

<b>Title:</b> Educational Award Nomination FOR 023 V3		<b>Page:</b> 1 of 2
<b>Owner:</b> MS	<b>Approved by:</b> PD	<b>Approval Date:</b> December 2014

## APPLICATION FORM FOR EDUCATIONAL AWARD NOMINATIONS

<b>Facilitator's name</b>			<b>Mobile:</b>
<b>Nominee's name:</b>			
<b>Address:</b>			
<b>Contact information:</b>	<b>Email:</b>	<b>Mobile:</b>	
<b>PHECC Registration:</b>	<b>PIN:</b>	<b>Level:</b> EMT	<b>Date of Registration:</b> Click here to enter a date.
<b>Application for:</b> Select 1	<b>Assistant Tutor</b>		
<b>Is the nominee a current educational award holder?:</b>	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	If yes, state level: Choose an item.  Expiry Date: Click here to enter a date.	

<b>Nominee's qualifications:</b>			
<b>CFR Advanced Instructor (mandatory)</b>	<b>Cert number:</b>	<b>Cert Expiry</b> Click here to enter a date.	
<b>Title of teaching qualification(s):</b> The qualification for which the nominee is seeking recognition e.g. Cert/diploma in education; IM or TQ course.			
<b>Description of education programme of the teaching qualification in terms of objectives, learning outcomes or specific learning goals.</b>  A broad outline is required here and can be supplemented with accompanying course material. You can also provide an outline in the letter or recommendation.			
<b>Name of awarding institution:</b>			
<b>Date when qualification(s) received:</b>	<b>Date</b> Click here to enter a date.	<b>Duration of education programme:</b>	<b>Term</b>
List below the documentation and certificates reviewed by the facilitator to support the nomination: This section cannot be left bland- it should include a CFR Advanced Instructor certificate and other documents as relevant. Add more lines if necessary			
1.			
2.			

3.			
4.			
5.			
6.			
<b>Period of supervised teaching practice:</b>			
<b>Name of supervising Facilitator(s)/Tutor(s):</b>			
<b>Supervised teaching practice at NQEMT level no less than 10 sessions required:</b>	From: date <a href="#">Click here</a> to enter a date.	To: date <a href="#">Click here</a> to enter a date.	Total number of sessions:
<b>Location(s) of supervised teaching periods:</b>			
<b>Any other comments:</b>			

Please note the following:

- A letter of recommendation must accompany every hardcopy application.
- Nominations for educational awards can take up to 4 weeks to process. Delays can be avoided if this form is strictly followed.
- Completed application forms and letters of recommendation must be posted to: Educational Awards Section, PHECC, 2nd Floor, Beech House, Millennium Park, Naas, Co Kildare, W91 TK7N, Ireland.
- An application fee of €50 must be paid in advance before the application can be processed. Fees can be paid by PayPal at [www.phecc.ie](http://www.phecc.ie). Invoicing arrangement for recognised institutions must be notified in advance.
- Successful nominees will receive the educational certificate in the post.
- Unsuccessful nominees will be contacted by PHECC and informed of their outcome with reasons for the decision and their right to appeal the decision.
- PHECC reserves the right to request additional information including original documents from the nominee’s educational portfolio.
- It is advisable to retain a photocopy of the completed application for future reference.

<b>I certify that the above represents a true summary of the education and training of the educational award nominee</b>		
<b>Facilitator’s signature:</b>		<b>Date:</b> <a href="#">Click here</a> to enter a date.

**Version History**

Version	Date	Details
1	May 2013	New form
2	Feb 2014	Revised to include a valid CFR A Instructor cert.
3	Dec 2014	Time based supervised teaching period replaced by 10 sessions