

# Change in Circumstances (CIC) for Preschool and School Age Services

## 2. CIC Application Form

Fill in the CIC form and upload your CIC form along with all supporting documentation required for the requested change(s) to the Tusla Portal.



Step 1

## 1. Tusla Portal

Log onto your account on the [Tusla Change in Circumstances and Registration Renewal Portal](#). Select the CIC option. Tick the change(s) you are seeking approval for and download the relevant CIC form.

Step 2

Step 3

## 4. Fit for Purpose (FFP) Inspection

If a change requires an FFP inspection, the applicant will be advised, and an inspection will be scheduled and completed by an Early Years Inspector.

## 3. Application Assessment

We will assess the application.

Incomplete submissions will be returned to the applicant requesting additional information to be submitted within 10 days.

Applications that do not require a Fit for Purpose (FFP) inspection will progress onto Step 5 – Change Request Decision.



Step 4

## 5. Change Request Decision

You will be informed of the outcome of your change request.

If your change request is approved, the register of services will be updated to reflect the approved change, and your certificate will be reissued.

TUSLA  
An Chúlachadh an  
Léinn agus an Toghchán  
Child and Family Agency

EARLY  
YEARS  
INSPECTORATE



Step 5