

Department of Children and Youth Affairs

Early Learning and Care Sector Qualifications Recognition

Application Form: Qualification Recognition for work in the Early Learning and Care sector in Ireland

Before using this application form, you must check the Irish and international [DCYA published list of qualifications](#). If your qualification is on this list, you should not apply for recognition.

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
- Evidence of professional practice. (This could be a reference from an employer or any practice placement completed as part of the course. This practice must be relevant to early years).

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

If you are certain that you need to apply to DCYA for Qualifications Recognition, please complete this application form and supply the supporting documents in relation to your qualifications.

Please note the following:

- 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)**.
- When completing the application form, please provide a **personal email address**.
- Please provide a **personal postal address**.
- Please **sign and date the application form** (unsigned forms cannot be accepted).
- Applications without supporting documentation will not be accepted.
- Information about the status of an application cannot be provided to a third party.
- Applications are dealt with strictly in order of receipt; DCYA cannot prioritise one application over another.

Department of Children and Youth Affairs

Early Learning and Care Sector Qualifications Recognition

How to submit an application

Complete the application form, and send a scanned copy of the form and the supporting documents to eyqualifications@dcya.gov.ie

- Only PDF or JPEG documents can be accepted.
- DCYA will not access external drives such as Google drive
- DCYA will not accept a screenshot/screen-grab pasted into an email

OR

Complete the application form and post the form and copies of supporting documents 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**

- Please note DCYA cannot return original documents, **please do not send originals.**
- Documents must be in English or Irish, any documents not originally in English or Irish must be accompanied with a translation to English or Irish.
- **Certified translations only can be accepted.**

Department of Children and Youth Affairs
Early Learning and Care Sector Qualifications Recognition

APPLICANT DETAILS: Please Use BLOCK CAPITALS

First Name	Surname (include Maiden Name in brackets if applicable)	
Date of Birth	PPS Number	

CONTACT DETAILS: Please Use BLOCK CAPITALS

Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Country	
Zip Code / Eircode	
Email address	
Phone number	

Department of Children and Youth Affairs

Early Learning and Care Sector Qualifications Recognition

QUALIFICATION DETAILS: Please Use BLOCK CAPITALS

Award Title (including Course Code if applicable)	
Education/Training Provider	
Awarding Body	
Country in which course was completed	

Please ensure that all of the below information is included. Failure to do so will prevent your application being processed.

Application checklist	Attached?
<p>1. Application Form details completed in FULL This must include contact details and signature. DCYA can only accept application forms from the person who holds the qualification.</p>	
<p>2. 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 or Irish translation</p>	
<p>3. Official document from the education provider and / or the awarding body describing the knowledge and skills acquired by holders of the award. This must include a full modular/subjects breakdown of the qualification. A full diploma supplement is preferable (for European qualifications); DCYA will also accept a transcript of results, statement of results, or academic record. All documentation must be in the English or Irish language (certified translation where required) before submission.</p>	
<p>4. Official evidence of completed work practice placement / practicum or professional practice which states: Where the work was carried out, the duties, the age range of the children that the applicant worked with. All documentation must be in English or Irish (certified translation where required) before submission.</p>	

Department of Children and Youth Affairs

Early Learning and Care Sector Qualifications Recognition

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.
- The information in this application may be shared with (but not kept by) the Department of Education and Skills (DES) for the purposes of completing the assessment only.

DATA PROTECTION

The purpose of this application is to inform the person applying if their qualification:

- A. Meets the Regulatory standard established by the Child Care Act 1991 (Early Years Services) Regulations 2016.
- B. Meets the contractual standards for DCYA childcare and Early Years programmes.

If the person applying has a qualification on the published list, they should not apply. DCYA will only accept this application from the holder of the award to be assessed. Every application is considered based on the information submitted; decisions are never based on automated processing. Applications are subject to the provisions of the [DCYA PRIVACY NOTICE](#) as set out on our website.

APPLICANT SIGNATURE

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) to assess the suitability of my qualification(s) for work in the Early Learning and Care sector in Ireland. I confirm that the information I supply is true and accurate.

Applicant Signature:		Date of Application:	
-------------------------	--	-------------------------	--

Department of Children and Youth Affairs

Early Learning and Care Sector Qualifications Recognition

What happens next?

- DCYA will contact you about this application in due course.
- We will contact you if DCYA is not in a position to proceed with the application due to a lack of sufficient early years content in the qualification to meet the regulatory requirements.
- If DCYA is proceeding with the application, a unique reference number will be issued to you.
- You should use this reference number in any contact you have with us about your application.

For queries, you can contact eyqualifications@dcya.gov.ie

Please bear in mind that applications may take several weeks to process