Incremental Credit Pack for Teachers

Please find attached the following documents:

* CL 29/2007
* CL 29/2010
* CL 27/2016
* Relevant application forms
* Notes on incremental credit circulars
* Notes to assist in completion of form

**INCREMENTAL CREDIT FOR TEACHERS:**

**Circular Letter 0029/2007** refers to the Scheme for the Award of Incremental Credit to Teachers, specifically:

1.  Previous whole-time service in Republic of Ireland

2.  Previous eligible part-time (EPT) service prior to 20/12/01

3.  Previous pro-rata service from 20/12/01

4.  Previous fixed-term contract from 20/12/01

5.  Previous casual and non-casual service with an ETB or DES from 20/12/01 onwards. A minimum of 600 approved teaching hours are required in one year to attain an increment. If between 301 and 599, please see section 1 (e) of circular letter for further details.

6.  Length of Professional Training Increments (not applicable to new teachers appointed after 1st January 2011 onwards).

7.  Teaching service in a Member State of the European Union (EU). Please see section 3 of the relevant circular letter for further details.

8.  Teaching service in a Third Level Institution in an EU Member State. Please see section 4 of the relevant circular letter for further details.

9.  Teaching service in a private Primary School within the EU. The school must have been in existence for at least 10 years at the date of application. Please ensure that the relevant date of establishment is inserted by the employer on the confirmation of service form.

10. Teaching service in Non-EU Countries.

11. Service in a Third Level Institution in a Non-EU State. Please see section 6, Other Reckonable Service for further details.

12. Relevant Non-Teaching Experience. Please see section 6 (c) for further details.

**AMENDMENTS TO THE SCHEME:**

**Circular Letter 0029/2010** refers to Amendments to Scheme for the Award of Incremental Credit to Registered Teachers at Second Level, specifically:

1.  Teaching Service with a Private Post-Primary School within the EU. Please note that the criteria at 1. a) i) must be satisfied

2.  Qualified part-time teaching service of 735 hours per year in an approved teaching post in a Vocational, Community or Comprehensive School prior to 1 September 1995.

Please find attached the relevant circular letters and application form together with notes to assist with completion. **Please note that you must submit a separate application form for each employer. Your form must be returned to CDETB prior to posting of the employer declaration form to the previous employer. The employer must return the original employer confirmation form directly to CDETB, HR Department. We will accept a scanned pdf document from the employer if scanned and emailed directly to** [**lisa.doherty@cdetb.ie**](mailto:lisa.doherty@cdetb.ie)

**RECOGNITION OF PREVIOUS PUBLIC SERVICE IN ANOTHER EU MEMBER STATE FOR THE PURPOSE OF THE PRE JAN 11 SALARY SCALE**

**Circular Letter 0027/2016** refers to an entitlement to be paid on a Pre January 11 salary scale which would encompass payment of the appropriate qualification allowances and length of training increments.

This is only applicable for previous **public service teaching service in an EU member state.**

**Please find attached relevant circular letter together with an application form which must be completed by the relevant school authority and returned directly to CDETB HR Department. We will accept a scanned pdf document from the employer if scanned and emailed directly to** [**lisa.doherty@cdetb.ie**](mailto:lisa.doherty@cdetb.ie)