

Office Use Only: Registration #

EC21

Application to be issued with a Full practising certificate

- Complete this form if you;
 - hold or recently held a Subject to Confirmation practising certificate **and**
 - have met the requirements to be issued a Full practising certificate.
- Note: Do not use this form if you are unregistered. Check online register.
- Use the **EC21 Completion Guide** provided to help you fill out this form

Section A: Personal details Applicant to complete

This section needs to be completed along with the proof of identity section on Page 2. Refer to the EC21 Completion Guide for further information.

1 Identifying details

Surname or family name: _____

First and middle name(s): _____

Are you known by or have you used any other names?: _____

Title: Mr Mrs Miss Ms Dr Other: _____

Gender: Male Female Date of birth: _____ / _____ / _____

Nationality _____ Place of birth: _____

NZ driver licence number: _____ Passport number: _____

2 Contact details

Home address: (required) _____

Postal address: (if different) _____

Home phone: (0) _____ Mobile phone: (0) _____

Other phone: (0) _____ Fax number: (0) _____

Email address: (personal recommended) _____

Alternative email address: (used if first fails) _____

3 Current practising certificate

Subject to confirmation (If you hold a Provisional practising certificate, you need to complete an EC20 application form)

Registration number: _____ Practising certificate expiry: (date printed on card) _____ / _____ / _____

4 Sector details

Which sector do you intend to be working in?

Select one ECE Primary Secondary Other _____

Section B: Fee payment

GST # 116-961-962

5 Fee payment: The Education Council must have the full fee payment before we will begin processing your application.

Eligible for payment by the Ministry of Education under a Collective Agreement (**attach completed eligibility form**)

Cheque, bank cheque or money order (as attached)

Credit/debit card, to be charged as per the following details:

Cheques payable to Education Council

Visa Mastercard

Cardholder name _____

Card number: _____

Expiry date: _____

Cardholder signature: _____

Fee schedule. I authorise you to deduct the fee as below:

The fee that applies will be determined by the date the application form and payment are received by the Education Council.

Processing fee \$302.57 (incl. GST 15%). This includes the cost of the practising certificate.

Late fee \$50 if applicable (see Completion Guide)

Proof of identity Principal, Centre Manager or ITE Head of Programme to complete

This section needs to be completed by a Principal of a school, a Centre Manager of an early childhood centre or an ITE Head of Programme in New Zealand. The identity referee will certify the applicant's identity by completing this section of the form. The applicant is not required to provide any certified copies of the identification documents to the Education Council.

Name of applicant (*print full name*)

Tick the two forms of identification presented to you in person. The applicant must be the presenter of the documents. One form of identification must be from Category A and one must be from Category B - refer to the table below. At least one of the acceptable forms of identification documents must be photographic.

Category A	Tick	Category B	Tick
New Zealand Passport	<input type="checkbox"/>	New Zealand Driver Licence	<input type="checkbox"/>
New Zealand Certificate of Identity issued under the Passports Act 1992 to Non-New Zealand citizens who cannot obtain a passport from their country of origin	<input type="checkbox"/>	18+ Card (must be current)	<input type="checkbox"/>
New Zealand Certificate of Identity (issued to people who have refugee status)	<input type="checkbox"/>	Community Services Card	<input type="checkbox"/>
New Zealand Refugee Travel Document	<input type="checkbox"/>	Super Gold Card	<input type="checkbox"/>
Emergency Travel Document	<input type="checkbox"/>	Veteran Super Gold Card	<input type="checkbox"/>
New Zealand Firearm Licence	<input type="checkbox"/>	Inland Revenue Number	<input type="checkbox"/>
Overseas Passport (with or without New Zealand immigration visa/permit)	<input type="checkbox"/>	Electoral Roll Records	<input type="checkbox"/>
New Zealand Full Birth Certificate issued on or after 1998	<input type="checkbox"/>	New Zealand utility bill, issued not more than six months earlier	<input type="checkbox"/>
New Zealand Citizenship Certificate	<input type="checkbox"/>		

Identification documents presented to you in person by the applicant must be from the list in the above table (one document from Category A and one document from Category B). The documents must be originals, current and not expired and be issued by an authorised agency as outlined in the *Completion Guide*. If applicable, where names or other identity information are different on either document (Category A and B), please confirm you have sighted acceptable evidence of name change (a Marriage Certificate is acceptable but a Particulars of Marriage is not). See *Completion Guide* for more information and the full list of acceptable identification documents. Please provide details in the spaces below about the identification documents you have verified.

	Document name	Document number	Issue date (<i>if applicable</i>)	Expiry date (<i>if applicable</i>)
Category A				
Category B				
Name change (<i>if applicable</i>)				

Please confirm that you are one of the following (<i>tick one</i>)	Teacher registration number (<i>if applicable</i>)
<input type="checkbox"/> School Principal	
<input type="checkbox"/> ECE Centre Manager	
<input type="checkbox"/> ITE Head of Programme	

Name of identity referee:
(print full name)

Name of learning centre:

Address:

You must apply an official school/centre stamp or seal

Contact number:

I declare that (identity referee please tick)

I have sighted two forms of identification (one from Category A and one from Category B) and I verify that the person in the photo is the person whose name is printed in full above.

Name Change: I have sighted evidence of the name change (*if applicable*)

STAMP

Identity referee's signature 

Date

/ /

Section C: Current employment Applicant to complete

See the EC21 Completion Guide for detailed instructions on completing this section.

6 Current learning centre (also include this in Question 7)

Learning centre name	Location	MOE number	Start date Month & Year
			/

6A Details of your mentoring programme

Learning centre name	MOE number	From Month & Year	To Month & Year	Name and registration number of mentor
		/	/	
		/	/	
		/	/	

Continue on a separate sheet if needed.

7 Teaching service

Please list your recent teaching service including your current position. If you are employed in a part-time position please enter the full time teacher equivalent (FTTE) of your position. See Completion Guide for further details.

Position/Role	Learning centre	Location	From Month & Year	To Month & Year	Full time	Part time
			/	/	[]	FTTE
			/	/	[]	FTTE
			/	/	[]	FTTE
			/	/	[]	FTTE
			/	/	[]	FTTE

Continue on a separate sheet if needed.

Section D: Overseas police certificates

You must provide a response to question 8(a) by ticking the relevant box.

8 Overseas police certificates

(a) Have you spent 12 months or more in any country other than New Zealand in the last 10 years?

No (go to Section E)

Yes (go to 8(b))

(b) Please list the countries you have been in for 12 months or more in the last 10 years other than New Zealand.

Country	From	To	Police certificate: Attach certified copies of all police certificates listed.
	Month & Year /	Month & Year /	<input type="checkbox"/> Attached <input type="checkbox"/> Applied for on ___/___/___ <input type="checkbox"/> Provided to the Education Council on ___/___
	Month & Year /	Month & Year /	<input type="checkbox"/> Attached <input type="checkbox"/> Applied for on ___/___/___ <input type="checkbox"/> Provided to the Education Council on ___/___

Continue on a separate sheet if needed.

Section E: Applicant declaration Applicant to complete

9 Declarations - answer each of the questions below by ticking the boxes


<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been dismissed from a teaching position in any country?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever had teacher registration refused or cancelled in any country?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have any physical or mental health condition that may affect your ability to carry out a teaching role safely and satisfactorily? *
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are there any matters for which you are currently under investigation which may call into question whether you meet the Education Council's Good Character and Fit to be a Teacher criteria?

* The Education Council will distinguish between any mental or physical condition that affects an applicant's ability to carry out the teaching role satisfactorily and any disability that an applicant has that does not impact on that ability. The Education Council is aware of its obligation not to contravene the Human Rights Act 1993 by unlawfully discriminating against any person.

10 Explanations of "yes" declarations

Details are attached of any "Yes" answers I gave above in Question 9. See the *EC21 Completion Guide* for detailed instructions.

11 Acknowledgements and statement of consent

- I  **Name: (print full name)** _____ solemnly and sincerely declare that, to the best of my knowledge and belief, all the information in this application is entirely true and correct.
- I confirm that I can speak lucidly and write clearly in an official language of New Zealand.
- I confirm that I am committed to upholding the Code of Ethics for Certificated Teachers.
- I understand that the Education Council will retain the information I provide on and with this application for the purposes of the Education Act 1989.
- As a registered teacher I consent to the Education Council sharing and receiving relevant registration related information with other education agencies and registration bodies.
- I consent to the disclosure of the information contained in this form to the following organisations as required, for the purpose of processing my application and determining whether I meet the criteria for certification and allowing confirmation of registration and practising certificate dependent allowances:
 - Ministry of Education (and their pay agents)
 - New Zealand Qualifications Authority (NZQA)
 - Education Review Office (ERO)
 - New Zealand Immigration Service
 - New Zealand Police
 - International registration bodies.
- I have read and understood the Consent for Disclosure for a Police vetting check (see Section E in the *Completion Guide*)
- I understand that if I have been convicted of a Specified Offence as defined in section 23 (1) of the Vulnerable Children Act 2014 this will be disclosed by New Zealand Police.
- I, the above-named, hereby consent to the disclosure by the New Zealand Police of any information that they may have pursuant to this application to the Education Council. I understand that any record of criminal convictions I might have will automatically be concealed if I meet the eligibility criteria stipulated in Section 7 of the Criminal Records (Clean Slate) Act 2004.
- I understand that the Education Council may contact institutions or individuals named in this application, to verify the information provided for the purpose of determining whether I meet the criteria for the issuing of my Full practising certificate.
- I understand that the Education Council will retain the information I provide on and with this application for the purposes of the Education Act 1989.
- I accept that the Education Council may use any of the information on this form for statistical purposes, within the obligations and requirements of the Privacy Act 1993.

12 Signature

Signature:  _____

Date signed: _____ / _____ / _____

Please ensure that the declaration form has the following sections completed correctly:

- (1) E9 each checkbox has been ticked.
- (2) E11 Applicant name is printed and can be clearly read.
- (3) E12 Declaration has been signed.
- (4) E12 Declaration must be dated within the last three months from the day the form is received by the Education Council.

Section F: Recommendation Mentor teacher to complete.

Who can make this recommendation

This section must be completed by the teacher who supervised the applicant's programme of induction and mentoring. The mentor teacher must have held a full practising certificate for the entire period of the programme.

13 Statement of recommendation - complete the recommendation checkboxes on this page (tick)

If you believe the applicant does **not** meet these criteria, **do not** complete this recommendation. Instead, discuss with the applicant that they complete a further period of supervised teaching. If uncertain, contact the Education Council to discuss.

 Name of applicant (print full name) _____

When recommending an experienced teacher who holds a subject to confirmation practising certificate they are first required to undertake mentoring (appropriate for an experienced teacher) sufficient to allow for meaningful assessment using the Practising Teacher Criteria to take place.

<input type="checkbox"/> Yes	<input type="checkbox"/> No	This teacher has participated in a mentoring programme as required by the Education Council.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	I have appraised this teacher in accordance with the criteria listed below.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	I recommend that this teacher is issued with a Full practising certificate in New Zealand, because their demonstrated performance is satisfactory and s/he meets all the <i>Practising Teacher Criteria</i> .

14 Practising Teacher Criteria - complete the criteria checkboxes below (tick)

Consider the applicant's performance in terms of each of the following criteria (for detailed descriptions, see the Education Council website). Tick to indicate that the teacher has met each of the criteria listed. If you need to add any explanations, do so at the foot of the page or attach a separate letter.

OVERARCHING STATEMENTS

1. Teachers play a critical role in enabling the educational achievement of all ākonga/learners.
2. The Treaty of Waitangi extends equal status and rights to Māori and Pākehā. This places a particular responsibility on all teachers in Aotearoa New Zealand to promote equitable learning outcomes.
3. In an increasing multi-cultural Aotearoa New Zealand, teachers need to be aware of and respect the languages, heritages and cultures of all ākonga.
4. In Aotearoa New Zealand, the Code of Ethics/Ngā Tikanga Matatika commits certificated teachers to the highest standards of professional service in promoting the learning of those they teach.

PROFESSIONAL RELATIONSHIPS AND PROFESSIONAL VALUES

1. Establish and maintain effective professional relationships focussed on the learning and well-being of all ākonga Met with evidence
2. Demonstrate commitment to promoting the well-being of all ākonga Met with evidence
3. Demonstrate commitment to bicultural partnership in Aotearoa New Zealand Met with evidence
4. Demonstrate commitment to ongoing professional learning and development of personal professional practice Met with evidence
5. Show leadership that contributes to effective teaching and learning Met with evidence

PROFESSIONAL KNOWLEDGE IN PRACTICE

6. Conceptualise, plan and implement an appropriate learning programme Met with evidence
7. Promote a collaborative inclusive and supportive learning environment Met with evidence
8. Demonstrate in practice their knowledge and understanding of how ākonga learn Met with evidence
9. Respond effectively to the diverse language and cultural experiences, and the varied strengths, interests and needs of individuals and groups of ākonga Met with evidence
10. Work effectively within the bicultural context of Aotearoa New Zealand Met with evidence
11. Analyse and appropriately use assessment information, which has been gathered formally and informally Met with evidence
12. Use critical inquiry and problem-solving effectively in their professional practice Met with evidence

15 Details and signature

The Education Council uses these details to confirm you are eligible to recommend a teacher for a Full practising certificate. Always provide your registration number.

Mentor teacher's full name: _____

Learning centre: _____

Registration number: _____ Position/Role: _____

Signature:  _____ Date signed: ____ / ____ / ____

Endorsement continued next page

Section G: Endorsement Professional leader to sign and complete

Who can endorse this application

Your “professional leader” is normally the principal of a school, senior teacher of a kindergarten association, or centre manager/owner licensee of an early childhood education centre.

- If you are employed in this role yourself, seek this endorsement from your employer (usually the Chairperson of the Board of Trustees or head of a similar governing body).
- If your teaching service listed in Question 7 was with more than one employer, you must obtain this endorsement from your current professional leader. (This may require reference to previous professional leaders as well.)

Your endorser must complete Questions 16 and 17, sign and date this section before forwarding the application to the Education Council.

16 Statement of endorsement

Name of applicant (*print full name*):



<input type="checkbox"/>	I am the professional leader.
<input type="checkbox"/>	This teacher is of good character and fit to be a teacher.
<input type="checkbox"/>	I am endorsing the recommendation made by the mentor teacher that the above named applicant be issued with a Full practising certificate.

Refer to the EC21 Completion Guide for further information about assessment against the Practising Teacher Criteria.

17 Endorser details

Professional leader name:

Learning centre:

Registration number:

Position/Role:

Signature:



Date signed:

/ /

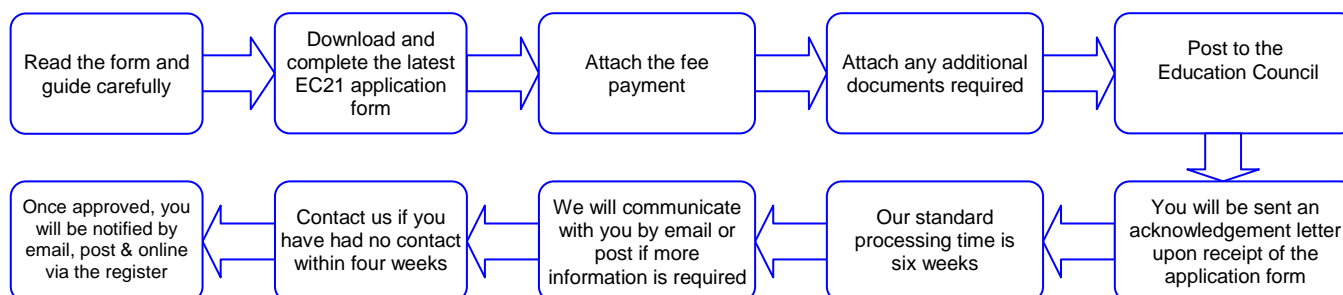
Please ensure that the **Recommendation section** has been completed correctly by your mentor teacher:

- (1) F13 Applicant name is printed and can be clearly read.
- (2) F13 Each checkbox has been ticked.
- (3) F14 Each checkbox has been ticked.
- (4) F15 Mentor teacher details provided including registration number, signature and date.
- (5) F15 Recommendation must be **dated** within the last three months from the day the form is received by the Education Council.

Please ensure that the **Endorsement section** has been completed correctly by your professional leader:

- (1) G16 Applicant name is printed and can be clearly read.
- (2) G16 Each checkbox has been ticked.
- (3) G17 Professional Leader's details provided including registration number (if applicable), signature and date.
- (4) G17 Endorsement must be **dated** within the last three months from the day the form is received by the Education Council.

EC21 Completion Guide



About this form

How to use this guide

This guide aims to help you fill out the EC21 form correctly. While you complete the form, have this guide open at the relevant question. Each question on the form is explained with the same number in this guide.

This makes sure you give the Education Council of Aotearoa New Zealand (called the Education Council in this form and guide) the right information first time, so we can process your application quickly and accurately. If you write the wrong details, leave information out, or fail to provide the required documentation, processing your application is delayed while we contact you.

The Education Council requires the documents you provide to be in English. If your documents are not in English/Maori, you must provide a translation from an official service, as well as a certified copy of the documents that have been translated.

Note:

- In this form and guide, the phrase “learning centre” is used to mean schools, kindergartens, early childhood centres and other institutions in which you can teach while working towards a full practising certificate.
- Completing and submitting this form does not necessarily mean you will be issued with a full practising certificate. The Education Council will consider your application in light of Section 361(2) of the Education Act 1989, as well as any relevant information on your file.
- For the purpose of quality assurance, the Education Council selects applications and requests that details of an applicant’s supervised induction and mentoring programme are sent in for assessing before approval of a full practising certificate can be made.

When to use this form

There are specific requirements that need to be met for the issuance of a Full practising certificate. It is important that you know exactly what those requirements are and ensure you have completed these specifically before you submit the application to the Education Council. Further information is available on our website www.educationcouncil.org.nz.

- Use this form to apply to be issued with a Full practising certificate if you hold or recently held a Subject to Confirmation practising certificate
- If your application for a Full practising certificate is issued, the new Full practising certificate will expire three years from the date of approval.

Originals, copies and attachments

You must send this form as the original. The Education Council cannot approve faxed, scanned or photocopied applications. The Education Council will not return any original documents, so please send us certified copies only.

A **certified copy** is a copy of the document that has been verified by an official such as:

- School principal / Centre manager
- Justice of the Peace
- Solicitor
- Registrar, or
- Notary public
- The authority who originally issued the document.

The person certifying the documents must note on every page the following “**certified true copy of the original**” and must clearly identify and include on the document: **[full name of official] [signature of official] [title] [address and contact number] [official stamp or seal] [date the documents were certified]**. If the Education Council is not satisfied with the certified documents that you have provided you may be asked to provide further documentation or for the documents to be certified again.

Where to go for more information

- If you have any questions about completing this application, including detailed information about the *Practising Teacher Criteria*, visit the Education Council website www.educationcouncil.org.nz. If you cannot find the information there, phone the Education Council. When contacting the Education Council please give your full name and either registration number or date of birth, so that we can identify your correct record.

Completing Section A: Personal details

This section collects the details that identify you from other applicants, and allows the Education Council to contact you if needed. Please send updates to the Education Council when any of these details change. There is a web form on our website that you can complete to submit changes at any time. This section of the application also forms part of the requirements around proof of identity which is further outlined in this guide under the section header [Completing proof of identity](#).

1 Identifying details

Please complete this section thoroughly. This will ensure we can communicate with you and that the NZ Police can process their check quickly and efficiently. Complete your name in the fields provided. In “other names used” give any other names by which you have been known, or that appear on any documents that you are attaching to the application, e.g., a maiden name. Birth date and gender are used to make sure we do not mix up your records with those of another person who has the same name. The New Zealand driver licence number and passport number should be given where applicable.

Changes to identity information

If you have changed your name or identity information since you last applied to the Education Council, you must provide with your application a certified copy of your official name change document.

- Acceptable evidence of changes to identity information is listed in this guide in the table called [Category C: Evidence of changes to identity information](#). See guide notes for [Completing proof of identity](#).
- Please refer to the notes in this guide under the section header [Originals, copies and attachments](#) for specific information on how to certify the documentation needed.

If there are inconsistencies across the identification documents or identity verification you have provided to the Education Council you may be asked to provide further information.

This information gives us ways to contact you about your application, and helps us keep our records up to date. If providing an email address, please make sure it is an email address that is personal and permanent. If given, we will use email contact first. It is important that you contact the Education Council with any changes to these contact details. We will send communications by post to those whose email address bounces or when no email address is provided.

3 Current practising certificate

Answer this question as follows:

Field	Description
Subject to Confirmation	Tick the box if you currently hold a Subject to Confirmation practising certificate. If you currently hold a Provisional practising certificate then you will need to complete the EC20 Application Form.
Registration number	Everyone who applies to the Education Council for a registration is assigned a unique registration number. Give this number as it appears on your practising certificate card. This ensures we do not confuse your records with any other person's.
Practising certificate expiry	Give the expiry date of the current Subject to Confirmation practising certificate card you hold

4 Sector details

Choose the sector that you are currently working in. The Education Council may use the information you provide for statistical purposes. If we do so, it will be published in such a way that you cannot be identified.

Completing Section B: Fee payment

5 Fee payment

You can pay the fee required using one or a combination of methods. Do not send cash. This fee is **non-refundable**. If the information provided is sufficient to make the decision to approve or decline an application, the Education Council will make this decision. It is therefore important that all specific requirements have been met at the time of applying. If more information is required, it is expected that this is obtained promptly and sent to us. Please keep us informed about any difficulties or delays. We would usually only keep an application open for these reasons for up to six months.

Collective agreement fee payment exemption

If you are eligible to have the application processing fee paid by the Secretary for Education under an appropriate collective agreement, you will need to complete an exemption form and attach this to your application. Exemption forms can be downloaded from the Education Council website. If you are eligible, please also ensure you tick the collective agreement payment option in Section B of the application form.

Late fee

A late fee is payable if you do not have a practising certificate and you are employed in a teaching position that requires you to hold one when we receive your application.

Fee schedule - Important: No practising certificate without payment

This document is an application to be issued with a Full practising certificate as a teacher in New Zealand. A practising certificate is a requirement to be lawfully employed in a school, kura, kindergarten and in most positions in early childhood settings. The Education Council must have the full amount of your fee payment before we will begin assessing your application. You will be formally advised when your application is approved. If any problem arises with your payment (such as dishonour of a cheque or credit card transaction), we will contact you. Please ensure you attach the full payment, and be certain that any cheque or credit/debit card account you provide has sufficient credit for the transactions, and will not expire for at least a month from when you submit the application. The fee schedule on the latest version of the application form outlines the amount required to be paid. If paying by credit/debit card we will deduct the fee applicable at the time of receipt.

Completing proof of identity section

The Education Council requires the identity referee to be either a School Principal, a Centre Manager of an early childhood education centre or an ITE Head of Programme.

The identity referee must:

- verify the two forms of identification required in this section (one from Category A and one from Category B) of which one form of identification must be photographic
- verify that the applicant, who must also be the presenter of the identification documents, is the same person as identified in the document Category A and Category B
- complete all sections of the form and apply the school/centre stamp or seal
- not be related to, or be a partner or spouse to the applicant
- not reside at the same address as the applicant
- be living in New Zealand and have an accessible contact address and telephone number.

Identification verification

- The applicant must provide in person two forms of identification documents to be certified by an acceptable identity referee. These must be original documents.
- They must include one “Primary identification document/record” and one “Secondary identification document/record” issued by an approved agency. See Category A and B in the table below.
- One identification document from either category A or B must be photographic or a photo ID.

Category A: Primary identification document/record	Issuing agency
New Zealand Passport	Department of Internal Affairs
New Zealand Certificate of Identity issued under the Passports Act 1992 to Non-New Zealand citizens who cannot obtain a passport from their country of origin	Department of Internal Affairs
New Zealand Certificate of Identity (issued to people who have refugee status)	Ministry of Business, Innovation and Employment (Immigration New Zealand)
New Zealand Refugee Travel Document	Department of Internal Affairs
Emergency Travel Document	Department of Internal Affairs
New Zealand Firearm Licence	New Zealand Police
Overseas Passport (with or without New Zealand immigration visa/permit)	Relevant Authority in country of issue (visa/permit to be issued by Ministry of Business, Innovation and Employment (Immigration New Zealand))
New Zealand Full Birth Certificate issued on or after 1998	Department of Internal Affairs
New Zealand Citizenship Certificate	Department of Internal Affairs

Category B: Secondary identification document/record	Issuing agency
New Zealand Driver Licence	New Zealand Transport Agency
18+ Card	Hotel Association of New Zealand
Community Services Card	Ministry of Social Development
Super Gold Card	Ministry of Social Development
Veteran Super Gold Card	Ministry of Social Development
Inland Revenue Number	Inland Revenue Department
Electoral Roll Records	Ministry of Justice
New Zealand utility bill, issued not more than six months earlier	Power/telephone company

Evidence of name change or other changes to identity information

It is important that the evidence of identity presented to the identity referee covers all identity information provided in the sections of the application form under the headings of *Personal details*, *Applicant declaration* and *Proof of identity*.

If the identity documentation that you provide to the identity referee shows that there is a difference in the name or other aspects in the identity related information that those documents were issued under, you will need to provide to the identity referee evidence from the table below in Category C to verify the difference. For example if the document that you provide to the identity referee from Category A was issued under a name that is different from the name that the document you provide from Category B, you will need to provide a document from Category C that verifies that difference in name for both documents. **Note:** If there are inconsistencies across the identification documents or identity verification you have provided to the Education Council, you may be asked to provide further information.

Category C: Evidence of changes to identity information	Issuing agency
Change of Name by Statutory Declaration	Department of Internal Affairs
Change of Name by Deed Poll	Department of Internal Affairs
New Zealand Change of Name Certificate	Department of Internal Affairs
New Zealand Marriage Certificate (not Particulars of Marriage)	Department of Internal Affairs
New Zealand Civil Union Certificate	Department of Internal Affairs
New Zealand Birth Certificate issued on or after 1998	Department of Internal Affairs
New Zealand Divorce Papers	Ministry of Justice
Certificate of Annulment	Ministry of Justice
Overseas Passport	Relevant authority in the country of issue
Overseas Birth Certificate or Overseas Marriage Certificate	Relevant authority in the country of issue

Completing Section C: Current employment and teaching experience

6 Current learning centre

Provide the name and address of the learning centre where you are currently working plus the date you started.

6A Details of your mentoring programme

Provide the date you began and completed your mentoring programme and the details of your fully certificated mentor teacher/s. If you have undertaken your mentoring programme across a number of learning centres, ensure you supply the mentor's details for each of the learning centres you have taught at. It is expected that if during your mentoring programme you move to another school or learning centre you will have kept records of your earlier programme, and that your new employer and subsequent mentors have the opportunity to review this material.

7 Teaching service

List all your teaching service, including your current service, in the last five years.

Column	Description
Position/role	Give the type of employment, e.g., "teacher", "principal", "reliever", "centre manager", "head of department", "home based coordinator" etc.
Learning centre and MOE number	The learning centre must be an "approved setting" for issuing a Full practising certificate. If unsure, call the Education Council or see our website. If the name does not already make it clear, also include the learning centre type (e.g., secondary, kindergarten, area school, early childhood centre, etc.). It is useful to include the learning centre's MOE number.
Location	Give the town or city where the learning centre is located. If overseas, also give the country.
Work type	If the work was full time, tick the box in the "Full time" column. If it was part time, list the full time teacher equivalent (FTTE) of your position.
From/To	Give the month and year when your employment in this position began and ended.

Teaching service requirements

You can be recommended for a Full practising certificate if all the following apply to you:

- You have completed at least 12 months continuous supervised teaching service (full or part time) in the last 3 years.
- During the teaching service, you participated in an appropriate mentoring programme for an experienced teacher.
- Your professional leader and supervising teacher affirm that your performance demonstrates meeting the *Practising Teacher Criteria in all respects*. (They do this in Section F and G.)
- Please also ensure all other sections are filled in.

Completing Section D: Overseas police certificates

8 Overseas police certificates

Regardless of your nationality, you must obtain a police certificate from any overseas country (a country outside New Zealand) where you have lived for twelve months or more. The police certificate must cover the entire period in which you lived in that country and must be a **national** police certificate.

- (a) Tick "No" only if you have never lived for 12 months or more in any one overseas country in the last 10 years (e.g., if you have always lived in New Zealand and have never travelled overseas for more than a few months holiday at a time).
- (b) Tick "Yes" and list the countries you have lived for 12 months or more in.

Include all countries where you lived for twelve months or more in the last 10 years, regardless of whether:

- you were living there, travelling around, working or on holiday
- (if you have immigrated to New Zealand) it was your "home country" or a country you were only visiting
- you needed a visa to enter New Zealand from there or not (e.g., immigrants from Australia still need to list Australia), or
- you lived in one or in several places within the country (as long as the period totalled 12 months or more).

Do not include any time overseas while you were under the age of 16.

Important! Certificates take time

If you have applied for a certificate, but not yet received it, please give the date you requested it in the space provided.

It is important to apply for police certificates as early as possible. Some countries take up to several months to process a request. We expect you to take reasonable steps to obtain these as early as possible. If there is a delay in getting these and you need to begin or continue working, it may be appropriate, in this situation, for your school or kindergarten to apply for an extension to the 10 day limit on working without a practising certificate.

Your application could be closed if we receive no response to efforts to contact you or you are not showing attempts to complete this requirement and gain the necessary police certificate(s).

Completing Section D: Overseas police certificates (continued)

How to obtain certificates

You need to apply to the relevant agency in each country. Each agency has its own forms to use and provisions for issuing police certificates. Most countries charge a fee to provide these documents, which you are responsible for paying.

This table shows the most commonly visited countries and how to request a police certificate from there:

These address details were accurate at the time of the version date of this form. See the date at the bottom of the form.

Country	Where to apply	What to request
Australia	Australian Federal Police, Criminal Records, Locked Bag 8550, Canberra, ACT 2601, Australia Website: www.afp.gov.au/what-we-do/police-checks/national-police-checks#national-police-certificates <i>Please note: A "Standard Disclosure" or a "Partial Disclosure" do not meet the Education Council's requirements. If you obtain one of these certificates please make contact with the Education Council.</i>	A National Police Certificate This check should be a " Complete Disclosure ". To obtain the correct disclosure when applying online ensure you enter Code Number 21.
Canada	Royal Canadian Mounted Police, Information and Identification Services, Canadian Criminal Record Information Services, 1200 Vanier Parkway, Ottawa, Ontario, Canada K1A 0R2 Website: www.rcmp-grc.gc.ca	Consent for Disclosure of Criminal Record Information, based on your full name and date of birth
Fiji	Officer in Charge, CID, Police Headquarters, Suva, Fiji	A police certificate to be forwarded direct to the Education Council (Give our postal address)
Ireland (Eire)	<u>From outside Ireland:</u> Chief Superintendent Liaison and Protection Garda Headquarters, Phoenix Park, Dublin 8, Ireland <u>From Ireland:</u> In person to your local Garda station Website: www.garda.ie	Police certificate of good character
Japan	<u>From NZ:</u> Embassy of Japan, PO Box 6340, Wellington <u>From Tokyo:</u> Tokyo Public Safety Division, Metropolitan Police Department, 2-1-1, Kasumigaseki, Chiyoda-Ku, Tokyo <u>From elsewhere inside Japan:</u> Your local Prefectural Police Office	"No Criminal Record Certificate" (NCRC), "Police Clearance" (Keisatsu Shomeisho, Hanzai Keirei Shomeisho or Muchanzai Shomeisho)
Singapore	<u>From Singapore:</u> Apply in person to: CNCC Office, Police Cantonment Complex, Blk D #02-01A, 391 New Bridge Rd, Singapore 088762 Website: www.police.gov.sg/epc/cert_issued.htm <i>Please note that Certificates of No Criminal Conviction are only issued to citizens of Singapore. Non-citizens will need to contact the Education Council to request a Statutory Declaration form.</i> <u>From NZ:</u> Singapore High Commission 17 Kabul St, Khandallah, Wellington	Certificate of No Criminal Conviction (CNCC)
South Africa	The Commissioner, Criminal Bureau, Security Branch, South African Police, Private Bag 308, Pretoria 0001, Republic of South Africa	A South African Police Clearance Certificate
United Kingdom (including Northern Ireland)	Apply to the Association of Chief Police Officers (ACRO), P O Box 481, Fareham, PO14 9FS, UK for an International Child Protection Certificate. Website: https://www.acro.police.uk/icpc/ <i>Please note: We may accept standard or enhanced disclosures issued through Disclosure Scotland if this has been issued for teaching employment. However, the disclosure must cover the entire period of time you were living in the UK.</i>	An International Child Protection Certificate
United States of America	Federal Bureau of Investigation, Identification Division 1000 Hollow Custer Road, Clarksburg, West Virginia 26306 Website: https://www.fbi.gov/services/cjis/identity-history-summary-checks	FBI identification record

For other countries, we recommend the following sources to identify the relevant authority to contact:

- the police in the relevant country
- the diplomatic office (embassy, high commission, etc.) in New Zealand for that country

If none of these sources provide the information you need, contact the Education Council.

Completing Section E: Applicant declaration

This section asks for your personal confirmation that you are of good character and fit to be a teacher and that you accept the terms of the application.

9 Declarations

You must tick one response box for each of these questions.

10 Explanations of "yes" declarations

If you tick any of the "Yes" answers to Question 9, you must attach a separate sheet that explains the situation(s) involved, including any details relevant to your application, for example, key dates or any resolution.

Question	How to answer
Dismissed	Give a clear explanation of the circumstances surrounding your dismissal from a teaching position.
Registration cancelled/ refused	This covers any category of authority to teach (such as "registration", "licensing", or "classification") relevant in the applicable country, including limited authorities to teach.
Medical condition *	List all physical and mental health conditions that are relevant to your ability to carry out teaching duties safely and satisfactorily. Appropriate information to provide includes: <ul style="list-style-type: none">• severity of the condition, and whether it is acute (short term) or chronic (ongoing)• frequency and duration of episodes when it could impact on your teaching• general details of treatment received (particularly if this is ongoing)• (if applicable) progress made toward recovery, and expected timeframe for full recovery. You may be requested to supply a medical certificate and/or endorsement from your professional leader commenting on your fitness to teach.
Any other matters**	Provide this information or the details of any matter(s) in writing. Give a clear written explanation of any matter(s) that may call into question whether or not you meet the Education Council's Good Character and Fit to be a Teacher criteria.

* The Education Council will distinguish between any mental or physical condition that affects an applicant's ability to carry out the teaching role satisfactorily and any disability that an applicant has that does not impact on that ability. The Education Council is aware of its obligation not to contravene the Human Rights Act 1993 by unlawfully discriminating against any person.

** Tick "yes" if your employing body, the professional/registration body where you are presently registered (or were previously registered), the police or other government agency has begun an investigation. If you are unsure about what you need to disclose, contact the Education Council.

Consequences of false declarations

If the Education Council discovers you have knowingly declared false information on this form, you may be prosecuted and fined up to \$2,000, and your registration may be cancelled.

11 Acknowledgements and statement of consent

Please complete your name as proof that you have read and accepted the statements in this section. The Education Council will proceed with processing your application within these terms.

The Education Council requests a "vetting" check from the NZ Police and when we receive your check results back from the Police we may need to ask more questions or get clarification from you. You should note that the conviction form from the Police will be given under the Clean Slate Legislation. You do need to be aware that some convictions do not get cleared by Section 7 of the Criminal Records (Clean Slate) Act 2004.

Consent for disclosure for a Police Vet check

By signing the declaration you acknowledge and understand the following:

1. The information about me that NZ Police may consider relevant to my application and release in vetting comprises any conviction history and, for certain agencies, infringement/demerit reports; and it may include any other information such as active charges and warrants to arrest, any information received or obtained by NZ Police, and any interaction I have had with NZ Police in any context (including family violence), even where I have not been charged, or charges are withdrawn, or I have been acquitted (not guilty) of a charge, or I have been discharged without conviction.
2. Any conviction history will be released in accordance with the Criminal Records (Clean Slate) Act 2004; this means that, if I am "eligible" for clean slate (e.g., no convictions for seven years, never been to prison, no convictions for specified sexual offending, etc. See section 7 of the Act):
 - a) my criminal record of convictions will not be disclosed; but
 - b) if the role for which I have applied is an exception to the clean slate scheme (e.g., predominantly involving care and protection of a child or young person), my criminal record of convictions will be disclosed.
3. Where a Court suppression order exists in respect of criminal conviction information not subject to the Clean Slate regime, any active criminal charge, or any past non-convicted charge, NZ Police may, if it considers the information to be sufficiently relevant and of concern, disclose in the result:
 - a) to certain approved agencies, such as government agencies, details of the suppressed information, with a warning against publication;
 - b) to other approved agencies, the existence of the suppressed information, without offence details.
4. Where NZ Police holds relevant information that it is unwilling to disclose to the approved agency for privacy, confidentiality or law enforcement reasons, NZ Police may recommend against unsupervised access to children or vulnerable persons (this is known as a "red stamp").
5. The personal information I provide in this form is being collected for vetting purposes, and may also be used for the purpose of updating NZ Police records.
6. I may withdraw this consent, prior to Police's disclosure of the vetting result, by notifying the approved agency who will immediately notify NZ Police to cease the vetting process.
7. I am entitled to access the vetting result released to the approved agency and seek correction of Police information about me in accordance with the Privacy Act 1993 by making a request to the approved agency in the first instance.
8. No later than twelve months after the release of the vetting result, the approved agency will securely dispose of this consent form and copies of identification documents, as well as the vetting result released by NZ Police, in accordance with the Privacy Act 1993 or any other enactment, unless a longer retention period is required under legislation.
9. The information I have provided in this form relates to me and is correct.

For further information see, <http://www.police.govt.nz/advice/businesses-and-organisations/vetting>

12 Signature

In signing this statement, you authorise NZ Police to provide the Education Council with any information about you that is relevant to us in determining whether you are "of good character and fit to be a teacher". This includes any convictions or other relevant information the Police may hold about you. Make sure you sign and date the form before sending it to the Education Council to signify your authority and request us to proceed. We cannot process and approve the application without this.

Please ensure that the declaration form has the following sections completed correctly:

- (1) E9 Each checkbox has been ticked
- (2) E11 Applicant name is printed and can be clearly read
- (3) E12 Declaration has been signed.
- (4) E12 Declaration must be dated within the last three months from the day the form is received by the Education Council.

Completing Section F: Recommendation and G: Endorsement

In Questions **13** to **17** your mentor teacher and professional leader confirm that you meet the criteria to be granted a Full practising certificate. Instructions for completing these sections are provided on the form itself. If you have been at your current learning centre for less than one term, your previous professional leader and mentor teacher will also need to endorse this form.

Checklist

To avoid processing delays, use this checklist to confirm you have done everything before you send in your application.

- Section A: All details are completed
- Section B: Attach payment, a correctly completed collective agreement exemption form and/or provide credit card details
- Proof of identity: To be completed in full by a School Principal, an ECE Centre Manager or an ITE Head of Programme
- Section C: All questions are answered
- Section D: (If required) Attach certified copies of police certificates or application dates provided for all countries listed
- Section E: Completed signed and dated
- Section F: Mentor teacher has completed and signed
- Section G: Current professional leader has completed and signed

Education Council's commitment to your privacy

The Education Council is committed to observing all the obligations and responsibilities of the Privacy Act 1993, in relation to the information you provide to us. We offer you the following assurances to support this commitment:

- You are asked to provide the information on this form so that the Education Council can consider your eligibility to be issued with a full practising certificate. The Education Council considers this in terms of Section 361(2) of the Education Act 1989.
- The Education Council will hold the information securely, and will not disclose it to any person or organisation without your authority, unless required or authorised to do so by law. Note that, in signing Section E, you give your consent for us to make contact with the listed organisations and people, so that we can process this application quickly and accurately and so that registration and practising certificate dependent allowances can be confirmed.
- You can request under the Privacy Act to see any information that the Education Council holds about you at any time, and you have the right to ask us to correct the information. Note that this only applies if you:
 - ▶ are a New Zealand citizen
 - ▶ have permanent residency in New Zealand, or
 - ▶ are in New Zealand when you make the request.
- If the Education Council uses your information for statistical purposes, it will be published in such a way that you cannot be identified.

Note: The Education Council makes a register available to the public on its website. This register details the expiry date of the registration and practising certificate issued to anyone as PROV, FULL or STC and also includes those who are cancelled (CANC).

What happens next?

- Return the completed application form and any supporting information by post to:
Education Council
P O Box 5326
Wellington 6145
New Zealand
or by courier to; Education Council, **Level 12, 80 Boulcott Street, Wellington 6011.**
Our contact telephone number is **+64 4 471 0852.**
- The Education Council processes your application fee.
- The Education Council confirms you have provided everything on the form that we need. If we do not have enough information to make a decision on your application, we will contact you.
- NZ Police uses the details you have provided to run a "vetting" check, and replies with details to the Education Council.
- The Education Council decides whether you meet the criteria to be issued with a Full practising certificate.
- The Education Council sends you notice of the decision. The online register is updated with your registration and practising certificate details.
- If the Education Council needs to contact you, this will usually be within three weeks.