



EYI (Early Years Inspectorate) Registration Renewal of Early Years Services 2022

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 easiest way to check the registration date is to look at 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. We encourage early years services to complete the process as early as possible, completing the process early will not affect the 3-year registration cycle.
1.3.	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 service based in the same premises are due the same year it is recommended that they are completed together in one submission.
1.4.	Question	Will a photograph of the signed Declaration form be accepted.
	Answer	The relevant declaration documents must be printed and signed and then scanned 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.
1.5.	Question	The registration date for many services is 01/01/2020. These January 2020 services may become worried as it is over the 2 years now already (as the portal is launching for re-reg) what is the message for these services?
	Answer	All services that are required to apply for registration renewal will receive a letter from the Registration Manager. The portal opened for applications on 20 th May 2022, and we encourage those services to submit the registration renewal at the earliest possible opportunity.
1.6.	Question	I think the options are preschool service, SAC service or SAC Childminder, there does not seem to be an option for preschool Childminder.
	Answer	An application to renew registration for a pre-school childminder will be captured through the pre-school option.
1.7.	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.
1.8.	Question	My service has still not completed registration renewal from the last time. Will this affect us registering this time?
	Answer	Services who have not completed the 2019 re-registration will not be eligible to renew registration this year. The 2019 re-registration must be completed as soon as possible to ensure the service registration can be renewed again before the end of October this year.
1.9.	Question	Does registration renewal have to be completed every year?
	Answer	Registration renewal is required every 3 years as set out in the Child and Family Agency Act 2013 section 58(D)
1.10.	Question	Why do we have to have separate registrations for ELC and SAC if we only have one business?
	Answer	There are separate regulations for the pre-school and school age services with different requirements in each, however, if both services are in in the same premises and due for renewal in the same year, they can be renewed within the one submission.

1.11.	Question	How do I amend the name of new Board of directors/ Person in charge since previous registration?
	Answer	Any changes to the details of your service registration must be made through a change in circumstance application to eyi.cic@tusla.ie A change in circumstance cannot be made through the registration renewal process.
1.12.	Question	We have a new manager since September 2021 the previous manager is on the old registration how can this be rectified?
	Answer	Any changes to the details of your service registration must be made through a change in circumstance application to eyi.cic@tusla.ie and this information will be updated on the National register.
1.13.	Question	What format do scanned documents need to be in to successfully upload them?
	Answer	Any scanned documents should be in pdf format.
1.14.	Question	If we paid for registration already in January 22 do we have to pay again when renewing registration now?
	Answer	If the January 2022 payment was for the 2021 annual fee, then the 2022 payment will be required through the registration renewal process.

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	What about vetting for Board members who do not have any access to the children?
	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 the board members who have access to children must be submitted with the registration renewal.
2.3.	Question	Does every member of the household over 18 needs to be Garda vetted for preschools from your home?
	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.
2.4.	Question	Is Garda vetting just required for the registered provider and the person in charge?
	Answer	Where the person in charge is different to the registered provider Garda vetting must be submitted in relation to both.
2.5.	Question	If Garda vetting is due to expire in October and I am re-registering next week, do I need to renew before I re-register?
	Answer	No. You can renew your registration currently as Garda vetting dated within 36 months at the time of submission will be accepted.
2.6.	Question	Do you need garda vetting for persons on the board of management who have no contact with children?
	Answer	In accordance with the National Vetting Bureau Act 2012 Garda vetting must be carried out if their work or activity at a relevant organisation involves access to children or vulnerable adults.
2.7.	Question	If SAC service is on the grounds of the home setting, then 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 considered out of date vetting or insurance cert does it have to be a date passed Jan 2023 or just in date at time of the application? E.g., Oct 2022 or Summer 2022
	Answer	The insurance certificate must be in date at the time of the registration renewal submission.
3.2.	Question	With the insurance cert, do you want the front cover letter or the 40-page document?
	Answer	The insurance cover note is sufficient as it contains 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	Our insurance runs from the 1st of Sept to 31st August so should we wait to register until after the 1st of Sept?
	Answer	Registration renewal can be completed straight away, and the insurance certificate will be accepted if it is in date at the time of submission.
3.4.	Question	Do we need our insurance and separate building insurance as I do not own the building?
	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. • 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	If a service plans to make a change, for e.g., sessional to PT, do they complete the Re-Reg and then a CIC or can the change be made as part of the Re Reg?
	Answer	A change in circumstance cannot be made through the registration renewal process. This must be submitted through a change in circumstance application to eyi.cic@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 an afterschool 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.
1.3	Question	If 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.
4.4.	Question	I will be increasing numbers in September should I get change of circumstances before re-registration.
	Answer	The registration renewal for your current service provision can be submitted now 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 .
4.5.	Question	I am selling my business should I do change in circumstance first?
	Answer	Registration renewal can be completed from the 20th of May 2022 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.

5.0	Registration certificates	
5.1.	Question	Will we receive registration certificates?
	Answer	The Tusla certificates will be issued to each service this year following their registration renewal. From 31 st 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.

6.0	Portal Issues	
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.