

TÚSLA

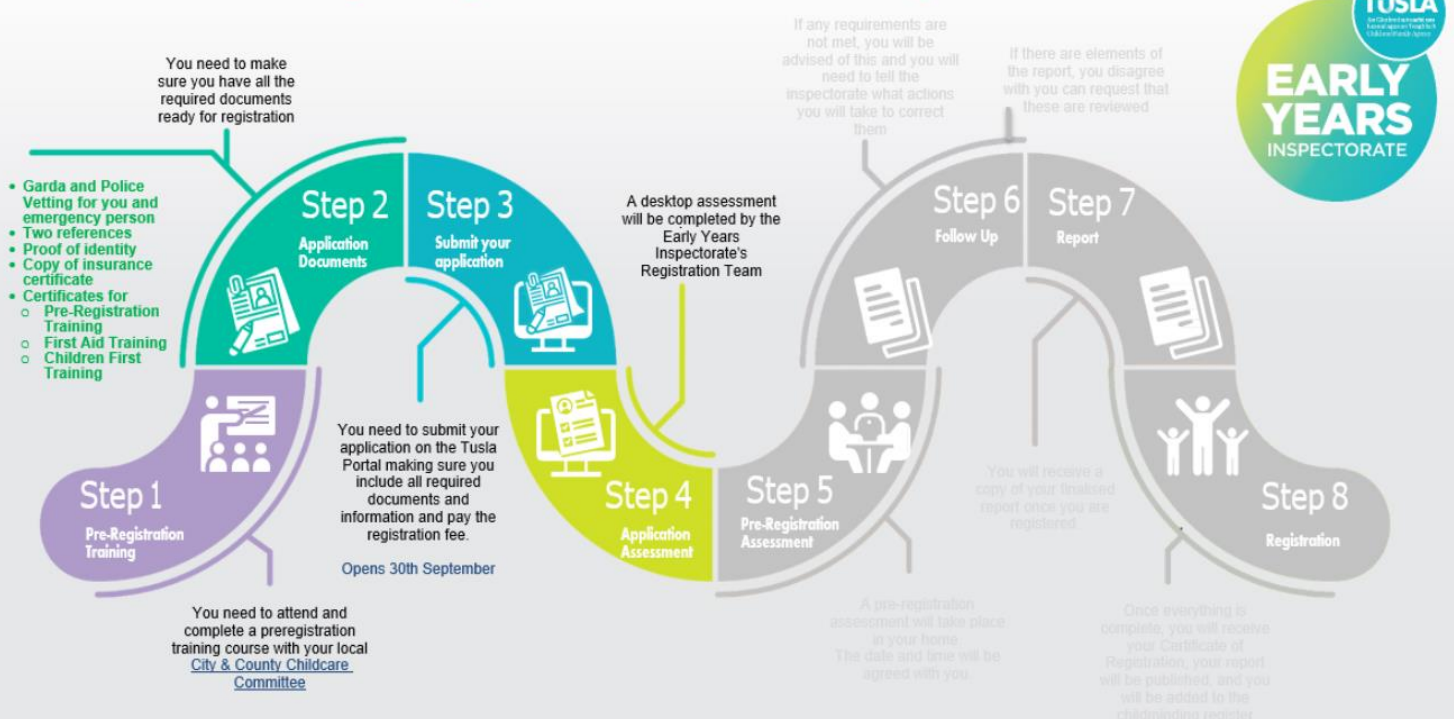
An Ghníomhaireacht um
Leanaí agus an Teaghlach
Child and Family Agency

EARLY YEARS INSPECTORATE

Childminding Registration Guidance

Stage I Application

Childminding Registration Pathway Stage I - Application



For more information, go to - tusla.ie/early-years-inspectorate/childminding-services

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1.0 Introduction

A childminding service is an early years service provided by a childminder in their own home, caring for 6 or less children (aged 0-15 years and no more than 2 children aged under 15 months) for 2 or more hours per day. The childminder has sole responsibility for the care of the children attending the service.

Tusla's Early Years Inspectorate (EYI) has developed documents to support and guide you as you progress through the application process to register your childminding service.

There are three stages in the registration pathway:

1. Registration Application
2. Pre-registration Assessment
3. Registration Decision

There are 4 steps in Stage 1 of the childminding application pathway. The first step is to complete the pre-registration training with your City and County Childcare Committee. Then you are ready for Step 2,3 and 4 of the process. This guide will provide you with all the necessary information you need to complete your childminding registration application.

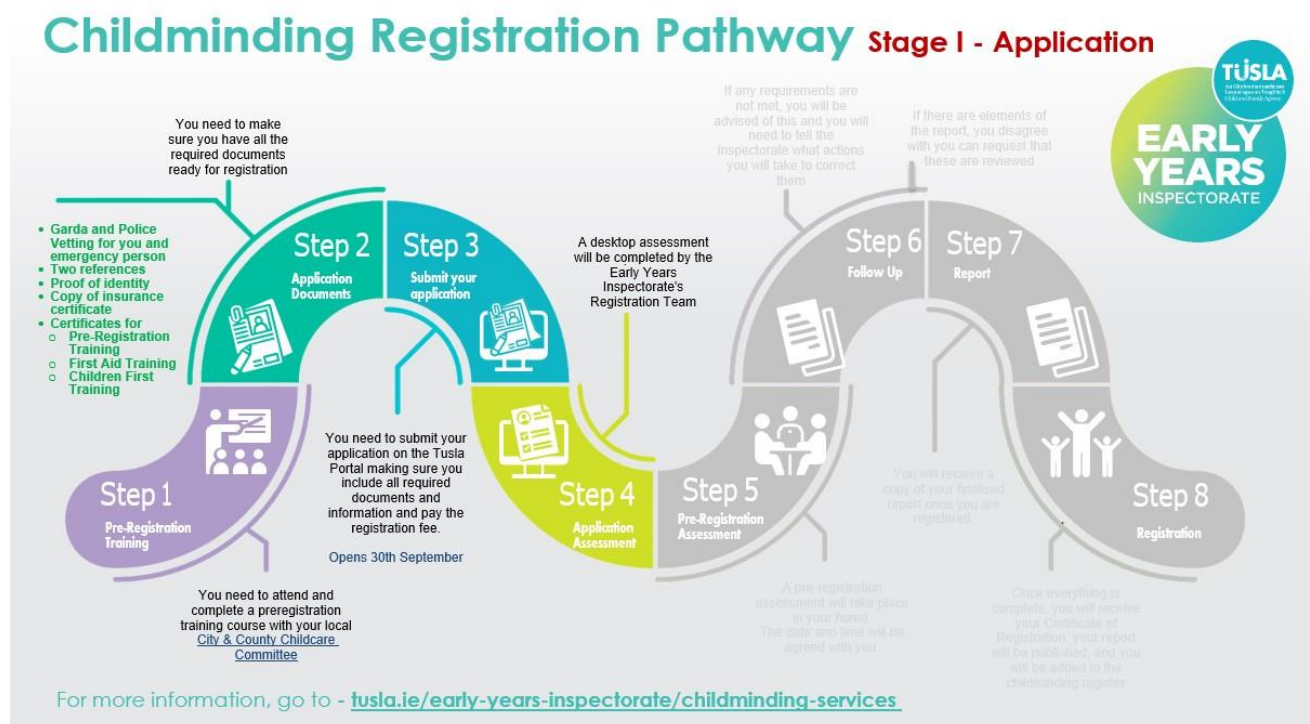


Figure 1

2.0 Legislation

The Child Care Act 1991 (Early Years Services) (Childminding Services) Regulations 2024 and the Child Care Act 1991 set out the requirements for registration. The application to register a childminding service is made through the Early Years Inspectorate Portal at <https://childminding.tusla.ie/>

The Child Care (Amendment) Act 2024 provides a transition period of three years for childminders. Therefore, a childminder who is caring for up to 6 children in total (but no more than 3 preschool children) will not have to register until the end of the transition period in September 2027. After the end of the transitional period, it will then be a requirement for all childminders to be registered.

3.0 Supports available

There are several supports available to help you through the registration process:

- Each County and City Childcare Committee has a designated Childminding Development Officer (CMDO) to assist you. You can find more information on their website [City and County Childcare Committees](#).
- Additionally, the Early Years Inspectorate has established a dedicated helpline for childminding registration support. You can call 061440600 (option 9) or email your query to cm.registration@tusla.ie.
- For any technical issues you may encounter while using the Tusla portal, you can contact the Portal Support Team by calling 017718570 (option 1) or email your issue to childmindingportalsupport@tusla.ie.

4.0 Before you apply for registration

Before you apply for registration there are several documents you will need to have so you can complete your application. Use this as your checklist:

- ✓ **Pre-registration Training Certificate:** You will need to contact your local childcare committee at [City and County Childcare Committees](#) to enroll and attend/ the pre-registration training course with the Childminding Development Officer. This training, which is available free of charge, will provide you with all the information you need to understand what is required under the new regulations and will also explain the registration process,
- ✓ **Children First E-Learning Programme Certificate:** This is an online course available free of charge at tusla.ie/children-first/children-first-e-learning-programme/,
- ✓ **First Aid Training Certificate:** the childcare committee will be able to advise you on how to access a suitable first aid course. Online courses are not acceptable for the purposes of your application,
- ✓ **Proof of Identification:** a copy of your driving license, passport or public service card will need to be provided,
- ✓ **Garda vetting disclosure for yourself:** for the purpose of operating a childminding service. This must be dated within 3 years at the time of submitting the application,
- ✓ **Garda vetting disclosure for your emergency cover person(s):** in the event of an emergency at your service,
- ✓ **Police vetting for yourself and the emergency cover person(s):** if any of you have lived in a country outside of Ireland since the age of 18 years and for a period longer than 6-months,
- ✓ **Two references for yourself:** these can be from a previous employer, a parent of a child that you are currently minding or previously minded, or a reputable source,
- ✓ **A current insurance certificate:** for operating a childminding service or written confirmation

(i.e. a quote) of insurance cover. If you provide a quote at application stage, you will need to provide proof of insurance before your registration is approved.

5.0 Applying for registration

Once you have the above documents ready for submission, you can now begin your registration application on the Tusla Portal. The application form should take approximately 45 minutes to complete provided you have all the required documentation ready for upload. However, you can save the form as a draft if you need to and submit it when you have completed it.


5.1. Accessing the Portal

To access the Portal, you must first create an account. You will need access to your mobile phone and a valid email address to complete two factor authentication. Detailed instructions are provided for you [here](#) on how to create a Portal account and how to log in. For any technical issues you may encounter while using the Tusla portal, you can contact Portal Support Team by calling 017718570 (option 1) or email your issue to ChildmindingPortalSupport@tusla.ie.

5.2. Portal Application

The Portal Application is divided into 12 sections.

5.2.1. Section 1 – Childminding Service Registration Assessment

The first section asks some basic questions in relation to your service to ensure you meet the current requirements to register a childminding service. Simply input your responses to these questions by using the drop down or yes/no button options. Hover over any blue information icons  you see for more information.

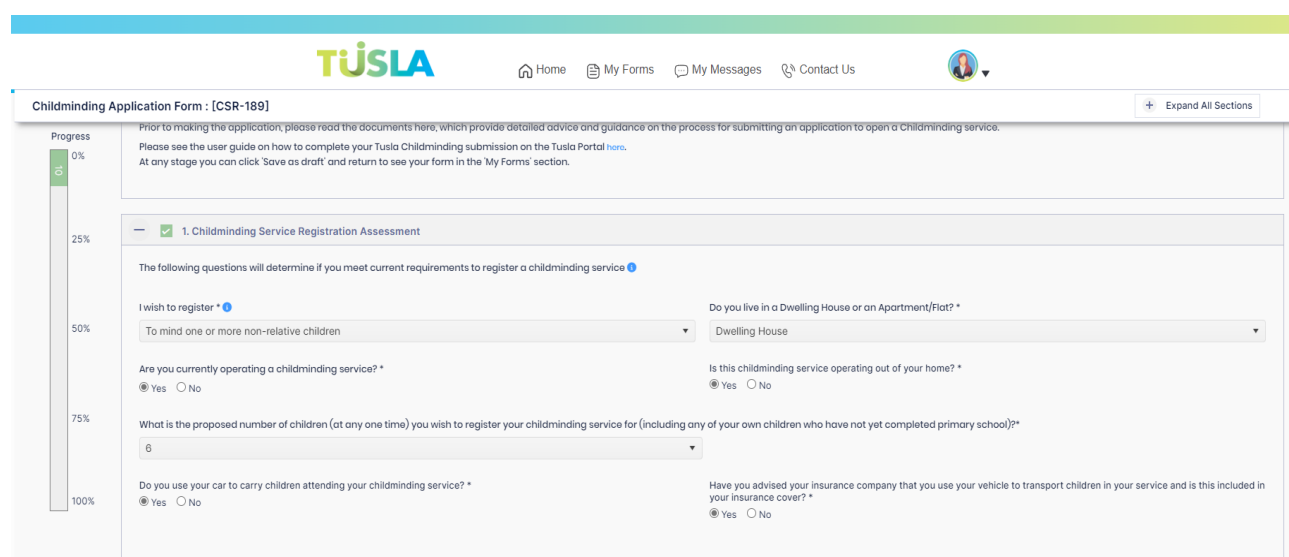


Figure 2

It is important to note the following:

- If you are only caring for children who are your relatives, you do not need to register.
- A relative, in this context, refers to your relationship with the child you are caring for. If you

fall into any of the following categories for all the children in your care, registration is not required:

- The child's brother, sister, uncle, aunt, or grandparent
 - The spouse of the child's brother, sister, uncle, aunt, or grandparent
 - The child's half-brother, half-sister, stepbrother, or stepsister.
- However, if you are minding at least one child who is not a relative, you must register your service by the end of the 3-year transition period.
- When calculating the number of children you will be minding at any one time, you only need to include your own children (under 10 years of age) if you are caring for them for any period of time during your hours of operation.
- You can only operate your childminding service from your home address.
- The regulations do not apply to nannies, *au pairs*, babysitters or people minding children in the children's own home.

5.2.2. Section 2 – Childminding Service Details

This section asks for more details in relation to your service. Complete the questions by using the drop down or yes/no buttons. Please provide details as required in the text boxes.

2. Childminding Service Details

Please provide a name for your childminding service (this can be your own name or something else if you have a business name)

Name of childminding service *

Annie Persons Childminding Service

Are there any other businesses operating from your home address? *

☒ Yes ☐ No

Please provide details of other businesses *

There is a farm operating from my home address.

Are you currently operating or involved with any other childcare services registered by Tusla? *

☒ Yes ☐ No

Actions

Delete

Please provide the Tusla Reference Number for the early years service *

T2019LK0001

Please describe your role in relation to this early years service *

Registered Provider

Other Role

+ Add Other Registered Service

Figure 3

It is important to note the following:

- For the name of your childminding service, most childminders use their own name. You do not need to have a company name. The name you provide here will be the name that appears on the Tusla register which is publicly available.
- If there are any other businesses operating from your home address, please include the details. You must ensure that any risks associated with the other businesses are identified and the appropriate safety measures are put in place e.g. if there is a farm operating on the premises, that the appropriate gates are in place to ensure children's safety at all times. This will be assessed on your pre-registration visit.

- If you are operating or involved in any other childcare services registered by Tusla, please provide the details including the Tusla number which you can find on the national register here tusla.ie/services/preschool-services/early-years-providers/register-of-early-years-services-by-county/. You can operate in another service depending on your role within that service i.e. you cannot work in both services at the same time. For example, you can act as person in charge of a pre-school service from 9am to 3pm and as a childminder from 3pm to 6pm. You cannot act as a person in charge in a pre-school service from 9am to 3pm and be registered as a childminder from 9am to 6pm. You can be a registered provider of a pre-school service operating at the same time as your childminding service so long as you do not work in the pre-school service during the same hours of operation as your childminder service, and you are not the person in charge. If you would like to discuss your personal circumstances, please contact the Childminding helpline who will be happy to assist.

5.2.3. Section 3 – Childminder Details

This section asks for your personal details. Complete the details in the appropriate fields.

Childminder: Annie Persons

Childminder

Title	First Name	Last Name
Ms	Annie	Persons

Phone	Mobile	Email
0871234567	0871234567	annie.persons@mail.ie

Date of Birth

13/06/2006

Address 1	Address 2	Town / City
Main Street		Bruff

County	EirCode
Limerick	A23 YH12

Has this person lived in any other country for more than six months since the age of 18 (Outside of Ireland and Northern Ireland)?










No

Figure 4

This is also where you will be asked to upload your documents in the File Upload. To make the process easier, you should have these documents scanned and saved to your computer for ease of access. Each category requires a document to be uploaded before you will be able to submit your application for assessment.

File Upload for Childminder

Required Documents *(Each category requires at least one file to be uploaded)*

- Garda Vetting (within the last 3 years)  
- Reference 1 
- Reference 2 
- ID 
- Proof of Insurance 
- Certificate of completion of Tusla Children First eLearning programme 
- Certificate of completion of Pre-Registration Training 
- Certificate of completion of First Aid Training 

+ Add Files









Category	File Name	File Type	File Size (KB)	Uploaded Date	Actions
Garda Vetting	Police Vetting.docx	MS Word	12.88	23/09/2024 14:44	 
Garda Vetting	Garda Vetting.docx	MS Word	12.89	23/09/2024 14:44	 
Reference 1	Reference 1.docx	MS Word	12.88	23/09/2024 14:44	 
Reference 2	Reference 2.docx	MS Word	12.87	23/09/2024 14:44	 

Figure 5

Please use the following checklists to ensure your documents are compliant:

- Garda Vetting must:
 - ✓ be dated within the last three years,
 - ✓ be for the role of a childminder,
 - ✓ be specific to the person (name & date of birth must match the proof of identification provided),
 - ✓ Police vetting is required if you have lived outside of Ireland for 6 months or more since the age of 18 years.
- Two references must:
 - ✓ Be signed and dated by your referee,
 - ✓ Include your full name,
 - ✓ Include the referees' contact details,
 - ✓ Be from a previous employer, current or previous parents of children that you have cared for, or another appropriate person in your community.
- Proof of identity, the only acceptable forms of ID are:
 - ✓ Passport,
 - ✓ Driving License,
 - ✓ Public Service Card.
- An insurance quote may be provided at the application stage, but proof of insurance will be required before registration is approved. The insurance document must contain the following information:
 - ✓ Your name,
 - ✓ Your address (matching the home address provided),
 - ✓ Confirmation that the insurance covers the operation of a childminding service,
 - ✓ The number of children covered by the insurance policy,

✓ Insurance Period (must be in date).

- The name of the childminder stated on the certificates for pre-registration training, First Aid training, and Children First training must match the name of the childminder in the application form.

5.2.4. Section 4 – Emergency Cover Persons

This section asks for the personal details of your emergency cover and upload a copy of their Garda Vetting disclosure.

The screenshot shows a web form titled "Emergency Cover Person: Mary Murphy". The form is divided into several sections for data entry:

- Title:** Ms
- First Name:** Mary
- Last Name:** Murphy
- Phone:** 087232323234
- Mobile:** 087232323234
- Email:** Mary.murphy@mail.ie
- Date of Birth:** 09/05/2006
- Address 1:** Main Street
- Address 2:** (empty)
- Town / City:** Bruff
- County:** Limerick
- EirCode:** A56 YH12
- Has this person lived in any other country for more than six months since the age of 18 (Outside of Ireland and Northern Ireland)?** No

Figure 6

The screenshot shows the "File Upload for Emergency Cover Person" section. It includes a heading "Required Documents (Each category requires at least one file to be uploaded)" and a list of required documents:

- Garda Vetting (within the last 3 years)

Below the list is a table showing the uploaded file:

Category	File Name	File Type	File Size (KB)	Uploaded Date	Actions
Garda Vetting	Garda Vetting.docx	MS Word	12.89	23/09/2024 14:46	

Figure 7

Please use the following checklist to ensure your documents are compliant:

- Garda Vetting for emergency cover must:
 - ✓ be dated within the last three years,
 - ✓ be for the role of an emergency cover person,

- ✓ be specific to the person
- ✓ Police vetting is required if the emergency person(s) have lived outside of Ireland for 6 months or more since the age of 18 years.

5.2.5. Section 5 - Person(s) living in the home

This section asks you for the details of any person(s) living in your home.

Figure 8

Please note, there is no requirement to upload any documentation in relation to other person(s) living in the home until 1 February 2025 when there will be a requirement under the regulations to upload a Garda Vetting disclosure/Police vetting for any person who normally resides in the house during the hours of operation of the childminding service and who is 16 years and over at the date of application.

5.2.6. Section 6 – Room details

This section asks for details of the rooms in your home that are accessible to the children you are minding. This helps our inspectors carry out the pre-registration assessment.

Figure 9

Please note you do not have to include the bathroom/WC/toilet in the list of rooms.

5.2.7. Section 7 – Service-Related Questions

This section asks for operational details in relation to your service. Please complete the fields using the drop down or tick box options as required.

5. Service Related Questions

Language spoken in the childminding service: English

Please indicate the age range of the children (select all that apply): *
☐ 0 - 1 ☒ 1 - 2 ☒ 3 - 5 ☒ 6 - 14

Hours of Operation *

Actions	Day *	Hours of operation Start *	Hours of operation End *
Delete	Monday	09:00	18:30
Delete	Tuesday	09:00	18:30

+ Add Operation Day

Additional Details of Hours of Operation

Outdoor Space Details

Do the children have access to a safe space for outdoor play on a daily basis on the premises? *
☒ Yes ☐ No

Figure 10

It is important to note the following:

- Select your typical hours of operation for each day using the 'Add Operation Day' button. Should you wish to input multiple sessions for each day, please do so using this button and selecting the day and inputting each session. For example:

Hours of Operation *

Actions	Day *	Hours of operation Start *	Hours of operation End *
Delete	Monday	09:00	12:30
Delete	Monday	14:00	18:30

+ Add Operation Day

Figure 11

- If you operate your childminding service during the summer, or outside of term time, or specific times during the year, please include all relevant details in the 'Additional Details of Hours of Operation' field.

5.2.8. Section 8 – Pre- Registration Visit Details

This section asks if you are ready for your pre-registration visit and if you are not, what date will you be ready.

6. Pre-Registration Visit Details

Is your childminding service ready for a pre-registration visit? *

☐ Yes
☒ No

If no, please state when the home will be ready for a pre-registration visit: *

Select a date

Figure 12

Please note if you select a date in the field provided, this does not mean that your pre-registration visit will automatically occur on this date. An inspector will contact you to confirm a date with you.

5.2.9. Section 9 – Fire Safety Checklist

This section asks a series of questions about fire safety in your home. Please note that the questions for apartments and dwelling houses are different and will depend on the answer you provide in Section 1.

7. Fire Safety Checklist

Dwelling Houses

Are smoke detectors¹ provided to escape routes (hallways / upper floor landings)?*

☒ Yes
☐ No

Are escape routes (e.g. hallways / upper floor landings) kept clear and immediately available?*

☒ Yes
☐ No

Is a fire blanket and fire extinguisher provided to kitchen cooking facilities?*

☒ Yes
☐ No

Fire Safety Declaration

I declare that the information provided above is correct and I understand that this information will be used to determine my registration with TUSLA. I agree to provide any further information as requested to determine the level of fire safety within my dwelling.*

☒ Yes
☐ No

7. Fire Safety Checklist

Apartment/Flat

Are smoke / heat detectors provided to all escape routes (hallways / landings), the kitchen, and any living rooms, utility rooms or bedrooms that are used in the childminding service?*

☐ Yes
☐ No

Are escape routes (hallways, landings) within the apartment / flat kept clear and immediately available?*

☐ Yes
☐ No

Is a fire blanket and fire extinguisher provided to kitchen cooking facilities?*

☐ Yes
☐ No

Fire Safety Declaration

I declare that the information provided above is correct and I understand that this information will be used to determine my registration with TUSLA. I agree to provide any further information as requested to determine the level of fire safety within my dwelling.*

☒ Yes
☐ No

Figure 13

It is important to note the following:

- Smoke/heat detectors must be either mains-powered with battery back-up or 10-year self-contained battery-operated detectors.

5.2.10. Section 10 – Declaration of Suitability

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This section asks questions which form part of an assessment of suitability. The examination of these areas is not designed to inhibit or deter childminding applicants but to assist the creation of safe and high-quality services for children. The Early Years Inspectorate will consider all information supplied before reaching any final determination and will contact you should any additional information be required.

— ☒ 8. Declaration of Suitability

A. Employment (see Guidance point A)
Have you ever been subject to a disciplinary action taken by an employer or an organisation? (see Guidance point A)*
☐ Yes ☒ No

B. Professional & Social Care Service Regulation (see Guidance point B)
(i) Have you ever been a member of any regulated profession in Ireland or another jurisdiction?*
☒ Yes ☐ No

If Yes, please state the details of your registration or licencing *

Accountant ACA – still active

(ii) Have you ever owned or managed a regulated social care setting in Ireland or another jurisdiction?*

☐ Yes ☒ No

(iii) If you answered Yes to either (i) or (ii) above, have you been the subject of any concerns in relation to:
adherence to the required regulations / standards or
codes of conduct by a regulatory body in Ireland or in another jurisdiction?*

C. Health & Wellbeing (see Guidance point C)
Are you currently diagnosed or affected with any physical or mental condition or disability that could impacts on your ability to provide ongoing care to children?*

☐ Yes ☒ No

D. Welfare Service Engagement (see Guidance point D)
Have you been or are you currently the subject of a concern (e.g. referral to Child or Adult protection services) in Ireland or another jurisdiction in respect of a child or vulnerable adult?*

☐ Yes ☒ No

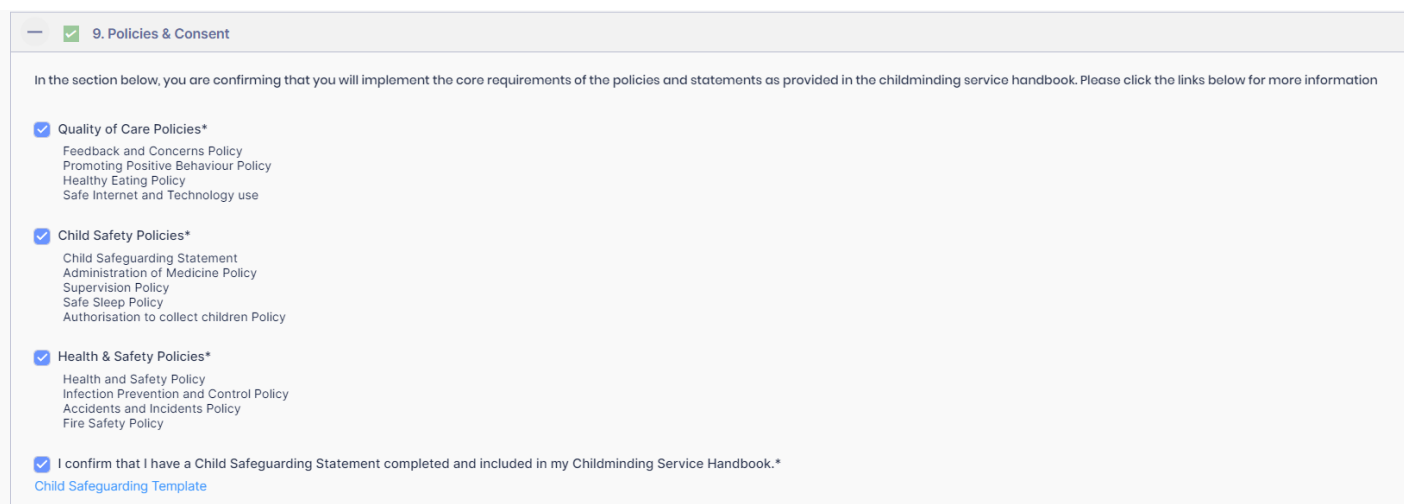
Figure 14

It is important to note the following:

- You must complete all parts of the declaration,
- The responses must be truthful,
- Any information provided of a sensitive nature will be treated in confidence and always stored securely by the Early Years Inspectorate,
- The Early Years Inspectorate may seek further details from you concerning the information provided,
- The Early Years Inspectorate may seek to verify the information you provided as part of its assessment,
- Your application cannot be considered if you do not complete and sign the declaration (submission of your application through your Portal account is accepted in lieu of a signature),
- Where you respond yes to any of the questions please give as much relevant information as possible.

5.2.11. Section 11 – Policies & Consent

This section asks you to confirm that you will implement the core requirements of the policies and statements as provided in the childminding service handbook. It is important that you read the core requirements carefully. You will find them hyperlinked from the headings in each of the three sections.



9. Policies & Consent

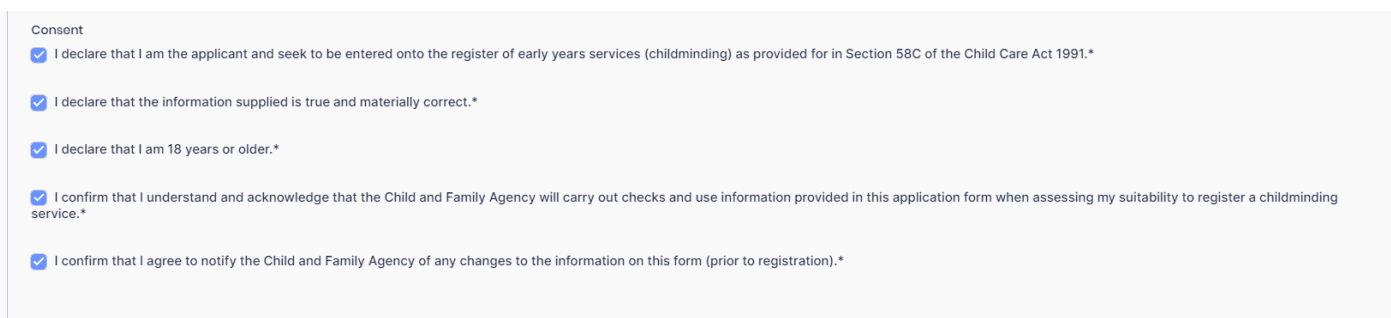
In the section below, you are confirming that you will implement the core requirements of the policies and statements as provided in the childminding service handbook. Please click the links below for more information

- ☒ Quality of Care Policies*
 - Feedback and Concerns Policy
 - Promoting Positive Behaviour Policy
 - Healthy Eating Policy
 - Safe Internet and Technology use
- ☒ Child Safety Policies*
 - Child Safeguarding Statement
 - Administration of Medicine Policy
 - Supervision Policy
 - Safe Sleep Policy
 - Authorisation to collect children Policy
- ☒ Health & Safety Policies*
 - Health and Safety Policy
 - Infection Prevention and Control Policy
 - Accidents and Incidents Policy
 - Fire Safety Policy
- ☒ I confirm that I have a Child Safeguarding Statement completed and included in my Childminding Service Handbook.*
[Child Safeguarding Template](#)

Figure 15

This section also asks you to confirm that you have a Child Safeguarding Statement, please ensure that the template provided has been completed, dated and signed and available for review by your inspector.

The final part of this section is where you give your consent. Please ensure you read each line carefully before ticking the box.



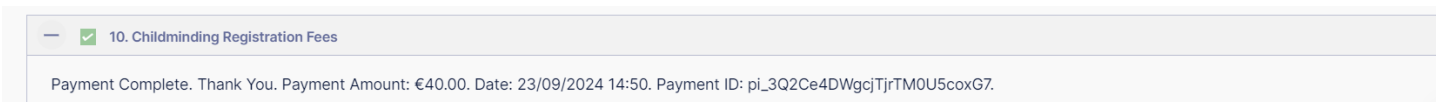
Consent

- ☒ I declare that I am the applicant and seek to be entered onto the register of early years services (childminding) as provided for in Section 58C of the Child Care Act 1991.*
- ☒ I declare that the information supplied is true and materially correct.*
- ☒ I declare that I am 18 years or older.*
- ☒ I confirm that I understand and acknowledge that the Child and Family Agency will carry out checks and use information provided in this application form when assessing my suitability to register a childminding service.*
- ☒ I confirm that I agree to notify the Child and Family Agency of any changes to the information on this form (prior to registration).*

Figure 16

5.2.12. Section 12 – Childminding Registration Fees

This section is to facilitate payment of the application fee of €40. Please input your card details where appropriate. All payments are securely made through Stripe Payment Processing.



10. Childminding Registration Fees

Payment Complete. Thank You. Payment Amount: €40.00. Date: 23/09/2024 14:50. Payment ID: pi_3Q2Ce4DWgcjTjrTM0U5coxG7.

Figure 17

5.2.13. Submitting your application form

Once you have completed all 12 sections in the Portal application form correctly (i.e. all mandatory fields have been completed and documents uploaded), you will see a green tick beside each section:

The screenshot shows a progress bar on the left side of a form, indicating 100% completion. The progress bar is a vertical green line. To the right of the progress bar, there is a list of 12 sections, each with a green tick mark and a plus sign. The sections are: 1. Childminding Service Registration Assessment, 2. Childminding Service Details, 3. Childminder Details, 4. Emergency Cover Personnel, 5. Household Member Details, 6. Room Details, 7. Service Related Questions, 8. Pre-Registration Visit Details, 9. Fire Safety Checklist, 10. Declaration of Suitability, 11. Policies & Consent, and 12. Childminding Registration Fee. At the bottom of the form, there is a message: "Payment Complete. Thank You. Payment Amount: £45.00. Date: 26/09/2024 14:53. Payment ID: pL3Q3HwDwGyTfM2SEWNTL." and two buttons: "Cancel" and "Submit your application".

Figure 18

Now you are ready to submit your application.

If you don't see all green ticks, click the 'Submit your application' button and the Portal will identify what sections have not been completed correctly in red. Just return to the section and complete the missing fields and click the 'Submit your application' button again.

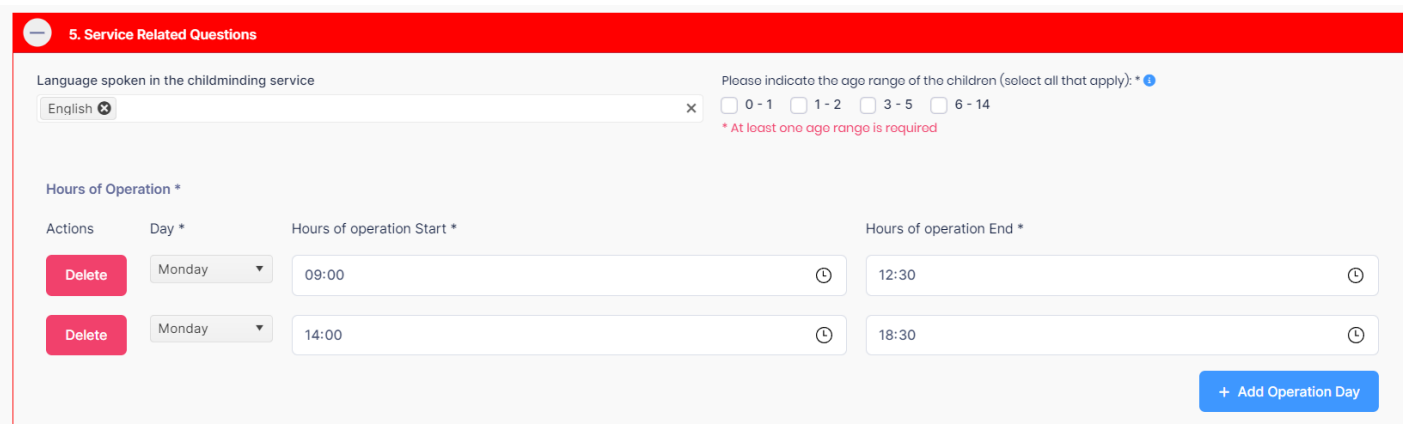
The screenshot shows the '5. Service Related Questions' section of the application form. It has a red header bar with the text '5. Service Related Questions'. Below the header, there is a form with several fields. The first field is 'Language spoken in the childminding service' with a dropdown menu showing 'English'. To the right of this field is a text input field for 'Please indicate the age range of the children (select all that apply):'. Below this text input field are four checkboxes: '0 - 1', '1 - 2', '3 - 5', and '6 - 14'. A red asterisk and text below the checkboxes state: '* At least one age range is required'. Below these fields is a section titled 'Hours of Operation *'. It contains a table with columns: 'Actions', 'Day *', 'Hours of operation Start *', and 'Hours of operation End *'. There are two rows of data. The first row shows 'Delete' (in a red button), 'Monday' (in a dropdown), '09:00' (in a time input field), and '12:30' (in a time input field). The second row shows 'Delete' (in a red button), 'Monday' (in a dropdown), '14:00' (in a time input field), and '18:30' (in a time input field). At the bottom right of the table is a blue button labeled '+ Add Operation Day'.

Figure 19

If your application has been completed correctly, once you click submit your application a final message will appear, read it carefully and click proceed if you are happy that all your information is accurate and complete. If you need to make changes, click return to application. Please note once you click proceed no further changes can be made to your application.

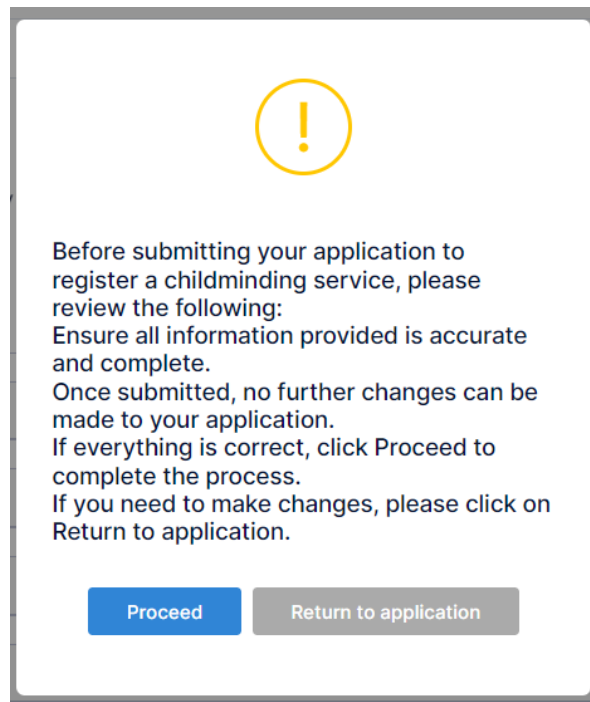


Figure 20

Once you have submitted your application, you will receive an email with your unique submission reference number. Please note this number as this will be used by the registration office to identify your application should you require any support or information.

6.0 What to expect following submission of your application

The application that you have submitted on the portal, including all the documents required, will be reviewed and assessed by a Registration Officer. If there is any additional information or further documentation required, this will be requested through your Portal Account. You will be notified of any updates via email, so it is important that you check your emails regularly whilst completing this process.

Once the desktop assessment of your application is completed, your application will move onto Stage 2 of the Registration Pathway – the Pre-registration Assessment, which is a scheduled on-site visit to your home by an Early Years Inspector.

Please see our [Guide to Pre-registration Assessment](#) which will give you all the information you need such as what you need to do to prepare, what to expect on the day itself and follow up to complete registration. As you move through the application process to register your childminding service, Tusla's Early Years Inspectorate will continue to offer you support and guidance so that you can successfully complete your registration.

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