

## **GUIDELINES AND REQUIREMENTS FOR CENTRE OWNERS AND MANAGERS RENEWING THEIR PRACTISING CERTIFICATE**

These guidelines are for centre owners and managers of ECE services who are also certificated teachers who are applying for renewal of their practising certificates for teacher Certification.

### **Centre owners/managers holding full Certification seeking to renew their practising certificate need to:**

1. Complete the [correct form](#) for renewing their practising certificate for full Certification following the information in the completion guide.
2. Pay particular attention to Sections C and F. The expectations for these are clarified below.

### **Form Section C: Teaching Experience**

3. Centre owners or managers must demonstrate meeting all the *Practising Teacher Criteria* as part of their role.
4. The ākonga may be the teachers in their service rather than only the children.
5. A centre owner/manager must be able to demonstrate and have evidence of meeting the *Practising Teacher Criteria* through planning, assessing and reporting on ākonga's learning, being part of a professional learning community, knowing and building on what ākonga bring to their learning, etc.
6. The appraiser is likely to know of this evidence as it would have informed the ongoing discussions at appraisal meetings.
7. When the appraiser is not a certificated teacher it is important that a certificated teacher has this knowledge and evidence (see below regarding endorsement) and this endorser may be a teacher in their service.

### **Form Section F: Endorsement**

8. A centre owner/manager who wishes to maintain full teacher Certification must be involved in an ongoing appraisal process where they receive feedback on their teaching, have an opportunity to discuss and plan for their professional growth and are able to provide evidence of how they meet all the *Practising Teacher Criteria* in their role. The teaching can be of children and/or teachers.
9. A professional leader or equivalent, who is not an employee of the service, must complete part 12 and 13 of the endorsement section.
10. If a centre owner has an appraisal process set up with a person who is not a certificated teacher then there also needs to be a process involving a fully certificated teacher who has opportunities to observe the centre owner's teaching practice, provide feedback and have discussions in relation to meeting the criteria.
11. This fully certificated teacher can be a member of their staff and would be able to recommend to the Education Council that the centre owner has been appraised as meeting all the *Practising Teacher Criteria* in an ongoing way during the previous three-year period. Such an endorsement would be additional to that of the uncertificated appraiser. The certificated teacher would then complete section 14.

## **REQUIREMENTS FOR MAINTAINING FULL CERTIFICATION:**

### **Teaching position**

1. The centre owner/manager's role (and job description) must include teaching, such that they would be able to demonstrate meeting all the *Practising Teacher Criteria* in their daily work and professional practice.
2. Their ākonga may be young children or the teachers and adults in their service.
3. Where their teaching involves the teachers they employ and not children, i.e. in a professional development, 'leader of learning' way, the same expectations as of other certificated teachers applies. There must be continuous periods of teaching/facilitation where the learners' needs are assessed, planned for and reported on. Running an occasional course for other teachers is not sufficient.
4. Centre owners' 'teaching' should be of sufficient hours that makes it possible to demonstrate meeting the *Practising Teacher Criteria*. Meeting these is a non-negotiable for maintaining a full practising certificate.

(Providing staff cover for lunchtime is not sufficient teaching responsibilities, nor is assisting on the occasional excursion).

### **Appraisal against the *Practising Teacher Criteria***

5. It is the expectation of the Ministry of Education that a centre owner/manager will have a performance management system (that includes an appraisal process) as part of their ECE services operation and good management practices (Regulation 47 (1)(a)). This should include a process for their own appraisal.
6. It is important that the person overseeing the appraisal is not their employee.
7. A centre owner/manager may seek to establish an appraisal process that includes professional guidance around their business operation as well as their teaching. Where this appraiser is not a certificated teacher the centre owner will need to include input about their satisfactory teaching practice from a certificated teacher.
8. The fully certificated teacher who is going to make the recommendation to the Education Council for renewal of the centre owner's practising certificate must have evidence of how the centre owner actually meets each of the *Practising Teacher Criteria*. To have this evidence the fully certificated teacher must have had opportunities to observe the centre owner in practice (either when teaching children or other teachers). The documentation of these observations and the discussion and feedback that ensues should be kept in the appraisal records. In addition to times of formal feedback and discussion and goal setting there should also be opportunities for them to be involved in conversations around teaching and learning just as this would occur for other certificated teachers in the centre.
9. These processes should take place as part of an ongoing appraisal process and not just as a compliance exercise to satisfy the Education Council. It is important that the fully certificated teacher 'appraiser' uses their professional judgement and takes this role seriously. The *Practising Teacher Criteria* are designed to be used to guide a teacher's ongoing professional learning and growth.
10. If unable to demonstrate meeting the criteria eventually the centre owner/manager will be applying for a practising certificate with the category of subject to confirmation (which is still certificated teacher status).