

Screen shots of online Recognised Institution application

PORTAL HOME

RECOGNISED INSTITUTIONS

RESOURCES

Create an account to become a new recognised institution

Sign in to your existing account

Create an account to manage your existing recognised institution

Existing RIs and new applicants

The Recognised Institution (RI) portal is an online system that allows RIs and applicants to manage aspects of your organisation's interactions with PHECC for responder and practitioner level courses. This includes applying for recognised institution status, courses and renewal as a RI.

Once you create an account and log in you will be able to apply to:

- become a RI
- deliver course(s) at responder (CFR, CFR and MLO, FAR, EFR, EFR – BTEC) level
- provide NQEMT practitioner level course (EMT, P, AP)

The portal also allows you to update your faculty listing for courses and submit 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.

Recognised Institutions

Apply to become a Recognised Institution

Apply for Responder Courses

Manage your Faculty

Apply for Practitioner Course

Renew your approval as a Recognised Institution

56

Total Recognised Institutions

267

Total Distinct Courses

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ome Sign In Apps Softworks Web Editio https://phecc.on.spic Spiceworks Portal http://test.phecc.ie/ iMis Staff Log In external user login

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 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.

Existing RI add name for dropdown menu

*Organisation (Select) ▾

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 password to log in to your account. (Min 6 chars, alphanumeric plus special character)

*Password

*Verify Password

Create account

Screen shots of online Recognised Institution application

The screenshot shows a web browser window with a navigation bar at the top containing links for Apps, VisionTime WebAccess, PHECC Home, Sign In, Apps, Softworks Web Editor, https://phecc.on.spiceworks.com, Spiceworks Portal, http://test.phecc.ie/, iMis Staff Log In, and external user login. Below the navigation bar is the heading "Add a new Organisation" in a large, bold, red font. The form contains the following fields:

- *Organisation name: A text input field.
- *Address 1: A text input field.
- Address 2: A text input field.
- Address 3: A text input field.
- *Town/City: A text input field.
- *County: A dropdown menu with "(Select)" as the current selection.
- *Eircode: A text input field.
- *Business phone number: A text input field.

At the bottom of the form is a dark green button labeled "Add this Organisation". A callout box with the text "New applicant add organisation's details" has two blue arrows pointing to the "Organisation name" input field and the "Add this Organisation" button.

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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.

***Organisation** New Applicant your organisation's name will auto fill

Title

***First name**

Middle name

***Last name**

***Contact phone number**

***Preferred email**

***Confirm email**

Your preferred email will be your username.

Please create a password to log in to your account. (Min 6 chars, alphanumeric plus special character)

***Password**

***Verify Password**

[Create account](#)

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[Sign Out](#)   [Cart](#)

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Application for Approval as PHECC Recognised Institution

Thank you for your interest in becoming a PHECC Recognised Institution.

[Start / Continue Application](#)

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Application for Approval as PHECC Recognised Institution

Application Reference

Your provisional Recognised Institution Number (R.I.)

Section 1: Organisational Details

- Registered Business Name
- Company Registration Office (CRO) Number (if applicable)
- Charity Registration Number (if applicable)
- Trading Business Name(s) being used in delivering a PHECC approved course if different from above.
- Organisational Type
- Is Education and Training a core activity?
- Provide a brief description of the business, including date of foundation and the context in which PHECC approved courses will be provided. No file chosen
- Type of Legal Entity
- Contact Details
Business Address (include eircode)
 - Address 1
 - Address 2
 - Address 3

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PHECC approved course is 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. 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 ⓘ

• Website

• Primary Contact Name ⓘ

• Position

Previous Page Next Page 1-Organisational Details Go

Click the save button to save your answers and continue later Save

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Application for Approval as PHECC Recognised Institution

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Your provisional Recognised
Institution Number (R.I.)

Section 2: Organisation Structure and Management

• Is the applicant/organisation part of a larger
organisation?



Head Office Address (include eircode, if applicable)

• Address 1

Address 2

Address 3

• City

County



Eircode

• Country



• Telephone Number

Organisation's Name

• Email address

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procedures required for quality management by the Recognised Institution:

QRF - Management Policies and procedures (P&P) ⓘ

No file chosen

QRF - Learning Environment (P&P) ⓘ

No file chosen

QRF - Faculty Recruitment and Development ⓘ

No file chosen

QRF - Course Development, Delivery and Review ⓘ

No file chosen

Affiliations or Partnerships

Type of Affiliation or Partnership ⓘ

Financial Management

Tax Clearance Certificate No file chosen

I have multiple insurance files to upload ☒

Employer Liability Insurance No file chosen

Public Liability Insurance No file chosen

Professional Indemnity Insurance No file chosen

Auditor's Statement No file chosen ⓘ

Is the RI a relevant service as listed in the Children First Act 2015?

2-Organisation Structure and Management

Click the save button to save your answers and continue later

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Application for Approval as PHECC Recognised Institution

Application Reference

Your provisional Recognised
Institution Number (R.I.)

Section 3: Proposed Provision of PHECC approved courses

Are you applying for:

☐ Practitioner Courses

☒ Responder Courses

Are you applying for any of the following courses: ☐ ⓘ
EFR, EFR BTEC, EMS Call Taker, EMS Dispatcher

To enable us to consider your application you must complete the Course Application form and the Named Faculty form. Links to these forms will be provided after submission of this form or are available on the Recognised Institutions portal.

Please upload details of how course delivery and associated activities will be monitored and reviewed. No file chosen

Provide details of how course resources are managed e.g. equipment allocation and maintenance. No file chosen

Provide the following information for all staff (excluding faculty/instructors) who will be involved in course provision. ⓘ

[Add New Record](#)

Position	First Name	Last Name	Are they full time or part time?
----------	------------	-----------	----------------------------------

There are no records.

Person responsible for the quality assurance of PHECC approved courses

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lie/RI_Portal/Formsz/form_wfz_RIApplication.aspx?iFormSubmissionKey=12ef1413-ed79-4c58-84e9-0c69d6cb14f9

Sign In Apps Softworks Web Editi https://phecc.on.spic Spiceworks Portal http://test.phecc.ie/ iMis Staff Log In external user login

Are you applying for:


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To enable us to consider your application you must complete the Course Application form and the Named Faculty form. Links to these forms will be provided after submission of this form or are available on the Recognised Institutions portal.

Please upload details of how course delivery and associated activities will be monitored and reviewed. No file chosen

Provide details of how course resources are managed e.g. equipment allocation and maintenance. No file chosen

Provide the following information for all staff (excluding faculty/instructors) who will be involved in course provision. 

[Add New Record](#)

Position	First Name	Last Name	Are they full time or part time?
There are no records.			

Person responsible for the quality assurance of PHECC approved courses.

• Name

• Position

3-PHECC Approved Courses

Click the save button to save your answers and continue later

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Application for Approval as PHECC Recognised Institution

Application Reference

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Section 4: Payment

Item name	Unit Price	Qty	Total Amt
<input type="text"/>			

Amount

• Payment type

☐ Pay by Paypal

☒ Pay by Card

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4-Payment

[Go](#)

Click to submit your application and payment

[Submit](#)

Click the save button to save your answers and continue later

[Save](#)