

NQTs who have been engaged in *Droichead* in the 2019/2020 school year will fall into one of three groups. Please read carefully below the instructions which apply to you. Strand A (School based) relates to the in-school support including observations. Strand B (Professional Learning Activities) relates to Cluster Meetings and professional learning activities. If you require any further information, please email us at conditions@teachingcouncil.ie and don't forget to include your registration number.

Group	Criteria	Instructions
Group 1	You have completed the <i>Droichead</i> process (Strand A and Strand B) on or before 12 March 2020.	<ul style="list-style-type: none"> • Please submit your fully completed Form D by post or by email to conditions@teachingcouncil.ie. Forms will be accepted up to December 2020. • Your Form D will be queued for processing. Please expect some delays as forms will be processed in rotation. • Once your Form D has been processed, your registration details will be updated, and an email will be issued to you. • The Council reserves the right to verify any information provided by you in the Form.
Group 2	You have engaged in the <i>Droichead</i> process for the required minimum time (60 days for Primary/200 hours for Post-primary) and have completed Strand A, but may not have completed all of Strand B (Additional Professional Learning Activities) on or before 12 March 2020.	<ul style="list-style-type: none"> • Please submit your completed Form D by post or by email to conditions@teachingcouncil.ie. Forms will be accepted up to December 2020. • Your Form D will be queued for review and processing. Please expect some delays as forms will be reviewed in rotation. • The Council may contact you in relation to your <i>Droichead</i> process. • Once clarifications have been provided, your Form D will be processed, your registration details will be updated, and an email will be issued to you. • It is expected that you will have the majority of Strand B completed e.g. Cluster Meetings and/or Professional Learning Activities. The Council's expectation is that you will continue to participate in professional learning activities which may include Induction Workshops, webinars etc. • The Council reserves the right to verify any information provided by you in the Form.
Group 3	You commenced the <i>Droichead</i> process but had not completed the required minimum time for Strand A (60 days for Primary/200 hours for Post-primary) on or before 12 March 2020.	<ul style="list-style-type: none"> • Please submit your Form D highlighting the time you have completed up to the 12 March 2020. This will be banked for you and will allow you to re-apply to complete the balance of time in the future. • Form D should be signed by the PST to verify the completed elements. When you secure eligible employment, you will be able to re-apply for <i>Droichead</i> to complete the balance of time and address any outstanding elements of the process. • The Council reserves the right to verify any information provided by you in the Form. <p>Please Note</p> <ol style="list-style-type: none"> 1. You will be able to complete the balance of time/outstanding elements in a different setting/school from where you originally started the <i>Droichead</i> process. 2. The time gap between 12 March 2020 and the date you will start a new position will not be considered as a break in service. 3. If your condition is due to expire soon, you will need to apply for an extension request. 4. Further guidance will be issued to you on receipt of your 2019/20 Form D.

Please note that:

1. Additional information regarding the banking of time/the completion of the balance will be available on the Teaching Council website www.teachingcouncil.ie in due course.
2. The minimum time requirement for Strand A is 60 days (Primary) and 200 hours (Post-primary) from the date listed on the confirmation email issued to the NQT at the start of the process.