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| APPLICATION FORM FOR EDUCATIONAL AWARD NOMINATIONS -Levels Assistant Tutor and Tutor | | | | | | | |
| **Facilitator’s name** |  | | | | Mobile: | | | |
| **Nominee’s name:** |  | | | | | | | |
| Address: |  | | | | | | | |
| Contact information: | Email: | | | | | Mobile: | | |
| **PHECC Registration:** | PIN: | | | Level: Choose an item. | | | Date of Registration:  Click here to enter a date. | |
| **Application for:**  Select 1 | Choose an item. | | | | | | | |
| **Is the nominee a current educational award holder?:** | | Yes:  No: | If yes, state level: Choose an item.  Expiry Date: Click here to enter a date. | | | | |

| **Nominee’s qualifications:** | | | | | | | | |
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| CFR Advanced Instructor (mandatory) | | | Cert number: | | Cert Expiry Click here to enter a date. | | |
| Title of teaching qualification(s): The qualification for which the nominee is seeking recognition e.g. Cert/diploma in education; IM or TQ course. | | |  | | | | | |
| **Description of education programme of the teaching qualification in terms of objectives, learning outcomes or specific learning goals.**  *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*. | | |  | | | | | |
| Name of awarding institution: | | |  | | | | | |
| Date when qualification(s) received: | Date Click here to enter a date. | | Duration of education programme: | | | Term | | |
| List below the documentation and certificates reviewed by the facilitator to support the nomination:  This section cannot be left blank- it should include a CFR Advanced Instructor certificate and other documents as relevant. Add more lines if necessary | | | | | | | | |
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| Period of supervised teaching practice: | | | | | | | | |
| Name of supervising Facilitator(s)/Tutor(s): | |  | | | | | | |
| Supervised teaching practice at NQEMT level no less than 10 sessions required: | | From: date Click here to enter a date. | | To: date Click here to enter a date. | | | Total number of sessions: | |
| **Location(s) of supervised teaching periods:** | |  | | | | | | |
| Any other comments: | | | | | | | | |

**Please note the following:**

* All new EA applicants must be submitted to PHECC by a nominating Facilitator acting on behalf of a recognised institution.
* To make new application Facilitators must be familiar with the current teaching faculty framework and follow the guidance document before completing the educational award application form.
* Applications must be forwarded electronically, in one attachment, to [info@phecc.ie](mailto:info@phecc.ie)
* Individual award holders are responsible for renewing their qualification. To renew the  qualification (every 6 years), individuals must be familiar with the current teaching faculty framework before completing the [renewal form](https://www.phecit.ie/Images/PHECC/Career%20and%20Education/Educational%20awards/FOR041%20-%20Educational%20Award%20Renewal%20Form.docx).
* An application fee 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.
* Please note that the process can take 6-8 weeks.
* Incomplete applications, missing documentation or omitted fees will result in the application being returned.

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| **I certify that the above represents a true summary of the education and training of the educational award nominee** | | |
| **Facilitator’s Name:** |  | **Date:** Click here to enter a date. |
| **Practitioner PIN:** |  |

**Version History**

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| **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 |
| 4 | Dec 2021 | Updated |