

Welcome to the Tusla Service Portal to Register your Service Beginner's Training Course

The Tusla TEYIS Service Portal, is a new system that will support you in creating an online Tusla Registration Application Form (RAF). The Tusla RAF contains 12 sections plus a section on Documents. You will enter registration information in each of the 12 sections and you will also upload a number of evidence documents. The Tusla Service Portal will also support you in navigating to a payment system called 'WorldPay'. It is in the 'Worldpay' system where you will pay your registration fee. When your RAF is completed and your fee payment is successful, the system will then support you in 'submitting' your RAF to the Tusla Early Years Inspection team for processing.

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Let's take a bird's eye view of the application process

As the picture below illustrates, to complete the registration application process you will...

1. Create and fill in your online registration application form (RAF).
2. Upload your evidence documents.
3. Pay your fee.
4. Submit your completed RAF to Tusla for review
5. Finally, if there are any issues with your submitted RAF, you will receive an email from the Tusla Early Years team.

Each of these 5 steps are explained in **detail** in the related topics in this course.

Picture 1:

5 Steps



Explain the layout of the Tusla Service Portal

There are four main areas on the Tusla Service Portal. They are:

1. Message

The message gives you a brief description of what this service portal does. See the picture below.

2. List of your registration application forms (RAFTs)

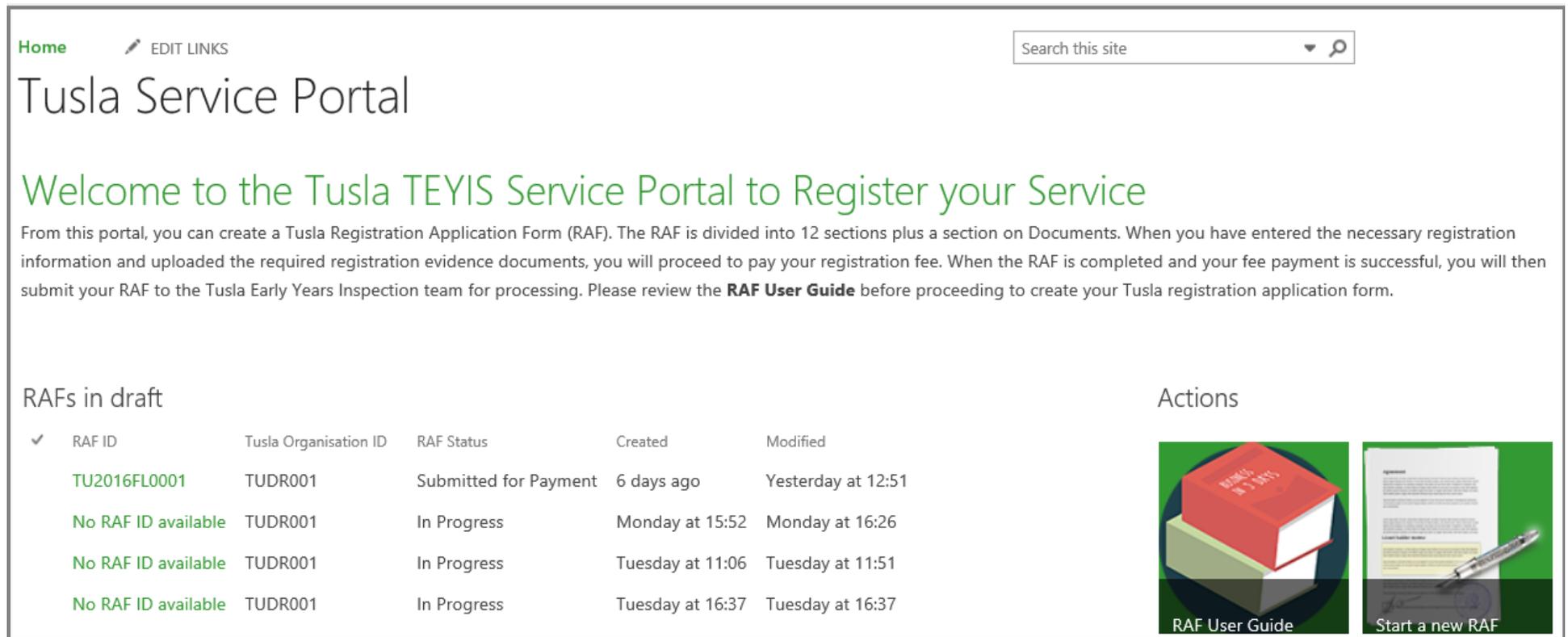
This area of the service portal displays a list of all your RAFTs. As this portal will be used by you in the future for registering with Tusla (for example; every 3 years), you will in time have a number of RAFTs stored on your Tusla portal. Have a look at the picture below. **This area of your portal will tell you where your RAFT is in the application lifecycle.** Your RAFTs will go through a number of different stages.

- RAFT in draft
- RAFT pending payment
- RAFT in review
- Approved RAFT

When you first create your RAFT, it will have a status of 'draft'. When you pay your fee, your RAFT status will be updated to 'pending payment'. When you submit your RAFT to Tusla, your RAFT will be updated to 'in review'. When your RAFT is approved by the Tusla Early Years team, your RAFT will be updated to 'approved'. Each of these statuses let you know where your RAFT is in the application lifecycle.

3. Actions

The action area provides you will the ability to carry out specific tasks. For example; create a RAF or View the RAF User Guide.



Home [EDIT LINKS](#) Search this site

Tusla Service Portal

Welcome to the Tusla TEYIS Service Portal to Register your Service

From this portal, you can create a Tusla Registration Application Form (RAF). The RAF is divided into 12 sections plus a section on Documents. When you have entered the necessary registration information and uploaded the required registration evidence documents, you will proceed to pay your registration fee. When the RAF is completed and your fee payment is successful, you will then submit your RAF to the Tusla Early Years Inspection team for processing. Please review the **RAF User Guide** before proceeding to create your Tusla registration application form.

RAFTs in draft

✓	RAF ID	Tusla Organisation ID	RAF Status	Created	Modified
	TU2016FL0001	TUDR001	Submitted for Payment	6 days ago	Yesterday at 12:51
	No RAF ID available	TUDR001	In Progress	Monday at 15:52	Monday at 16:26
	No RAF ID available	TUDR001	In Progress	Tuesday at 11:06	Tuesday at 11:51
	No RAF ID available	TUDR001	In Progress	Tuesday at 16:37	Tuesday at 16:37

Actions



RAF User Guide



Start a new RAF

Picture 1: TEYIS Homepage

How do I create a registration application form?

Steps

- Go to the Actions area of the service portal.
- Select the action called 'Start a new RAF'. See Picture 1, arrow below.
- Note that 'RAF' is an abbreviation for registration application form.

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Tusla Service Portal

Welcome to the Tusla TEYIS Service Portal to Register your Service

From this portal, you can create a Tusla Registration Application Form (RAF). The RAF is divided into 12 sections plus a section on Documents. When you have entered the necessary registration information and uploaded the required registration evidence documents, you will proceed to pay your registration fee. When the RAF is completed and your fee payment is successful, you will then submit your RAF to the Tusla Early Years Inspection team for processing. Please review the **RAF User Guide** before proceeding to create your Tusla registration application form.

RAFs in draft

✓	RAF ID	Tusla Organisation ID	RAF Status	Created	Modified
	TU2016FL0001	TUDR001	Submitted for Payment	6 days ago	Yesterday at 12:51
	No RAF ID available	TUDR001	In Progress	Monday at 15:52	Monday at 16:26
	No RAF ID available	TUDR001	In Progress	Tuesday at 11:06	Tuesday at 11:51
	No RAF ID available	TUDR001	In Progress	Tuesday at 16:37	Tuesday at 16:37

Actions



RAF User Guide

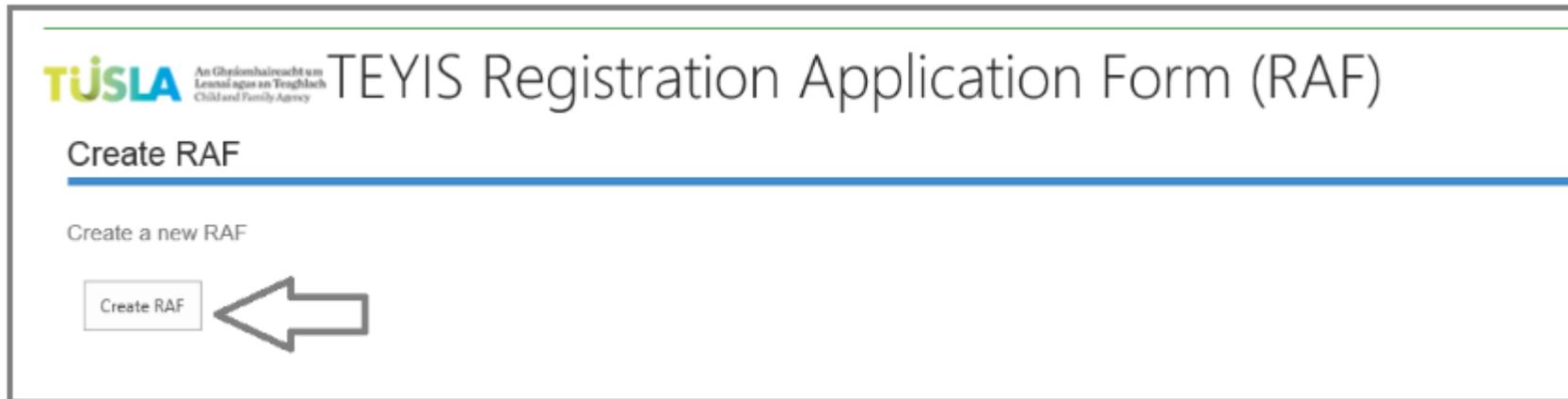


Start a new RAF

↓ 1

Picture 1: Start a New RAF

- This will open a screen similar to Picture 2 below.
- Select the button called 'Create RAF'.
- A blank RAF will be created for you.



Picture 2: Create RAF button

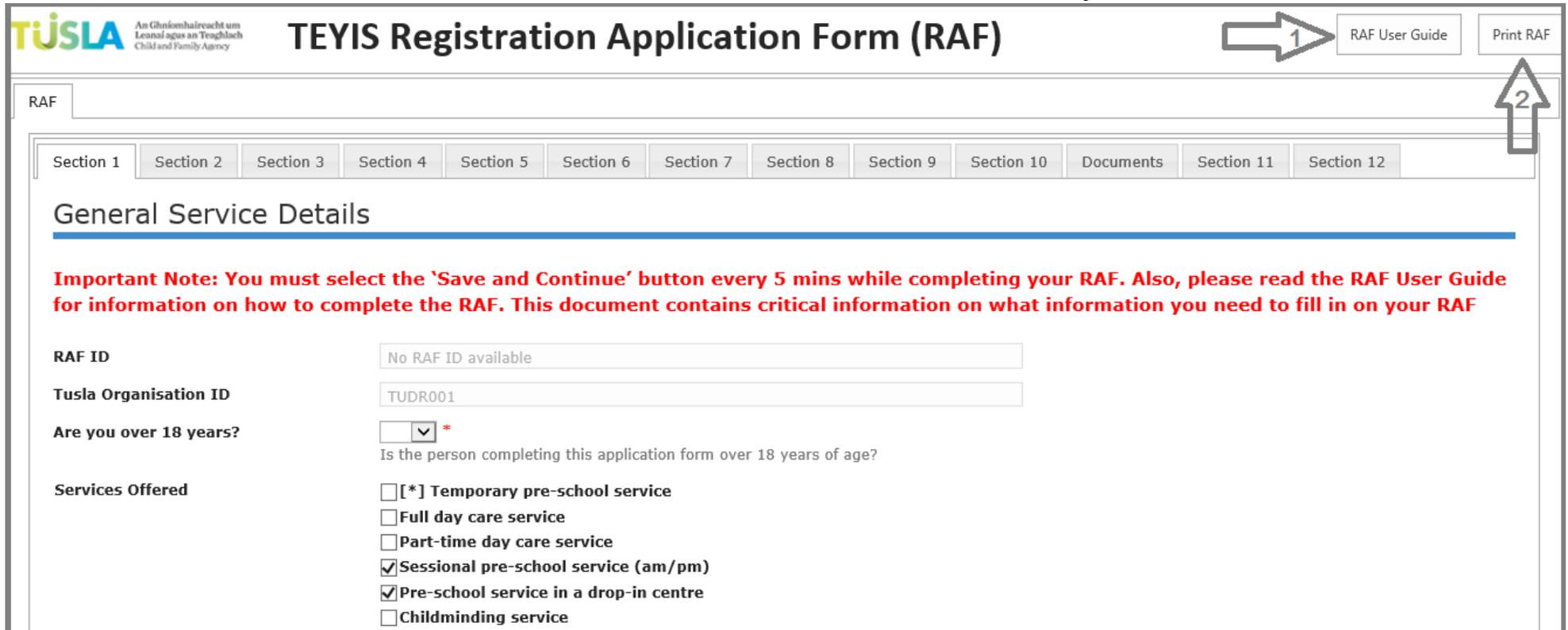
Explain the layout of my registration application form

Layout

1. Your registration application form contains 12 sections and an additional section for uploading your evidence documents.

TEYIS System Service User Guide

2. Note that different information will be requested from you on your RAF if you are a **'Temporary Service'**. To see further information on what a 'Temporary Service' is, click on the training topic called 'Definitions' in this training course.
3. See the picture below for an illustration of the sections.



RAF

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7 Section 8 Section 9 Section 10 Documents Section 11 Section 12

General Service Details

Important Note: You must select the 'Save and Continue' button every 5 mins while completing your RAF. Also, please read the RAF User Guide for information on how to complete the RAF. This document contains critical information on what information you need to fill in on your RAF

RAF ID

Tusla Organisation ID

Are you over 18 years? **Yes** *

Is the person completing this application form over 18 years of age?

Services Offered

- [*] Temporary pre-school service
- Full day care service
- Part-time day care service
- Sessional pre-school service (am/pm)
- Pre-school service in a drop-in centre
- Childminding service

Picture 1: Sections on a RAF

What information is requested in each section of the RAF?

Section 1: this section asks for general information. For example; services offered, name, address etc

Section 2: this section asks for information in relation to you, the proposed registered provider. For example; are you a sole trader, limited company etc

Section 3: this section asks for information in relation to the person who manages the service on a daily basis. This person is called the 'Person in Charge'. This section must be filled in for the following scenarios: (i) you are the registered provider and you are also the person in charge of your service (ii) you are the registered provider and you employ a person in charge to manage your service. This section asks for information in relation to qualifications and previous employment.

- **Section 4:** this section asks for information in relation to the registered provider having registered with health registration bodies.
- **Section 5:** this section asks for information in relation to if you were previously notified to the HSE/Tusla.
- **Section 6:** this section asks for information in relation to numbers of staff in your service.
- **Section 7:** this section asks for information in relation to your premises.
- **Section 8:** this section asks for information in relation to the insurance arrangements for your service.
- **Section 9:** this section asks for information in relation to the opening days and hours of your service.
- **Section 10:** this section asks for information in relation to directions to your service.
- **Section 11:** this section provides you with information on fees.

TEYIS System Service User Guide

- **Section 12:** this section asks you to provide information in relation to the RAF declaration. At the end of this section, you may also see a list red messages from the computer system. Red messages will be displayed here if you have not filled in the information correctly on your RAF, or there is missing information on your RAF. For example; you forgot to attach a garda vetting form or you forgot to specify the services you offer.
- **Section Documents:** this section allows you to upload evidence documents. For further information on how to upload documents, click on the training topics: 'How do I upload a document' and also 'What documents do I need to upload'.

Tips on completing Section 1

- This section asks for general information about your service name and address, services provided etc

TEYIS Registration Application Form (RAF)

RAF

Section 1 | Section 2 | Section 3 | Section 4 | Section 5 | Section 6 | Section 7 | Section 8 | Section 9 | Section 10 | Documents | Section 11 | Section 12

General Service Details

Important Note: You must select the 'Save and Continue' button every 5 mins while completing your RAF. Also, please read the RAF User Guide for information on how to complete the RAF. This document contains critical information on what information you need to fill in on your RAF

RAF ID

Tusla Organisation ID

Are you over 18 years? *

Is the person completing this application form over 18 years of age?

Services Offered

- [*] Temporary pre-school service
- Full day care service
- Part-time day care service
- Sessional pre-school service (am/pm)
- Pre-school service in a drop-in centre
- Childminding service

Picture 1: General Details

- Do not fill in the 'RAF ID' or the 'Tusla Organisation ID' fields. See Picture 1 below.
- You must fill in the fields that have an orange asterisk. These fields must not be left blank.
- You can select more than one option in the 'Services Offered' field. Note that if you are a temporary service, you will be asked for additional information.
- Note that you will use your 'Tusla Organisation ID' as a reference number when communicating with the Tusla Early Years team.

	<input checked="" type="checkbox"/> Pre-school service in a drop-in centre <input type="checkbox"/> Childminding service <input type="checkbox"/> Overnight pre-school service Select one or more services that you offer.
Service Legal Name	<input type="text"/> * Your legal name is the name that is reflected in your organisation's governing documents for e.g. Certificate of Incorporation, Memorandum and Arts, or Constitution
Business Name	<input type="text"/> *
Organisation Type	<input type="text"/> ▼ *
Address Line 1	<input type="text"/> *
Address Line 2	<input type="text"/>
Address Line 3	<input type="text"/>
Address Line 4	<input type="text"/>
County/Division	<input type="text"/> ▼ * Please choose the county carefully as the county that you select will be used by system in creating your RAF ID
Town	<input type="text"/> *
Electoral District	<input type="text"/>
Eircode	<input type="text"/>
Phone	<input type="text"/> * Add an area code, space, the phone number, for eg: 01 6289775, 00353 1 6289775, 087 9876543

Picture 2: General Details Continued

- It is important to put the exact legal name of your service in the 'Service Legal Name' field.
- 'County/Division' field: **it is very important** that you select the county/division carefully as the county/division you select here will be used by Tusla in creating your 'RAF ID'.
- **Click on the Save and Continue button.**

Tips on completing Section 2

- This section of the application form asks questions about the registered provider. For example; is the registered provider a sole trader, partnership, limited company, designated activity company or other.

Section 1 | Section 2 | Section 3 | Section 4 | Section 5 | Section 6 | Section 7 | Section 8 | Section 9 | Section 10 | Documents | Section 11 | Section 12

Proposed Registered Provider(s) of Pre-School Service

Important Note: You must select the 'Save and Continue' button every 5 mins while completing your RAF. Also, please read the RAF User Guide for information on how to complete the RAF. This document contains critical information on what information you need to fill in on your RAF

Type Of Registered Provider Please indicate type of proposed registered provider

Other Type Of Registered Provider If Other, please give details

Details of Proposed Registered Provider(s) (if sole traders or partnerships is the Type of Registered Provider)

Insert new Registered Provider

No records

Picture 1: Sole Trader or Partnership questions

- When you select the 'Type of Registered Provider', you will see a number of options. The option you select, will cause new information to appear on the screen.
- For example; if you select 'Sole Trader' or 'Partnership', a specific set of questions will be displayed on your screen. See Pictures 1 and 2.
- Alternatively; if you select 'Limited Company' or Designated Activity Company, a different set of questions will be displayed on your screen. See Pictures 3 and 4 below.
- You must fill in the fields that have an orange asterisk. These fields must not be left blank.

RAF

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Sect

Proposed Registered Provider(s) of Pre-School

Important Note: You must select the 'Save and Continue' button in the User Guide for information on how to complete the RAF. This does not fill in on your RAF

Type Of Registered Provider
Please indicate type of proposed registered

Other Type Of Registered Provider
If Other, please give details

Details of Proposed Registered Provider(s) (if sole traders or p

No records

Registered Provider same as PIC *
Is the Registered Provider the same person

ECCE Participant *
Is the Service part or proposed to be part of

ECCE Commencement Date
If yes, please provide the date on which the

DCYA Ref No
If yes, please provide the DCYA Ref No (for

Add record

First Name *

Last Name *

Job Title *
 Owner
 Manager
 Other

Other Job Title Comments

Email *

Address Line1 *

Address Line2 *

Address Line3

Address Line4

Address County *

Date Of Birth *

Phone *

Picture 2: Sole Trader or Partnership more questions

- Read the following carefully: to add information for the registered provider, do the following steps:
- Refer to Picture 2 above.
- Click on the button 'Insert New Registered Provider' (arrow 1). A new small screen will popup.
- Enter information in the new small screen for the registered provider (arrow 2).
- Click on the green plus icon (arrow 3).
- The system will save the information you entered for the registered provider.

RAF

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Proposed Registered Provider(s) of Pre-School Service

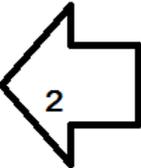
Important Note: You must select the 'Save and Continue' button every 5 mins while completing your RAF. Also, please read the RAF User Guide for information on how to complete the RAF. This document contains critical information on what information you need to fill in on your RAF

Type Of Registered Provider 
Please indicate type of proposed registered provider

Other Type Of Registered Provider
If Other, please give details

▼ If the proposed registered provider is not a sole trader or partnership, please provide the following details *

Name Of Organisation	<input type="text"/>	*
Address Line 1	<input type="text"/>	*
Address Line 2	<input type="text"/>	*
Address Line 3	<input type="text"/>	*
Address Line 4	<input type="text"/>	*
County/Division	<input type="text"/> ▼	*
Phone	<input type="text"/>	*
	Add an area code, space, the phone number, for eg: 01 6289775, 00353 1 6289775, 087 9876543	
Mobile No	<input type="text"/>	*
Email	<input type="text"/>	*



Picture 3: Limited company or Designated Activity Company questions

▼ Person acting on behalf of Organisation * 

First Name *

Last Name *

Job Title **Owner** *
 Manager
 Other

Other Job Title Comment

Address Line 1 *

Address Line 2 *

Address Line 3

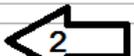
Address Line 4

County/Division ▼ *

Phone *
Add an area code, space, the phone number, for eg: 01 6289775, 00353 1 6289775, 087 9876543

Mobile No

Email *

▼ Please provide the following details in the case of Registered Companies only * 

Name Of Company *

Address Of Registered Office *

Company Secretary Name *

Company Registration No *

Picture 3: Limited company or Designated Activity Company - more questions

Tips on completing Section 3

- This section of the application form asks questions about the 'Person in Charge'. This is the person that manages the service on a daily basis.

Section 1	Section 2	Section 3	Section 4	Section 5	Section 6	Section 7	Section 8	Section 9	Section 10	Documents	Section 11	Section 12
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Person in Charge

Important Note: You must select the 'Save and Continue' button every 5 mins while completing your RAF. Also, please read the RAF User Guide for information on how to complete the RAF. This document contains critical information on what information you need to fill in on your RAF

Person in Charge

Particulars of the Person in Charge of the Pre-School Service/Temporary Pre-School Service

Person in charge over 18 years? *
Is the person in charge over 18 years of age?

First Name *

Last Name *

Job Title **Owner** *
 Manager
 Other

Other Job Title Comment

Email *

Date Of Birth *

Address Line 1 *

Address Line 2 *

Address Line 3

Address Line 4

County/Division *

Phone *

Add an area code, space, the phone number, for eg: 01 6289775, 00353 1 6289775, 087 9876543

Picture 1: Person in Charge Details

- As Picture 1 illustrates above, you will enter information in relation to the person in charge's personal details.
- You will also enter information in relation to the person in charge's qualifications and previous employment. See Picture 2 below.
- You must fill in the fields that have an orange asterisk. These fields must not be left blank.
- Read the following very carefully: to add a qualification, click on the button 'Insert New Qualification' (arrow 1).
 - Enter your qualification information (arrow 2).
 - Click on the **green plus** icon (arrow 3).
 - The system will add your qualification.

The screenshot displays a user interface for entering qualification information. On the left, a form contains fields for 'Job Title', 'Other Job Title Comment', 'Email', 'Date Of Birth', 'Address Line 1' through 'Address Line 4', 'County/Division', and 'Phone'. To the right of these fields are three checkboxes: 'Owner *', 'Manager', and 'Other'. A modal window titled 'Add record' is overlaid on the right side of the page. This modal contains the following fields: 'Country Of Qualification *' (a dropdown menu), 'Qualification Name *' (a dropdown menu), 'Awarding Body' (a text input field), 'Duration Of Course *' (a text input field), 'Date Awarded *' (a text input field), and 'Qualification Comments' (a large text area). Three numbered arrows are present: Arrow 1 points to the 'Insert new Qualification' button in the background form; Arrow 2 points to the 'Add record' modal window; Arrow 3 points to a green plus sign (+) located at the bottom right of the modal window.

Picture 2: qualification information

- **Note** that if you need to record that you have a grandfathering letter, select the 'Other' option. See picture 3, arrows 1-9.

The image shows a screenshot of a web application interface with a modal window titled "Add record". The modal contains several input fields with numbered arrows pointing to them:

- Arrow 1: Points to a button on the left side of the main page.
- Arrow 2: Points to a large arrow-shaped button on the right side of the modal.
- Arrow 3: Points to the "Country Of Qualification *" dropdown menu, which has "Other" selected.
- Arrow 4: Points to the "Qualification Name *" dropdown menu, which has "Other" selected.
- Arrow 5: Points to the "Awarding Body" text input field, which contains "N/A".
- Arrow 6: Points to the "Duration Of Course *" text input field, which contains "1".
- Arrow 7: Points to the "Date Awarded *" text input field, which contains "01-09-2016".
- Arrow 8: Points to the "Qualification Comments" text area, which contains the text "service to include grandfathering details in this comment box".
- Arrow 9: Points to a green plus icon (+) located at the bottom right of the modal.

Picture 3: Grandfathering Scenario

- Read the following very carefully: to add an employment record, click on the button 'Insert New Employment' (Picture 4, arrow 1).
- Enter employment information (Picture 4, arrow 2).
- Click on **the green plus icon** (Picture 4, arrow 3).

- The system will add the employment information.
- **Click on the Save and Continue button.**

Tips on completing Section 4

- This section asks you for information about any professional bodies that you are registered with.

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Professional Registration details of Proposed Registered Provider

Important Note: You must select the 'Save and Continue' button every 5 mins while completing your RAF. Also, please read the RAF User Guide for information on how to complete the RAF. This document contains critical information on what information you need to fill in on your RAF

Professional Registration Details of Proposed Registered Provider (or Person in Charge, if different)

Registered with Health Registration Body? *

Is, or was, the proposed registered provider (or person in charge, if different) registered with any health, or allied health professional registration body?

▼ Professional Registration Details

Insert new Professional Registration

No records

Recent Registration Expiration Date

If yes, please indicate the expiration date of the current or most recent registration

Subject To Disciplinary Process?

Has the proposed registered provider (or person in charge, if different) ever been subject to any disciplinary process pursued by the registration body?

If yes give details

Picture 1: Professional Registration Details

- You must fill in the fields that have an orange asterisk. These fields cannot be left blank.
- **Read the following very carefully:** refer to picture 2 below, to add a professional registration, click on the button 'Insert New Professional Registration' (arrow 1).
- Enter your professional registration information (arrow 2).
- Click on the **green plus icon**.
- The system will add your professional registration information.
- **Click on the Save and Continue button.**

RAF

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7 Section 8 Section 9 Section 10 Documents Section 11 Section 12

Professional Registration details of Proposed Registered Provider

Important Note: You must select the 'Save and Continue' button every 5 mins while completing your RAF. Also, please read the RAF User Guide for information on how to complete the RAF. This document contains critical information on what information you need to fill in on your RAF

Professional Registration Details of Proposed

Registered with Health Registration Body? *
Is, or was, the proposed registration body?

Professional Registration Details

Insert new Professional Registration

Recent Registration Expiration Date
If yes, please indicate the expiration date of the current or most recent registration

Subject To Disciplinary Process? *
Has the proposed registered provider (or person in charge, if different) ever been subject to any disciplinary process pursued by the registration body?

If yes give details

Add record

Registration Body Name *

Registration Body Contact Details *

Registration Number *

Registration Status *
Full

Picture 2: Add Professional Registration Details

Tips on completing Section 5

- This section asks you for information about your previous notification/registration history.

- You must fill in the fields that have an orange asterisk. These fields must not be left blank.
- **Click on the Save and Continue button.**

Tips on completing Section 6

- This section asks for information about your staff.

Section 1 Section 2 Section 3 Section 4 Section 5 **Section 6** Section 7 Section 8 Section 9 Section 10 Documents Section 11 Section 12

Important Note: You must select the 'Save and Continue' button every 5 mins while completing your RAF. Also, please read the RAF User Guide for information on how to complete the RAF. This document contains critical information on what information you need to fill in on your RAF

Staffing of Pre-School Service

No. Staff to be Employed in Service Proposed Number of Staff to be Employed in the Preschool Service

No. students, interns or volunteers Proposed number of students, interns or volunteers and other unremunerated staff (if any)

Save and Continue

Picture 1: Staffing

- You must fill in the fields that have an orange asterisk. These fields must not be left blank.
- **Click on the Save and Continue button.**

Tips on completing Section 7

- This section asks for information about your premises.

- You must fill in the fields that have an orange asterisk. These fields must not be left blank.
- **Read the following carefully:** if you do not have planning permission, you are required to upload a supporting document. On the other hand, if you have planning permission, you are required to upload a copy of your planning certificate. For information on how to upload a document, go to the training topic: 'How do I upload my documents?'
- To fill in information in relation to rooms in your premises do the following:
 - To add a room, click on the button 'Insert New Room' (arrow 1). Refer to Picture 2.
 - A new small window will open.
 - Enter the room information (arrow 2)
 - Click on the **green plus icon**.
 - The system will add room. To remove the room information, click on the red trash bin icon.
 - **Click on the Save and Continue button.**

Premises Shared With Description

If no, what other services/individuals do you share premises with?

Premises Ready for Inspection? *

Are the proposed premises ready for a pre-registration visit?

If No, Premises Ready for Inspection Date

If no, please state when the proposed premises will be ready for a pre- registration visit

Type of Premises

Are the pr

Other Type of Premises

If Other, p

▼ Please list the rooms and their size and function of the Pre

Insert new Room

Room *

Function *

Size m2 *

+

▼ Please detail the outdoor play area available to the pre-school children

Insert new Outdoor Play Area

No records

Save and Continue

Picture 2: Add Room Information

Tips on completing Section 8

- This section asks for information about your insurance arrangements for your service.

RAF

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Insurance Arrangements

Important Note: You must select the 'Save and Continue' button every 5 mins while completing your RAF. Also, please read the RAF User Guide for information on how to complete the RAF. This document contains critical information on what information you need to fill in on your RAF

Insurance Arrangements

Insert new Insurance

No records

Save and Continue

Created 30-09-2016 Last Modified 30-09-2016

Add record

Name Of Insurance Co. *

Address Of Insurance Co. *

Categories Of Insurance Cover for the pre-school service *

PublicLiability

FireAndTheft

MotorInsurance

BuildingInsurance

OutingsInsurance

Other

Other Insurance Type

Number Of Children Covered By Insurance *

Insurance Cover From *

Insurance Cover To *

+

Picture 1: Add Insurance Information

- You must fill in the fields that have an orange asterisk. These fields must not be left blank.
- Click on the 'Insert New Insurance' button (Picture 1, arrow 1).
- A new screen will popup. Enter your information in the screen.
- Click on the **green cross**, this saves the information that you entered.
- **Click on the Save and Continue button.**

Tips on completing Section 9

- This section asks for information about the opening days and hours of your service.

The screenshot shows a web interface for Section 9. At the top, there is a navigation bar with buttons for Section 1 through Section 12, Documents, and Section 11. Section 9 is currently selected. Below the navigation bar, the title 'Opening Days/Hours' is displayed. A red text block contains an important note: 'Important Note: You must select the 'Save and Continue' button every 5 mins while completing your RAF. Also, please read the RAF User Guide for information on how to complete the RAF. This document contains critical information on what information you need to fill in on your RAF'. Below this, the label 'Opening Days and Hours' is followed by a text input field. An orange asterisk is positioned to the right of the input field. Below the input field, the text 'Please enter your opening hours in the 24 hour clock' is displayed. At the bottom left, there is a button labeled 'Save and Continue'.

Picture 1: for services that are not temporary

- You must fill in the fields that have an orange asterisk. These fields must not be left blank.
- **Click on the Save and Continue button.**

Section 1	Section 2	Section 3	Section 4	Section 5	Section 6	Section 7	Section 8	Section 9	Section 10	Documents	Section 11	Section 12
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Opening Days/Hours

Please read the 'RAF User Guide' at the top of this screen. Note that it is very important to select the 'Save as Draft' button at the end of each section.

Dates on which it is proposed to provide the Temporary Pre-School Service:

From Date *

To Date *

Total No Days *

Hours Of Operation *

Picture 2: for services that are temporary

Tips on completing Section 10

- This section asks for information about directions to your service.

Section 1 Section 2 Section 3 Section 4 Section 5 Section 6 Section 7 Section 8 Section 9 Section 10 Documents Section 11 Section 12

Directions to your Pre-School Service

Important Note: You must select the 'Save and Continue' button every 5 mins while completing your RAF. Also, please read the RAF User Guide for information on how to complete the RAF. This document contains critical information on what information you need to fill in on your RAF

Directions *

Please provide easy-to-follow-directions to the location of the proposed pre-school service

Save and Continue

- You must fill in the fields that have an orange asterisk. These fields must not be left blank.
- **Click on the Save and Continue button.**

Tips on completing Section 11

- This section provides you with information on fees. Fees are linked to the service(s) that you provide. You will only be required to pay a fee for one (with the highest value) of the services that you provide.

Section 1
Section 2
Section 3
Section 4
Section 5
Section 6
Section 7
Section 8
Section 9
Section 10
Documents
Section 11
Section 12

Fees

This fees table is for information purposes only. Note that if you provide multiple types of service, you will only be required to pay a fee for one (with the highest value) of the types of service that you provide.

Title	Fee
Full day care service	€80
Part-time day care service	€80
Sessional pre-school service (am/pm)	€40
Pre-school service in a drop-in centre	€80
[*] Temporary pre-school service	€80
Childminding service	€40
Overnight pre-school service	€80

Tips on completing Section 12

- This section asks you to provide information in relation to the RAF declaration.

Declaration

I consent to the Child and Family Agency carrying out checks and using information provided in this application form when assessing my suitability to register a Pre-School Service or a Temporary Pre-School Service. I agree to notify the Child and Family Agency of any changes to the information on this form. I declare that I have attached all documentation required to progress my application as set out in this form, including the relevant application fee. I declare that all the information I have given on the application form is true to the best of my knowledge and belief. This registration application form must be signed by the registered provider, legal responsibility lies with the registered provider.

The name below is that of the proposed registered provider:

Name	<input type="text"/>	*
Status Of Signatory	<input type="text"/> <input type="button" value="v"/>	*
	Status of Signatory (for example Individual, director, chairperson)	
Date	<input type="text"/>	*
I agree with the declaration detailed above	<input type="checkbox"/>	*
	Please tick the box above to agree with the declaration	

I confirm that the data and information supplied for the purposes of this application is required to assist Tusla & Pobal in the execution of its responsibilities. I can confirm that I have supplied the relevant personal information in respect of my staff team and relevant others with their knowledge and consent.

I have obtained full consent from staff in my service

Picture 1: Declaration

- You must fill in the fields that have an orange asterisk. These fields must not be left blank.

- **Read this carefully:** at the end of this section, you may also see a list red messages from the computer system. Red messages will be displayed here if you have not filled in the information correctly on your RAF, or there is missing information on your RAF, for example; if you forgot to attach a Garda vetting form or you forgot to specify the services you offer. For further information on the red messages, go to the training topic 'I am getting a list of red messages'.
- **Click on the Save and Continue button.**

Date *

I agree with the declaration detailed above *

Please tick the box above to agree with the declaration

I confirm that the data and information supplied for the purposes of this application is required to assist Tusla & Pobal in the execution of its responsibilities. I can confirm that I have supplied the relevant personal information in respect of my staff team and relevant others with their knowledge and consent.

I have obtained full consent from staff in my service *

▼ Missing and/or Incorrect Information on your RAF

Summary List of Missing and/or Incorrect Information on your RAF. The missing information and/or incorrect information must be entered before you submit your registration application form to the Tusla team for processing. When you click on a red message, this IT system will bring you to the part of the application where there is an issue

The following errors are preventing the submission:

- Section '1': The field 'Are you over 18 years?' is required
- Section '1': The field 'Service Legal Name' is required
- Section '1': The field 'Business Name' is required
- Section '1': The field 'Organisation Type' is required
- Section '1': The field 'Address Line 1' is required
- Section '1': The field 'County/Division' is required
- Section '1': The field 'Town' is required



Picture 2: List of red validation errors

What documents do I need to upload?

Please read this very carefully

1. **In total, there are 21 evidence documents.**
2. **Very important note:** you are required to upload all documents in the list that are **marked as compulsory**. The portal will not let you proceed to submit your RAF to Tusla for processing, until all compulsory documents are uploaded.
3. **Very important note:** each document that you upload cannot be larger than 2mb. For tips on how to make your documents smaller (less than 2mb), click on the topic: 'Shrink my documents'

No	Type of Document	Is this document compulsory?	Notes
1.	Garda/Police vetting document (for the registered provider)	Compulsory	One vetting document must be uploaded for the Registered Provider

2.	Garda/Police vetting document (for the Person in Charge)	May be compulsory - please read the note	If you are the Registered Provider and you are also the 'Person in Charge', then you do not need to upload another 'Garda/Police Vetting document.' BUT If you are the Registered Provider and you employ a 'Person in Charge', then you must upload another 'Garda/Police Vetting document for the Person in Charge
3.	Reference document for Registered Provider	Compulsory	Two Reference documents must be provided on the RAF for the Registered Provider (RP).
4.	Reference document for Person in Charge	May be compulsory - please read the note	If you are the Registered Provider and you are also the 'Person in Charge', then you do not need to upload another 2 Reference documents. BUT If you are the Registered Provider and you employ a 'Person in Charge', then you must upload another two Reference document for the Person in Charge.
5.	Floor Plan	Compulsory	Floor plan of the interior design of the centre giving details of the dimensions of all rooms intended for children's use, also indicating owner's/staff rooms

6.	Outdoor Area Floor Plan	Compulsory	Plan of any outdoor area available for children's use
7.	Fire Safety & Building Regulations Compliance Document	Compulsory	Any documentation available to show that the premises comply with the requirements of fire safety legislation and relevant building regulations
8.	CRO Registration Evidence	May be compulsory - please read the note	If you are a Registered Company (ie. CRO Number is populated in the RAF), you must upload this document. For example; provide evidence of registration from the Companies Registration Office.
9.	Passport/Drivers Licence ID	Compulsory	Upload proof of identity of the proposed registered provider (copy of passport or driving licence are the only acceptable documents)
10.	Passport/Drivers Licence ID	May be compulsory - please read the note	<p>If you are the Registered Provider and you are also the 'Person in Charge', then you do not need to upload another Passport/Drivers License ID document.</p> <p>BUT</p> <p>If you are the Registered Provider and you employ a 'Person in Charge', then you must upload another Passport/Drivers License ID document for the Person in Charge.</p>

11.	Insurance Cover Evidence	Compulsory	Upload a copy of the Certificate of Insurance or written confirmation of insurance cover
12.	Statement of Purpose and Function	Compulsory	Upload a copy of Statement of Purpose and Function
13.	Safety Statement	Compulsory	Upload a Copy of Safety Statement
15.	Policy on Managing Behaviour	Compulsory	Upload a Copy of Policy on Managing Behaviour
16.	Complaints Policy	Compulsory	Upload a Copy of Complaints Policy
17.	Policy on Administration of Medication	Compulsory	Upload a copy of Policy on Administration of Medication
18.	Policy on Infection Control	Compulsory	Upload a Copy of Policy on Infection Control
19.	Policy on Safe Sleep	Compulsory	Upload a Copy of Policy on Safe Sleep

20.	Planning Permission Certificate	May be compulsory - please read the note	If you select 'Yes' to the Premises Question on your RAF ('Do the premises have planning permission?'), then it is compulsory for you to upload this document.
21.	Supporting Evidence	May be compulsory - please read the note	If you select 'No' to the Premises Question on your RAF ('Do the premises have planning permission?'), then it is compulsory for you to upload this document.

How do I upload a document?

Steps

1. When you have all of your compulsory RAF evidence documents scanned onto your computer, you are then ready to upload your documents onto the TEYIS system. Refer to the previous topic called 'What documents do I need to upload' for a complete listing of the compulsory documents that you must upload before submitting your RAF to Tusla.
2. Open your RAF.
3. Go to the 'Documents' section of your RAF.
4. Note the red text that states: '**Please upload this document**'. You must upload each document in the list that has this red text.

Upload Documents

Registration Application Form Documents

Important Note: You must select the 'Save and Continue' button every 5 mins while completing your RAF. Also, please read the RAF User Guide for information on how to complete the RAF. This document contains critical information on what information you need to fill in on your RAF

Document Type	Document Uploaded by Service (Y/N)
Registered Provider Refs Provided	No <input type="checkbox"/> Please upload this document(s)
Registered Provider ID Provided	No <input type="checkbox"/> Please upload this document(s)
Registered Provider Vetting Provided	No <input type="checkbox"/> Please upload this document(s)
Person in Charge Refs Provided	No <input type="checkbox"/>
Person in Charge ID Provided	No <input type="checkbox"/>
Person in Charge Vetting Provided	No <input type="checkbox"/>
Floor Plan Provided	No <input type="checkbox"/> Please upload this document(s)
Outdoor Plan Provided	No <input type="checkbox"/> Please upload this document(s)
Fire Safety and Building Regulations Compliance Document Provided	No <input type="checkbox"/> Please upload this document(s)
Insurance Provided	No <input type="checkbox"/> Please upload this document(s)
Statement of Purpose and Function Provided	No <input type="checkbox"/> Please upload this document(s)
Safety Statement Provided	No <input type="checkbox"/> Please upload this document(s)

Picture 1: list of documents that you must upload

- To upload a document you must scroll down to the end of the screen to the 'Document Upload Area'. See *Picture 2* below.

Policy on Administration of Medication Provided	No	Please upload this document(s)
Policy on Infection Control Provided	No	Please upload this document(s)
Policy on Safe Sleep Provided	No	Please upload this document(s)
Planning Permission Cert/Evidence Provided	Yes	
Planning Support Cert/Evidence Provided	Yes	
CRO Registration Evidence Provided	No	

Document Upload Area

Upload RAF Documents

For more information on how to upload a document, please read the 'RAF User Guide' at the top of this screen. It is very important to select the 'Save' button after you upload a document.

Document Type ← 1

Document Location ← 2

← 3

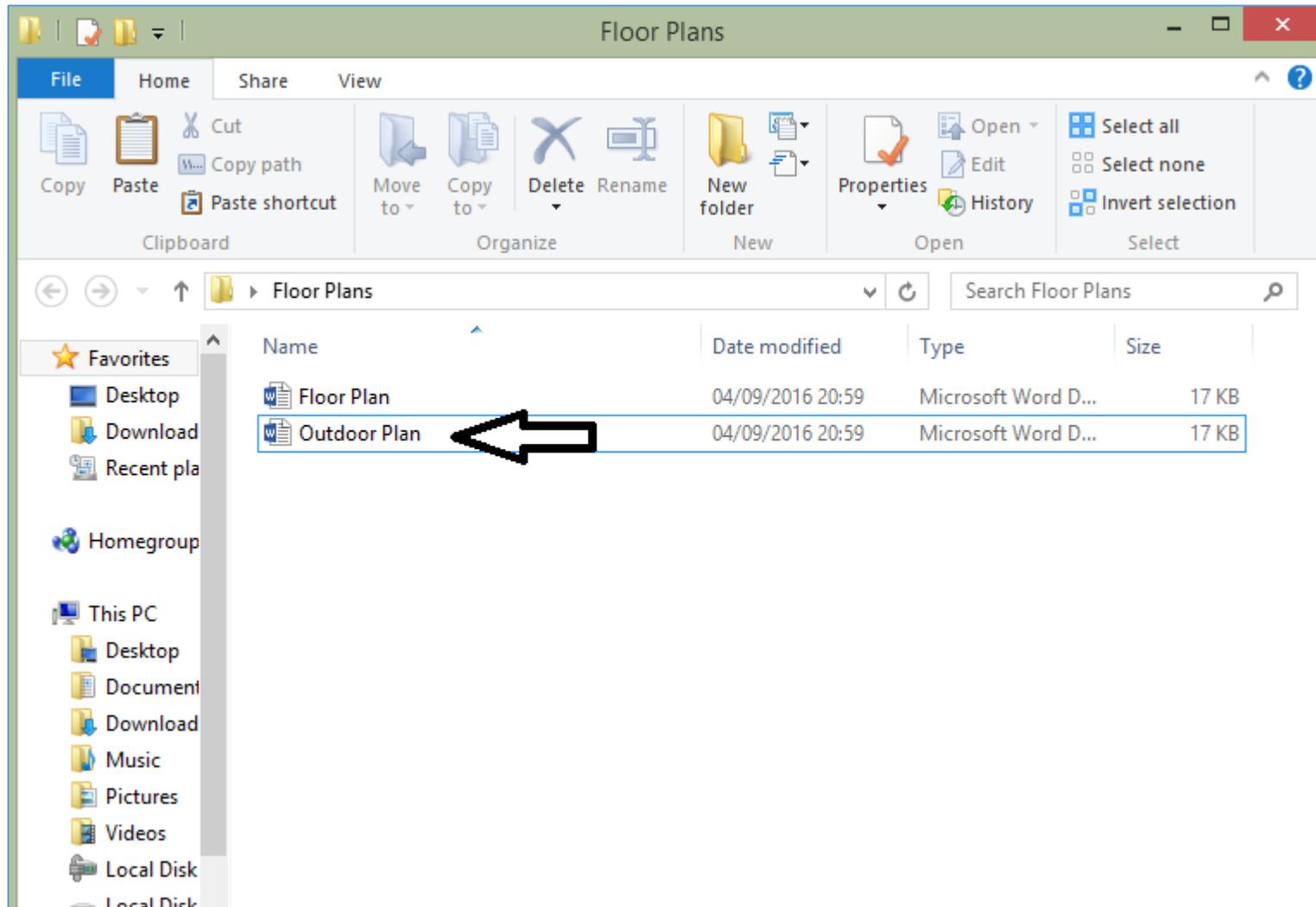
Picture 2

- Select the ' Document Type' field. This field lists the different types of evidence documents that you can upload.
- When you have selected the correct Document Type, you will click the 'Browse' button. See Picture 2, arrow 2 below.
- This will open a small window called 'Choose File to Upload'. Search for the document that you want to upload.

- When you find the document, click on the 'Open' button.
- Click on the 'Upload document' button (Picture 2, arrow 3).
- **Click on the Save and Continue button.**
- You will see your document listed in the 'Document Upload Area'.

How do I shrink my documents before uploading?

- Before you can upload a document into TEYIS, please check that the size of the document is less than 2mb (this is the same as 2000kb). See picture 1 below, the Outdoor Plan is 17kb. There will be no problem when you upload a document this size.
- However if you have a document that is more than 2mb/2000kb, you will need to make document 'smaller'.
- Note that photographs on your phone are very large documents and cannot be uploaded into the TEYIS system.
- **What are your options:** (i) split a single document into a number of documents or (ii) copy and paste your document into a Word document.



Picture 1

Explain the red error messages

- The **red messages** indicate where there is missing information or incorrect information on your RAF. To correct the issue, just click into the red message and the computer system will bring you to the area of the RAF where the issue is located. See Picture 1.
- All of the red messages must be resolved before you can 'submit' your RAF to the Tusla team for review.

▼ Missing and/or Incorrect Information on your RAF

Summary List of Missing and/or Incorrect Information on your RAF. The missing information and/or incorrect information must be entered before you submit your registration application form to the Tusla team for processing. When you click on a red message, this IT system will bring you to the part of the application where there is an issue

The following errors are preventing the submission:

- Section '1': The field 'Are you over 18 years?' is required
- Section '1': The field 'Services Offered' is required
- Section '1': The field 'Service Legal Name' is required
- Section '1': The field 'Business Name' is required
- Section '1': The field 'Organisation Type' is required
- Section '1': The field 'Address Line 1' is required
- Section '1': The field 'Address Line 2' is required
- Section '1': The field 'County' is required
- Section '1': The field 'Phone' is required
- Section '1': The field 'Email Address' is required
- Section '1': The field 'Service Commencement Date' is required
- Section '1': The field 'Number of children' is required
- Section '1': The field 'Age Profile of Children' is required
- Section '2': The field 'Type Of Registered Provider' is required
- Section '2': The field 'Registered Provider same as PIC' is required
- Section '3': The field 'Person in charge over 18 years?' is required
- Section '3': The field 'Full Name' is required
- Section '3': The field 'Last Name' is required

Picture 1: system will display red error messages if there is incomplete information on your application

- When all the validation errors are resolved, the system will display a green message that states that there are no validation errors. You can now pay your registration fee. **Go to the training topic called: 'How do I pay my registration fee?'**

How do I pay my registration fee?

Read this very carefully

- On Section 12, click on the button called 'Ready for Payment'. See Picture 1.

Declaration

I consent to the Child and Family Agency carrying out checks and using information provided in this application form when assessing my suitability to register a Pre-School Service or a Temporary Pre-School Service. I agree to notify the Child and Family Agency of any changes to the information on this form. I declare that I have attached all documentation required to progress my application as set out in this form, including the relevant application fee. I declare that all the information I have given on the application form is true to the best of my knowledge and belief. This registration application form must be signed by the registered provider, legal responsibility lies with the registered provider.

The name below is that of the proposed registered provider:

Name

Status Of Signatory
Status of Signatory (for example Individual, director, chairperson)

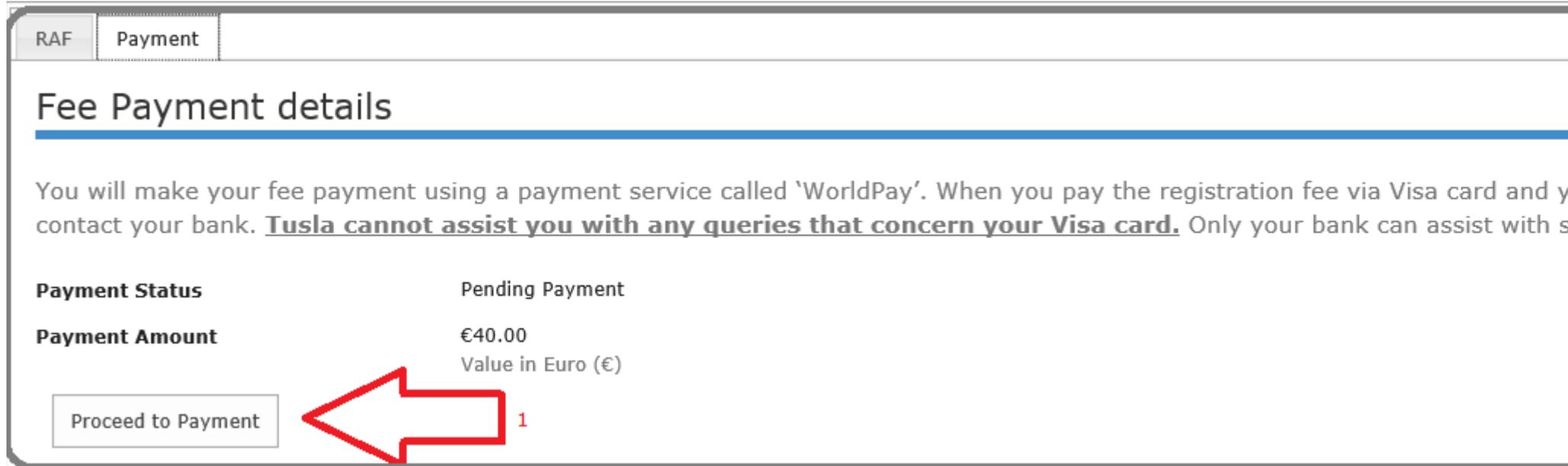
Date

I agree with the declaration detailed above
Please tick the box above to agree with the declaration



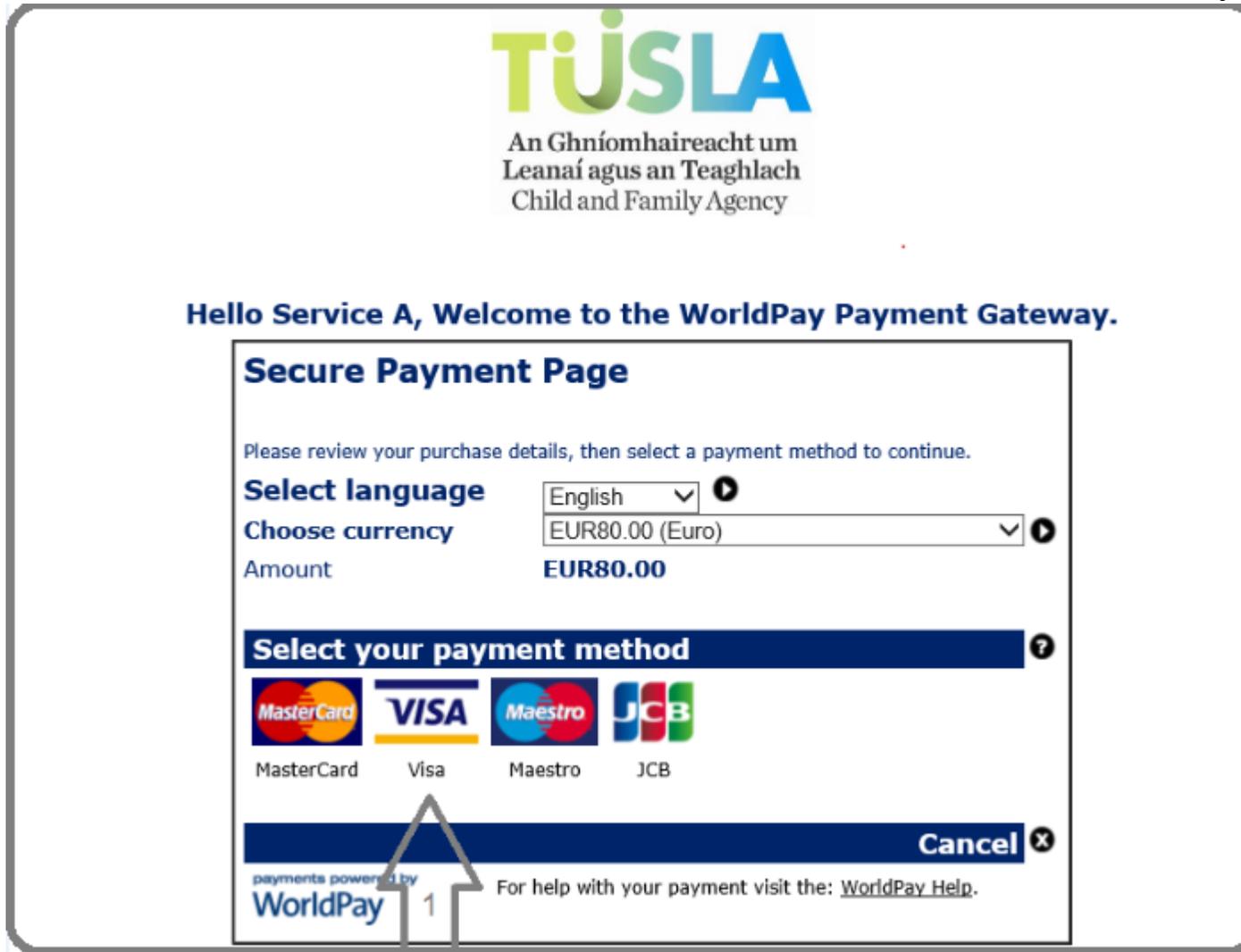
Picture 1: Ready for Payment

- The system will create a new Payment tab at the top of your screen. See Picture 2 below.



Picture 2: Proceed to Payment

- Click on the button 'Proceed to Payment'.
- A new screen will open. This is not a Tusla Service Portal screen. This is a new system.



Picture 3: WorldPay System

TEYIS System Service User Guide

- This new system is a payment system called **WorldPay**.
- WorldPay is a popular payment service used by many organisations/companies in Ireland. It is similar to 'PayPal'. Click on the type of payment (Picture 3 above). This opens a screen similar to Picture 4 below.
- Enter information into the boxes that have a blue asterisk.
- Click on 'Make Payment' (Picture 4, arrow 3)

Hello Service A, Welcome to the WorldPay Payment Gateway.

Secure Payment Page

Select language

Payment method **Visa**

Amount **EUR80.00**

Card details

** Indicates a required field*

* Card number

Security Code

* Expiry date

* Cardholder's name

Cardholder details

** Indicates a required field*

* Address 1

Address 2

Address 3

* Town/City

Region

Postcode/ZIP code

* Country

Telephone

Fax

* Email address

Start again **Cancel** **Make payment**

Picture 4: add your visa card details

- If you encounter any issues when making your fee payment, you will need to contact your bank. **As the WorldPay system is not controlled by Tusla, the Tusla team cannot assist you with any queries that you encounter with your visa card payment.** When your registration fee is successfully paid, WorldPay will send you a receipt via email.
- It will also return you to the Declaration screen of your application form. You must now submit your RAF to the Tusla team.
- To view more information on how to submit your RAF, **go to the next training topic called: How do I submit my RAF?'**

How do I submit my RAF?

Steps

- You will submit your RAF by clicking on the 'Submit for Review' button. See Picture 2, arrow 2 below.

The screenshot displays the 'TEYIS Registration Application Form (RAF)' interface. At the top left is the TÚSLA logo and name. The title 'TEYIS Registration Application Form (RAF)' is centered at the top. On the right, there are buttons for 'RAF User Guide' and 'Print RAF'. Below the title is a navigation bar with tabs for 'RAF' and 'Payment'. A white arrow labeled '1' points to the 'RAF' tab. Below the navigation bar is a series of tabs for 'Section 1' through 'Section 12' and 'Documents'. The 'Declaration' section is active, containing a consent statement. Below the declaration, there is a form for the proposed registered provider with fields for 'Name' (Mary Kelly), 'Status Of Signatory' (Chairperson), and 'Date' (30-09-2016). A checkbox for 'I agree with the declaration detailed above' is checked. At the bottom, there are three buttons: 'Ready for Payment', 'Save and Continue', and 'Submit for Review'. A white arrow labeled '2' points to the 'Submit for Review' button.

Picture 1: Submit RAF for Review

- Note that the service portal will not allow you to submit your RAF until (a) you have successfully paid your fee (b) you have no red messages on your RAF.
- Note the message that the system displays after you submit your application to Tusla for review. See Picture 2, arrow 1 below.

TUSLA An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

TEYIS Registration Application Form (RAF)

RAF User Guide

RAF | Payment

Section 1 | Section 2 | Section 3 | Section 4 | Section 5 | Section 6 | Section 7 | Section 8 | Section 9 | Section 10 | Documents | Section 11 | Section 12

Declaration

I consent to the Child and Family Agency carrying out checks and using information provided in this application form when assessing my suitability to register a Pre-School Service or a Temporary Pre-School Service. I agree to notify the Child and Family Agency of any changes to the information provided on this form. I declare that I have attached all documentation required to progress my application as set out in this form, including the relevant application fee. I declare that all the information I have given on the application form is true to the best of my knowledge and belief. This registration application form must be signed by the registered provider, legal responsibility lies with the registered provider.

The name below is that of the proposed registered provider:

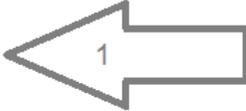
Name

Status Of Signatory
Status of Signatory (for example Individual, director, chairperson)

Date

I agree with the declaration detailed above
Please tick the box above to agree with the declaration

Your registration application form and documents are now submitted to the Tusla team.



Picture 2

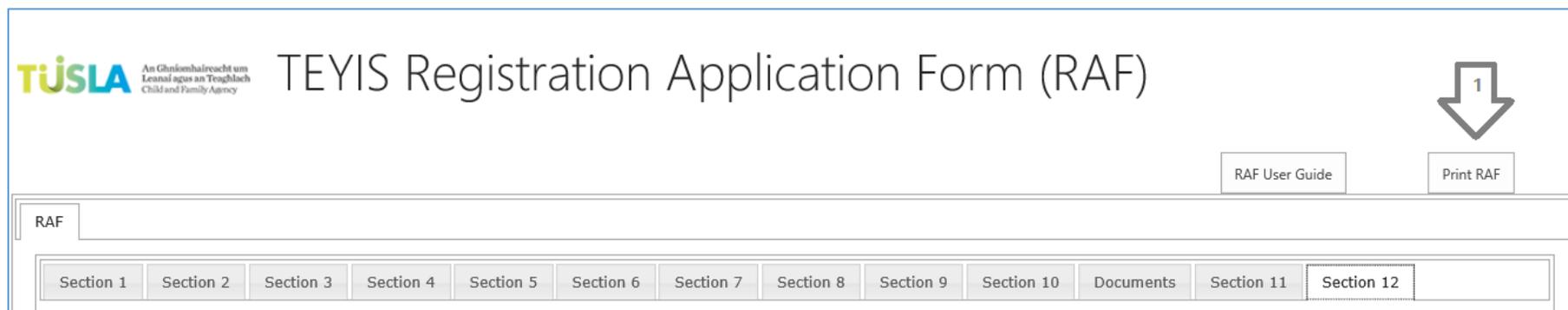
What happens after I submit my registration application form?

1. After you submit your RAF, the Tusla team reviews your RAF and uploaded documents.
2. If there is an issue with the information on the RAF or with a document that you uploaded, the Tusla team will send you an email.
3. The email will describe the issue(s) that the Tusla team found on your RAF and/or evidence documentation.
4. You will reopen your RAF, correct the issue and resend your RAF to Tusla for further review.
5. When the Tusla team approve your RAF and evidence documents, an inspection will be scheduled to visit your service.

How do I print my RAF?

Steps

1. You can print your RAF at any time.
2. Click on the button called 'Print RAF' at the top of the screen. See picture 1, arrow 1 below.
3. Note that the system will print the RAF with the information that you have recorded on the RAF at that point in time.



Picture 1: Print RAF

Definitions

Service Types

1. **“Temporary pre-school service”** means a pre-school service offering day care to children exclusively on a temporary basis.
2. **“Full day care service”** means a pre-school service offering a structured day care service for pre-school children for more than 5 hours per day and which may include a sessional pre-school service for pre-school children not attending the full day care service.
3. **“Sessional pre-school service”** means a pre-school service offering a planned programme to pre-school children for a total of not more than 3.5 hours per session
4. **“Part-time day care service”** means a pre-school service offering a structured day care service for pre-school children for a total of more than 3.5 hours and less than 5 hours per day and which may include a sessional pre-school service for pre-school children not attending the part-time day care service
5. **“Overnight pre-school service”** means a pre-school service in which pre-school children are taken care of for a total of more than 2 hours between the hours of 7pm and 6am except where the exemptions provided in section 58L of the Act apply
6. **“Childminder”** means a person who provides a childminding service. “Childminding service” means a pre-school service, which may include an overnight pre-school service, offered by a person who single-handedly takes care of pre-school children, including the childminder’s own children, in the childminder’s home for a total of more than 2 hours per day, except where the exemptions provided in section 58L of the Act apply.

7. **“Pre-school service in a drop-in centre”** means a pre-school service offering day care to pre-school children which is used exclusively on an intermittent basis.

Last Name

Job Title **Owner** *
 Manager
 Other

Other Job Title Comment

Email

Date Of Birth

Address Line 1

Address Line 2

Address Line 3

Address Line 4

County/Division

Phone
Add an area code, s

▼ **Details of Qualifications of Proposed Registered Provider (or Person**

▼ **Details of the Employment Record of the Proposed Registered Provi**

Please include details of present and past emplo
details of posts held.

Add record

Employer Name *

Employer Address *

Nature Of Business *

Post Held *

Date Of Employment From *

Date Of Employment To *

Reason For Leaving *

1

2

3

Picture 4: employment information