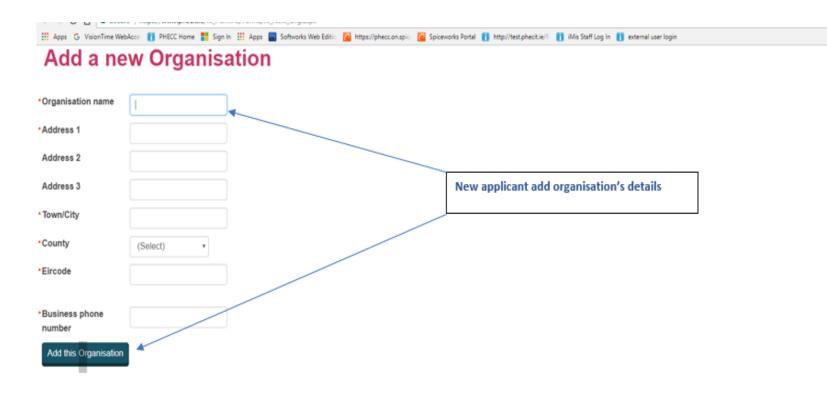
	PORTAL HOME RECOGNISED INST	TITUTIONS RESOURCES
Create an account to become	The Recognised Institution (RI) portal is an online system that allows RIs and applicants to manage aspects of your organisation's interactions with PHECC	
a new recognised institution	for responder and practitioner level courses. This includes applying for recognised institution status, courses and renewal as a RI.	Apply to become a Recognised Institution
Sign in to your existing account Create an account to manage your existing recognised institution Existing RIs and new applicants	Once you create an account and log in you will be able to apply to:	Apply for Responder Courses
	<ul> <li>deliver course(s) at responder (CFR, CFR and MLO, FAR, EFR, EFR – BTEC) level</li> </ul>	Manage your Faculty
	provide NQEMT practitioner level course (EMT, P, AP) The portal also allows you to update your faculty listing for courses and submit	Apply for Practitioner Course
	your policies and procedures for application and renewal purposes. Once you log in you may see Alerts to let you know when we need information from you. You will also will be able to track the status of your submissions.	Renew your approval as a Recognised Institution





Create a new account to apply as a Recognised Institution As a new applicant click here to add your organisation's name to the list.		New applicant to add organisation's name
Or Sign up to man	age your existing RI.	
	form accurately. You will be redirected to the application form when you click "Create account" of your login information as you will need this to access the RI portal in future and to progress to	
Existing organisation	ns type any part of your organisation's name below.	
Organisation	(Select)	Existing RI add name for dropdown menu
Title	(None) •	
First name		
Middle name		
Last name		
Contact phone number		
Preferred email		
Confirm email		
Your preferred email	will be your username.	
Please create a passw	vord to log in to your account. (Min 6 chars, alphanumeric plus special character)	
Password		

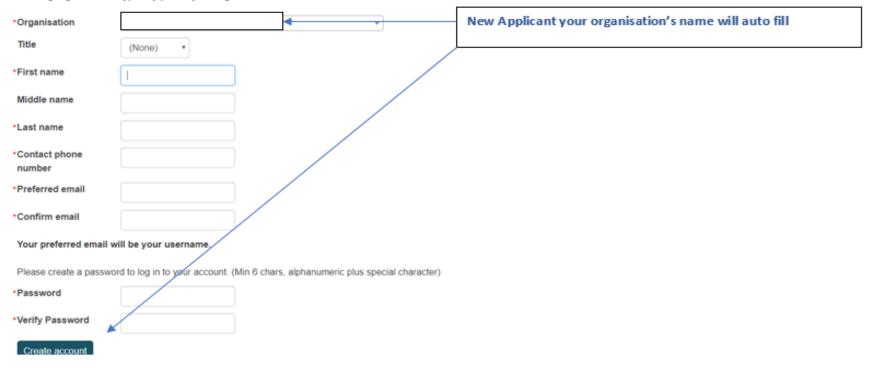


#### Create a new account to apply as a Recognised Institution

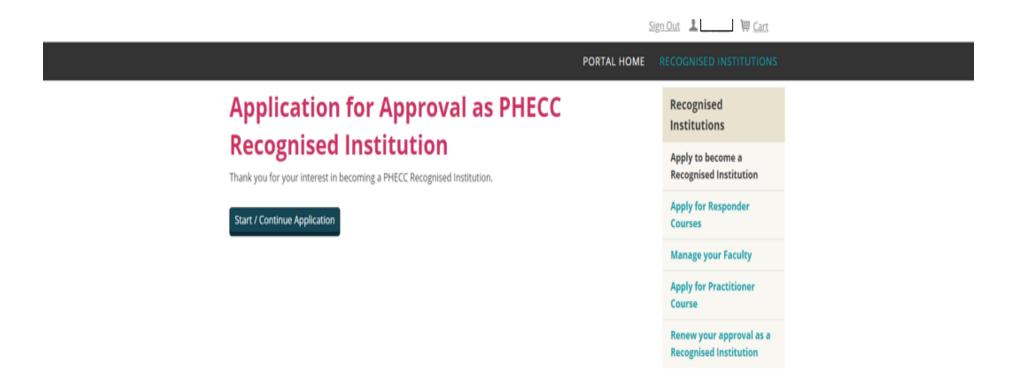
As a new applicant click here to add your organisation's name to the list.

#### Or Sign up to manage your existing RI.

Please complete this form accurately. You will be redirected to the application form when you click "Create account". Please make a note of your login information as you will need this to access the RI portal in future and to progress this application.



#### Existing organisations type any part of your organisation's name below.



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	PORTAL HOME	RECOGNISED INSTITUTIONS
Application for Approval as PHECC		Recognised Institutions
Recognised Institution	Apply to become a Recognised Institution	
Application Reference Your provisional Recognised		Apply for Responder Courses
Institution Number (R.I.)		Manage your Faculty
Section 1: Organisational Details		Apply for Practitioner
•Registered Business Name		Course
Company Registration Office (CRO) Number (if applicable)		Renew your approval as a Recognised Institution
Charity Registration Number (if applicable)		
Trading Business Name(s) being used in delivering a PHECC approved course if different from above.		
•Organisational Type (None) •		
Is Education and Training a core activity?     (None)		
Provide a brief description of the business, including date of foundation and the context in which PHECC approved courses will be provided.	e chosen O	
Type of Legal Entity	*	
Contact Details Business Address (include eircode)		
*Address 1		
Address 2		
Address 3		

FIECE approved course in unierent normabove.	
Organisational Type	(None) -
Is Education and Training a core activity?	(None) -
Provide a brief description of the business, including date of foundation and the context in which PHECC approved courses will be provided.	Choose File No file chosen
Type of Legal Entity	
Contact Details Business Address (include eircode)	
Address 1	
Address 2	
Address 3	
City	
County	
Eircode	
Telephone Number	
Email address	0
Website	
Primary Contact Name	0

	P	ORTAL HOME	RECOGNISED INSTITUTIONS
Application for Approval as PHECC			Recognised Institutions
Recognised Instituti	Apply to become a Recognised Institution		
Application Reference			Apply for Responder
Your provisional Recognised	Courses		
Institution Number (R.I.)			Manage your Faculty
Section 2: Organisation Stru	cture and Management		Apply for Practitioner
Is the applicant/organisation part of a larger organisation?	-		Course
Head Office Address (include eircode, if applicable)			Renew your approval as a Recognised Institution
Address 1			
Address 2			
Address 3			
City			
County	-		
Eircode			
•Country	Ireland -		
Telephone Number			
Organisation's Name			
Email address			

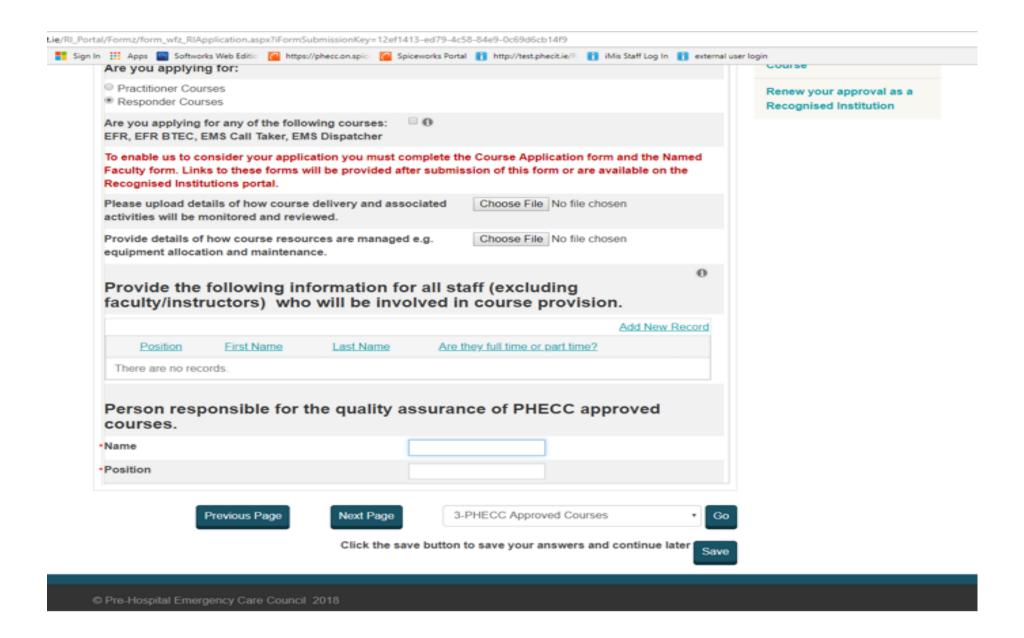
QRF - Management Policies and procedures (	(P&P) ()
Choose File No file chosen	
QRF – Learning Environment (P&P) 💿	
Choose File No file chosen	
QRF – Faculty Recruitment and Development	0
Choose File No file chosen	
QRF - Course Development, Delivery and Rev	view O
Choose File No file chosen	
Affiliations or Partnerships	
Type of Affiliation or Partnership	None - 0
Financial Management	
Tax Clearance Certificate	Choose File No file chosen
I have multiple insurance files to upload	*
Employer Liability Insurance	Choose File No file chosen
Public Liability Insurance	Choose File No file chosen
Professional Indemnity Insurance	Choose File No file chosen
Auditor's Statement	Choose File No file chosen
Is the RI a relevant service as listed in the Children First Act 2015?	No -
Provious Page Noxt Page	2-Organisation Structure and Management  Go

# Application for Approval as PHECC Recognised Institution

Application Refer	ence			Apply for Responder
our provisional f nstitution Numbe				Courses
	1000-00 D			Manage your Faculty
Section 3	: Proposed	Provision of	PHECC approved courses	Apply for Practitioner
Are you applying for:				Course
Practitioner Cou Responder Cou				Renew your approval as a Recognised Institution
	for any of the follo EMS Call Taker, EM			
	ks to these forms w		lete the Course Application form and the Named ubmission of this form or are available on the	
	tails of how course monitored and revie	e delivery and associate ewed.	ted Choose File No file chosen	
	f how course resou tion and maintenar	irces are managed e.g ice.	Choose File No file chosen	
			0	
			Il staff (excluding ed in course provision.	
			Add New Record	
	Eirst Name	Last Name	Are they full time or part time?	
Position				

**Recognised Institutions** 

Apply to become a Recognised Institution



		PORTAL HOME	RECOGNISED INSTITUTIONS
Application for Ap	proval as PHECC		Recognised Institutions
Recognised Institu	ition		Apply to become a Recognised Institution
Application Reference I Your provisional Recog			Apply for Responder Courses
Institution Number (R.I.)			Manage your Faculty
Section 4: Payment	Unit Price (	Qty Total Amt	Apply for Practitioner Course
			Renew your approval as a Recognised Institution
Amount			
Payment type     O Pay by Paypal     Pay by Card			
Previous Page Ne	xt Page 4-Payment	• Go	
	Click to submit your applicatio	n and payment Submit	
CI	ick the save button to save your answers ar	nd continue later Save	