



EYI (Early Years Inspectorate) Registration Renewal of Early Years Services

Questions and Answers

1.0 Application for Registration renewal		
1.1.	Question	How will I know if and when I need to complete registration renewal?
	Answer	A letter will be issued from the Registration Manager advising services to complete registration renewal and providing information in relation to the process.
1.2.	Question	How can I check my service's registration date and find out when renewal is due?
	Answer	The registration date of each early years service is available on the certificate of registration which is issued by Tusla Early Years Inspectorate. The registration date is also available on the register of early years services on the Tusla website . Find your service (by County) and look at the <i>Registration Date</i> column. Registration renewal is due every three years and must be submitted two months in advance of expiry.
1.3	Question	Can I complete registration renewal before it is due?
	Answer	Yes. Registration renewal can be completed 6 months in advance of the current registration expiry date. We encourage early years services to complete the process as early as possible following receipt of the letter from the Registration Manager. Completing the process early will not affect the 3-year registration cycle.
1.4	Question	For services who previously made a combined EY and SAC application do they now complete two separate submissions, i.e., Preschool and School Age Service, or can they renew both registrations within the Preschool submission?
	Answer	If registration renewal of the preschool and school age services based in the same premises are due the same year within 6 months of each other, it is recommended that they are completed together in one submission.
1.5	Question	Will a photograph of the signed Declaration form be accepted?

	Answer	The relevant declaration documents must be printed, signed and tick either (a) or (b) and then scan both pages of the declaration form to your device. All smartphones now have access to scanning apps which are very straightforward to use. It is not recommended to take photographs of the documents as these can often be blurry and difficult to read and require a lot of memory space.
1.6	Question	Where can I locate the required declaration form?
	Answer	The relevant declaration forms for renewal of registration are available on the “Uploads” section of the Tusla portal and on the Tusla website Tusla Registration Renewal
1.7.	Question	Is there a separate option to select for a pre-school Childminder?
	Answer	No. An application to renew registration for a pre-school childminder will be captured through the pre-school option. There is a separate option to select for a school age childminder.
1.8	Question	Are all Early Years registration up to date on the Tusla register?
	Answer	Yes, all registration dates on the register of pre-school services and the register of school age services are updated monthly.
1.9	Question	Does registration renewal have to be completed every year?
	Answer	No. Registration renewal is required every 3 years as set out in the Child and Family Agency Act 2013 section 58(D)
1.10	Question	Are separate registration renewals required for pre-school and school age services within the one premises?
	Answer	There are separate regulations for the pre-school and school age services with different requirements in each, however, if both services are in the same premises and due for renewal in the same year, within 6 months of each other, they can be renewed within the one submission.
1.11	Question	Can I make changes to the service details during the registration renewal process?
	Answer	No. Changes to your service cannot be made during the registration renewal process. Any changes to the details of your service registration must be made through a change in circumstance application via email to: cic.eyi@tusla.ie
1.12	Question	We have a new manager since my previous submission can I change the detail?
	Answer	No. Any changes to the details of your service registration must be made through a change in circumstance application to cic.eyi@tusla.ie and this information will be updated on the National register.

1.13	Question	What is the recommended format for scanned documents?
	Answer	Any scanned documents should be in pdf format.
1.14	Question	Are we required to pay an annual fee in the same year that we renew the registration of our service?
	Answer	No. An annual fee is not payable by a registered provider in the year in which the registration renewal of a service is made. The relevant fee will be paid at registration renewal.
1.16.	Question	If I make an application to renew the registration of my service before it is due, can I receive a refund?
	Answer	If you make an application to renew your registration more than 6 months before the expiration of your current registration your application will be closed on the portal, and you will not be eligible for a refund. Please check your registration expiry date on your Tusla certificate of registration before you make an application to renew.

2.0	Garda Vetting	
2.1.	Question	How current should the Garda vetting be?
	Answer	The Garda vetting should be dated within 36 months at the time of making the submission for registration renewal.
2.2	Question	Must Garda vetting be submitted for all Board or Committee members?
	Answer	In accordance with the National Vetting Bureau Act 2012, Garda vetting must be carried out for persons whose work or activity at a relevant organisation involves access to children or vulnerable adults. If a Board or Committee member has access to children in the service they must be Garda vetted and this document must be submitted with the registration renewal application.
2.3	Question	If the Chairperson of the Board of Management is the registered provider of the service is Garda vetting required?
	Answer	The Chairperson of a board of management should routinely enter the premises whilst operational and observe care practices to satisfy themselves that an early years service is operating in accordance to standards and regulations and that children are well cared for. This means that the Chairperson will be subject to Garda vetting. An application for vetting must explicitly declare that the chairperson will have access to children as a regular part of their duties.
2.4	Question	Does every member of the household over 18 need to be Garda vetted for early years childminding services?
	Answer	Garda vetting must be undertaken for any person aged 18 years and over who has access to children. For registration renewal evidence of this vetting is only required to be submitted by a school age childminder.

2.5	Question	Is Garda vetting just required for the registered provider and the person in charge for the registration renewal application?
	Answer	Where the person in charge is different to the registered provider Garda vetting must be submitted in relation to both.
2.6	Question	If the School age service is on the grounds of the home setting, are members of the family required to have vetting?
	Answer	It is the responsibility of the registered provider to ensure that any person who has access to children in the service has been Garda vetted. The Garda vetting for family members is only required to be submitted for registration renewal of a school age child-minding service.

3.0	Insurance	
3.1.	Question	What is in date insurance for registration renewal?
	Answer	The insurance certificate being submitted must be in date on the date the submission was made for renewal of registration.
3.2.	Question	Is the cover note sufficient evidence of insurance?
	Answer	The insurance cover note is sufficient as it contains <ul style="list-style-type: none"> • the contact details for the insurance provider; • the name and address of the service insured; • the categories of insurance cover for the service. • the number of children covered by insurance within the service, • the start date and end date of current insurance cover
3.3.	Question	What details are required on the insurance certificate?
	Answer	The service's insurance must include the following, where appropriate: <ul style="list-style-type: none"> • public liability insurance. • insurance against fire and theft. • buildings insurance. • insurance for outings undertaken as part of the service provision; • motor insurance cover for vehicles used by the service to transport children, which may be on a separate insurance cover note. • any other insurance requirements depending on the services provided as identified by the registered provider or the Inspectorate.

4.0 Changes in Circumstance		
4.1.	Question	Can a change in circumstance be made through the registration renewal process?
	Answer	No. A change in circumstance cannot be made through the registration renewal process. This must be submitted through a change in circumstance application to cic.eyi@tusla.ie Registration renewal for the current details of the service can be carried out immediately.
4.2.	Question	I am in the process of changing my service type from sessional to part time but it has not gone through yet what do I tick in this case?
	Answer	If a CIC application has been submitted this must be approved prior to renewing the registration of your service.
4.3.	Question	I plan to add a school age service to my preschool. Do I go through change in circumstance first or do it on the Portal?
	Answer	The application for registration of a school age service can be submitted on the Portal. This will not impact the registration renewal for your pre-school service.
4.4.	Question	If a change in circumstance needs to be completed, how long does it take?
	Answer	If all the required documents are submitted with the change in circumstance application the process can be completed quite quickly with no undue delays. The application for a CIC must be submitted 60 days prior to the change taking place.
4.5.	Question	I will be increasing numbers of children later in the year, should I submit a change of circumstances application before re-registration.
	Answer	The registration renewal for your current service provision can be submitted 6 months in advance of the expiry of your current registration and when you have all the required documents for the change in circumstance the application to increase the number of children can be submitted to cic.eyi@tusla.ie
4.6.	Question	I am selling my business, should I complete a change in circumstance application first?
	Answer	Registration renewal can be completed up to 6 months in advance of the registration expiry date. Registration renewal will be done in respect to the current information on the register. A change in circumstance application can be submitted following registration renewal in respect to the new owner of the business however should you decide to sell your business first please ensure that the new business owner is aware that registration renewal for the service is required

4.7.	Question	I changed the address of my service since my previous Portal submission and the new service address is not on the Portal, will this affect the registration renewal of my service?
	Answer	You can proceed to renew the registration of your service by following the guidance document. The original service address will appear on the Portal submission, however please select the link to the National register on the Portal and cross check the current address and Tusla number of your service to ensure they are correct.

5.0	Registration certificates	
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5.1.	Question	When do we receive registration certificates?
	Answer	<p>The Tusla registration certificates will be issued to each service when the following occurs;</p> <ul style="list-style-type: none"> • registration or renewal of registration of the service • completion of a change in circumstance as prescribed in Regulation 8 • the attachment or removal of one or more conditions of registration under sections 58(D) (5) and (8) of the Act • where the Agency has become aware that any particular entered in the register is incorrect in line with 58(D)(7) <p>From 31st January 2023 the registration certificate must be displayed in a prominent position within the service where it is clearly visible to parents and members of the public who enter the premises.</p>

6.0	Portal Issues	
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6.1.	Question	Is it possible for more than one person from a service to have access to the portal?
	Answer	An email address and telephone number were provided by services when setting up the initial portal submission. This email address, password and access to the telephone will be required by the person who wishes to complete the registration renewal.