

List of documents for approval to work in the Early Learning and Childcare Sector

The following documents should be accepted as proof of qualification recognition as meeting the requirements of the Child Care Act 1991 (Early Years Services) Regulations 2016.

- Certificate (degree parchment) with full title of qualification that is on the DCEDIY recognised list of qualifications in English or Irish; any certificate not originally in English or Irish must be accompanied with a certified translation to English or Irish
- Final transcripts with the full title of the qualification in original language and a certified English or Irish language translation
- Diploma Supplement produced by higher education institution.
- Record of **awarded** qualifications (QQI **Final** Statement of results should be accepted until an individual has received their certificate, a Provisional Statement of results should not be accepted)
- Letter of qualification recognition from DCDE (must be submitted alongside proof of qualification)
- The Department is aware that in some countries there is a long delay in the issuing of a degree certificate. An official receipt of payment for the issuing of the diploma certificate should be sufficient evidence as a standalone document to demonstrate successful completion of the degree, provided it is clear from the receipt that the degree is on the published list and the individual provides evidence of transcripts.