|  |
| --- |
| RENEWAL OF EDUCATIONAL AWARD APPLICATION |

|  |  |  |  |
| --- | --- | --- | --- |
| **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) |  |

|  |
| --- |
| **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](mailto: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.

|  |  |  |
| --- | --- | --- |
| **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**

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