

Instructions for Completion of Incremental Credit Application form INCCR

(The Department of Education & CDET B will only accept applications on Form INCCR)

Section 1

This must be completed by the applicant. Page 4, Part 8: *Certification of Applicant* – this must be signed and dated by the applicant **prior** to the form being forwarded to the previous employer or the previous school authority.

Section 2

This section must be completed by the previous educational authority in respect of Previous Teaching Service. Only teaching service given in a recognised school of the state and meets **all** criteria (i) – (x) may be eligible for recognition for incremental credit purposes. The educational institution must confirm the total number of hours delivered in each academic year worked.

- Service given in a private primary or post-primary school outside of the EU is not eligible for incremental credit.
- Service given in a private third level institution within the EU or outside of the EU is not eligible for incremental credit.

Section 3

This section must be completed by the previous employer in respect of Relevant ‘Non-Teaching’ Service.

- This section should also include any/all additional documentary evidence in support of the application that demonstrates the relevance of the ‘non-teaching’ service to the applicant’s current teaching position.
- Service given as part of a course of study/apprenticeship is not eligible for incremental credit.
- Part-time employment is not be eligible for incremental credit.
- Service in a self-employed capacity is not eligible for incremental credit.
- If the previous employer/company no longer exists or the service cannot be verified from company records, the service will not be eligible for incremental credit.
- If the duties of the applicant are provided on a separate page, this must be on company headed paper.
- The form must be authenticated with the company seal or stamp. If the previous employer does not have one, this must be stated on company headed paper.

Please note that the incremental credit section in the DES **will** contact the person who has completed Section 3 of the application to confirm details.

PROCEDURE

When Section 1 has been completed **and signed** by the applicant, the full form (all 8 pages) must be forwarded to the previous educational authority (for previous teaching service) or the employer (for relevant ‘non-teaching service) for completion of Section 2 or 3 as appropriate.

The completed form must be returned by the previous employer/s directly to the CDET B Human Resources Department, Town Hall, 1-3 Merrion Road, Ballsbridge, Dublin D04 PP46.

It is imperative that the form be completed in this order, as any discrepancies in the application will result in it being returned to the applicant and/or the Department’s refusal to process your application (i.e. the date that Section 2 or 3 is certified on must follow the date that the applicant signed Section 1).

Incremental credit applications cannot be processed if the previous employer is no longer in business and you are unable to have Section 2 or 3 completed in full by same.

If applying for both teaching service and relevant non-teaching service, two separate application forms must be submitted.

A Director in CDET B assesses applications for previous approved teaching service.

A Director in CDET B assesses applications for relevant non-teaching experience and makes a recommendation. The application form, supporting and CDET B's recommendation is then sent to the Department of Education and Skills for final adjudication.

As soon as CDET B receives notification of the Department's decision, the applicant will be contacted by HR. Please ensure that you provide an email address. This will be used for all correspondence.

The Department of Education & Skills **will not** process any incremental credit application or appeal received directly from an applicant.

HR Department

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