

Office Use Only: Registration #

# EC15

## Application form to register as a teacher

- Complete this form to apply for teacher registration if:
  - you have completed your teacher education programme overseas; and
  - you do not currently have any form of NZ teacher registration.
- Complete this form to apply for a practising certificate under the Trans-Tasman Mutual Recognition Act (TTMRA). This includes when you have previously been registered in New Zealand.
- Use the **EC15 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 EC15 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 Sector details

Which sector do you intend to be working in?  
 Select one  ECE  Primary  Secondary  Other \_\_\_\_\_

#### 4 Are you currently employed? Yes *(please provide details)* No

Name & address of learning centre: \_\_\_\_\_

Start date: \_\_\_\_\_ Tenure: \_\_\_\_\_ MOE # *(if known)*: \_\_\_\_\_

### 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.


Cheque, bank cheque or money order *(as attached)* **Cheques payable to: Education Council**

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

Cardholder name: \_\_\_\_\_

Card number: \_\_\_\_\_

Expiry date: \_\_\_\_\_

Cardholder signature: \_\_\_\_\_ 

**Fee schedule (non-refundable). 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 \$NZD302.57 **(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. *If you are living overseas at the time of completing this form, you will need to contact the Education Council for guidance on how you can meet the requirements for proof of identity.*

### 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 must be photographic.

Category A	Tick	Category B	Tick
New Zealand Passport	[ ]	New Zealand Driver Licence	[ ]
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	[ ]	18+ Card (must be current)	[ ]
New Zealand Certificate of Identity (issued to people who have refugee status)	[ ]	Community Services Card	[ ]
New Zealand Refugee Travel Document	[ ]	Super Gold Card	[ ]
Emergency Travel Document	[ ]	Veteran Super Gold Card	[ ]
New Zealand Firearm Licence	[ ]	Inland Revenue Number	[ ]
Overseas Passport (with or without New Zealand immigration visa/permit)	[ ]	Electoral Roll Records	[ ]
New Zealand Full Birth Certificate issued on or after 1998	[ ]	New Zealand utility bill, issued not more than six months earlier	[ ]
New Zealand Citizenship Certificate	[ ]		

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 (if applicable)	Expiry date (if applicable)
Category A				
Category B				
Name change (if applicable)				

Please confirm that you are one of the following (tick one)	Teacher registration number (if applicable)
<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 / /

## Australian Registration (TTMRA)

If you are applying under TTMRA, please complete this Section along with Sections A, B, Proof of identity, C7A, D, E and G.

### 6 Australian Registration

Are you eligible to practice in Australia?\*  
(\*in WA, SA, NT, QLD, VIC, TAS or ACT)

[ ] Yes – attach a certified copy of registration document

## Section C: Education Applicant to complete

**7 NZQA assessment report** You will need to have a New Zealand Qualifications Authority (NZQA) assessment report of your qualification/s. If you have applied to NZQA, please write your NZQA application number below. If you have not applied to NZQA, please make an application now.

NZQA Application Number	
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**7A Qualifications** Attach certified copies of all qualifications and transcripts of the qualifications listed.

Qualification name	Institution	Location	Length of course	Year completed

**8** Depending on your recent teaching service, you may be required to complete the Education Council approved *Teacher Education Refresh (TER)* programme. (Refer to Completion Guide for details)

Have you completed the Education Council approved *Teacher Education Refresh (TER)* programme: (Please tick one) [ ] Yes [ ] No  
If you have ticked "Yes", what date did you complete TER? \_\_\_\_/\_\_\_\_/\_\_\_\_ Attach a certified copy of your completion certificate.

### 9 Practicum

a) Did you complete a practicum (period of supervised teaching) as part of your teaching qualification/initial teacher education programme?

[ ] No – please proceed to Section D.

[ ] Yes – please provide a transcript of your qualification which shows this practicum has been completed.

b) Which of your qualification(s) required you to complete a supervised teaching practicum?

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c) How long was this practicum?

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d) What type of institution was this practicum completed in?

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e) What age group did you teach during this practicum?

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## Section D: Experience Applicant to complete

**10 Teaching experience** – Please only include teaching experience that followed your teaching qualification/initial teacher education programme.

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

Continue on a separate sheet if needed. \*Please note FTTE means full time teaching equivalent.

### 11 Supervised teaching experience – professional status

[ ] Yes	[ ] No (go to c)	a) Since being recognised as a teacher, have you completed a planned programme of supervised teaching with a mentor teacher?
[ ] Yes	[ ] No	b) Was this programme completed in the general education system of the country?
[ ] Yes	[ ] No	c) Have you held a senior teaching position (e.g. Principal, Deputy Principal, Department Head)?
[ ] Yes	[ ] No	d) Do you hold a professional status issued/recognised by a professional teaching body (such as QTS and Induction, NPQH, Threshold Certificate, PRC Examination)?*

\* please attach a certified copy and add details below if you answered "Yes" to any part of question 11.

Name of award	Awarded by (issuing body)	Date awarded



## Section G: Applicant declaration Applicant to complete.

### 14 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.

### 15 Explanations of "yes" declarations

Details are attached of any "Yes" answers I gave above to Question 14. See the *EC15 Completion Guide* for detailed instructions.

### 16 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.
- 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 registration 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 G 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.
- 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.

### 17 Signature

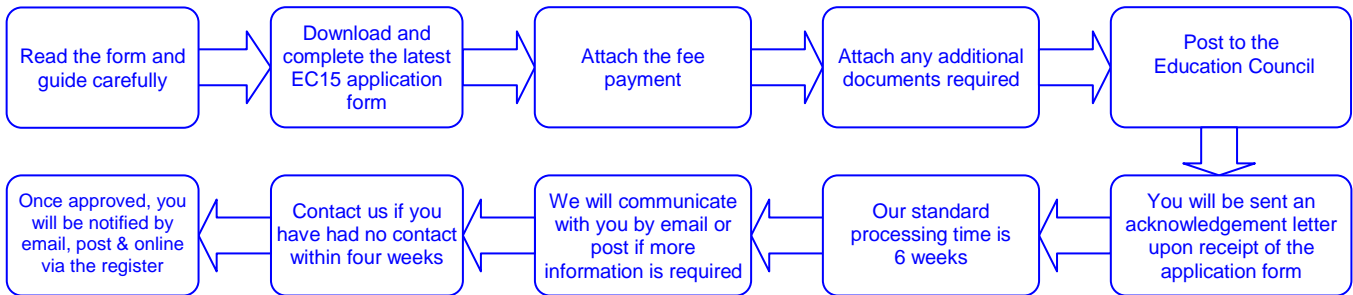
Signature:  \_\_\_\_\_

Date signed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

- (1) G14 Each checkbox has been ticked.
- (2) G16 Applicant name is printed and can be clearly read.
- (3) G17 Declaration has been signed.
- (4) G17 Declaration must be dated within the last three months from the day the form is received by the Education Council.

# EC15 Completion Guide



## About this form

As your qualifications and experience are from overseas, be aware that you must provide more information to the Education Council than a New Zealand applicant. The notes in this *Completion Guide* tell you what you must provide, so please read it carefully.

The Education Council requires all the documents that you provide to be in English. If you have documents that are in a language other than English or Māori, you must supply full translations. These must be word for word translations prepared and certified as correct by an official New Zealand translation service.

Be aware that gaining teacher registration does not replace any requirement you may have to obtain an immigration visa or work permit. You still need to obtain those from the New Zealand Immigration Service, if applicable.

## How to use this guide

This guide aims to help you fill out the EC15 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 ensures you give the Education Council of Aotearoa New Zealand (called the Education Council in this form and guide) the right information the 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.

## Originals, copies and attachments

You must send the completed EC15 as the original. The Education Council cannot approve faxed, scanned or photocopied applications. The 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 your 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.

## Writing notes on the form

If you think we might find any answer unclear and you want to clarify it, you can write notes on the form.

## Where to go for more information

If you have any questions about completing this application, visit the Education Council web site [www.educationcouncil.org.nz](http://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 reference number or date of birth, so that we can identify your correct record. Your reference number is printed on the acknowledgement letter that the Education Council sends to you on receipt of your application form.

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## 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 the name on your qualification(s) is different from your legal name or 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.

### 2 Contact details

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 notify the Education Council of 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 Sector details

Choose the sector that you intend 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.

### 4 Your employment

To be employed in a teaching position, you are required to hold a current practising certificate. It is unlawful to be employed in a teaching position in a school and most teaching positions in the ECE sector without a current practising certificate. If you have already commenced employment, you will need to provide your employment details in this section. The Education Council will consider this information as part of the processing of your application. If you have been offered a teaching position and have not yet started, this information should also be provided.

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## Completing Section B: Fee payment

### 5 Previous applications

If you have applied to the Education Council previously for teacher registration or for a Limited Authority to Teach (LAT), then our system will already contain a record for you, including a registration/authorisation number unique to you. In this case, provide this number to help us locate your record.

#### Fee payment

You can pay the required fee 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 service and qualification 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

You may be eligible for the fee to be paid by the Secretary for Education because you have been offered a teaching position and will be employed under an appropriate collective agreement. See the Education Council website for further information and to access the relevant forms if you are eligible. If you are eligible for payment under an appropriate collective agreement, please clearly note this in Section B of the application form and send the completed exemption form with your application.

#### 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 registration without payment

This document is an application to apply for registration as a teacher in New Zealand. Please note that a practising certificate will also be issued to you at no additional cost, unless you advise the Education Council that you do not wish to be issued with one. A practising certificate is a requirement to be lawfully employed in a school, kura, kindergarten and in most positions in early childhood settings in New Zealand. 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

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 applicant is not required to be employed by the school or ECE centre where the identity referee is employed. To locate the nearest school in your area please visit <http://www.educationcounts.govt.nz/find-school> or an ECE centre in your area <http://www.educationcounts.govt.nz/find-an-els>. If you are living overseas at the time of completing this form, you will need to contact the Education Council for guidance on how you can meet the requirements for proof of identity.

### 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



## Australian Registration Trans-Tasman Mutual Recognition Act (TTMRA)

- 6** Teachers who are lawfully eligible to practise in one of the recognised states or territories in Australia\* (this may be in the form of registration, membership or accreditation depending on the jurisdiction) may be eligible to be considered for registration and a practising certificate under the provisions of the Trans-Tasman Mutual Recognition Act. A completed EC15 form (Sections A, B, Proof of identity, C7A, D, E and G) must be forwarded together with the processing fee and a copy of current teacher registration in Australia.

\*The states/territories recognised under the Trans-Tasman Mutual Recognition Act are: Queensland College for Teachers, the Victoria Institute of Teaching, Teacher Registration Board of the Northern Territories, Teacher Registration Board of South Australia, the Teacher Registration Board of Western Australia, Teachers Registration Board Tasmania and Teacher Quality Institute ACT. NB: NSW is not recognised under the Trans-Tasman Mutual Recognition Act.

### Completing Section C: Education

This section collects details to confirm you have suitable qualifications to be eligible for NZ teacher registration.

**7** **NZQA assessment report**

The Education Council requires you to provide a certified copy of an NZQA International Qualifications Assessment (IQA) completed for the purpose of teacher registration that has been issued by NZQA within the last five years. If you have applied to NZQA for this IQA but have not yet received it, please enter your NZQA assessment application number. If you have not applied to NZQA, please make an application now [www.nzqa.govt.nz](http://www.nzqa.govt.nz).

**7A** **Qualifications**

List your *completed* qualifications, the institution from which you gained them, the country as well as the town, city or area and the year which you completed them. Please attach certified copies to the application for all the qualifications and their associated transcripts that you list here.

**8** **Teacher Education Refresh (TER) programme**

Successful completion of the *Teacher Education Refresh (TER)* programme is a requirement for teachers who gained their initial teacher education qualification six or more years ago and do not have recent teaching acceptable to the Council. The *TER* programme is a programme of study and supervised practicum focused on the current New Zealand education “landscape” and changes that have occurred over the last six years. The *TER* programme is delivered by providers approved by the Education Council and is based on a curriculum developed and owned by the Education Council. If you have completed recent teaching experience acceptable to the Education Council, you may not be required to complete the *TER* programme. The Education Council will consider your teaching experience listed in section D and advise you if completion of the *TER* programme is required. Contact information for approved providers of the *TER* programme can be found on our website.

To enable the Education Council to consider whether you have acceptable recent teaching experience, you will need to provide the following: testimonials from professional leaders, evidence of appraisal carried out on your teaching and evidence of recent professional development completed.

**9** **Practicum**

Practicum is a period of supervised teaching completed within your teacher education programme. Please provide a certified copy of your transcript to show the practicum component of your teacher education programme and also complete question 9 (a-e) to provide further information relating to this component.

### Completing Section D: Experience

This section collects details of any teaching experience you already have.

**10** **Teaching Experience**

**Please only include teaching experience that followed your teacher education programme.**

Column	Description
Position/role	Give the type of employment, e.g., “teacher”, “principal”, “day reliever”, “person responsible”; “head of department”, etc.
Learning centre	Give the name of the learning centre. If the learning centre name does not already make it clear, also include the learning centre type (e.g., secondary, kindergarten, area school, early childhood centre, etc.).
Location	Give the town or city and country where the learning centre is located.
Hours	Tick “full time” if that was your position’s hours of work. If part time, list the total hours worked per week.
From/to	Give the <i>month</i> and <i>year</i> when your employment in this position began and ended.

**11** **Supervised teaching experience – professional status**

- a) Tick “Yes” if, *after* completion of your teacher education programme, you have completed a planned programme of supervised teaching with a mentor teacher, during your teaching service. You should also provide a signed, official statement on the learning centre’s letterhead fully describing the system of support and appraisal provided that includes specific evidence of this programme.
- b) Tick “Yes” if this programme was completed in the general education system of the country.
- c) Tick “Yes” if you have held a senior teaching position and also list the title of the position (e.g. Principal, Deputy Principal, Department Head).
- d) Tick “Yes” if you hold a professional status issued/recognised by a professional teaching body. Examples of this are:
- Induction, Qualified Teacher Status (QTS), Threshold and National Professional Qualification for Headship (NPQH) issued by the Teacher Development Agency or similar authorising body in the UK \*
  - Certificate of Full Registration from the General Teaching Council Scotland (GTCS) \*
  - Professional Regulation Commission (PRC) licensure examination issued by the Professional Regulation Board in the Philippines. You should provide evidence of your exam results. \*

\* Please provide a certified copy of this document

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## Completing Section E: Overseas police certificates

### 12 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 12 months or more in the last 10 years. The police certificate must cover the entire period in which you lived in that country and must be a **national** police certificate.

List the countries and provide the dates (month / year). If you have applied for a police certificate, but not yet received it, please give the date you requested it in the space provided.

**Include** all countries where you have lived for 12 months or more within the last 10 years, regardless of whether:

- you were living there, travelling around, working or on holiday
- 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 teaching, 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).

*(Continued overleaf...)*

## Completing Section E: 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 how to request a police certificate from a number of countries:

The address details in the table below 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: <a href="http://www.afp.gov.au/what-we-do/police-checks/national-police-checks#national-police-certificates">www.afp.gov.au/what-we-do/police-checks/national-police-checks#national-police-certificates</a> <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 " <b>Complete Disclosure</b> ". 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: <a href="http://www.rcmp-grc.gc.ca">www.rcmp-grc.gc.ca</a>	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: <a href="http://www.garda.ie">www.garda.ie</a>	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: <a href="http://www.spf.gov.sg/epc/cert_issued.htm">www.spf.gov.sg/epc/cert_issued.htm</a> <i>Please note that Certificates of No Criminal Conviction are only issued to citizens of Singapore. Non-citizens 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: <a href="https://www.acro.police.uk/icpc/">https://www.acro.police.uk/icpc/</a> <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: <a href="https://www.fbi.gov/services/cjis/identity-history-summary-checks">https://www.fbi.gov/services/cjis/identity-history-summary-checks</a>	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 F: Language proficiency

### 13 Official languages of New Zealand

To be eligible for registration and a practising certificate, you must be proficient in at least one of the official languages of New Zealand (English or Māori). All overseas trained teachers who apply for registration and have English as an additional language are required to complete an approved language test and achieve the required standard. For full details of the language requirements for registration, please see our website [www.educationcouncil.org.nz](http://www.educationcouncil.org.nz).

#### Applicants proficient in English

If you indicate you are proficient in English, you must also indicate one of the following:

Option	Description
English is your first spoken language <b>and</b> medium of instruction in all schooling and qualifications	Complete the statutory declaration section of the application form. You are considered proficient in English if: <ul style="list-style-type: none"><li>• English is your first spoken language <b>and</b></li><li>• English has been the medium of instruction in all primary and secondary schooling (evidence required)* <b>and</b></li><li>• All schooling qualifications have been completed in English (evidence required)*</li></ul> If English is your first spoken language, you are required to provide evidence in the form of a statutory declaration (Section F). The statutory declaration must be written in full by you and witnessed by a Justice of the Peace, or a person authorised to witness statutory declarations. You need to state that English is your first spoken language, provide details of where and when you completed your primary and secondary schooling, and you should also provide a brief outline of languages that were spoken at home by your parents/primary caregiver. The statutory declaration needs to be evidence based.
English language test checkbox	Tick this box if English is an additional language for you and you have completed one of the English language tests listed below issued within the last two years. Attach a certified copy of the test result certificate.  The minimum scores are required for all four of the modules, macros skills or components of the courses: reading, writing, listening and speaking. You do not have to achieve this score in a single sitting. You can retest to achieve the required minimum standard and need only meet the standard in areas previously not met. Any test result <b>must</b> be from the last two years.

#### English language tests

Test name	Minimum score required
International English Language Testing System (IELTS) Academic Version. Website: <a href="http://www.ielts.org">www.ielts.org</a>	Seven for each component
International Second Language Proficiency Ratings (ISLPR)	Four in all modules
Certificate of Advanced English (CAE)	A minimum score of 185, with no band score less than 185
Certificate of Proficiency in English (CPE)	A minimum score of 185, with no score less than 185

You may be required to provide evidence to confirm this. We will let you know if you have not provided satisfactory documents for this requirement to be met and if we require further evidence.

\* The Education Council has the discretion to require an applicant to supply further information or to sit an approved language proficiency test to attain at least the minimum standards as set out in the language policy.

## Completing Section G: 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.

### 14 Declarations

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

### 15 Explanations of “yes” declarations

If you tick any of the “Yes” answers to Question 14, 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"><li>• severity of the condition, and whether it is acute (short term) or chronic (ongoing)</li><li>• frequency and duration of episodes when it could impact on your teaching</li><li>• general details of treatment received (particularly if this is ongoing)</li><li>• (if applicable) progress made toward recovery, and expected timeframe for full recovery.</li></ul> 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.

\*\* You should tick “yes” if your employing body, the professional/registration body where you are presently registered (or where you were previously registered), the police or another 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.

### 16 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 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 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>

### 17 Signature

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

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

- (1) G14 Each checkbox has been ticked
- (2) G16 Applicant name is printed and can be clearly read
- (3) G17 Declaration has been signed
- (4) G17 Declaration must be dated within the last three months from the day the form is received by the Education Council.

## Checklist

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

<input type="checkbox"/> Section A	All details are completed
<input type="checkbox"/> Section B	Attached payment and/or provide credit card details
<input type="checkbox"/> Proof of identity	To be completed in full by a School Principal, an ECE Centre Manager or an ITE Head of Programme. <b>If overseas you need to contact the Education Council.</b>
<input type="checkbox"/> Question 6	Certified copy of current Australian registration (if applicable)
<input type="checkbox"/> Section C	Attached NZQA assessment report and certified copies of all qualifications and transcripts
<input type="checkbox"/> Question 8	(If required) Attach testimonials, evidence of appraisal and professional development
<input type="checkbox"/> Section D	Completed section and attached certified copies of professional status (if applicable)
<input type="checkbox"/> Section E	Complete section in full and attached overseas police clearances or application dates for all countries listed
<input type="checkbox"/> Section F	Complete statutory declaration and attach certified copies of English language proficiency evidence or provide language test results
<input type="checkbox"/> Section G	Completed and signed
<input type="checkbox"/> Question 15	(If required) Attach explanation for any "yes" answers

## 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 granted New Zealand teacher registration and be issued with a practising certificate. The Education Council considers this in terms of Sections 353, 354, 355, 361, 413 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 G, you give your consent for us to make contact with the listed organisations and people, so that we can process this application and manage your registration status 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 applies only if you:
  - ▶ are a New Zealand citizen
  - ▶ have permanent residency in New Zealand, or
  - ▶ are in New Zealand when you make the request.
- 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.

**Note:** The Education Council makes a register available to the public on its web site. This register details the expiry date of the 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; **Level 12, 80 Boulcott Street, Wellington 6011**. Our contact telephone number is **+64 4 471 0852**.
- The Education Council processes your fee payment.
- 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 to ask for those details.
- NZ Police uses the details you have provided to run a "vetting" check, and replies with the details to the Education Council.
- The Education Council decides whether you meet the criteria to be granted registration and be issued a practising certificate.
- The Education Council sends you notice of the decision (including your practising certificate card, if it is granted). 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.