

# DCYA Early Years Qualification Recognition Application Form

DCYA has published a list of qualifications that meet the regulatory requirements for working in the Early Years sector in Ireland. The list can be viewed on our website.

- This list contains all qualifications which have been approved by DCYA. It also sets out the appropriate level of DCYA approval (i.e. meets regulatory requirements; eligible for Room Leader - standard capitation; eligible for Room Leader - higher capitation).
- If your qualification is on the list you do not need to apply to DCYA for qualifications recognition. Just provide a copy of your qualification to your employer along with a copy of the page on the list on which it appears.

If your qualification does **not** appear on the list you may apply to have it assessed for approval using this application form. To be approved, a qualification must include the following material:

- Child Development 0-6 years of age
- Early Childhood Education - Theory and Practice
- Child Health and Welfare 0-6 years of age

These studies must be at a minimum of Level 5 on the Irish National Framework of Qualifications (NFQ), or equivalent.

Please note the following:

- When completing the application form, please provide a **personal** email address, not the email address of an employer.
- Please sign and date the application form (unsigned forms cannot be accepted).
- Applications can only be accepted from the individual who holds the qualification to be assessed **and cannot be accepted from a third party (such as an employer or prospective employer)**.
- Information about the status of an application cannot be provided to a third party.

Completed applications can be submitted via email to: [eyqualifications@dcya.gov.ie](mailto:eyqualifications@dcya.gov.ie) or by post to:

**FREEPOST F5055**  
**Early Years Qualifications Recognition**  
**Department of Children and Youth Affairs**  
**Block 1, Miesian Plaza**  
**50-58 Baggot Street Lower**  
**Dublin 2, D02XW14**

# DCYA Early Years Qualification Recognition Application Form

## APPLICANT DETAILS: Please Use BLOCK CAPITALS

<b>First Name</b>	<b>Surname</b> (include Maiden Name if applicable)	
<b>Date of Birth</b>	<b>PPS Number</b> (this will be verified but not kept)	

## CONTACT DETAILS

<b>Address Line 1</b>	
<b>Address Line 2</b>	
<b>Address Line 3</b>	
<b>Address Line 4</b>	
<b>Address Line 5</b>	
<b>Country</b>	
<b>Zip Code / Eircode</b>	
<b>Email address</b>	
<b>Phone number</b>	

Ensure you complete qualifications details and checklist on page 2 also.

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## Qualification Details (in BLOCK CAPITALS)

<b>Award Title</b>	
<b>Education/Training Provider</b>	
<b>Course Code (where applicable)</b>	
<b>Awarding Body</b>	
<b>Country in which course was completed</b>	

<b>Please tick checklist as appropriate</b>	<b>Tick</b>
<b>1.</b> Application Form details completed in FULL including contact details and signature. DCYA can only accept application forms from the person who holds the qualification.	
<b>2.</b> Copy of your qualification certificate attached. Please do not send original certificates. For international qualifications, please enclose a copy of the graduating certificate in original language and in English translation	
<b>3.</b> Evidence from the education provider showing what field and subject the qualification has been granted in (e.g. transcript of results, statement of results, or academic record; for degrees, a full diploma supplement is preferable). All documentation must be in the English language (certified translation where required) before submission.	

Please Note:

- The Department of Children and Youth Affairs (DCYA) reserves the right to request further supporting documentation to assist the assessment process.
- Failure to submit all application requirements in full may lead to your application being rejected and a requirement to start the application process again.
- The DCYA in conjunction with the Department of Education and Skills reserves the right to determine the relevance of the content of the award for the purpose of meeting the qualification requirements for regulatory and contractual purposes.

On receipt of this application form, a unique reference number will be issued to you. You should use this reference number in any contact you have with us in regard to your application.

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I understand that the information provided by me will be used by the Department of Children and Youth Affairs (in conjunction with the Department of Education and the Early Years Qualifications Validation Advisory Group) to assess the suitability of the qualification(s) stated to be recognised as a DCYA Early Years Recognised Qualification.

<b>Applicant Signature:</b>		<b>Date of Application:</b>	
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