

CERTIFICATION

Your guide to applying for full certification

Follow this process if you have completed your induction and mentoring programme and have met the teaching service requirements to be issued with a full practising certificate.

- 1 Go to www.educationcouncil.org.nz to download and print an **EC20 application form**.
- 2 Read the Completion Guide and collect any supporting documents you may need.
- 3 Send your completed application to the Education Council.
- 4 When your application has been received, you will be sent an acknowledgement of receipt.
- 5 If you have provided all of the required information, your application will be considered and a decision made within 4-6 weeks.
- 6 Confirmation of approval is emailed as soon as the application is approved, and the online register is updated on the same day. As soon as your application is approved, you hold full certification.
- 7 Your full practising certificate will arrive in the post within two to three weeks. Keep this in a safe place.

Documents you may need:

- Evidence of mentored teaching completed outside of New Zealand

Additional information about your induction and mentoring programme in New Zealand may be requested when your application is being processed. You should have this collated in one place in case it is needed:

- You may be asked to provide a brief explanation of your induction and mentoring programme, including the dates and further details about your mentor teacher/s and the schools/centres where you completed it
- You may be asked to provide samples of the documentation from your induction and mentoring programme
- Other evidence could be required to help the Education Council determine if you meet the requirements for certification