REREGISTERATION OF EARLY YEARS SERVICES ONLINE PORTAL GUIDANCE 2019

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Version 3</th>
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<tbody>
<tr>
<td>Dated</td>
<td>27th November 2019</td>
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<tr>
<td>Author</td>
<td>Early Years Services Registration Department</td>
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Structure of Renewal of Registration of Early Years’ Service Online Portal Guidance
This document is broken down into several sections. The information boxes here describe what each section contains.

Introductory Information

| Acronyms – List of the abbreviated terms throughout the document. |
| Introduction – Information on the Renewal of Registration for Early Years Services, including the different categories of application depending on the original registration date of the service. |

Creating a Portal Account

| Step By Step Guide- How to create an account on the portal in order to submit an application for re-registration. |

Section 1 – Standalone Early Years Services

| Overview of the registration process – A representation in pictures and words of how Services which offer Early Years Care only are required to register online. |
| Portal Guidance – How to access the portal and submit an application for a Standalone Early Years Service |

Section 2 – Combined Early Years and School Age Services

| Overview of the registration process – A representation in pictures and words of how Services which offer both Early Years and School Age Care within the same premises are only are required to register online. |
| Portal Guidance – How to access the portal and submit an application for a Combined Early Years and School Age Service |
Introductory Information

This section contains:

Abbreviations and acronyms: a list of the abbreviated terms used throughout the document.

Introduction: information on the requirements under the Regulations and the different options on the online portal.
## Abbreviations and Acronyms

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOM</td>
<td>Board of Management</td>
</tr>
<tr>
<td>CCC</td>
<td>City/County Childcare Committee</td>
</tr>
<tr>
<td>CIC</td>
<td>Change in Circumstance</td>
</tr>
<tr>
<td>DCYA</td>
<td>Department of Children and Youth Affairs</td>
</tr>
<tr>
<td>EYI</td>
<td>Early Years Inspectorate</td>
</tr>
<tr>
<td>FAQ</td>
<td>Frequently Asked Questions</td>
</tr>
<tr>
<td>NVB</td>
<td>National Vetting Bureau</td>
</tr>
<tr>
<td>PIC</td>
<td>Person in Charge</td>
</tr>
<tr>
<td>QRF</td>
<td>Quality and Regulatory Framework</td>
</tr>
<tr>
<td>RP</td>
<td>Registered Provider</td>
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<tr>
<td>SAC</td>
<td>School Age Care</td>
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<tr>
<td>SAS</td>
<td>School Age Service</td>
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<tr>
<td>SDF</td>
<td>Statutory Declaration Process</td>
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</tbody>
</table>
Introduction

The portal through which to renew your registration of your Early Years Service is now live. This document outlines the application arrangements that are now in place to assist service providers in meeting the registration requirements under legislation.

Early Years Providers who were first granted registration under the Statutory Declaration Form process (SDF) in June 2016 have to reapply for registration (re-registration or registration renewal) by the end of 2019. Registration under the Early Years Regulations (2016) is only permitted for a period of three years, an application for renewal of registration is then required. The registration requirements for all early years’ services are set out under Part 12 of the Child & Family Agency Act 2013, and under the Child Care Act 1991, Early Years Services Regulations 2016.

To assist you in this process Tusla have developed an online application process which will facilitate providers who are required to re-register their service by December 2019.

The first part of this document provides a step by step guide of how to register for an account on the online Tusla Portal, in order to proceed with submitting an application. Please read this section first.

The online registration process, and this guidance document, is then broken down into two types depending on the type of Service you provide:

1. Services that provide Early Years Care only. Information on the online application process for these services is outlined in Section 1 of this document, pages 13 – 20.

2. Services that provide both Early Years and School Age Care within the same premises. Information on the online application process for these services is outlined in Section 2 of this document, pages 21 - 28.

Please note that this Guidance Document should be read in conjunction with the Key Messages outlined in the Re-Registration of Early Years Services Document available on the Tusla Website.
Creating an account

This section contains:

Registering and Login: Details on how to register on the TUSLA Portal and login to your account.
Creating a Portal Account

Getting Started

To use the Tusla Portal, you will need to register as a user if you have not previously done so.

Registering

To register for an account, go to portal.tusla.ie and click on ‘Register’.

After clicking the ‘Register’ button, you are presented with a four-step process.
Step 1 – Consent

Please review and confirm your consent by checking the “I consent” and clicking on Step 2 button.

Step 2 – Personal
Enter your name and address, please note that fields marked with * must be entered, and click on Step 3 button.

**Step 3 – Submission Type**

Please make sure that Early Years and School Age Service submission type is selected.
Step 4 – Login Details

Enter your email address and password, both will need to be entered twice for confirmation.

In order to help safeguard your security, the portal uses mobile phone verification, as with online banking. You enter your mobile number and click on the Send button. You will then receive a text message with your code on your mobile phone.

When you have clicked Send, another field will appear for you to enter the code that you received on your phone.

Please enter the code and press Validate, if validation is successful, the following popup is displayed:
If you wish, you can choose to tick the option ‘Hide my mobile number in my submissions’ and your mobile number will not appear in any submissions you make on the Portal, this option can be updated later.

To complete registration, click the blue ‘Register’ button and a confirmation email will be sent to the email address you provided, open the email and click on the link and you will then be able to log in to the Portal and make submissions.

Logging In

Once you have successfully registered, you can return to portal.tusla.ie and log in. Enter your email address and password previously registered and a code will be automatically sent to your mobile phone in a text message and the following screen below is displayed. Enter the code and click the ‘Validate’ to complete the Login process.
Section 1 – Standalone Early Years Service (Services providing Early Years Care only)

This section contains:

Overview of the registration process – a representation in pictures and words of how services that offer Early Years Care only are required to register online.

Portal Guidance – How to access the portal and submit an application for a Standalone Early Years Service
Overview of the Renewal of Registration Process for Services that offer Early Years Care only.

1. Service logs on to the Tusla Portal
2. Service creates a Portal Account
3. Select 'Early Years Service' option
4. Select 'New Submission' tab for Early Years and School Age Service
5. Complete application form
6. Download declaration form, sign and upload along with all required documentation
7. Submit Early Years Application
8. Pay relevant fee
9. Automated email will be sent to the provider confirming receipt
10. Application will be screened and outcome sent back via the portal

Submiting an application for an Early Years (only) service
Please note: You must have created an account on the portal (outlined in the earlier section of this document) before you can submit an application.

Once you have made your portal account, log back into the portal via portal.tusla.ie. Enter your email address and password previously registered and a code will be automatically sent to your mobile phone in a text message and the following screen below is displayed. Enter the code and click the 'Validate' to complete the Login process.
Once you have back into the portal you will be presented with the Home Screen pictured below.

Please click on New Submission on the left hand side of the menu bar. Once you select this option, you will be presented with a choice of submission types.

**Please select the Early Years Service option.**
You will then be guided through a sequence of tabs in order to complete a submission to have your Early Years service re-registered. Steps that require a lot of information have a 'pop-up' data entry form.

**Note:** mandatory fields are denoted with an '*'; you cannot proceed until you enter values in these fields.

There is a step by step Wizard to help you complete the submission. Guidance on completing each step is available by clicking the adjacent green information buttons.

As you work through the Wizard, the progress bar will advise what percentage of the form has been completed. Just click the 'Save & Next' button after each step to save the data entered so far and proceed to the next step.

The first tab for your Early Years Service submission is shown below. It is the 'Start' tab, and it will advise you on what you will need to do in order to complete the submission, and also provides a support email address, and a link to a list of documents that will need to be uploaded later.

On the 'General' tab, please enter general information about the business and the Early Years service offered.

On the 'Rooms' tab, please enter information about the rooms used in the Early Years service offered.

On the 'Service Details' tab, please enter the specific information requested on your Early Years Service. This includes the Company Registration Number. A sample picture of this screen is shown below.
You will also need to specify details of the people filling the different roles in the service. In the case of the Registered Provider role, this is done by clicking the green button, as demonstrated below:

Once this is selected, a new window appears, where specific detail can be entered for a registered provider.

**Note:** if there are two registered providers in the business, that the button should be clicked again, and the details of the other registered provider can then be entered.

If the Person in Charge is different to the Registered Provider(s), please enter the details of the Person in Charge. This is done by clicking the green button similar to above.

If there are Second Persons in the Early Years Service, or if there is a Person Acting on Behalf of the Organisation, please enter their details.

An explanation of each role is available by clicking on the adjacent information buttons.
On the next 3 tabs, you will need to provide details of Employment Records, Professional Registrations, and Qualification records.

On the 'Questions' tab, a range of specific questions need to be answered.

On the 'Insurance' tab, the details of all relevant insurance policies should be provided.

On the 'Upload Documents' tab, show below, the following documentation must be submitted:

(A) Documents required by 12th December for Re-Registration:

Garda vetting/Police vetting for the proposed Registered Provider and person in charge (if different) Garda Vetting should be dated within the last 36 months if existing vetting documents are not within the last 3 years please note that you should proceed to submit this with your application but you will need to supply an up to date one when received.

Garda vetting/Police vetting for the "second person" if required (Childminders/Single Person Operations only)

Two references for the proposed Registered Provider

Certificate or Registration Number from the Companies Registration Office for services operated by a company

Proof of identity of the proposed Registered Provider

Certificate of Insurance or written confirmation of insurance cover

Statement of Purpose and Function

Safety Statement (Not required for Childminders or Single Person Operations)

Signed Declaration
Please note: the following documentation does not need to be submitted at application stage but will be required to be provided by June 2020:

(B) Documents required to be submitted by 30th June 2020:

<table>
<thead>
<tr>
<th>Floor Plans <em>(Indoor/Outdoor)</em></th>
<th>Policy on Managing Behaviour</th>
</tr>
</thead>
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<td>Complaints Policy <em>(Not required for Childminders)</em></td>
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<td>Policy on Safe Sleep</td>
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<tr>
<td>Fire Certification</td>
<td>Planning Permission</td>
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<tr>
<td>References for Board of Directors /Management where applicable</td>
<td></td>
</tr>
</tbody>
</table>

All Required Documentation must be uploaded on this page, please do not proceed without attaching all documentation here.

Once all the relevant documentation has been uploaded on this page, please proceed to the Payment Tab.

On the ‘Payment’ tab, you will need to make the appropriate payment as per the requirements of the regulations. You will need a valid credit card or debit card.

Once payment is processed, you will need to go to the ‘Finish’ tab and you will be invited to submit the application, and receive a unique ID application number.

You will also receive an automated email from the Portal confirming the submission of your application. A Registration Support Officer will be in contact via the portal in due course once your application has been assessed.
Section 2 – Combined Early Years and School Age Service

This section contains:

**Overview of the registration process** – a representation in pictures and words of how Services which offer both Early Years and School Age Care within the same premises are required to register online.

**Portal Guidance** – How to access the portal and submit an application for a Combined Early Years and School Age Service.
Overview of the Registration Process for Combined Early Years and School Age Services

1. Service logs on to online portal and creates an account
2. Select 'New Submission' tab for Early Years and School Age Service
3. Select 'Combined (Early Years and School Age Service) option
4. Complete Part 1 Early Years Application form
5. Download Early Years declaration form, sign and upload along with all required documentation
6. Pay Fee
7. Proceed to Part 2 School Age Section
   * Can be completed and submitted in January 2020
8. Submit Part 1 Early Years Application
Submitting an application for a Combined Early Years and School Age Service

Please note: You must have created an account on the portal (outlined in the earlier section of this document) before you can submit an application.

Once you have made your portal account, log back into the portal via portal.tusla.ie. Enter your email address and password previously registered and a code will be automatically sent to your mobile phone in a text message and the following screen below is displayed. Enter the code and click the ‘Validate’ to complete the Login process.
Once you have logged back into the portal you will be presented with the Home Screen pictured below.

Please click on New Submission on the left hand side of the menu bar. Once you select this option, you will be presented with a choice of submission types. **Please select the Combined (Early Years and School Age Service) option.**
You will then be guided through a sequence of tabs in order to complete the Early Years Part 1 Section of the application form in order to re-register your Early years Service. Steps that require a lot of information have a 'pop-up' data entry form.

**Note:** mandatory fields are denoted with an '*'; you cannot proceed until you enter values in these fields.

There is a step by step Wizard to help you complete the submission. Guidance on completing each step is available by clicking the adjacent green information buttons.

As you work through the Wizard, the progress bar will advise what percentage of the form has been completed. Just click the 'Save & Next' button after each step to save the data entered so far and proceed to the next step.

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You will also need to specify details of the people filling the different roles in the service. In the case of the Registered Provider role, this is done by clicking the green button, as demonstrated below:

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On the 'Payment' tab, you will need to make the appropriate payment as per the requirements of the regulations. You will need a valid credit card or debit card.

Once payment is processed, you will need to go to the ‘Finish’ tab and you will be invited to submit Part 1 of the application, and receive a unique ID application number.
You will also receive an automated email from the Portal confirming the submission of your application. A Registration Support Officer will be in contact via the portal in due course once your application has been assessed.

You will then be invited to complete Part 2 of the application form for your School Age Section of your service.

This can be completed in January 2020 as the Early Years Section is being prioritised at present due to the re-registration deadline.

Part 2 will follow the same format outlined above but will require information and documentation on the School Age Section.

**Note:** there are less tabs needed in this submission, as much of the information provided in the Early Years Service submission is also relevant to this submission. Also, no additional payment will be needed.