

Office Use Only: Registration #

EC30

Application to renew Full practising certificate

- Complete this form to renew your Full practising certificate.
- Use the **EC30 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 EC30 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 Registration details

Registration number: _____ Practising certificate expiry: _____ / _____ / _____

4 Sector details

Which sector are you employed in? If you are not currently employed which sector do you intend to be employed in?

(Select one) ECE Primary Secondary Other _____

Section B: Fee payment

GST # 116-961-962

5 Payment method: 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)*

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.

<input type="checkbox"/> Processing fee \$220.80 (incl. GST 15%)
<input type="checkbox"/> Late fee \$50 if applicable (see <i>Completion Guide</i>)

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	<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 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*).

Identity referee's signature 

Date / /

STAMP

Section C: Teaching Experience Applicant to complete

See the *EC30 Completion Guide* for detailed instructions on completing this section.

6 Teaching service in NZ in last five years - you must complete all columns below

If you are employed in a part-time position please ensure you enter the full time teacher equivalent (FTTE) of your position.

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

Continue on a separate sheet if needed.

Note: There are teaching service requirements that need to be met to maintain a Full practising certificate. If your teaching service is not sufficient for you to meet these requirements, we will be considering and processing your application for a practising certificate as *Subject to Confirmation (STC)*. For this, we may need to ask for a certified copy of your qualifications because teachers who have only ever held full registration since 1990 have not previously been required to provide us with certified copies of their teaching qualifications.

Section D: Overseas police certificates Applicant to complete

You must provide a response to question 7(a) by ticking the relevant box. See the *EC30 Completion Guide* for detailed instructions on completing this section.

7 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 7(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 /	[] Attached [] Applied for on ____/____/____ [] Provided to the Education Council on ____/____
	Month / Year	Month / Year	[] Attached [] Applied for on ____/____/____ [] Provided to the Education Council on ____/____
	Month / Year	Month / Year	[] Attached [] Applied for on ____/____/____ [] Provided to the Education Council on ____/____

Section E: Applicant declaration Applicant to complete

8 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.

9 Explanations of "yes" declarations

Details are attached of any "yes" answers I gave above to Question 8. See the *EC30 Completion Guide* for detailed instructions.

10 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 understand that the Education Council may contact any institutions or individuals named in this application, to verify the information provided.
- 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 any relevant information contained in this form to the following organisations as required, for the purpose of processing my application and managing my practising certificate status and so that registration and practising certificate dependent allowances can be confirmed:
 - 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 also consent to the Education Council obtaining information from the above organisations that is relevant to my application for the purpose of determining whether I meet the criteria for certification.
- 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.

11 Signature

Signature:  _____ Date signed: _____ / _____ / _____

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

- (1) E8 Each checkbox has been ticked.
- (2) E10 Applicant name is printed and can be clearly read.
- (2) E11 Declaration has been signed.
- (3) E11 Declaration must be dated within the last three months from the day the form is received by the Education Council.

Section F: Endorsement Professional leader to complete.

See the EC30 Completion Guide for detailed instructions on completing this section. Please ensure this section is completed in full, including second endorser details if required.

12 Statement of endorsement - complete the endorsement checkboxes below (tick)

I affirm that the applicant: (*print full name*)  _____ meets the following criteria:

<input type="checkbox"/> Yes	<input type="checkbox"/> No	This teacher is of good character and fit to be a teacher (refer to Guide for definition).
<input type="checkbox"/> Yes	<input type="checkbox"/> No	This teacher has had satisfactory recent teaching experience.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	This teacher's performance has been assessed as satisfactory using each of the <i>Practising Teacher Criteria</i> .
<input type="checkbox"/> Yes	<input type="checkbox"/> No	This teacher has completed satisfactory professional development.

If you have answered "No" to any of the above please refer to the detailed suggestions in Section F of the EC30 Completion Guide.

13 Endorser details — professional leader i.e. Principal for schools, centre manager / owner licensee / supervisor for ECE, senior teacher for Kindergartens.

<input type="checkbox"/>	I am the professional leader
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Full name: _____

Learning centre: _____

Registration number: _____ Position/Role: _____

Signature:  _____ Date signed: ____ / ____ / ____

14 Second endorser details — fully certificated teacher (if first endorser does not hold a current Full practising certificate)

I affirm the above endorsement of this application.

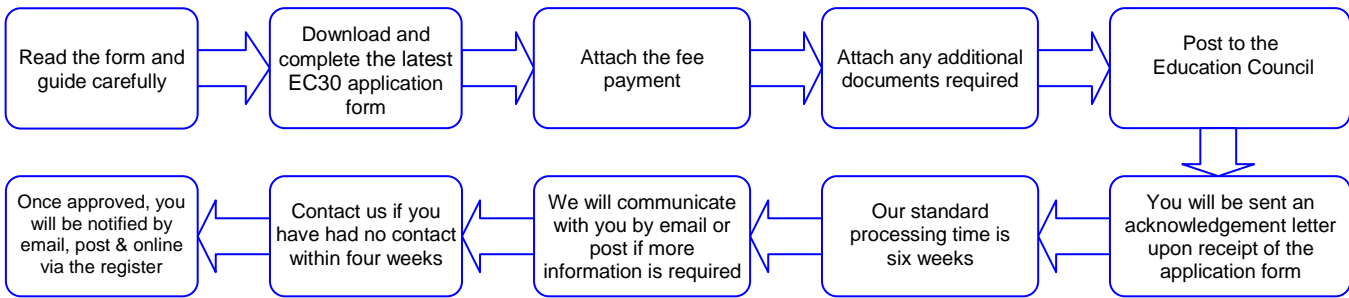
Full name: _____

Learning centre: _____

Registration number: _____ Position/Role: _____

Signature:  _____ Date signed: ____ / ____ / ____

EC30 Completion Guide



About this form

How to use this guide

This guide aims to help you fill out the EC30 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) 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.

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.

Note: In this form and guide, the phrase “learning centre” is used to mean schools, kindergartens, early childhood centres and their educational institutions approved for registration purposes.

Who is eligible to renew

Your application to renew your Full practising certificate will only be approved if you meet the following six criteria:

- You receive a satisfactory Police “vet”.
- You are of good character.
- You are fit to teach.
- A fully certificated teacher has assessed your performance using the *Practising Teacher Criteria* (listed on the final page of this guide), and found that you have evidence that you meet each of the criteria
- You have engaged in appropriate professional development. Suitable examples are listed on the final page of this guide.

At least one of the following applies to you:

- ▶ You have completed at least two years of uninterrupted teaching in New Zealand’s general education system or an approved setting within the last five years. The Education Council has discretion to accept teaching periods that are at least six weeks or more at the same learning centre.
- ▶ You have completed at least one year of teaching in NZ’s general education system or in an approved setting within the last three years. The Education Council has discretion to accept teaching periods that are of at least six weeks or more at the same learning centre.

Important: Until you are registered and hold a practising certificate, a school or kindergarten is only permitted to employ you for up to 10 days (20 working half-days), and a fully certificated teacher must supervise you during that time. If you cannot obtain a practising certificate before the 10 day limit expires, the school or kindergarten needs to apply to the Education Council for an extension to that limit and explain. For an extension to be issued, the Education Council must be processing the application and have all fees paid.

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
- ▶ Solicitor
- ▶ Notary public
- ▶ Justice of the Peace
- ▶ Registrar, or
- ▶ 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.

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. 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.

2 Contact details

This information gives us ways to contact you about your application, and helps us keep your records up to date. If you are only available at the contact number you provide on certain days or at certain times, please also note the day(s) and time(s). If providing an email address, please make sure it is personal and permanent. If given, we will use email contact first. We will send communications by post to those whose email addresses bounce or where no email address is provided.

3 Registration details

Give your practising certificate number and expiry date, as they appear on your most recent practising certificate card.

4 Sector details

Choose the sector that you are currently employed in. If you are not currently employed choose the sector you intend to be 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 Payment method

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

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 current practising certificate when we receive your application and you are required to hold a practising certificate in your teaching position.

Fee schedule - Important: No practising certificate without payment

This document is an application to apply to renew your practising certificate. 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: Teaching experience

6 Teaching service in NZ in last 5 years

In the table provided, list all your teaching service completed *in NZ* during the last five years.

- **Include** all blocks of continuous teaching service of six weeks or more at the same learning centre, including long-term relieving (day-to-day relieving is not considered as continuous teaching service).
- Any teaching service completed during teacher education, service overseas, or day-to-day relieving cannot be used for meeting teaching service requirements for maintaining a Full practising certificate.

Column	Description
Position/role	Give the type of role, e.g. “teacher”, “principal”, fixed term teaching positions, “centre manager”, “head of department”, etc. Note: There are a number of specialist roles that teachers may be employed in for which the teaching service in approved settings can be considered for maintaining a Full practising certificate. A teacher in this situation would need to be employed as a teacher, have multiple opportunities in the teaching role to demonstrate they have met each of the <i>Practising Teacher Criteria</i> and have been appraised successfully as meeting all of the <i>Practising Teacher Criteria</i> . Such specialist roles could be guidance counsellor, RTLB, ICT Co-ordinator and advisors in school support service, curriculum leaders etc. Do not include non-teaching positions, e.g., parent helper, teacher assistant, library assistant, demonstrator, research assistant, volunteer roles and similar.
Learning centre	This must be a learning centre that is an “approved setting”, i.e., either in the NZ general education system or approved by the Education Council for the purposes of issuing or renewing a Full practising certificate. Contact the Education Council or refer to our website for the definition, if you are unsure.
Location	Give the town or city where the learning centre is located.
From/to	Give the month and year when your employment in this position began and ended.
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 (i.e., the number of hours as a decimal of a full time work load at the learning centre).

The Education Council will check whether you have completed enough service to maintain your Full practising certificate. (See “Who is eligible to renew” on page 1 of this guide.) If your teaching service is not sufficient for you to maintain a Full practising certificate, we will be considering and processing your application for a practising certificate as Subject to Confirmation. For this, we may need to ask for a certified copy of your qualifications because teachers who have only ever held full registration since 1990 have not previously been required to provide us with certified copies of their teaching qualifications.

Teachers who hold a Subject to Confirmation practising certificate are experienced teachers who have previously met all of the *Practising Teacher Criteria*, but have not been able to be assessed as meeting them recently. See our website www.educationcouncil.org.nz.

Completing Section D: Overseas police certificates

7 Overseas police certificate

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 within 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.

- (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 then tick the box that applies.

NB If you have provided a police certificate with an earlier application to the Education Council, you only need to provide a further certificate for that country if you have been back there for twelve months or more since the approval of your last application for a new practising certificate.

Include all countries where you have lived for a period of 12 months or more within 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.

(Continued overleaf...)

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> <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> 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: 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.

8 Declarations

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

9 Explanations of “yes” declarations

If you tick any of the “Yes” answers to Question 8, 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.

** You should tick “yes” here 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 finds 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.

10 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 as follows:

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 12 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>

11 Signature

In signing this statement, you authorise NZ Police to give the Education Council 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.

Completing Section F: Endorsement

Your professional leader completes this section to confirm you are eligible to renew your Full practising certificate. A teacher wishing to maintain a Full practising certificate needs to ensure that they are very familiar with the *Practising Teacher Criteria* and are appraised using evidence from their practice against these when employed in a teaching position.

Who can endorse your application?

If you have been teaching at your current learning centre for at least one term, your current professional leader must endorse the application. This is generally the principal of a school, senior teacher of a kindergarten association, the centre manager for an early childhood centre, head of faculty in a tertiary institution or the chief executive of another approved institution.

- If you are *not* currently teaching, or have not been at your current learning centre for at least one term, the endorser must be the person who fills the professional leader role in your most recent New Zealand teaching position, where you have taught for at least one term and have met the *Practising Teacher Criteria*. Do not have this section completed by an overseas employer.
- If you are the professional leader of your learning centre, then seek this endorsement from your employer. This is generally the Chairperson of the Board of Trustees or head of a similar governing body.
- If the primary endorser (professional leader) is *not a fully certificated* teacher, then a second endorsement must also be completed in Question 14 by a senior teacher who holds a Full practising certificate, preferably from the same learning centre.
- When you offer the form to your endorser(s), you *must* also give them this completion guide so that they can refer to it.

12 Statement of endorsement (information for endorser)

Before you tick each statement to confirm your endorsement of the application, please read the information in this guide, and consider whether the teacher meets the criteria.

The endorser in signing this section is assuring the Education Council that the teacher employed in a teaching position has sufficient teaching service, has been appraised and that there is evidence confirming that each of the *Practising Teacher Criteria* have been met.

Complete the endorsement if the teacher:

- has been appraised and met all the *Practising Teacher Criteria* which are listed on the final page of this guide
- has met the recent teaching experience requirements
- has met the requirements for “satisfactory” teaching experience are shown on the first page of this guide (under “Who is eligible to renew?”). The teacher should have listed their recent teaching experience in Question 6
- has completed professional development in the last three years. See the final page of this guide for examples.

The Education Council will take the following matters into account in deciding whether an applicant is of good character and is fit to be a teacher. The applicant:

- has a police vet satisfactory to the Education Council
- displays respect for persons, for cultural and social values of Aotearoa New Zealand, for the law and for the views of others
- upholds the public and professional reputation of teachers
- promotes and nurtures the safety of learners within his or her care
- is reliable and trustworthy in carrying out duties
- is mentally and physically fit to carry out the teaching role safely and satisfactorily. *

The Education Council may also take into account any other matters that it considers relevant in the circumstances.

**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.*

If you believe the applicant does *not* meet these criteria, *do not* endorse the application. Address such an issue with the individual applicant. Contact the Education Council for advice, if needed.

13 Endorser details (information for endorser)

Please provide your details so that the Education Council can confirm you are the correct person to complete the endorsement. Sign and date the form. If you do not currently work with the applicant, please list the learning centre, your designation when you did and explain why you are completing this endorsement.

14 Second endorser details (information for second endorser)

If the application requires a second signature to endorse it:

- read the notes in this section of the guide to confirm you are satisfied you should endorse the application
- if you are satisfied the applicant meets the criteria listed above for Question 12, complete and sign this question the same way the primary endorser is instructed to, in Question 13
- if you are not satisfied the applicant meets the criteria, address this with the primary endorser.

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: List teaching experience.
- Section D: (If required) Attach certified copies of police certificates or application dates provided for all countries listed.
- Section E: Completed and signed.
- Question 9: Explanations attached for any "yes" answers given in Question 8.
- Section F: Completed and signed, and (if required) counter-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 granted your practising certificate renewal. We consider this in terms of Section 361(6) 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 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 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 the details to the Education Council.
- The Education Council decides whether you meet the criteria to renew your Full practising certificate.
- The Education Council sends you notice of the decision.
- The online register is updated with your practising certificate details.
- If the Education Council needs to contact you, this will usually be within three weeks.

Practising Teacher Criteria

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
2. Demonstrate commitment to promoting the well-being of all ākonga
3. Demonstrate commitment to bicultural partnership in Aotearoa New Zealand
4. Demonstrate commitment to ongoing professional learning and development of personal professional practice
5. Show leadership that contributes to effective teaching and learning

Professional knowledge in practice

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

Examples of suitable professional development activities

- Continuing education in teaching, or in your teaching subject(s), through:
 - Tertiary courses
 - Professional development contracts
 - Workshops, seminars and conferences, or
 - Professional reading
- Completing relevant research-based activities, such as:
 - Action research
 - Developing a new programme
- Writing or producing an educational book, article or resource
- Directly assisting other teachers or student teachers by, for example, being:
 - A supervising or tutor teacher
 - A student teacher mentor or associate teacher
 - A curriculum leader within a learning centre
 - An advisor or resource person
- Undertaking professional activities such as:
 - Co-operative planning, review and programme development with colleagues, or
 - Active participation in subject associations or education organisations