

EC40

Application for a Limited Authority to Teach (LAT)

- Please refer to the LAT policy on our website to ensure you are eligible to apply.
- Use the **EC40 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 EC40 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 Are you currently employed? Yes (please provide details) No

Name of learning centre: _____ Learning centre MOE #: _____

Address: _____ Start date: _____ / _____ / _____

Previous LAT applications for **this** position? No
 Yes in which years _____

Section B: Payment details Applicant to complete

GST # 116-961-962**4 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) Credit/debit card, to be charged as per the following details**Cheques payable to: Education Council** 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.

Fees including GST 15%

<input type="checkbox"/> 1 year LAT	<input type="checkbox"/> \$56.22 for up to 1 year
<input type="checkbox"/> 2 year LAT*	<input type="checkbox"/> \$112.44 for up to 2 years*
<input type="checkbox"/> 3 year LAT*	<input type="checkbox"/> \$168.66 for up to 3 years*
<input type="checkbox"/> Late fee if applicable (see Completion Guide)	<input type="checkbox"/> Late fee \$50 if applicable

*Specific criteria need to be met for 2 and 3 year LAT.

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.

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 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 document 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).

Identity referee's signature 

Date

/ /

STAMP

Section C: Education Applicant to complete.

5 **Qualifications** - Attach *certified copies* of all qualifications and transcripts of the qualifications listed.

Qualification name	Institution	Location	Length of course	Year completed

Continue on a separate sheet if necessary.

6 **NZQA Assessment report**

If you completed any of your qualifications outside New Zealand, 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	
-------------------------	--

Section D: Experience Applicant to complete.

7 Please list employment completed within the last five years relevant to the area you want to teach in and attach a copy of your CV.

Position/role	Place of employment	Location	From	To	Relevance to learners within the general education system
			Month/Year /	Month/Year /	
			Month/Year /	Month/Year /	
			Month/Year /	Month/Year /	
			Month/Year /	Month/Year /	
			Month/Year /	Month/Year /	

Continue on a separate sheet if necessary.

Section E: Purpose of application Applicant to complete.

8 Please tick one of the following.

I am applying for a LAT on the grounds that:

I have skills and experience appropriate to advance the learning of students.

I have skills that are in short supply.

Attach testimonials and self-reflection – See Completion Guide for guidance about this.

Section F: Overseas police certificates Applicant to complete.

You must provide a response to question 9(a) by ticking the relevant box. See the *EC40 Completion Guide* for detailed instructions on completing this section.

9 **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 G)

Yes (go to 9b)

(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 <i>certified copies</i> of all police certificates listed.
	Month & Year /	Month & Year /	<input type="checkbox"/> Attached <input type="checkbox"/> Applied for on ___/___/___ <input type="checkbox"/> Provided to the Education Council on ___/___
	/	/	<input type="checkbox"/> Attached <input type="checkbox"/> Applied for on ___/___/___ <input type="checkbox"/> Provided to the Education Council on ___/___

Continue on a separate sheet if needed.

Section G: Applicant Declaration Applicant to complete

10 Declarations - complete 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 New Zealand Education Council's Good Character and Fit to be a Teacher criteria?

* The 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 Council is aware of its obligation not to contravene the Human Rights Act 1993 by unlawfully discriminating against any person.

11 Explanations of "yes" declarations

Details are attached of any "Yes" answers I gave to Question 10. See the *EC40 Completion Guide* for detailed instructions.

12 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 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:
 - 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.

13 Signature

Signature: _____  Date signed: _____ / ____ / ____

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

- (1) G10 Each checkbox has been ticked.
- (2) G12 Applicant name is printed and can be clearly read.
- (3) G13 Declaration has been signed.
- (4) G13 Declaration must be dated within the last three months from the day the form is received by the Education Council.

Section H: Language proficiency Applicant to complete.

See the *EC40 Completion Guide* for detailed instructions on eligibility criteria and documents to attach for this section.

14 Official languages of New Zealand *(you must tick at least one to be eligible for a LAT)*

You need to tick one of the following to show language proficiency in English or Māori.

- English/Māori is my first spoken language and instruction medium in all schooling and qualifications *(attach specified documents)*.
 English/Māori language test *(attach certified copies of test)*.

Section I: Professional leader endorsement Professional Leader to complete

Endorser should complete this section only after the applicant has completed all sections.

15 Endorsement statement

I confirm that the applicant: *(print full name)* _____

is of good character and fit to be a teacher **and**

(please complete either question 15a or 15b)

15a

<input type="checkbox"/>	<ul style="list-style-type: none">has specialist skills and experience appropriate to advance the learning of students; andhis/her specialist skills are _____.
--------------------------	---

And

<input type="checkbox"/>	<ul style="list-style-type: none">I have sighted and endorsed his/her self-reflection.
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OR

15b

<input type="checkbox"/>	<ul style="list-style-type: none">his/her specialist skills are _____; andthere is a shortage of certificated teachers with these skills in my region.
--------------------------	--

And

<input type="checkbox"/>	<ul style="list-style-type: none">I have provided an evidence-based testimonial attesting to the skill shortage in this region.
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16 Endorser details

<input type="checkbox"/>	I am the professional leader, and I agree to my registration number and name being published on the LAT list on the Council's website as the endorser of the above named person.
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Full name: _____

Learning centre: _____

Registration number: _____

Position/Role: _____

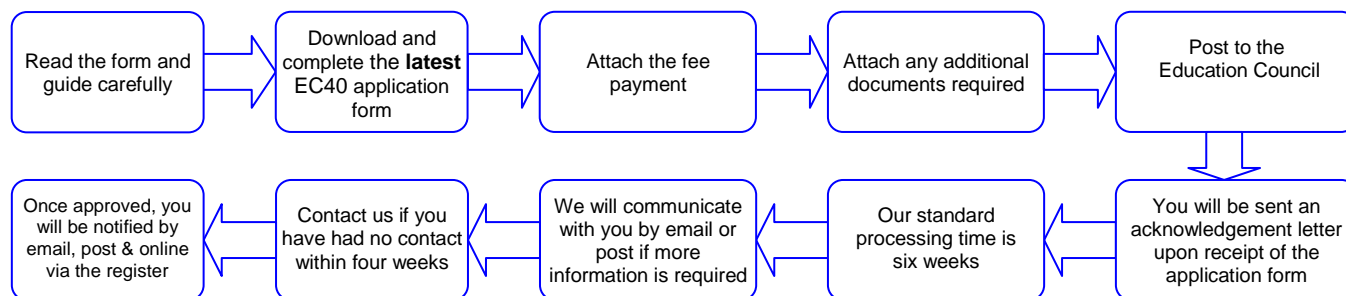
Signature: _____



Date signed: _____

/ /

EC40 Completion Guide



About this form

How to use this guide

This guide aims to help you fill out the EC40 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 on 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 the documents you provide to be in English. If your documents are not in English or Maori, you must provide a translation from an official service, as well as the certified copy as described in this guide.

Note: In this form and guide, the phrase “learning centre” is used to mean schools and kindergartens in which you can be employed in a teaching position with a LAT.

When to use this form

You can *only* apply for a Limited Authority to Teach (LAT) if the following criteria apply to your situation:

- You are not a registered and certificated teacher and are not eligible to become one.
- You have been offered a temporary teaching position in a school or kindergarten for a specific period.
- The employer has tried, but cannot find a certificated teacher to fill the position.
- The role has clear expectations involving the standard teaching activities with the person for this position having prime responsibility for planning, assessing, reporting and evaluating a group of students.
- You are of good character and fit to be a teacher.
- You have the skills and experience to be likely to be a satisfactory teacher for a teaching position.

When not to use this form

- Do not use this form if you are seeking registration and/or certification as a teacher in New Zealand. You can download the correct forms from the Education Council website.
- Do not use this form if you are (or have been) eligible for a teacher’s practising certificate. If you are eligible in relation to your teaching qualifications for a practising certificate, you are not eligible for a LAT. Instead, contact the Education Council.
- Do not use this form for a teacher aide or non-teaching role or if you are employed in any other type of support role such as, as a kaiarahi i te reo or kaiwhina. You do not need authorisation from the Council when you are employed and paid in a support role.

Important facts about LATs

Before applying for a LAT, you need to know the following information:

- A LAT is granted to you and cannot be transferred to another person or to another type of teaching position. It relates:
 - ▶ only to you
 - ▶ performing only the role described,
 - ▶ for only the situation or location shown, and
 - ▶ during only the time period listed.
- A LAT is *not* a type of teacher registration or practising certificate; it is a separate category of authority to be employed in a teaching position in New Zealand. Under Section 349 of the Education Act 1989, employers in the general education system are only allowed to employ you in a teaching position if you have either a practising certificate (for which you must be registered) or a LAT.
- Until you have a LAT, a school or kindergarten is only permitted to employ you for up to 10 days (20 working half-days), and a certificated teacher must supervise you during that time. If you cannot obtain a LAT before the 10 day limit expires, the school or kindergarten needs to apply to the Education Council for an extension to that limit, explaining why it is needed. For an extension to be issued, the Education Council must be processing the application and have all fees paid.

About this form (continued)

Writing notes on the form

If you think we might find an 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 website www.educationcouncil.org.nz. If you cannot find the information that you are looking for, phone the Education Council. When enquiring by phone or mail, please give your full name and either authorisation number or date of birth, so that we can identify your record.

Originals, copies and attachments

You must send this form as the original. The Education Council cannot approve faxed 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 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.

Do not send:

- a copy of a certified copy
- original documents (the Education Council does not return them).

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 should be used 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 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 contact the Education Council with any changes to these contact details at all times. We will send communications by post to those whose email address bounces or when no email address is provided.

3 Your employment

To be employed in a teaching position, you are required to hold a current practising certificate or authorisation from the Council. 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 or authorisation. 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. Please note, a LAT is available only for a temporary position.

Completing Section B: Payment details

4 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 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.

Late fee

A late fee is payable if you do not have current authorisation from the Council and you are employed in a teaching position that requires you to hold one when we receive your application.

Fee schedule (non refundable). Important: No authorisation without payment

This document is an application to apply for a Limited Authority to teach (LAT). The Education Council must have the full amount of your fee payment before we will begin assessing your application. Your application for a LAT is not approved until you are formally advised. 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 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>.

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.

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

Completing proof of identity section (continued)

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: Education

The Education Council generally requires that a person applying for a LAT has qualifications in a specialist subject area that are at least at Level 6 on the New Zealand Qualifications Framework. If you do not have qualifications or if they are at a lower level, the Education Council will place greater weight on your relevant experience, self-reflection and testimonials attesting to your skills and experience when determining whether or not you meet the requirements to be granted a LAT.

5 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.

6 NZQA Assessment Report

The Education Council requires you to provide a certified copy of an NZQA International Qualifications Assessment (IQA) that has been issued by NZQA within the last 5 years if your qualifications were completed overseas. 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.

Completing Section D: Experience

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

7 Teaching Experience

Column	Description
Position/role	Give the title and brief description of position held.
Place of employment	Give details of where you worked and the relevant work experience linking these to the subject area and the scope of practise within which you wish to teach.
Location	Give the town or city and country where your employment was based.
From/To	Give the <i>month</i> and <i>year</i> when your employment in this position began and ended.

Recent employment or experience should be directly relevant to the subject area in which you intend to teach, and be linked to your specialist qualifications. Please provide a brief note indicating the relevance of your employment or experience to learners you intend to teach within the general education system.

Completing Section E: Purpose of application

8 Purpose of application

You are required to provide a self-reflection linking your qualifications or training, recent employment or experience and their relevance to learners in the area in which you intend to teach. Testimonials should also be provided from any employer or person who has engaged you to deliver your specialist skills (this may include within a volunteer or community capacity) in the last five years. Testimonials must be on letterhead and be signed and dated.

Purpose of application	Information required in self-reflection	Information required in testimonials
Skills and experience appropriate to advance the learning of students	<p>You will need to demonstrate that you have an understanding of:</p> <ol style="list-style-type: none"> official curricula in the area you want to teach; and appropriate assessment tools and strategies for the sector you want to teach in. <p>Your self-reflection should also detail the relevance of your specialist qualifications and/or recent experience to learners within the general education system.</p>	<p>Testimonials will need to attest to:</p> <ol style="list-style-type: none"> your skills and how they were demonstrated in your practice your understanding of official curricula and assessment tools (where relevant) and how this was demonstrated within your practice.
Skills that are in short supply	<p>You will need to:</p> <ol style="list-style-type: none"> outline your skills and experience and how they are relevant for learners within the general education system; and include a brief explanation about why your skills are in short supply. 	<p>Testimonials will need to attest to your skills and how they were demonstrated in your practice.</p> <p>You must provide at least one testimonial from the professional leader of a school or kindergarten in the geographic area in which you want to teach, attesting to the shortage of your particular skills amongst registered and certificated teachers.</p>

Completing Section F: Overseas police certificates

9 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 within the last 10 years. The police certificate must cover the entire period in which you have lived in the country and must be a **national** certificate.

- 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).
- 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 12 months or more since the approval of your last application.

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
- (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)
- 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. 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 F: 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> 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 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> <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 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.

10 Declarations

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

Consequences of false declarations

If the Education Council finds you have knowingly declared false information on the EC40 form, you may be prosecuted and fined up to \$2,000, and your LAT may be cancelled.

11 Explanation of “yes” answers

If you tick any of the “Yes” answers to Question 10, 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/authorisation 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. 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.

** Tick “Yes” if your employing body, the professional/registration body where you are 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.

12 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”).

(Continued overleaf...)

Completing Section G: Applicant declaration (continued)

Consent for disclosure for a Police Vet check (continued)

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>

13 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. We cannot assess the application without this, to signify your authority and request us to proceed.

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

- (1) G10 Each checkbox has been ticked.
- (2) G12 Applicant name is printed and can be clearly read.
- (3) G13 The declaration has been signed.
- (4) G13 Declaration must be dated within the last three months from the day the form is received by the Education Council.

Completing Section H: Language proficiency

14 Official NZ languages

To be eligible for a LAT, you must be proficient in at least one of the official languages of New Zealand (English or Māori).

Option	Description
English/Māori is your first spoken language and medium of instruction in all schooling and qualifications	You are considered proficient in English/Māori if: <ul style="list-style-type: none">• English/Māori is your first spoken language and• English/Māori has been the medium of instruction in all primary and secondary schooling (Evidence required)* and• all schooling qualifications have been completed in English/Māori. *Evidence will be in the form of a written statement from the institution(s) confirming English/Māori was the medium of instruction and that all schooling qualifications were completed in English/Māori.
English/Māori language test	Tick this box if you have completed one of the listed English/Māori language tests and 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 re-test to achieve the required minimum standard and need only meet the standard in areas previously not met.

English / Māori language tests

Test name	Minimum score required
International English Language Testing System (IELTS) Academic Version. Web site: www.ielts.org	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 score less than 185.
Certificate of Proficiency in English (CPE)	A minimum score of 185, with no score less than 185.
NMLPT / Whakamātauria Tō Reo	Level Four

Completing Section I: Professional leader endorsement

15 and 16 Endorsement and endorser details

As a professional leader, you must select either **15a** or **15b** as the reason for supporting the applicant with this LAT application and ensure that the appropriate evidence is provided to the Council.

Read the completed application form and all supporting information carefully. If you are unable to attest to any of the statements, do not complete the testimonial section.

- The applicant must provide independent, objective evidence of a skill shortage in a particular geographic area. As a professional leader in this geographic area, you are asked to provide professional endorsement of this and that the applicant has the skills and competencies required to temporarily address the identified shortage.
- When you are endorsing this person you are endorsing the applicant to teach in the identified skills area across a range of settings. A professional leader employing a person with a Limited Authority to Teach has a responsibility to comply with the requirements set out in the Limited Authority to Teach Policy. The professional leader must ensure that the person with the LAT practises only within the scope, location and time for which the LAT was approved.
- The self-reflection should accurately describe the relevance of the applicant's qualifications and/or recent experience to learners within the general education system.
- 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. **Please note:** as the professional leader endorsing this application your name and registration number will appear as the endorser of this person on the LAT list on the Council's website.
- For more information, see the Education Council's Limited Authority to Teach Policy or contact the Education Council for advice.

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 solely so that the Education Council can consider your eligibility to be granted a Limited Authority to Teach. We consider this in terms of Section 366 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.
- 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 the Education Council 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.
- 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 LAT list available to the public on its website. This list details the scope of practice currently authorised to a LAT holder to allow this person to be employed in a teaching position.

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: Payment is attached and/or credit card details are provided
- Proof of identity: To be completed in full by School Principal, ECE Centre Manager or ITE Head of Programme.
- Section C: Attach certified copies
- Section D: List employment and attach copy of CV
- Section E: Attach testimonials and self-reflection
- Section F: (If required) Certified copies of police certificates or application dates provided for all countries listed
- Section G: Completed and signed
- Question 11: Explanations attached for any "Yes" answers given in Question 10
- Section H: Attach certified copies
- Section I: Complete either 15a or 15b, provide evidence and sign the professional leader endorsement.

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 phone 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 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 a LAT.
- The Education Council sends you notice of the decision (including your authority letter, if the LAT is granted). A confirmation email will be sent to your professional leader who completed Questions 15 to 16.
- Applications usually take six weeks to process. A person cannot be employed in a teaching position for more than 10 full days (or 20 half-days) without holding authorisation for that position. When the application is approved you will receive an email and a letter.