

# Department of Children, Equality, Disability, Integration and Youth 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 [DCEDIY published list of qualifications](#) approved for work in the Early Learning and Care sector in Ireland.

If you are certain that you need to apply to DCEDIY for Qualifications Recognition, please complete this application form and supply the supporting documents.

Please note the following:

- 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.
- 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.
- Applications are dealt with strictly in order of receipt; DCEDIY cannot prioritise one application over another.

### 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](mailto:eyqualifications@dcya.gov.ie)

- Only PDF documents can be accepted.
- DCEDIY will not access external drives such as Google drive

**OR**

Complete the application form and post the form and copies of supporting documents to:

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

- Please note DCEDIY cannot return original documents, please do not send originals
- Documents must be in English or Irish, in translation if necessary
- Certified translations only can be accepted

## Department of Children, Equality, Disability, Integration and Youth Early Learning and Care Sector Qualifications Recognition

**APPLICANT DETAILS:** Please Use BLOCK CAPITALS

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

**CONTACT DETAILS:** Please Use BLOCK CAPITALS

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

**QUALIFICATION DETAILS:** Please Use BLOCK CAPITALS

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

## Department of Children, Equality, Disability, Integration and Youth Early Learning and Care Sector Qualifications Recognition

Application checklist	Tick
<p><b>1.</b> Application Form details completed in FULL</p> <p>This must include contact details and signature. DCEDIY can only accept application forms from the person who holds the qualification.</p>	
<p><b>2.</b> Copy of your qualification certificate attached.</p> <p>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><b>3.</b> Official document from the education provider and / or the awarding body describing the knowledge and skills acquired by holders of the award</p> <p>A full diploma supplement is preferable (for European qualifications); DCEDIY may also accept a transcript of results, statement of results, or academic record.</p> <p>All documentation must be in the English or Irish language (certified translation where required) before submission.</p>	
<p><b>4.</b> Evidence of completed work practice placement / practicum or professional practice which states:</p> <p>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>	

### Please Note:

- The Department of Children, Equality, Disability, Integration and Youth (DCEDIY) 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 DCEDIY 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.

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## DATA PROTECTION

DCEDIY will only accept this application from the holder of the award to be assessed.

Every application is considered on the basis of the information submitted; decisions are never based on automated processing.

Applications are subject to the provisions of the [DCEDIY 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, Equality, Disability, Integration and Youth (in conjunction with the Department of Education) to assess the suitability of the qualification(s) stated to be recognised as a DCEDIY Recognised Qualification for work in the Early Learning and Care sector in Ireland.

Applicant Signature:		Date of Application:	
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## What happens next?

- DCEDIY will contact you about this application in due course.
- If DCEDIY is not proceeding with the application, we will contact you to confirm why
- If DCEDIY 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 in regard to your application.
- For queries, you can contact [eyqualifications@DCEDIY.gov.ie](mailto:eyqualifications@DCEDIY.gov.ie)
- Please bear in mind that applications can take up to several weeks to process