

# Guidance Notes for Ukrainian Teachers applying for Registration

**Please read this document carefully before  
completing application form UKR-01.**

## Contents

### General Guidelines

Background .....	04
1. Eligibility Requirements .....	04
2. Evidence of Eligibility Requirements .....	05
3. Route of Registration .....	05
4. Application Process .....	06
5. Incomplete Applications .....	06
6. Supporting Documentation .....	06
7. English Language Requirement .....	07
8. Vetting (Fit and Proper Assessment) .....	07
9. Translation of Documentation .....	08
10. Registration with Conditions .....	08

### Completing application form UKR-01

Route of Registration .....	10
Evidence of Eligibility Requirements .....	10
PPS Number .....	10
Surname and Forename .....	10
Previous Name .....	10
Address for Correspondence .....	10
Telephone contact details .....	11
Personal email address .....	11
Section B - Qualifications .....	11
Section D - Teaching Service .....	11
Section F – Vetting .....	11
Section G – English language requirement .....	11
Section H – Declaration .....	12
Section I - Registration Fee .....	12
Section J – Checklist .....	12
Submission .....	12

<b>Next steps</b> .....	12
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## General Guidelines

### Background

Teachers who have qualified outside of the Republic of Ireland (ROI) are eligible to apply for registration with the Teaching Council. Prior to registration, the qualifications of teachers who qualified outside of 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) are applied to the teacher's registration.



In order to support the registration of qualified Ukrainian teachers who have been granted Temporary Protection under the EU Temporary Protection Directive, the Council has modified the sequencing of processes in the registration process for qualified Ukrainian teachers. As outlined in this document, the qualifications of applicants eligible to apply under this process will be assessed following initial registration.



*Please note that the qualification assessment process may lead to the application of additional conditions of registration. Where significant differences are identified, they will be applied as a condition of 'qualification shortfall'.*

### 1. Eligibility Requirements

This application process is applicable for teachers who have qualified in Ukraine and have been granted **Temporary Protection under the EU Temporary Protection Directive**.

To support the registration of qualified Ukrainian teachers who have been granted Temporary Protection under the EU Temporary Protection Directive, applicants who meet the requirements set out in this document will be registered with conditions, including the condition of Qualification Assessment. The assessment of qualifications will be undertaken following initial registration.

Teachers who have qualified in the Ukraine can apply for registration by completing the UKR-01 application form if they meet the following two eligibility and qualification requirements:

- They have been granted Temporary Protection under the EU Temporary Protection Directive, and
- They have qualified as a teacher in Ukraine and can supply evidence of registration or a licence to teach in Ukraine and/or evidence of qualification as a teacher from the Ukrainian University in which they qualified.

### 2. Evidence of Eligibility Requirements

#### 2a. Temporary Protection

Applicants must provide their letter from the Department of Justice confirming Temporary Protection under the EU Temporary Protection Directive.

#### 2b. Registration/licence to teach in Ukraine

Applicants must provide a statement/licence to teach from the competent authority in Ukraine (e.g., Ministry of Education and Science of Ukraine) confirming that they are a qualified teacher in the country in which they obtained their qualification.

The evidence should confirm:

- The applicant qualified as a teacher in Ukraine
- Title of qualification awarded
- The pupil age range the teacher is qualified to teach
- For post-primary teachers, the subject(s) they are qualified to teach.

In cases where an applicant cannot provide a licence to teach from Ukraine, they should engage with the Embassy of Ukraine to Ireland in respect of obtaining a Letter of Professional Standing from the Ministry of Education and Science of Ukraine.

Alternatively, applicants must provide evidence of qualification as a teacher from the Ukrainian University in which they qualified. This evidence should show award obtained and completion date.

### 3. Route of Registration

**Applicants must select the Route of registration for which they are qualified/have a licence to teach.**

The Routes for registration are:

- Route 1 – Primary (teacher holds a teacher education qualification aimed at 4-12 year old pupils)
- Route 2 – Post-primary (teacher holds a teacher education qualification aimed at 12-18 year old pupils and meets the [Teaching Council Curricular Subject Requirements](#) (2023) for at least one subject)  
(The Curricular Subject Requirements are available [here](#) or, go to [www.teachingcouncil.ie](http://www.teachingcouncil.ie).)
- Route 4 – Other (teacher holds a teacher education qualification specialising in the area of special educational needs).

## 4. Application Process

In order to complete the application process, the following steps must be completed:

- To request application form UKR-01 and vetting form NVB1, please email [ukrainianteachers@teachingcouncil.ie](mailto:ukrainianteachers@teachingcouncil.ie)
- Submit completed application form UKR-01 and NVB1 by email with the supporting documentation as outlined under section 6 below.

When an application is received, a staff member from the Teaching Council will contact the applicant soon after to arrange payment of the €90.00 registration fee.

## 5. Incomplete Applications

If, after a period of 3 months from the date the application is received, evidence is still outstanding this application will be declared invalid and the Council will cancel the application and return the registration fee.

## 6. Supporting Documentation

The following is a list of documentation that should be submitted with the application.

- Letter from the Department of Justice confirming the applicant's Temporary Protection status under the EU Temporary Protection Directive.
- Identification (e.g., copy of international passport). In cases where an international passport is not available, please submit a copy of the internal passport / National Identity Card along with the verification certificate from the Ukrainian Embassy.
- Evidence of teacher registration/licence to teach from the Ministry of Education and Science of Ukraine or letter of professional standing from the Ukrainian Embassy (see section 2 above).
- Evidence of name change, if applicable (marriage cert, deed poll).
- Identification, proof of address in Ireland and Overseas Clearance documents for Vetting (please see section 8 below for more information).
- Academic transcripts/Diploma Supplements for all years of study relevant to this application, showing evidence of programme award and date of completion.

And, where available:

- And, where available: Evidence of meeting the English language requirement (please see section 7 for more information).
- Teaching service history.

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. For the purpose of above, please ensure to retain all documentation provided with this application, including your completed application form.

## 7. English Language Requirement

Evidence of having met the English language requirement includes:

- English as a first language, or
- Copy of a qualification (teacher education or undergraduate) acquired and examined through the medium of English, or
- A copy of an IELTS (International English Language Testing System) certificate attesting knowledge in the English language with a score of 7.0 or above, or
- Evidence of living and practicing in a professional capacity through the medium of English in a country that has English recognised as an official language for three out of the preceding five years, 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.

If this evidence is not available, a condition requiring applicants to provide evidence of meeting the English Language Requirement within three years will be attached to the teacher's registration.

## 8. Vetting (Fit and Proper Assessment)

Vetting is a registration requirement. Only Vetting that is carried out via the Teaching Council will be accepted. The Council will process your application on receipt of a satisfactory vetting result from the National Vetting Bureau (NVB) and the fulfillment of any overseas police clearance (if applicable). In order to apply for vetting, please complete the **NVB1 FORM** and submit it alongside the UKR-01 application and supporting documentation to [ukrainianteachers@teachingcouncil.ie](mailto:ukrainianteachers@teachingcouncil.ie)

On receipt of a completed NVB1 Form AND copies of your proof of identification documents (see below), you will be issued with a link by email which will give you access to the NVB online vetting portal. You must provide a valid personal email address to use the National Vetting Bureau (NVB) service.

The NVB and the Teaching Council will send you email alerts at various stages of the vetting process. These emails will include secure links to the NVB online vetting application system and to your vetting result.

**Supporting documents required for vetting:**

Two documents of identification must be sent with the signed NVB1 to the Teaching Council, one item from Group A, AND one item from Group B.

Group A - Proof of Identity	Group B - Proof of Address (dated within the last 6 months)
Current international passport	A bank statement/credit card statement
Ukrainian Internal passport/National Identity Card plus Embassy Certificate	Documentation from the Department of Social Welfare or Immigration Services
Current Driving Licence	A Utility Bill - Gas/Electricity/Landline/Broadband <small>(Mobile phone, House, Car and Home Insurance bills are not accepted)</small>
	A document received from a Government Agency containing address

### Overseas Police Clearance

Overseas Police Clearance is required from countries where applicants have resided for a cumulative period of 12 months or more after the age of 18.

In circumstances where it is not possible to obtain police clearance from Ukraine, an affidavit will be accepted for the purposes of initial registration. (Please refer to NVB 1 form for further information in relation to the affidavit.) **However, please note that a condition requiring applicants to supply the police clearance from Ukraine within three years will be attached to the teacher's registration.**

## 9. Translation of Documentation

All documents which are not in the English language must be accompanied by a verified English language translation. Applicants may translate the documents themselves and have the documents verified by a Ukrainian embassy official, an official translator, or university language lecturer.

## 10. Registration with Conditions

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

Conditions should be met within the specified timeframe. If all conditions are *not* met within the specified timeframe, and no extension has been granted, the teacher's registration will lapse.

### The following are conditions which may be applicable:

#### Qualifications Assessment

Where applicants have qualified as teachers outside of the Republic of Ireland, their qualifications 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.

Under this process, the condition of 'Qualification Assessment' will be applied as a condition to the teacher's registration.

Where applicants have this condition applied, they shall provide evidence to enable the Teaching Council to carry out an assessment of qualifications within a period to be specified in correspondence to the teacher. This assessment will take place when the Teaching Council deems appropriate, and within three years from the date of registration.

Please note that this assessment may lead to the identification of additional qualification shortfalls which may also be applied as conditions to registration.

#### English Language Requirement

Where this condition is applied, applicants shall provide evidence of meeting the English Language Requirement within a period to be specified in correspondence to the teacher. The request will be made by the Teaching Council at any time within a period of three years from the date of registration.

### Police Clearance

Where this condition is applied, applicants shall provide Police clearance from Ukraine and any other related documentation to the Council within a period to be specified in correspondence to the teacher. The request will be made by the Teaching Council at any time within a period of three years from the date of registration.

### Irish Language Requirement (primary teachers)

Where an applicant for registration as a primary teacher has completed a programme of teacher education outside Ireland, an Irish Language Requirement (ILR) condition normally applies to their registration. The applicant can either complete an Aptitude Test (SCG – An Scrúdú le hAghaidh Cáilíochta sa Ghaeilge) or an Adaptation Period (OCG – Oiriúnú le hAghaidh Cáilíochta sa Ghaeilge), which confirms the applicant's competence to teach the Irish language as well as a range of primary school curricular subjects through the medium of Irish. Registration with Conditions is granted to those in the process of completing this requirement.

Both the SCG (Aptitude Test) and OCG (Adaptation Period) are administered by Institiúid Oideachais Marino, Dublin 9. For full information visit [ilrweb.ie](http://ilrweb.ie).

### History and Structure of the Irish Education System (post-primary teachers)

Where an applicant for registration as a post-primary teacher has completed a programme of teacher education outside of the Republic of Ireland, they are required to gain a knowledge and understanding of the history and structure of the Irish education system. They can do this by successfully completing an online exam in the History and Structure of the Irish Education System (H&S). An online Aptitude Test is organised by the Teaching Council several times a year. Please see [www.teachingcouncil.ie](http://www.teachingcouncil.ie) for dates.

### Droichead

Droichead is an integrated induction framework for newly qualified teachers (NQTs). It has been designed to reflect the importance of the induction phase on the teacher's lifelong learning journey. It marks the point where the new teacher is formally welcomed into the profession of teaching having completed the initial teacher education phase.

Droichead includes both school-based and additional professional learning activities to meet the needs of teachers as they begin their career. It is made available in primary schools, post-primary schools, special schools and in Centres of Education in which a post-primary curricular subject(s) is being taught, where such schools or centres have been registered by the National Induction Programme for Teachers (NIPT) as participants in the Droichead process.

The Droichead policy is available at the link above or at [www.teachingcouncil.ie/en/teacher-education/droichead/](http://www.teachingcouncil.ie/en/teacher-education/droichead/)



## Completing application form UKR-01

### Route of Registration

The applicant should select the route of registration for which they are qualified and recognised to teach.

### Evidence of Eligibility Requirements

Please ensure that the eligibility requirements have been met and evidence is attached to the application. See Sections 1 & 2 of Guidance Notes.

### PPS Number

PPS Number stands for Personal Public Service Number. A PPS Number is a person's 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.

### Surname and Forename

The surname should be the family name normally used and which the applicant is normally known by in work. The forename is the first name by which an applicant is known. 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.

### Previous Name

This should be completed if the applicant was previously known by a birth name, e.g., before marriage or a legal change of name.

### Address for Correspondence

The address that is provided on the application form will be used for correspondence purposes. However, please note that the majority of communications to teachers are sent by email.

It is the responsibility of the teacher to keep their correspondence address updated with the Teaching Council.

### 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 a personal email address. Correspondence in relation to applications and any subsequent communications including renewal notifications will be sent by email. Teachers will also use their email address to access the online renewal system and if they need to update their personal or employment details.

### Section B - Qualifications

Please refer to Section 6 of Guidance Notes for more information in relation to evidence of teaching qualification(s).

Please enter the exact title of **each** qualification that is held e.g., Bachelor of Education, Bachelor of Arts, Higher Diploma in Education, Professional Masters in Education, Postgraduate Certificate in Education, Masters, etc.

The Level of Award is as per the [NFQ \(National Framework of Qualifications\)](#) in Ireland. Please also refer to the [Quality and Qualifications Ireland \(QQI\) Guide in Ukrainian](#). This guide will help those arriving from Ukraine compare their qualifications to similar awards on the Irish National Framework of Qualifications.

Please submit evidence of each qualification, i.e., transcripts/diploma supplements.

Please note that if an applicant qualified as a teacher through a postgraduate route, they must also provide evidence of their undergraduate qualification including the qualification level (as per the NFQ).

### Section D - Teaching Service

Applicants should complete this section if they have teaching service as a qualified teacher.

Please provide the most relevant teaching service to the application for registration (if applicable).

School placement undertaken as part of a teaching qualification should not be included here.

### Section F - Vetting

Please refer to Section 8 of the Guidance Notes for further information.

### Section G - English language requirement

Applicants must satisfy the Council that they have the necessary knowledge of English to communicate effectively. Please select the appropriate option on the application form and submit evidence, if relevant.

Please see section 7 above in this document for further information about the English language requirement.

## Section H – Declaration

This section must be completed. Where an applicant answers ‘yes’, full details relating to the question should be supplied on a separate sheet. In submitting their application, an applicant is confirming the statements or declarations to be accurate/correct.

Please sign and date the application before submitting. You may insert an image of your signature.

## Section I – Registration Fee

When an application is received, a staff member from the Teaching Council will contact the applicant soon after to arrange payment of the €90.00 registration fee.

## Section J – Checklist

Please tick ‘yes’ where applicable and sign at the end. You may insert an image of your signature.

## Submission

To submit an application for registration, please email the UKR-01 application form, NVB1 form and supporting documents to: [ukrainianteachers@teachingcouncil.ie](mailto:ukrainianteachers@teachingcouncil.ie)

## Next steps

- The Teaching Council sends the applicant an email confirming receipt of their application.
- The application will be checked to ensure that all required information has been submitted.
- The Council will contact the applicant by email if there is any information outstanding or if clarification is required.
- On receipt of a completed NVB1 form AND copies of proof of identification documents (see section 8 above), the Council will issue the applicant a link by email which will give them access to the NVB online vetting portal.
- When all the required information is received, the application will be processed.
- Subject to a positive outcome and all registration requirements being met, confirmation of registration will issue to the applicant by email, along with information about any post-registration requirements.
- If the qualifications cannot be recognised for registration purposes, the Council will contact the applicant with details about the decision.

An Chomhairle  
Mhúinteoireachta



The Teaching Council

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The Teaching Council**

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