

CERTIFICATION

Your guide to reapplying for a practising certificate and provisional certification or certification subject to confirmation

Follow this process if your practising certificate has expired or is due to expire within the next two months and you have not yet gained full certification

- 1 Go to www.educationcouncil.org.nz to download and print an **EC80 application form**.
- 2 Read the E80 Completion Guide and collect any supporting documents you may need.
- 3 Send your completed application and supporting documents to the Education Council.
- 4 When your application has been received, you will be sent an acknowledgement of receipt. You can use this as evidence of having an application for a practising certificate pending as you look for a teaching position.
- 5 If you have provided all of the required documentation, 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 a current practising certificate and certification.
- 7 Your practising certificate will arrive in the post within two to three weeks. Keep this in a safe place.

Documents you may need:

- A police clearance from overseas (if you lived for 12 months or more in the last 10 years in any country other than New Zealand)
- Information about any matters you declare such as a medical condition that may affect your ability to teach
- Information about any convictions/information that may appear on your NZ police clearance

Additional information may be requested when your application is being processed:

- If you have completed two years of teaching within the last five years, you may be asked to obtain a testimonial from your last professional leader
- Your professional leader may be asked to comment on your progress with your induction programme to gain full certification
- Other evidence could be required to help the Education Council determine if you meet the requirements for certification

If you are offered a teaching position in a primary or secondary school before you receive confirmation of your practising certificate being approved, you must ask your professional leader to apply for an extension for you to be lawfully employed.