An applicant in Route 3 (Further Education) can be registered with the condition of Teacher Education Qualification (TEQ) if they have not completed an accredited Teaching Council TEQ. Conditional registration is given for a period of three years during which time this requirement must be completed. A list of accredited programmes can be found on our website.

### Qualification Shortfalls (QS) (Primary & Post-primary)

The registration condition of Qualification Shortfalls (QS) is typically applied following a qualification assessment, to teachers who qualified outside of Ireland.

If shortfalls have been identified in an applicant's qualifications (undergraduate degree or teacher education qualifications) these shortfalls are notified to the applicant and he/she is advised of the timeframe within which they must be addressed (generally three years from the date of registration).

Qualification shortfalls are commonly addressed through the 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.

### Evidence of Character Conditions (ECP)

All applicants for registration must provide evidence that they are fit and proper persons to be admitted to the Register by:

- completing the Fit and Proper Person Assessment section of the online registration application form and
- applying for a vetting disclosure through the Council
- provide overseas police clearance (if applicable)

The Council's Evidence of Character Panel ("the Panel") may also request further evidence to determine that an applicant is a fit and proper person to be admitted to the Register. The Panel may on consideration of the evidence provided by the applicant decide to grant registration subject to conditions.

\* (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)



## Route 5 - Student Teachers

An amendment to the Teaching Council Registration Regulations was approved and signed into law by the Minister for Education, together with the Chairperson and the Director of the Teaching Council, in December 2021. This amendment enables student teachers who have successfully completed the first two years of an accredited undergraduate Initial Teacher Education qualification (primary & post primary) in Ireland to apply for registration with the Teaching Council under Route 5 – Student Teachers.

Registration under Route 5 is subject to the following four conditions:

- 1. You will be required to remain a registered student on the accredited programme in teacher education in respect of which you applied for registration with the Teaching Council until the successful completion of that programme.**
- 2. You can only engage in teaching on a substitute basis until the successful completion of the accredited programme in teacher education in respect of which you were registered with the Teaching Council.**
- 3. You are required to fully participate in the accredited programme in teacher education until successful completion of that programme.**
- 4. You are required to complete supervised professional practice as set down by the Council within a period of 3 years from the date of successful completion of the accredited programme in teacher education.**

Conditional registration may be granted for 1, 2 or 3 years depending on your year of study and duration of qualification. Registration under Route 5 can only be held whilst you remain a student on an accredited primary/post primary teacher education qualification.

When you complete your primary or post-primary teacher education qualification, it is extremely important that you complete your NQT application promptly in order to maintain your registration.

When you have registered under either Route 1 or Route 2, you can then apply to complete Droichead, the Council's integrated professional induction process.



## Appealing a registration condition

Where conditions have been applied by the Qualifications Panel or Evidence of Character Panel, the teacher may request a review of the Council's decision within 21 days of the date of that decision. Please refer to the Registration Review Process available on [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

In the event that such a review does not alter the Council's decision to apply conditions, an applicant may apply to the High Court for an annulment of the decision to register a teacher with registration conditions under Section 31(8) of the Teaching Council Acts.

## Expiry dates on conditions

While registration is granted for one year, conditions are generally attached for a maximum period of three years at initial registration. This allows the teacher adequate time to address the identified conditions.

Failure to satisfactorily address conditions within the defined period may result in registration lapsing. Alternatively, a teacher may request an extension if there are extenuating circumstances.

## Application for an extension to a period of conditional registration

If a registered teacher is unable to satisfy the requirements of a registration condition within the period allowed, the teacher may apply to the Council for an extension of time. Information on conditional registration and submitting an extension request is available on the Council's website [www.teachingcouncil.ie](http://www.teachingcouncil.ie). The teacher will be required to outline the difficulties and/or extenuating circumstances that are preventing the completion of the required measures in the specified period. The Council will consider such requests by reference to the registration condition, the progress that has been made to date towards fulfilling the requirements of the condition, and the work that remains to be completed.

Every application for an extension is evaluated on its own merits. Extensions are typically granted for, but are not limited to, the following reasons:

- prolonged illness, which prevents a teacher from working, or serious illness of a close relative where the teacher has acted as a carer

- bereavements of family members or dependents
- maternity, paternity, adoptive or unpaid leave
- the teacher has not secured the employment necessary to meet a condition
- long-term foreign travel or employment outside of Ireland, and
- the teacher has pursued a full-time education programme or qualification.

Applications for an extension should be made at least, but no more than, six months prior to the expiry date of the condition. Teachers seeking to submit an extension request application must do so online by logging in to their My Registration account. Documentary evidence will be required to support an application for an extension.

## Failure to fulfil a registration condition

It is the responsibility of a teacher who is registered with conditions to inform the Council that the requirements of the condition have been satisfied in advance of the expiry date. It is important to note that a teacher will be unable to renew their registration until they have addressed any outstanding condition(s) by either submitting evidence of completion or an extension request. Should an extension request be sought the registration will not be deemed valid until the request has been approved by Council, refer to page 13 of this handbook for information on Renewals.

Where a registered teacher fails to fulfil the requirements of a registration condition within the specified period, and has not requested or has not been granted an extension, his/her registration will lapse. This means that the teacher will no longer be registered and cannot receive a State-funded salary.

## Re-admission to the Register

If a teacher's registration has lapsed and he/she wishes to be re-admitted to the Register, the provisions of Section 31(5) of the Teaching Council Acts will apply. This will involve the submission of a fully completed registration application form, including evidence of character, National Vetting Bureau vetting, overseas police clearance if required, qualification transcripts (if not previously submitted), the registration fee and any other relevant registration requirements determined by the Council.

A teacher seeking to be re-admitted to the Register (following failure to meet a registration condition) may not be re-admitted unless the requirements of the originally specified condition(s) have been met.

In cases where a teacher who is conditionally registered voluntarily removes him/herself from the Register and later seeks to be re-admitted to the Register, that teacher may be allocated the balance of the time period originally granted to meet the requirements of the condition(s).

It is important to note that an application for re-admission to the Register will be subject to the processes and procedures in place at the time of application.

## Accessing my registration details

Registered teachers may log in, view and update their registration details online. This facility is known as My Registration and is available on <https://my-tc.teachingcouncil.ie/Site-Login>. Teachers using this service for the first time will be required to activate their My Registration portal account. Details on accessing/activating an account may be found in the My Registration FAQs on the Teaching Council website [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

Teachers are encouraged to review their registration details and update where appropriate, particularly if they change address, contact or employment details. In My Registration, a registered teacher can:

- Apply for Droichead
- update his/her correspondence address, phone number(s) and email address(es)

- renew his/her registration
- may authorise paymasters to view his/her qualifications and registration details online
- update his/her employment details (school, nature of employment)
- print a Certificate of Registration
- opt in/out of the receipt of Teaching Council information emails
- gain free access to the Education Source package (EBSCO). EBSCO is a collection of journals, a selection of eBooks, and additional research resources in the field of education.

## Public access to the Register

The Teaching Council Acts require the Council to publish the Register of Teachers and the Council has decided that the most accessible form is online. To this end, the Council has provided a 'Search the Register' function which is available from the homepage of the Council's website.

This facility allows members of the public to ascertain if a teacher is registered by searching by name or registration number. The information presented regarding a registered teacher is set out below and is in compliance with the General Data Protection Regulation (GDPR) legislation and requirements, as it relates to a teacher entirely in his/her professional capacity:

- forename
- surname
- registration number
- registration status
- the nature of any registration conditions imposed route of registration
- school in which the teacher is employed (as most recently notified), and
- registration date.

## Beginning your teaching career in Ireland today – we want to hear about your experience!

The Teaching Council and the Department of Education have decided to jointly commission a significant longitudinal research study to investigate beginning teachers' professional journeys, and the key personal, educational, professional and systemic influences that define and shape their early careers and practice. The key focus of the research will be on beginning teachers' experiences and perspectives of their early years within the profession, including those related to initial teacher education, induction and ongoing professional learning. Findings will be shared as they emerge over the seven years of the project, and these will inform Departmental and Teaching Council policy in these and other areas, so as to ensure teachers have the best possible start to their careers.

It is anticipated that the study will be formally launched later in 2023, and further details will be publicly available at that time via the Teaching Council's website, ezines, social media and other channels.

## 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).

The Teaching Council is the authorised body for administering vetting for teachers in Ireland. The Council liaises with the NVB on behalf of teachers in Ireland and provides teachers with access to their vetting disclosure.

Vetting undertaken by the NVB provides a vetting disclosure outlining the particulars of a criminal record (if any) relating to the person being vetted. It may also provide a statement of specified information (if any), which the Chief Bureau Officer of the Bureau has determined should be disclosed.

In addition to carrying out vetting for initial registration, the Council carries out re-vetting of all registered teachers on a three-year cycle. Registered teachers, who have been issued a re-vetting notice, must comply with the notice in order to be able to renew their registration when due. The Council also carries out vetting of registered teachers for employment purposes on behalf of schools/employers with the consent of the teacher.

The Teaching Council is required to assess the vetting disclosure for suitability for registration or for renewal of registration.

Schools are required to obtain, view and assess a teacher's vetting disclosure prior to the teacher commencing employment.

Teachers are able to share their vetting disclosures with employers and potential employers through an online portal.

The vetting requirements for teachers taking up new employment are outlined in Section 5 of the Department of Education and Skills Circular 31/2016.

Further information is available on the vetting section of [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

## Guidance for Registered Teachers about the use of Social Media and Electronic Communication

This guidance is aimed at assisting teachers who use electronic communication and social media, identifying potential dangers, offering advice about how to avoid those pitfalls and providing a context for responsible, professional use of electronic communication and social media. The Guidance document can be accessed on the Teaching Council's website [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

## Professional standards

In the context of the Code of Professional Conduct, registered teachers are individually responsible and accountable for their professional conduct and practice, and by definition, for upholding the reputation of their profession. This is particularly important given the unique position of trust occupied by teachers within our communities. As a professional, a teacher is answerable for the decisions he/she makes and the actions he/she takes in the course of his/her professional practice. The definition of professional misconduct contained in the code, includes misconduct either in the course or outside the course of the registered teachers profession.

The Code of Professional Conduct for Teachers provides the framework within which teachers can reflect on their conduct and practice. It makes explicit the values that underpin the teaching profession and outlines the key responsibilities that are central to the practice of teaching. The Code has an important legal standing and is used by the Council as a reference point in exercising its functions under Part 5 of the Teaching Council Acts, 2001-2015, when dealing with fitness to teach matters. Engaging in conduct that is contrary to the Code is one of a number of grounds under which a complaint can be considered about a registered teacher. It is essential that all registered teachers are familiar with the Code and observe it.

## Investigating complaints against registered teachers (Fitness to Teach)

One of the key functions of the Teaching Council is to investigate complaints relating to the fitness to teach of registered teachers. Part 5 of the Teaching Council Acts, 2001-2015 allows the Council to receive complaints about registered teachers and to conduct investigations and hold inquiries, where deemed appropriate.

Any person including members of the public, employers, other teachers and the Council may make a complaint about a registered teacher if it relates to the teacher's fitness to teach. If a complaint is made about a registered teacher, the Council has the authority to investigate the complaint, deal with it through its disciplinary procedures by holding an inquiry and may impose sanctions against the teacher in question. This is similar to the disciplinary processes of other regulatory bodies.

Further information including information booklets regarding the fitness to teach process are available on the Fitness to Teach section of [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

## Annual renewal of registration

Registration must be renewed annually and is a requirement for teachers in order to be paid from public funds (Section 30). It is a teacher's responsibility to ensure his/her registration is renewed on time to ensure there is no adverse impact on his/her salary.

The Council's registration renewal fee is €65. This fee funds the work of the Council in carrying out its professional standards and regulatory functions.

Each year before his/her renewal date, the Council will send a renewal notice by email to teachers. Renewal of registration is an online service accessed via My Registration account.

The Teaching Council also issues follow on renewal reminders by email and text messages. It is the responsibility of the teacher to update their contact details via "My Registration" to ensure that important renewal correspondence reaches them.

Registration is valid for 12 months from the date of registration. If registration is not renewed within the specified timeframe, the Council is obliged to remove the teacher from the Register. It is important to note that a teacher can be removed from the Register for other reasons such as non-fulfillment of a condition or non-compliance with Vetting requirements.

REGISTRATION RENEWAL TIMELINE	
Approximately 7 weeks prior to renewal date:	Renewal notice issued
Approximately one week after renewal date (if registration is not renewed):	Notice issued by recorded delivery to that teacher informing that he/she will be removed from the Register within one month if registration is not renewed
One month after issue of removal notice:	Teacher is removed from the Register (The full registration process will apply in order to be restored to the Register)

The Teaching Council will notify the paymaster (Department of Education or Education and Training Board) when a teacher has been removed from the Register.

Registered teachers should make note of their renewal date and should contact the Council if they do not receive a renewal notice when they would normally expect to have received such a notice.

### Income tax relief

The registration renewal fee has been approved by the Revenue Commissioners as a work-related expense for income tax purposes. This can be done by logging into MyAccount on [www.revenue.ie](http://www.revenue.ie).

### How to renew

A teacher may renew their registration by completing the online form and paying the fee via their My Registration account on <https://my-tc.teachingcouncil.ie/Site-Login>

It is important to note that a teacher will be unable to renew their registration until any outstanding re-vetting request or condition(s) expiring within 6 months of renewal date has been addressed. Failure to do so will result in a teacher lapsing from the Register, refer to page 10 for "Failure to fulfil a registration condition".

### Important – keeping your contact details up to date

The Council issues correspondence to all teachers on an ongoing basis. Correspondence is issued by email, SMS, and post. The Council uses text messaging for additional reminders, e.g., annual renewal of registration. From time to time, the Council will be required to issue correspondence by registered post/recorded delivery in compliance with the Teaching Council Acts. It is the responsibility of individual teachers to maintain his/her registration and it is therefore vital that he/she keep all his/her contact details up to date (i.e., address, email and mobile/telephone details). This may be done via My Registration on <https://my-tc.teachingcouncil.ie/Site-Login>.

As the Council may issue important documentation during school holidays, it is essential that a teacher provides his/her home (or residential) address to the Council. The correspondence address a teacher provides to the Council is the one to which notices (i.e., registered letters/communications) will be sent in compliance with the Teaching Council Acts.

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. This includes correspondence issued in relation to the Part 5 Fitness to Teach investigating and disciplinary processes. For this reason, the correspondence address provided should not be a school or college address.

www.teachingcouncil.ie

# Creativity *in Action*

*féilte*  
2023

Saturday, 7 October

Portlaoise, Co. Laois

Join us on **Saturday, 7 October** at **FÉILTE**, the teaching profession's annual festival that celebrates **the excellent work that teachers do in their classrooms every day.**

**FÉILTE** is a professional learning activity that can be used as part of Droichead. It can count towards your Croke Park hours at your principal's discretion.

Join us on the day for an action-packed programme of teacher-led events, including:

- Live panel discussions
- Showcases
- Workshops
- Meets on leadership, research, newly qualified teachers and so much more!

FÉILTE is a wonderful opportunity to:

- network with colleagues from the wider teaching community
- attend panel discussions
- engage with other inspirational teachers and their work



# Did you know?

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Mhúinteoireachta   
The Teaching Council

**The Teaching Council provides  
FREE access to an Online Library  
for all registered teachers.**

### Log in to read:

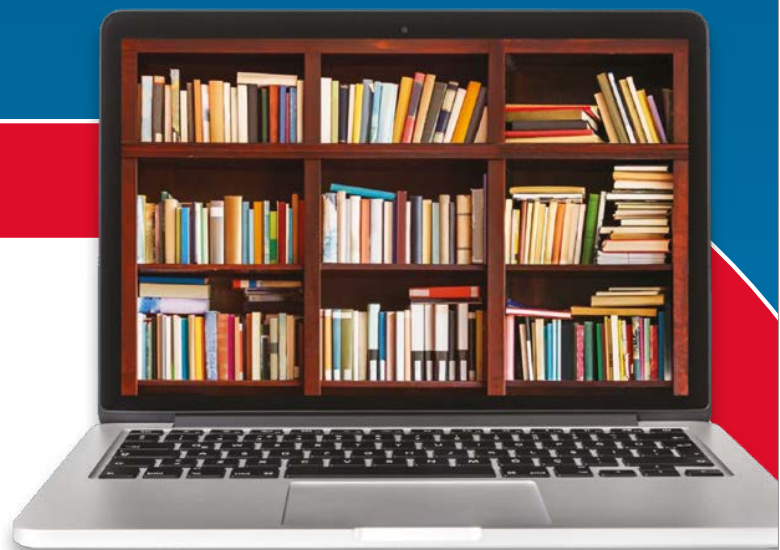
- More than 1,700 full text journals
- Index and abstracts for 3,500 journals
- Full text for more than 500 books and monographs

*Research empowers  
teachers and students  
to transform teaching  
and learning\**

To access the Online Library, go to [www.teachingcouncil.ie/en/Research-CROI-/Online-Library/](http://www.teachingcouncil.ie/en/Research-CROI-/Online-Library/)





\* Stribling, S. M., DeMulder, E. K., & Ndura, E. (2008). Introduction to the Case Studies Accompanying Teachers Taking Action: A Comprehensive Guide to Teacher Research.





## Keeping in touch


It is important that registered teachers continue to engage with the Council as their professional body. The Council has a number of online pages which are important reference points:

 [www.teachingcouncil.ie](http://www.teachingcouncil.ie)

 The Teaching Council

 @TeachingCouncil

 @teachingcouncil

 The Teaching Council

In addition, the Council sends email updates on a regular basis to all registered teachers who have an email address recorded on the Register. A teacher is responsible for ensuring that he/she keeps his/her details up to date on the Register via MyRegistration

## Appointments

We facilitate appointments. Prior to an appointment being arranged by the Teaching Council, we will explore all necessary steps and explore all avenues to try and resolve your issue, in the interests of saving your time.

To make an appointment:

Phone: +353 (1) 6517900

Email: [info@teachingcouncil.ie](mailto:info@teachingcouncil.ie)

## Contact us

The Teaching Council can be contacted as follows:

Block A, Maynooth Business Campus,  
Maynooth, Co. Kildare, W23 Y7XO, Ireland

Telephone +353 1 651 7900  
Email [info@teachingcouncil.ie](mailto:info@teachingcouncil.ie)  
[www.teachingcouncil.ie](http://www.teachingcouncil.ie)

Follow us online:

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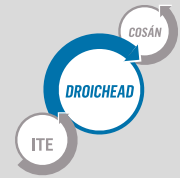
 LinkedIn The Teaching Council



# Appendix 1

## Droichead: A Quick Guide (Primary)

# Droichead: A Quick Guide



### Primary

Since September 2020, Droichead is the only route of induction for all primary NQTs.

DROICHEAD: THE INTEGRATED PROFESSIONAL INDUCTION FRAMEWORK	
Contract/offer of employment of a minimum of 60 consecutive days in an eligible setting	
<b>How to Apply for and Complete the Droichead Process</b>	
1)	Apply via the Teaching Council portal area on <a href="http://www.teachingcouncil.ie">www.teachingcouncil.ie</a> . Select the "Login / My Registration" option to access your portal account, then select "My Conditions" and "View Details" against your <i>Droichead</i> condition
2)	Engage in <i>Droichead</i> process: <b>Strand A:</b> School based Induction - Supported by Professional Support Team (PST) AND <b>Strand B:</b> Additional Professional Learning Activities - Attend 1 NQT Cluster Meeting per term (see Note 8 below) - At least 1 other Professional Learning Activity chosen in consultation with PST
3)	Conclude by completing the online <i>Droichead</i> Form D on the Teaching Council portal area on <a href="http://www.teachingcouncil.ie">www.teachingcouncil.ie</a> . Select the "Login/My Registration" option to access your portal account, then select "My Conditions", then the "View Details" button against your <i>Droichead</i> condition. Select the option to complete "Droichead Form D"

#### Points to Note

- Before you apply for *Droichead* you must;
  - confirm that you are in an eligible setting and meet the minimum duration for the process.
  - confirm that your school is willing to facilitate you through the process by providing a Professional Support Team (PST) to work collaboratively to support and mentor you during your induction process.
  - Read and understand Section 2 of the Post-qualification Professional Practice Procedures and Criteria document so that you are fully informed of the *Droichead* process and what is required of you to complete it. This document can be found under "Publications" on [www.teachingcouncil.ie](http://www.teachingcouncil.ie)
- Your Professional Support Team (PST), must have a minimum of two teachers who have completed at least two days of PST training before they can start the process with you.
- Conclusion of your *Droichead* process can only occur once all the members of your PST have completed all four days of their PST training.
- For information relating to job-sharing or part-time contracts please refer to Post-qualification Professional Practice Conditions Transitional Arrangements which is available on the Council's website.
- When you apply for *Droichead* you will receive an email acknowledging receipt of your application. Once you have been accepted onto the *Droichead* process you will receive a confirmation email.
- The confirmation email will provide links to important information and documentation. It gives approval for the commencement of your process and will include your start date.
- Your *Droichead* process cannot begin until you receive the confirmation email from the Teaching Council.
- A copy of the confirmation email is required by your PST in order to begin your *Droichead* process.
- A copy of the confirmation email is required for attendance at the Cluster Meetings.

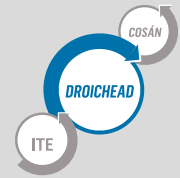
*Droichead* is a post-qualification professional practice condition applied to Primary NQTs. Further information regarding these conditions are contained in the Post-qualification Professional Practice Procedures and Criteria which are available on the Council's website [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

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## Droichead: A Quick Guide (Post-primary)

# Droichead: A Quick Guide



### Post-primary

Since September 2020, *Droichead* is the only route of induction for all Post-primary NQTs.

DROICHEAD: THE INTEGRATED PROFESSIONAL INDUCTION FRAMEWORK
Contract/offer of employment of a minimum of 200 hours in an eligible setting in a single post-primary school
<b>How to Apply for and Complete the Droichead Process</b>
1) Apply via the Teaching Council portal area on <a href="http://www.teachingcouncil.ie">www.teachingcouncil.ie</a> . Select the "Login / My Registration" option to access your portal account, then select "My Conditions" and "View Details" against your <i>Droichead</i> condition
2) Engage in <i>Droichead</i> process: <b>Strand A:</b> School based Induction - Supported by Professional Support Team (PST) AND <b>Strand B:</b> Additional Professional Learning Activities - Attend 1 NQT Cluster Meeting per term (see Note 8 below) - At least 1 other Professional Learning Activity chosen in consultation with PST
3) Conclude by completing the online <i>Droichead</i> Form D on the Teaching Council portal area on <a href="http://www.teachingcouncil.ie">www.teachingcouncil.ie</a> . Select the "Login/My Registration" option to access your portal account, then select "My Conditions", then the "View Details" button against your <i>Droichead</i> condition. Select the option to complete "Droichead Form D"

#### Points to Note

- Before you apply for *Droichead* you must;
  - confirm that you are in an eligible setting and meet the minimum duration for the process.
  - confirm that your school is willing to facilitate you through the process by providing a Professional Support Team (PST) to work collaboratively to support and mentor you during your induction process.
  - Read and understand Section 2 of the Post-qualification Professional Practice Procedures and Criteria document so that you are fully informed of the *Droichead* process and what is required of you to complete it. This document can be found under "Publications" on [www.teachingcouncil.ie](http://www.teachingcouncil.ie)
- Your Professional Support Team (PST), must have a minimum of two teachers who have completed at least two days of PST training before they can start the process with you.
- Conclusion of your *Droichead* process can only occur once all the members of your PST have completed all required days of their PST training ,(i.e., are fully trained).
- When you apply for *Droichead* you will receive an email acknowledging receipt of your application. Once you have been accepted onto the *Droichead* process you will receive a confirmation email.
- The confirmation email will provide links to important information and documentation. It gives approval for the commencement of your process and will include your start date.
- Your *Droichead* process cannot begin until you receive the confirmation email from the Teaching Council.
- A copy of the confirmation email is required by your PST in order to begin your *Droichead* process.
- A copy of the confirmation email is required for attendance at the Cluster Meetings.

*Droichead* is a post-qualification professional practice condition applied to Primary NQTs. Further information regarding these conditions are contained in the Post-qualification Professional Practice Procedures and Criteria which are available on the Council's website [www.teachingcouncil.ie](http://www.teachingcouncil.ie).

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## Appendix 2

### Progress in the development of professionally-led regulation

The work of the Teaching Council is on behalf of the profession of teaching, in the interests of the public. It is grounded in the values of professionally-led regulation, shared professional responsibility and collective professional confidence. The Council aims to promote high standards in teaching, for the benefit of learners and of teachers as they seek to deliver the best possible learning experiences for their pupils.

<p><b>Register of Teachers</b></p>	<p>The Teaching Council is legally responsible for establishing and maintaining a register of teachers in Ireland. The Register currently holds details of almost 118,250 registered teachers.</p> <p>Registration is the cornerstone of the Teaching Council’s work to promote professional standards, ensuring that only those with suitable teaching qualifications and of suitable character are admitted entry to the profession. It provides teachers with statutory recognition of their professional status as a teacher.</p> <p>It is a requirement for teachers to be registered with the Teaching Council in order to be paid from State funds.</p>
<p><b>Regulating entry to the teaching profession</b></p>	<p>The publication of Teaching Council registration regulations means that there is uniformity in the requirements for entry to the profession.</p> <p>For example, the regulations require that all teachers wishing to be registered must have a recognised initial teacher education qualification. Up to April 2013, this had not been a requirement in all sectors. The Council introduced new regulations on 25 July 2016 which are available to view on <a href="http://www.teachingcouncil.ie">www.teachingcouncil.ie</a>. These Regulations are currently under review.</p>
<p><b>Assessment of qualifications</b></p>	<p>It is important that all teachers registered in Ireland achieve the same professional standards. The qualifications of all applicants for registration, including applications from those who qualify outside Ireland, are assessed to make sure that they meet the standards set by the Teaching Council.</p> <p>In accordance with EU Directive 2005/36/EC (as amended), people who qualified as teachers in one EU member state, are entitled to have their qualifications recognised in all other member states. This recognition may be granted subject to conditions, including making good any shortfalls. The Teaching Council is the competent authority in Ireland for assessing applications from people who qualified as teachers in other EU/EEA countries.</p>
<p><b>Publishing a code of professional conduct and conducting fitness to teach investigations and inquiries</b></p>	<p>The Teaching Council is responsible for maintaining and enhancing the quality of teaching in Ireland by promoting and ensuring high standards in the teaching profession.</p> <p>The Code of Professional Conduct for Teachers sets out the standards of professional knowledge, skill, competence and conduct expected of registered teachers. In all, there are 33 such standards, which reflect the complexity and variety of teaching, and cover areas such as communication and relationships, equality and inclusion, compliance with national and school policies, professional development and student welfare. The standards are underpinned by four core values – respect, care, integrity and trust. The Code of Professional Conduct for teachers also contains the definition of professional misconduct in the context of fitness to teach.</p> <p>Since 2016 the Council has been investigating complaints and conducting fitness to teach inquiries in relation to registered teachers, where sanctions up to and including removal from the Register of Teachers have been imposed. This has afforded the Teaching Council an opportunity to fulfill its public interest role and child protection remit, with the aim of promoting the profession by increasing public confidence in the profession and in the regulation of the profession.</p>

<p><b>Setting policy in relation to teacher education</b></p>	<p>Promoting high standards in teacher education is a central tenet of the Teaching Council's work.</p> <p>The Council has many functions relating to teacher education. These functions span the entire teaching career – from developing standards for initial teacher education programmes; accreditation of such programmes; induction of newly qualified teachers into the profession; and teachers' ongoing professional learning throughout their careers.</p> <p>These functions are each aimed at ensuring that, throughout their career, teachers are equipped with the knowledge, skills and competences to help learners reach their full potential.</p> <p>The Council's Policy on the Continuum of Teacher Education sets out the Council's policy with regard to initial teacher education, induction and ongoing professional learning. This is a significant document as the approach to teacher education has historically been fragmented, with insufficient linkages between the different stages of the teacher's career. The Council's policy on induction: Droichead-The Integrated Professional Induction Framework was published in 2017. The growth phase of Droichead was completed in 2021 and Droichead is now the route of induction for all NQTs</p>
<p><b>Accrediting programmes of initial teacher education</b></p>	<p>The Teaching Council reviews and accredits programmes of initial teacher education (primary, post-primary and further education) to ensure that the programmes are of a high standard as would be appropriate for the preparation of students to enter the teaching profession.</p> <p>In 2011, the Teaching Council published the first edition of standards for programmes of ITE, Initial Teacher Education: Criteria and Guidelines for Programme Providers and in November 2020, published its revised standards, Céim: Standards for Initial Teacher Education. Primary and Post-primary programmes of ITE are aligned with Céim: Standards for Initial Teacher Education, for first year intakes, since September 2022.</p> <p>A review and accreditation cycle commenced in November 2021 to review existing programmes in accordance with Céim.</p> <p>New primary and post-primary programmes submitted to the Council for accreditation must be in alignment with Céim and will conclude in late 2023/early 2024.</p>
<p><b>Research</b></p>	<p>Research by and for teachers is essential to support their learning and practice as professionals. An important objective for the Teaching Council is the promotion of a culture of shared learning in which research and leading practice is encouraged and applied within the classroom setting. The CROÍ Research Series brings together initiatives through which the Council aims to realise this goal. Under the John Coolahan Research Support Framework, funding and support is made available to support teachers in using existing research and carrying out new research. All registered teachers have free access to the Council's online library which has the full text of over 500 books and 2000 journals. The Council also hosts research webinars, issues research e-zines, convenes a Research Engagement Group, and facilitates a ResearchMeet at Féilte – the annual Festival of Education in Learning and Teaching Excellence. Further information is available on the Research pages of <a href="http://www.teachingcouncil.ie">www.teachingcouncil.ie</a>.</p>

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