

A decorative graphic consisting of three parallel lines in grey, orange, and blue. The lines start at the top left, drop down to a central point, and then rise to a higher level on the right side, creating a stepped, mountain-like shape.

Annual Declaration Form
for
Renewal as a Recognised Institution
or an **Approved Training Institution**

Mission Statement

“The Pre-Hospital Emergency Care Council protects the public by independently specifying, reviewing, maintaining and monitoring standards of excellence for the safe provision of quality pre-hospital emergency care”

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Published by:

Pre-Hospital Emergency Care Council

April 2021

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Version History

(Please visit the [PHECC website](http://www.phecc.ie) to confirm current version)

FOR074 Annual Declaration for Renewal as a Recognised Institution or an Approved Training Institution		
Version	Date	Details
1	April 2021	New document

This declaration is to be declared by a person duly authorised by the Institution.

I, _____ [print name of declarant], duly authorised on behalf of:

_____ [print name of Institution]

hereby note and declare that:

1. The Institution knows of no reason why the Council should not grant this application for recognition of institution or approval of training institution.
2. The Institution acknowledges that approval for recognition of institution or approval of training institution is at the discretion of the Council, in accordance with the "Council Rules for Recognition of Institutions or Approved Training Institutions".
3. The Institution hereby consents and gives authority to the Council to make any reasonable enquiries with any body or persons in relation to the renewal application including making a preliminary site visit or a meeting with the Applicant prior to consideration of the renewal application.
4. The Institution accepts all Council Rules, standards in the Teaching Faculty Framework, and course approval criteria (specifically set out in each education and training standard) along with any amendments thereto.
5. The Institution confirms that the information provided on the Annual Renewal Application Form and supporting materials is true and accurate.
6. The Institution is compliant with applicable tax requirements of the Revenue Commissioners.
7. The Institution has, and will maintain, current valid relevant insurance policies including employer, public liability, and professional indemnity for all faculty.
8. The Institution has systems, processes, and procedures in place to ensure compliance with statutory requirements and Council's Quality Standards (Quality Review Framework) relating to the delivery of safe and effective PHECC courses.

In addition, the Institution agrees that it shall nominate responsible person(s) to:

9. Comply with any conditions attached to their recognition/approval within any specified period of such condition and submit on request a progress report on the implementation of any conditions imposed at the time.
10. Manage internal quality assurance quality improvement procedures to ensure full compliance with Council's Quality Review Framework (QRF) including the annual submission of an organisational self-assessment toolkit (SAT).
11. Keep itself informed and ensure full compliance with relevant Council Rules on an ongoing basis.
12. Ensure full compliance with the current version of the Council's Education and Training Standards and Council's QRF as soon as practically possible after issue and certainly no later than the timeframe outlined from time to time in correspondence on behalf of the Council to the Institution.
13. Monitor and manage the quality of every approved course delivered as per its QA policy/procedures.
14. Monitor and manage faculty where students are being prepared for an NQEMT examination and responder level examinations for award of joint PHECC and Institution certificates, e.g. CFR and FAR.

15. Ensure full compliance with the assessment/examination and joint PHECC/Institution certification requirements for students for every PHECC approved course.
16. Respond to information requests as determined by Council from time to time.
17. Maintain its website information accurate and up-to-date regarding PHECC approved courses and in compliance with Council's Logo Usage Policy.
18. Apply to Council for approval for any subsequent organisational or governance changes that are relevant to its status as a PHECC recognised institution or approved training institution.
19. In the event that an application is made to renew its recognition or approval status with the Council, that such an application is made in a timely manner as outlined in correspondence on behalf of the Council to the Institution.

Date _____

I _____, do solemnly and sincerely declare that: The information on this form is true and that I signed this form in my own handwriting, duly authorised to do so on behalf of

_____ (*insert name of Recognised Institution or Approved Training Institution*).

I make this declaration conscientiously believing the same to be true.

(Signed) _____

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