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| RENEWAL OF EDUCATIONAL AWARD APPLICATION |

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| **Name:**  |  |
| **Address:** |  |
| **PHECC Registration**  | PIN No.: |  |
| **Renewal of educational award** | Certificate No.: | Expiry date: Click here to enter a date. |
| **CFR- Advanced Instructor** **qualification** | Cert No.: | Expiry date: Click here to enter a date. |
| **Renewal application fee** | Payment Method: PayPal  Cheque Other (specify)   |  |

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| **Applicant’s Declaration:** * I am practicing as an [delete as relevant] assistant tutor/ tutor/ facilitator;
* I continue to meet the required standard;
* I am maintaining a CPD portfolio relevant to tutor status including reflective practice.

**I certify that the above represents a true declaration.**  **PIN No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

**Procedure:**

* PHECC will only send one email reminder in advance of the expiry date (every 6 years). Responsibility for timely renewal and payment of fees lies with the individual.
* Download and complete this form electronically and email to: info@phecc.ie. A signature is not required.
* A renewal fee of €50 must be paid in advance before the application is processed. Fees can be paid on PayPal at [www.phecc.ie](http://www.phecc.ie).
* Successful applicants will receive the educational certificate in the post.
* PHECC reserves the right to request additional information including original documents from the applicant’s educational portfolio. Portfolios must be made available to Council’s quality review panel for inspection during on-site reviews.
* It is advisable to retain a photocopy of the completed form for future reference.

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| **Late fees apply as follows:** |  |
| Up to 3 month after the expiry date  | €100 | The fee accompanied by a completed renewal form is required.  |
| More than 3 months after the expiry date | €150 | The fee accompanied by a completed renewal form is required.**In addition**, the application must be supported by a letter from a PHECC Facilitator outlining reasons for late renewal and that the applicant’s competency has been verified. |

**Version History**

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| **Version** | **Date** | **Details** |
| **1** | **Feb-15** | **New Document** |