

# Requirements for Teacher Registration

## Practising Certificates and Limited Authority to Teach

April 2020  
(Updated February 2021)



**Teaching  
Council of  
Aotearoa  
New Zealand**

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## Policy revisions

Version	Amendment
1.1 30th June 2020	Minor amendments to glossary; paragraph 5 page 13; page 31
1.2 9th December 2020	Updated legislative references for ETA 2020 Minor amendments to glossary (reference: Professional leader; Tiwhikete Whakaakoranga Pūmau) New paragraph bringing mentoring requirements for move from Pūmau   Full (Category Two) to Tūturu   Full (Category One) into one section Clarification of requirements for re-issue of LATs Description of TER programme
1.3 1st February 2021	Edits for clarity throughout the policy. Amendment noting that registration only is permitted (page 5, paragraph 7) Amendment noting LATs are not registered teachers (page 5, paragraph 8). Added proof of identity section (page 6). Updated legislative reference to Privacy Act 2020 (page 6, paragraph 4). Additions and amendments to glossary (reference: Tiwhikete Whakaakoranga Pūmau; RTTANZ; annual statement; ITE; include description of new/beginning teacher; included description of professional growth cycle; professional leader; reference to LAT holders and the <i>Code   Ngā Tikanga Matatika</i> ; induction and mentoring; new/beginning teachers; professional leaders (pages 7-9). Clarification of when registration may be cancelled (page 10, paragraph 1). Options for registration and certification when not intending to teach (page 10, paragraph 3 and 4). Emphasised RTTANZ also requires teacher refresh process (page 13, paragraph 5). Noting registration/certification when not intending to teach, and when refresh options apply (page 13, paragraph 8). Clarified mentor teacher will confirm completion of induction and mentoring programme with professional leader (page 15, paragraph 5). Added how induction and mentoring programme relates to professional growth cycle (page 15, paragraph 7). Added Pūmau   Full (Category Two) can renew or seek to move (page 19, paragraph 5). Clarified induction and mentoring organised by ECE, school, or kura (page 19, paragraph 6). Added focus for mentoring for Pūmau   Full (Category Two) seeking to move back to Tūturu   Full (Category One) (page 19, paragraph 7). Noted time period to re-apply for practising certificates (page 26, paragraph 8). Certification options when taking a break from teaching (page 26, paragraph 10). Noting all LATs are issued for one year (page 30, paragraph 1). Clarified LAT commitment to Te Tiriti o Waitangi in the <i>Code   Ngā Tikanga Matatika</i> (page 32, table). Noting qualification needs to be level 7 but can be above (page 33 paragraph 7). Added description of meeting the <i>Standards   Ngā Paerewa</i> as required for different practising certificate types (page 35, paragraphs 2-4). Update references to meeting/likely to meet the <i>Standards   Ngā Paerewa</i> to include meeting with support (page 38-39 and throughout policy). Noted participation in professional growth cycle (page 39 in professional development section, paragraph 1). Added context for te reo and tikanga requirement (page 40, paragraph 1). Added section on professional development for relieving teachers (page 40) Added section on professional growth cycle (page 40). Amended section on endorsing practising certificates, including process for when professional leader is not a registered teacher (page 42). Updated terminology "assistance and guidance" (page 42 & 44) Added Council can exercise discretion for satisfactory recent teaching (page 46, paragraph 1). Noting Tōmua   Provisional refresh requirements (page 48 – table) Updates for approved settings section for professional growth cycle (pages 51-53)

**Disclaimer:** The Requirements for Teacher Registration and Limited Authority to Teach (the policy) replaces the Teaching Council's previous registration policy Interim Teacher Registration, Practising Certificates and Limited Authority to Teach Policy. This policy may be reviewed and updated or amended from time to time. Revisions to this policy are listed below.

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# Introduction

Ko te mahi whakaakoranga te umanga nunui katoa i Aotearoa nei, ā, koinei tētahi umanga ka tino whai pānga ki te waihangatanga o te āmua mō ngā ākonga. Ka whakapakari ngātahi tātou i te umanga kia āhei ai ā tātou kaiako me ā tātou kaihautu ki te whakarato i ō rātou hapori me te tautoko i ngā tamariki me te hunga taiohi kia eke ki te taumata angitu.

Teaching is the largest profession in Aotearoa New Zealand and one of the most influential in shaping the future of learners. We strengthen the profession by working together to enable teachers and leaders to better serve their communities and support children and young people to be successful.

This policy sets out how you can enter the teaching profession and practice in New Zealand. It provides the requirements for Kaiako Whai Rēhitanga | Teacher Registration, practising certificates, and Tūranga Whakaako Whai-herenga | Limited Authority to Teach (LAT) as required in Schedule 3 of the Education and Training Act 2020.

The policy should be read in conjunction with the *Code of Professional Responsibility and Standards for the Teaching Profession* | *Ngā Tikanga Matatika mō te Haepapa Ngaiotanga me ngā Paerewa mō te Umanga Whakaakoranga*, which describe the ethical behaviours and effective teaching practice expected of every teacher in New Zealand.

## Overview

Becoming a teacher in New Zealand is a two-step process. First you need to apply for and be granted teacher registration. You can continue to hold registration indefinitely unless you deregister, or your registration is cancelled.

If you want to be employed as a teacher, you also need to apply for and be granted a practising certificate each year. You don't need to hold a practising certificate if you're not employed in a teaching position.

You can submit an application for registration and your first practising certificate at the same time. You may also choose registration only if you do not intend to immediately begin work as a teacher.

If you're not a registered teacher, but you have specialist skills or skills in short supply, you may apply for a Tūranga Whakaako Whai-herenga | Limited Authority to Teach (LAT) to be employed in a temporary teaching position at a New Zealand school, kura or kindergarten.

## Preparing your application

All documents you provide need to be in English or Māori. Documents in another language must be accompanied by full English translations, prepared and certified by an official New Zealand translation service. A certified document is a copy of your original document that has been verified by an official using an official stamp or seal. It must include the printed name and signature of the official, the date of certification and a statement that it is verified as a true copy of the original. Officials include:

- School principal or centre manager.
- Solicitor, Justice of the Peace or notary public.
- Court registrar.
- The authority who originally issued the document.

## Proof of identity

Identity checks are required for people working with children, under the Children's Act 2014 and as part of submitting a request for a police vet.

You will be required to provide proof of identity when you:

- Are applying for registration or a practising certificate for the first time
- Haven't verified your identity with the Council since 1 July 2015
- Have changed your name or identity

The Council accepts a range of documents for verifying identity. A list of these can be found on our [website](#).

## Council decision making processes

When making decisions, the Council observes relevant legislation in addition to the Education and Training Act 2020. This includes the Children Act 2014, the Human Rights Act 1993, the Privacy Act 2020, and the Teaching Council Rules 2016, as well as the principles of fairness and natural justice.

We may ask for additional information from you or your school Board or early childhood education service, if we have concerns about any information or documentation provided, or we are not satisfied that you meet one or more of the requirements.

The Council's Registration Manager will determine most applications for registration. A Registration Panel will consider applications where there are serious concerns about your character or fitness to be a teacher, or where you have previously had your application declined, or registration or practising certificate cancelled, or any other matter relating to Clause 2 of Schedule 3 of the Education and Training Act 2020.

The Council is mandated to make a judgement on applications and to be satisfied an applicant has met the criteria to be granted registration, a practising certificate or LAT. Where the Council is considering not granting registration or issuing or renewing a practising certificate or LAT, you will be given the opportunity to be heard before a decision is made. Where you do not meet the requirements for a practising certificate type, we will let you know if there is an alternative type suitable for you, or what other options are available.

If you are not satisfied with the Council's decision, you may appeal that decision to the District Court within 28 days of receiving notice of the decision or any longer period that the Court allows.

# Glossary

Name	Description	Shortened to
<b>Types of practising certificates</b>		
Former Full or Subject to Confirmation Practising Certificates	Previous types of practising certificates; these practising certificates will remain valid until you renew one of the new types.	Full or STC
Tiwhikete Whakaakoranga Tōmua   Provisional Practising Certificate	This is the first practising certificate type you will hold when you start teaching in New Zealand.	Tōmua   Provisional
Tiwhikete Whakaakoranga Tūturu   Full (Category One) Practising Certificate	You have been endorsed as meeting all the <i>Standards   Ngā Paerewa</i> as well as meeting all other requirements listed, including completing a two-year period of induction and mentoring.	Tūturu   Full (Category One)
Tiwhikete Whakaakoranga Pūmau   Full (Category Two) Practising Certificate	For teachers who previously held a Tūturu   Full (Category One) practising certificate but because of their role type cannot be endorsed as meeting the <i>Standards   Ngā Paerewa</i> , so are considered likely to meet them.	Pūmau   Full (Category Two)
Returning to Teaching in Aotearoa New Zealand Practising Certificate	A practising certificate for New Zealand registered teachers who have not completed any teaching in New Zealand in the five years prior to their application. If you are issued with this practising certificate, you will also be required to undertake a teacher refresh process to enable you to return to the teaching profession.	RTTANZ
<b>General</b>		
Annual statement	A statement from a professional leader that indicates whether the teacher meets the <i>Standards   Ngā Paerewa</i> according to the requirements for their practising certificate type.	
Code of Professional Responsibility   Ngā Tikanga Matatika	The <i>Code   Ngā Tikanga Matatika</i> sets out the high standards for ethical behaviour that are expected of every teacher.  Note that the <i>Code   Ngā Tikanga Matatika</i> also applies to all LAT holders.	<i>Code   Ngā Tikanga Matatika</i>
Induction and mentoring	An induction and mentoring programme supports teachers new to the teaching profession as they work towards demonstrating independently using and meeting the <i>Standards   Ngā Paerewa</i>	
Initial Teacher Education	ITE programmes of study approved by the Teaching Council (or its predecessor bodies) as suitable for registration, will lead you towards a teaching qualification at level 7 or above on the NZQA Register of Quality Assured Qualifications.	ITE
International Qualifications Assessment	An in-depth assessment of qualifications completed outside New Zealand.	IQA
Kaiako Whai Rēhitanga   Teacher Registration	To enter the teaching profession in New Zealand you need to first apply for and be granted registration.	registration

Mentor teacher	A teacher holding a Tūturu   Full (Category One) practising certificate, chosen by a professional leader to supervise the induction and mentoring of Tōmua   Provisional teachers.	mentor
New or beginning teacher	A new teacher is a recent graduate from an ITE programme who is starting their teaching career. A beginning teacher is one who may have taught overseas but is new to teaching in New Zealand. These teachers are first issued with a Tōmua   Provisional practising certificate.	
New Zealand Qualifications Authority	A government agency that ensures that New Zealand qualifications are accepted as credible and robust, nationally, and internationally.	NZQA
Professional leader	<p>The principal, or in the case of an early childhood service, the professional leader of the service; or in the case of any other educational institution, the chief executive or person occupying an equivalent position.</p> <p>Professional leaders who are not registered teachers holding a full practising certificate<sup>1</sup> will need to be assured that the processes in place within their setting enable professional judgements about teaching practice to be made by a fully certificated teacher in a senior role, including whether a teacher meets the <i>Standards   Ngā Paerewa</i> as required for their practising certificate type.</p>	
Refresh process	A process designed to make sure the curriculum, pedagogy and system knowledge of all teachers is current.	
Return to Practice Plan	A type of refresh process	RTPP
<i>Standards for the Teaching Profession   Ngā Paerewa mō te Umanga Whakaakoranga</i>	Describes the expectations of effective teaching practice.	<i>Standards   Ngā Paerewa</i>
Teacher Education Refresh Programme	A type of refresh process.	TER programme
Teaching Council of New Zealand   Matatū Aotearoa	The professional body for and voice of the teaching profession.	Council
Teaching position	A position in a registered school or licensed early childhood service that requires its holder to instruct students; or is the professional leader, deputy professional leader (however described) or assistant principal of a school; or is the professional leader of an early childhood service or other educational institution.	
Tūranga Whakaako Whaiherenga   Limited Authority to Teach	Enables people without a teaching qualification to teach, in positions where there is need for specialist skills or skills in short supply, but which are not permanent roles. A Limited Authority to Teach (LAT) is not a type of practising certificate and it is not intended for registered teachers.	LAT

<sup>1</sup> These professional leaders may be in some ECE services, ITE providers, other education agencies recognised in the Education and Training Act 2020 or in other settings approved by the Council.

# Entering the profession – becoming a registered teacher

To enter the teaching profession in New Zealand, you need to first apply for and be granted Kaiako Whai Rēhitanga | Teacher Registration. Registration does not expire, and you will retain registration even if your practising certificate expires and is not renewed. Registration can be cancelled by the Council if it was issued in error, or as an outcome of Disciplinary Tribunal proceedings. You can also voluntarily deregister unless you're the subject of an investigation by the Council.

If you have completed your teaching qualification you may apply to be registered as a teacher and to be issued with your first practising certificate at the same time.

If you do not intend to start teaching immediately, you can apply for registration only, or choose to delay registration and applying for a Tiwhikete Whakaakoranga Tōmua | Provisional practising certificate until you are ready to begin teaching.

Note that if you take an extended break before beginning teaching, you may be required to undertake a teacher refresh process. This will be required if it is more than five years since you gained your Initial Teacher Education qualification – see Teacher refresh processes.

Under the law, the term 'registered teacher' can only be used by a person who has been granted registration by the Council. As a registered teacher your name will appear on our online [Register of New Zealand Registered Teachers](#). The register also indicates whether you hold a current practising certificate, and what type, if it has been cancelled, or if there are conditions placed on it.

## Requirements to become a registered teacher:

### Satisfactorily trained to teach – New Zealand qualifications

Requirement	Evidence	For more information see
You hold an approved New Zealand Initial Teacher Education (ITE) qualification	<ul style="list-style-type: none"><li>• Certified copy of your approved New Zealand ITE qualification; OR</li><li>• A link you provide for the Council to access your ITE qualification details on eQuals,</li></ul> OR <ul style="list-style-type: none"><li>• Formal written confirmation from your New Zealand ITE provider, that you have successfully completed your ITE programme.</li></ul>	Satisfactorily trained to teach: detailed requirements.

### Satisfactorily trained to teach – overseas qualifications

Requirement	Evidence	For more information see
Satisfactorily trained to teach – overseas qualifications.	<ul style="list-style-type: none"><li>• Certified copy of your overseas education qualification or qualifications that appear on the pre-approved list of qualifications,</li></ul> OR <ul style="list-style-type: none"><li>• A certified copy of your New Zealand Qualifications Authority (NZQA) International Qualifications Assessment (IQA) that shows your qualification is comparable to a New Zealand ITE qualification.</li></ul>	Satisfactorily trained to teach: detailed requirements.



## Commitment to the Code of Professional Responsibility | Ngā Tikanga Matatika

Requirement	Evidence	For more information see
You are committed to the expectations in the <i>Code   Ngā Tikanga Matatika</i>	<ul style="list-style-type: none"><li>• A declaration that you are committed to the values and expectations in the <i>Code   Ngā Tikanga Matatika</i>. AND</li><li>• A declaration about whether you are under investigation for any matters that might impact your teaching or ability to meet the requirements of the <i>Code   Ngā Tikanga Matatika</i>.</li></ul>	Character and fitness

## Satisfactory police vet (three-yearly requirement)

Requirement	Evidence	For more information see
You have a satisfactory New Zealand Police vet	<ul style="list-style-type: none"><li>• Your consent for the Council to apply to New Zealand Police for your New Zealand police vet. AND</li><li>• Confirmation of the types of verified identity documents that you provided to your identity referee.</li></ul>	Character and fitness Proof of identity
Where applicable, you have satisfactory overseas police vets	<ul style="list-style-type: none"><li>• Police vets that you have obtained from the national police service of the issuing country, for any country you have lived in for 12 months or more in the 10 years before you made your application to the Council. OR</li><li>• A statutory declaration if you are unable to obtain a police vet.</li></ul>	Character and fitness Proof of identity

## Fit to be a teacher

Requirement	Evidence	For more information see
You are physically and mentally able to carry out a teaching role safely and satisfactorily	<ul style="list-style-type: none"><li>• A declaration that you do not have a condition that would affect your ability to teach safely and satisfactorily.</li></ul> <p>If required:</p> <ul style="list-style-type: none"><li>• Any additional evidence, such as a medical certificate, to support your ability to teach</li></ul>	Character and fitness

## Able to communicate competently in English and/or te reo Māori

Requirement	Evidence	For more information see
You are competent in English and/or te reo Māori	<ul style="list-style-type: none"><li>• One of the evidence types listed in the Council's language competency policy</li></ul>	Language competency

## Able to communicate competently in English and/or te reo Māori

Requirement	Evidence	For more information see
You are committed to develop and practise te reo me ngā tikanga Māori (Māori language and protocols)	<ul style="list-style-type: none"><li>• A declaration that you are committed to develop and practise te reo me ngā tikanga Māori throughout your teaching career.</li></ul>	<i>Standards for the Teaching Profession   Ngā Paerewa mō te Umanga Whakaakoranga</i>

# Working as a teacher – getting your practising certificate

All registered teachers must apply for and hold an annual practising certificate to be employed in a teaching position in New Zealand. If you're not teaching, you are not required to hold a practising certificate, however you are required to have completed satisfactory recent teaching in New Zealand to renew your practising certificate. If you're returning to teaching after five years away, you will be required to engage in a process on your return to refresh your knowledge – see: Teacher refresh processes

There are some positions in the early childhood education sector that do not require a practising certificate. This is because in some early childhood settings not all teachers are required to be registered and certificated.

Under the Trans-Tasman Mutual Recognition Act, teachers from Australia may be eligible to hold the equivalent practising certificate they hold in Australia. See: Trans-Tasman Mutual Recognition Act.

There are three main practising certificate types depending on where you are in your teaching career:

- Tiwhikete Whakaakoranga Tōmua | Provisional Practising Certificate – for all new and beginning teachers from New Zealand and overseas.
- Tiwhikete Whakaakoranga Tūturu | Full Practising Certificate (Category One) – for experienced teachers; those who have been endorsed as meeting all the *Standards | Ngā Paerewa*.
- Tiwhikete Whakaakoranga Pūmau | Full Practising Certificate (Category Two) – for experienced teachers who are not currently able to be endorsed as meeting all the *Standards | Ngā Paerewa* because of their role type but are considered by their professional leader as likely to meet the *Standards | Ngā Paerewa*.

For an interim period, there will be an additional practising certificate type:

- Returning to Teaching in Aotearoa New Zealand – for New Zealand registered teachers who have not completed any teaching in New Zealand in the five years prior to their application. This certificate ensures we meet legal requirements and enable experienced teachers to return to the profession. If you are issued with this practising certificate, you will also be required to undertake a teacher refresh process to enable you to return to the profession.

Your practising certificate type will appear next to your name on the Teaching Council [Register of New Zealand Registered Teachers](#).

Practising certificates are issued for one year. Practising certificate applications can be made up to three months before the expiry of your current practising certificate. Applications for a new practising certificate type can be made at any time if you meet the requirements for the new practising certificate type.

If you intend to take a break from teaching, you can continue to be registered as a teacher and choose not to renew your annual practising certificate. When you re-apply for your practising certificate, you may be required to undertake a teacher refresh process if you are not able to meet the requirements for satisfactory recent teaching (two years of uninterrupted teaching in the last five years) – see Teacher refresh processes.

You can continue to be employed in a teaching position for up to 20 half-days each year without a practising certificate.

If you have applied for a practising certificate, but it will not be approved before the expiry of your current practising certificate, you can make a request to the Council for an extension to teach if you need to teach for more than 20 half-days. See: Request for an extension to teach: additional processes.

The Council may cancel or place conditions on your practising certificate in certain circumstances. For more information about how conduct or competence concerns are addressed please go to the Council's [website](#).

# Tiwhikete Whakaakoranga Tōmua | Provisional Practising Certificate

This is the first practising certificate type you will hold when you start teaching in New Zealand. Applications are usually made concurrently with an application for teacher registration. The Tōmua | Provisional practising certificate is issued for one year but can be renewed to allow you to complete induction and mentoring.

Most new teachers will be required to complete a compulsory two-year programme of induction and mentoring provided by their employer and supervised by a mentor who holds a Tūturu | Full (Category One) practising certificate. Your Tōmua | Provisional gives you three years to do this. If you have evidence that you have completed induction and mentoring or teaching overseas, you may only need to complete one year of formal induction and mentoring in New Zealand. See: *Standards for the Teaching Profession | Ngā Paerewa mō te Umanga Whakaakoranga*.

Some new teachers may need to complete a Teacher Education Refresh (TER) programme. See: Teacher refresh processes.

## Requirements for induction and mentoring

A Tōmua | Provisional practising certificate means you have not yet had the opportunity to demonstrate that you independently use and meet the *Standards | Ngā Paerewa*, either because you are a newly qualified teacher or are new to the New Zealand teaching profession.

In order to move from Tōmua | Provisional to Tūturu | Full (Category One), you will need to complete a programme of induction and mentoring organised by your early learning, school or kura setting, supported by a mentor teacher who holds a Tūturu | Full (Category One) practising certificate, in order to be endorsed as meeting the *Standards | Ngā Paerewa*. The mentor teacher will also confirm with your professional leader when you have successfully completed your induction and mentoring programme.

You will also be expected to:

- Have been employed in a teaching position of at least 0.5 FTE for at least two years while on Tōmua | Provisional (this is for most teachers).  
OR
- Have been employed in a teaching position of at least 0.5 FTE for at least one year while on Tōmua | Provisional (this is for teachers who have evidence - approved by the Council - that they have completed at least one year of induction and mentoring and teaching overseas).

It is expected that an induction and mentoring programme will align to the professional growth cycle in each setting. However, there will be additional activities designed to support the teacher (mentee) to use and meet the *Standards | Ngā Paerewa* with independence. Observations and conversations will be more frequent than required in a professional growth cycle.

## Requirements for Tōmua | Provisional Practising Certificate

### Kaiako Whai Rēhitanga | Teacher registration

Requirement	Evidence
You are a New Zealand registered teacher	<ul style="list-style-type: none"> <li>Teacher registration number - Your registration number is provided when your registration is approved. The number can be found on the Register of New Zealand Registered Teachers on the Council's website. If you are making an application for your first Tōmua   Provisional at the same time as your registration, we will auto-populate your application with your registration number.</li> </ul>

### Meets the Standards for the Teaching Profession | Ngā Paerewa mō te Umanga Whakaakoranga (with support)

Requirement	Evidence	For more information see
You have an approved New Zealand ITE qualification completed in the five years before your application. OR	<ul style="list-style-type: none"> <li>Certified copy of your approved New Zealand ITE qualification.</li> <li>OR</li> <li>A link you provide for the Council to access your ITE qualification details on eQuals</li> </ul>	<p><i>Standards for the Teaching Profession   Ngā Paerewa mō te Umanga Whakaakoranga</i></p> <p>Satisfactorily trained to teach: detailed requirements</p>
You have completed a TER programme in the five years before your application. OR	<ul style="list-style-type: none"> <li>Your TER completion certificate.</li> <li>OR</li> <li>Council letter of TER exemption.</li> </ul>	Teacher refresh processes
You hold an equivalent or comparable overseas teacher education qualification completed in the five years before your application.	<ul style="list-style-type: none"> <li>A certified copy of your overseas education qualification or qualifications that appear on the pre-approved list of qualifications.</li> <li>OR</li> <li>A certified copy of your New Zealand Qualifications Authority International Qualifications Assessment that shows your qualification is comparable to a New Zealand ITE qualification</li> <li>We will use qualification information that you have already provided with your application for registration.</li> </ul>	Satisfactorily trained to teach: detailed requirements

### Commitment to the Code of Professional Responsibility | Ngā Tikanga Matatika

Requirement	Evidence	For more information see:
You are committed to the expectations in the Code   Ngā Tikanga Matatika	<ul style="list-style-type: none"> <li>A declaration that you are committed to the values and expectations in the Code   Ngā Tikanga Matatika.</li> <li>AND</li> <li>A declaration about any matters for which you are under investigation, that might impact your teaching or ability to meet the requirements of the Code   Ngā Tikanga Matatika.</li> </ul>	Character and fitness

## Satisfactory Police vet (three-yearly requirement)

Requirement	Evidence	For more information see
You have a satisfactory New Zealand Police vet	<ul style="list-style-type: none"><li>Your consent for the Council to apply to New Zealand Police for your New Zealand police vet.</li></ul> AND <ul style="list-style-type: none"><li>Confirmation of the types of verified identity documents that you provided to your identity referee.</li><li>We will use the identity documents you have previously provided, unless you have had a subsequent identity change like a name change</li></ul>	Character and fitness Proof of identity
Where applicable, you have satisfactory overseas police vets	<ul style="list-style-type: none"><li>Police vets that you have obtained from the national police service of the issuing country, for any country you have lived in for 12 months or more in the 10 years before you made your application to the Council.</li></ul> OR <ul style="list-style-type: none"><li>A statutory declaration if you are unable to obtain a police vet.</li></ul>	Character and fitness Proof of identity

## Fit to be a teacher

Requirement	Evidence	For more information see
You are physically and mentally able to carry out a teaching role safely and satisfactorily	<ul style="list-style-type: none"><li>A declaration that you do not have a condition that would affect your ability to teach safely and satisfactorily.</li></ul> If required: <ul style="list-style-type: none"><li>Any additional evidence, such as a medical certificate, to support your ability to teach.</li></ul>	Character and fitness

## Commitment to the ongoing development and practise of te reo me ngā tikanga Māori

Requirement	Evidence	For more information see
You are committed to develop and practise te reo me ngā tikanga Māori (Māori language and protocols)	<ul style="list-style-type: none"><li>A declaration that you are committed to develop and practise te reo me ngā tikanga Māori throughout your teaching career</li></ul>	<i>Standards for the Teaching Profession</i>   <i>Ngā Paerewa mō te Umanga Whakaakoranga</i>

# Tiwhikete Whakaakoranga Tūturu | Full (Category One); Tiwhikete Whakaakoranga Pūmau | Full (Category Two) Practising Certificates

Tūturu | Full (Category One) and Pūmau | Full (Category Two) practising certificates are issued or renewed for one year. They are practising certificate types for experienced teachers.

You are likely to be issued with Tūturu | Full (Category One) if you can demonstrate that you have been endorsed as meeting all the *Standards | Ngā Paerewa* following successful completion of an induction and mentoring programme, supervised by a mentor who holds a Tūturu | Full (Category One) practising certificate as well as meeting all other requirements listed. Once you have been issued with a Tūturu | Full (Category One), you will never be required to return to Tōmua | Provisional.

A Pūmau | Full Category Two practising certificate means you are an experienced teacher but are not currently able to demonstrate that you meet all the *Standards | Ngā Paerewa* because of the nature of your role.

You may move to Pūmau | Full (Category Two) if you last held a Tūturu | Full (Category One) (previously known as Full) practising certificate and are now in a role where you cannot be endorsed as meeting all the *Standards | Ngā Paerewa*, but are considered by your professional leader as likely to meet them.

You can apply to renew Pūmau | Full (Category Two) or if your role changes, you can seek to move back to Tūturu | Full (Category One).

## **Pūmau | Full (Category Two) Practising Certificate - requirements for mentoring**

In order to move from Pūmau | Full (Category Two) to Tūturu | Full (Category One), you will need to complete a one-year programme of mentoring organised by your early learning, school or kura setting, supported by a mentor teacher who holds a Tūturu | Full (Category One) practising certificate, in order to be endorsed as meeting the *Standards | Ngā Paerewa*.

As a Pūmau | Full (Category Two) teacher you have already demonstrated you can independently use and meet the *Standards | Ngā Paerewa*, so your mentoring programme will be focused on your specific learning needs within the context of your setting.

## Requirements for Tūturu | Full (Category One) or Pūmau | Full (Category Two) Practising Certificates

### Kaiako Whai Rēhitanga | Teacher registration

Requirement	Evidence
You are a New Zealand registered teacher	<ul style="list-style-type: none"> <li>Teacher registration number - your registration number was provided when your registration was approved. The number can be found on the Register of New Zealand Registered Teachers on the Council's website. We will auto-populate your practising certificate application with your registration number.</li> </ul>

### Meets/Likely to Meet the *Standards for the Teaching Profession* | *Ngā Paerewa mō te Umanga Whakaakoranga*

Requirement	Evidence	For more information see
Tūturu   Full (Category One): you meet the <i>Standards</i>   <i>Ngā Paerewa</i>	<ul style="list-style-type: none"> <li>An endorsement from your professional leader that you have successfully completed an induction and mentoring programme as required for holders of Tōmua   Provisional, which has been supervised by a mentor who holds a Tūturu   Full (Category One): practising certificate, that you have been endorsed as meeting the <i>Standards</i>   <i>Ngā Paerewa</i>, and that you are recommended for Tūturu Full   (Category One).</li> </ul> <p>OR</p> <ul style="list-style-type: none"> <li>An endorsement from your most recent professional leader that you have successfully completed the one year of mentoring required to move to Tūturu   Full (Category One) from Pūmau   Full (Category Two), that you have been endorsed as meeting the <i>Standards</i>   <i>Ngā Paerewa</i> and that you are recommended for Tūturu   Full (Category One).</li> </ul> <p>Your mentor will confirm completion of your induction and mentoring programme with your professional leader.</p>	<i>Standards for the Teaching Profession</i>   <i>Ngā Paerewa mō te Umanga Whakaakoranga</i>
Pūmau   Full (Category Two): You cannot be endorsed as meeting all the <i>Standards</i>   <i>Ngā Paerewa</i> , but you are considered by your professional leader as likely to meet them	<ul style="list-style-type: none"> <li>An endorsement from your most recent professional leader that you are likely to meet the <i>Standards</i>   <i>Ngā Paerewa</i> and are recommended for Pūmau.   Full (Category Two).</li> </ul> <p>The Council may contact you if your professional leader's endorsement means you may move from Tūturu   Full (Category One) to Pūmau   Full (Category Two).</p>	

## Kaiako Whai Rēhitanga | Teacher registration

Requirement	Evidence	For more information see:
You are committed to the expectations in the <i>Code   Ngā Tikanga Matatika</i>	<ul style="list-style-type: none"><li>• A declaration that you are committed to the values and expectations in the <i>Code   Ngā Tikanga Matatika</i>.</li><li>AND</li><li>• A declaration about any matters for which you are under investigation, that might impact your teaching or ability to meet the requirements of the <i>Code   Ngā Tikanga Matatika</i>.</li></ul>	Character and fitness

## Satisfactory police vet (three-yearly requirement)

Requirement	Evidence	For more information see:
You have a satisfactory New Zealand Police vet	<ul style="list-style-type: none"><li>• Your consent for the Council to apply to New Zealand Police for your New Zealand police vet.</li><li>AND</li><li>• Confirmation of the types of verified identity documents that you provided to your identity referee. We will use the identity documents you have previously provided, unless you have had a subsequent identity change like a name change</li></ul>	Character and fitness Proof of identity
Where applicable, you have satisfactory overseas police vets	<ul style="list-style-type: none"><li>• Police vets that you have obtained from the national police service of the issuing country, for any country that you have lived in for 12 months or more in the 10 years before you made your application to the Council.</li><li>OR</li><li>• A statutory declaration if you are unable to obtain a police vet.</li></ul>	Character and fitness Proof of identity

## Fit to be a teacher

Requirement	Evidence	For more information see:
You are physically and mentally able to carry out a teaching role safely and satisfactorily	<ul style="list-style-type: none"><li>• A declaration that you do not have a condition that would affect your ability to teach safely and satisfactorily.</li></ul> <p>If required:</p> <ul style="list-style-type: none"><li>• Any additional evidence, such as a medical certificate, to support your ability to teach.</li></ul>	Character and fitness

## Ongoing development and practise of te reo me ngā tikanga Māori

Requirement	Evidence	For more information see:
You have continued to develop and practise te reo me ngā tikanga Māori (Māori language and protocols)	<ul style="list-style-type: none"><li>• A declaration that you have continued to develop and practise te reo me ngā tikanga Māori while practising as a teacher.</li><li>AND</li><li>• An endorsement by your professional leader, that you have shown progress in te reo me ngā tikanga Māori as required by the <i>Standards   Ngā Paerewa</i>.</li></ul>	<i>Standards for the Teaching Profession   Ngā Paerewa mō te Umanga Whakaakoranga</i>



# Returning to Teaching in Aotearoa New Zealand Practising Certificate

This practising certificate is an interim measure to allow time for legislative amendments to be implemented to address circumstances where a New Zealand registered teacher has not completed any teaching in New Zealand in the five years prior to their application for renewal.

You are likely to be issued with Returning to Teaching in Aotearoa New Zealand (RTTANZ) if you are a New Zealand registered teacher, who has not completed any teaching in New Zealand in the five years prior to your application for a practising certificate renewal, but who is likely to meet the *Standards | Ngā Paerewa*. You may be in this position because you have been teaching overseas or have taken time out from the profession.

The Council wants to ensure New Zealand registered teachers can return to the profession. This certificate type has been created to enable this to happen, provided other conditions are met. You will be required to undertake appropriate teacher refresh activities as part of this practising certificate type. See: Teacher refresh processes.

We expect that once you have gained satisfactory teaching experience through teaching in New Zealand, you will seek to move to the appropriate certificate for you (Tōmua | Provisional, Tūturu | Full (Category One) or Pūmau | Full (Category Two)). It is not intended that you renew your RTTANZ.

## Requirements for Returning to Teaching in Aotearoa New Zealand Practising Certificate

### Kaiako Whai Rēhitanga | Teacher registration

Requirement	Evidence
You are a New Zealand registered teacher	<ul style="list-style-type: none"><li>Teacher registration number - your registration number was provided when your registration was approved. The number can be found on the <a href="#">Register of New Zealand Registered Teachers</a> on the Council's website. We will auto-populate your practising certificate application with your registration number.</li></ul>

### Likely to meet the *Standards for the Teaching Profession | Ngā Paerewa mō te Umanga Whakaakoranga*

Requirement	Evidence	For more information see:
You have undertaken the appropriate teacher refresh programme and are likely to meet the <i>Standards   Ngā Paerewa</i> .	<ul style="list-style-type: none"><li>Evidence that you have undertaken the teacher refresh processes as required by the Council of either:<ul style="list-style-type: none"><li>A completed Return to Practice Plan (RTPP), approved by the Council.</li><li>OR</li><li>Your TER completion certificate.</li><li>OR</li><li>Council letter of TER exemption.</li></ul></li></ul>	<i>Standards for the Teaching Profession   Ngā Paerewa mō te Umanga Whakaakoranga</i>

## Commitment to the Code of Professional Responsibility | Ngā Tikanga Matatika

Requirement	Evidence	For more information see:
You are committed to the expectations in the <i>Code   Ngā Tikanga Matatika</i>	<ul style="list-style-type: none"><li>• A declaration that you are committed to the values and expectations in the <i>Code   Ngā Tikanga Matatika</i>.</li></ul> AND <ul style="list-style-type: none"><li>• A declaration about any matters for which you are under investigation, that might impact your teaching or ability to meet the requirements of the <i>Code   Ngā Tikanga Matatika</i>.</li></ul>	Character and fitness

## Satisfactory police vet (three-yearly requirement)

Requirement	Evidence	For more information see:
You have a satisfactory New Zealand Police vet	<ul style="list-style-type: none"><li>• Your consent for the Council to apply to New Zealand Police for your New Zealand police vet.</li></ul> AND <ul style="list-style-type: none"><li>• Confirmation of the types of verified identity documents that you provided to your identity referee.</li></ul> We will use the identity documents you have previously provided, unless you have had a subsequent identity change like a name change	Character and fitness
Where applicable, you have satisfactory overseas police vets	<ul style="list-style-type: none"><li>• Police vets that you have obtained from the national police service of the issuing country, for any country that you have lived in for 12 months or more in the 10 years before you made your application to the Council.</li></ul> OR <ul style="list-style-type: none"><li>• A statutory declaration that you are unable to obtain a police vet.</li></ul>	Character and fitness

## Fit to be a teacher

Requirement	Evidence	For more information see:
You are physically and mentally able to carry out a teaching role safely and satisfactorily	<ul style="list-style-type: none"><li>• A declaration that you do not have a condition that would affect your ability to teach safely and satisfactorily.</li></ul> If required: <ul style="list-style-type: none"><li>• Any additional evidence, such as a medical certificate, to support your ability to teach.</li></ul>	Character and fitness

## Ongoing development and practise of te reo me ngā tikanga Māori

Requirement	Evidence	For more information see:
You are committed to develop and practise te reo me ngā tikanga Māori (Māori language and protocols)	<ul style="list-style-type: none"><li>• A declaration that you are committed to develop and practise te reo me ngā tikanga Māori throughout your teaching career</li></ul>	<i>Standards for the Teaching Profession   Ngā Paerewa mō te Umanga Whakaakoranga</i>

# Renewing your annual practising certificate

The law requires the Council to be satisfied that a teacher has met certain requirements before a practising certificate can be renewed. This includes specific requirements for the completion of recent teaching and professional development. If you have not completed two years of uninterrupted teaching in the five years before your application, we will consider a range of other factors to determine whether you have delivered safe, high-quality teaching. See: [Satisfactory recent teaching experience](#).

If you have not completed any teaching in New Zealand in the previous five years, you may be eligible for a RTTANZ Practising Certificate – see: [Return to Teaching Aotearoa New Zealand practising certificate](#). You will also be required to undertake a Teacher Education Refresh (TER) or complete a Return to Practice Plan – see: [Teacher refresh process](#).

Your professional leader is required to endorse whether you meet the *Standards | Ngā Paerewa* as required for each practising certificate type.

If you hold Tūturu | Full (Category One) and you have been endorsed as meeting the *Standards | Ngā Paerewa* as well as meeting all the other requirements listed below, it is likely your Tūturu | Full (Category One) practising certificate will be renewed.

If your professional leader cannot endorse you as meeting all the *Standards | Ngā Paerewa* because of your role type, but considers that you are likely to meet them, we are likely to issue you with a Pūmau | Full (Category Two).

We may renew your Pūmau | Full (Category Two) if you have continued to be employed in a role not comprehensive enough for you to be endorsed as meeting all the *Standards | Ngā Paerewa*, but you are considered likely to meet them.

If you are a Tōmua | Provisional holder who has not yet met the requirements for a Tūturu | Full (Category One) practising certificate, but you have completed some teaching, we are likely to renew your Tōmua | Provisional. The Council can require you to undertake a Teacher Education Refresh if you have held a Tōmua | Provisional practising certificate for more than five years – see: [Teacher refresh processes](#).

Applications to renew a practising certificate can be made up to three months before the expiry of your current practising certificate. You will be required to make a new application before the expiry of your current practising certificate and pay the required fee.

If you last held one of the former practising certificates (Full or STC) and it has been a considerable length of time since you last worked in New Zealand, you are likely to be required to complete a Return To Practice Plan (RTTP) to identify your knowledge gaps and intended professional development. Part of your RTTP may require you to complete all or some modules of a Teacher Education Refresh – see: [Teacher refresh processes](#).

If you wish to take a break from teaching, you can continue to be registered as a teacher but choose not to renew your annual practising certificate. When re-applying for your practising certificate, you may be required to undertake a teacher refresh process if you are not able to meet the requirements for satisfactory recent teaching (two years of uninterrupted teaching in the last five years) – see: [Teacher refresh processes](#).

## Requirements for renewing an annual practising certificate:

### Kaiako Whai Rēhitanga | Teacher registration

Requirement	Evidence
You are a New Zealand registered teacher	<ul style="list-style-type: none"><li>Teacher registration number - your registration number was provided when your registration was approved. The number can be found on the <a href="#">Register of New Zealand Registered Teachers</a> on the Council's website. We will auto-populate your practising certificate application with your registration number.</li></ul>

### Satisfactory recent teaching experience

Requirement	Evidence	For more information see:
You have completed at least two years of uninterrupted teaching in New Zealand in the last five years.	<ul style="list-style-type: none"><li>An endorsement from your professional leader that you meet the <i>Standards   Ngā Paerewa</i> as required for your practising certificate type.</li></ul> AND <ul style="list-style-type: none"><li>A list of your teaching positions in the last five years.</li></ul> <p>Note that for subsequent applications, your list of previous teaching positions will be auto populated in our system.</p> <p>The Council may contact you if your professional leader's endorsement means you may move from Tūturu   Full (Category One) to Pūmau   Full (Category Two).</p>	<i>Standards for the Teaching Profession   Ngā Paerewa mō te Umanga Whakaakoranga</i>

### Satisfactory professional development

Requirement	Evidence	For more information see:
You have completed satisfactory professional development in the past three years	<ul style="list-style-type: none"><li>An endorsement from your professional leader, that you have completed satisfactory professional development in the past three years.</li><li>This can include your participation in your setting's agreed professional growth cycle.</li></ul>	<i>Standards for the Teaching Profession   Ngā Paerewa mō te Umanga Whakaakoranga</i>

### Commitment to the Code of Professional Responsibility | Ngā Tikanga Matatika

Requirement	Evidence	For more information see:
You are committed to the expectations in the Code   Ngā Tikanga Matatika	<ul style="list-style-type: none"><li>A declaration that you are committed to the values and expectations in the Code   Ngā Tikanga Matatika.</li></ul> AND <ul style="list-style-type: none"><li>A declaration about any matters for which you are under investigation, that might impact your teaching or ability to meet the requirements of the Code   Ngā Tikanga Matatika.</li></ul>	Character and fitness

## Satisfactory police vet (three-yearly requirement)

Requirement	Evidence	
You have a satisfactory New Zealand Police vet	<ul style="list-style-type: none"><li>Your consent for the Council to apply to New Zealand Police for your New Zealand police vet.</li></ul> AND <ul style="list-style-type: none"><li>Confirmation of the types of verified identity documents that you provided to your identity referee.</li></ul> We will use the identity documents you have previously provided, unless you have had a subsequent identity change like a name change	Character and fitness Proof of identity
Where applicable, you have satisfactory overseas police vets	<ul style="list-style-type: none"><li>Police vets, that you have obtained from the national police service of the issuing country, for any country that you have lived in for 12 months or more in the 10 years before you made your application to the Council.</li></ul> OR <ul style="list-style-type: none"><li>A statutory declaration if you are unable to obtain a police vet.</li></ul>	Character and fitness Proof of identity

## Fit to be a teacher

Requirement	Evidence	For more information see:
You are physically and mentally able to carry out a teaching role safely and satisfactorily	<ul style="list-style-type: none"><li>A declaration that you do not have a condition that would affect your ability to teach safely and satisfactorily.</li></ul> If required: <ul style="list-style-type: none"><li>Any additional evidence, such as a medical certificate, to support your ability to teach.</li></ul>	Character and fitness

## Ongoing development and practice of te reo me ngā tikanga Māori

Requirement	Evidence	For more information see:
You have continued to develop and practise te reo me ngā tikanga Māori (Māori language and protocols)	<ul style="list-style-type: none"><li>A declaration that you have continued to develop and practise te reo me ngā tikanga Māori while practising as a teacher.</li></ul> AND <ul style="list-style-type: none"><li>An endorsement by your professional leader, that you have shown progress in te reo me ngā tikanga Māori as required by the <i>Standards</i>   <i>Ngā Paerewa</i>.</li></ul>	<i>Standards for the Teaching Profession</i>   <i>Ngā Paerewa mō te Umanga Whakaakoranga</i>

# Tūranga Whakaako Whai-herenga | Limited Authority to Teach

Tūranga Whakaako Whai-herenga | Limited Authority to Teach (LAT) enables people without a teaching qualification to teach in positions where there is need for specialist skills or skills in short supply, but which are not permanent roles. A Limited Authority to Teach (LAT) is not a type of practising certificate and it is not intended for registered teachers. LATs are issued for one year.

A **specialist skill** is one which requires a high level of expertise in a specific subject area that is not widely available among certificated teachers, for example, musical instrument instruction, a language specialist, or guidance counselling.

**Skills that are in short supply** are positions which should be filled by a registered teacher but for which there are currently no registered teachers available because of supply issues in a geographic region. The need for these positions must be demonstrated by an employer and will be considered within a regional context.

**LATs issued for employment-based ITE programmes:** Applicants for employment-based ITE programmes must have skills and experience appropriate to advance the learning of a learner, or group of learners, as per Clause 16 of Schedule 3 of the Education and Training Act 2020.

If you wish to have a LAT reissued, you need to make a new application before the expiry of your current LAT and pay the required fee. Applications to reissue a LAT can be made up to three months before the expiry of your current LAT.

If you have held a LAT but want to become a registered teacher, you will need to first complete an approved New Zealand ITE programme and then apply for registration and a practising certificate. Any teaching you do while holding a LAT will not count towards your teaching service for any practising certificates you are granted in the future.

The Council maintains a [list](#) of LAT holders and we may cancel one or place a condition on it in certain circumstances. We will annotate the list where appropriate. See the Professional Practice section on the Council's [website](#) for more information.

## Requirements for Tūranga Whakaako Whai-herenga | Limited Authority to Teach:

### Kaiako Whai Rēhitanga | Teacher registration

Requirement	Evidence	For more information see:
<p>You have a specialist skill.</p> <p>OR</p> <p>You have a skill in short supply.</p>	<p><b>For first issue of the LAT:</b></p> <ul style="list-style-type: none"> <li>A certified copy of a New Zealand qualification that is at least or equivalent to Level 6 on the New Zealand Qualifications Framework (NZQF), and which is relevant to your professional skill.</li> <li>OR</li> <li>A certified copy of your New Zealand Qualifications Authority International Qualifications Assessment that shows your qualification is comparable to a New Zealand qualification.</li> <li>A full curriculum vitae that shows your experience in an industry or field relevant to the application. This must also detail any curricula or assessment knowledge, or skills.</li> </ul> <p>AND</p> <ul style="list-style-type: none"> <li>A written reference from one of your employers, or a practitioner in your relevant industry or field attesting to your knowledge and skills.</li> </ul> <p><b>For subsequent reissues of the LAT:</b></p> <ul style="list-style-type: none"> <li>A statement from the professional leader of the school/kura attesting that your skills/knowledge remain current for the learners you are working with.</li> </ul>	<p><b>Specialist skills</b> and experience are those that advance the learning of a learner or group of learners.</p> <p>Your qualifications and experience should show your high level of expertise in your professional area. This should include at least five years' experience or employment, an understanding of the official curricula in the area you want to teach and in which you have expertise, and appropriate assessment tools and strategies for the sector you want to be employed in.</p> <p>If you do not hold formal credentials, you may be considered on your experience.</p>
<p>Additional evidence requirement for skill in short supply</p>	<ul style="list-style-type: none"> <li>In addition to the above, for LAT applications for skills in short supply, you also need to provide a letter from a professional leader of one or more schools in the geographic area you wish to teach, attesting to the skill shortage in the local teaching supply.</li> </ul>	

### Commitment to the Code of Professional Responsibility | Ngā Tikanga Matatika

Requirement	Evidence	For more information see:
<p>You are committed to the expectations in the <i>Code</i>   <i>Ngā Tikanga Matatika</i></p>	<ul style="list-style-type: none"> <li>A declaration that you are committed to the values and expectations in the <i>Code</i>   <i>Ngā Tikanga Matatika</i>.</li> <li>AND</li> <li>A declaration about any matters for which you are under investigation, that might impact your teaching or ability to meet the requirements of the <i>Code</i>   <i>Ngā Tikanga Matatika</i>.</li> </ul>	<p>Character and fitness</p>

### Satisfactory police vet (three-yearly requirement)

Requirement	Evidence	For more information see:
You have a satisfactory New Zealand Police vet	<ul style="list-style-type: none"><li>Your consent for the Council to apply to New Zealand Police for your New Zealand police vet.</li></ul> AND <ul style="list-style-type: none"><li>Confirmation of the types of verified identity documents that you provided to your identity referee.</li></ul> For reissue of a LAT, we will use the identity documents you have previously provided, unless you have had a subsequent identity change like a name change	Character and fitness
Where applicable, you have satisfactory overseas police vets	<ul style="list-style-type: none"><li>Police vets that you have obtained from the national police service of the issuing country, for any country you have lived in for 12 months or more in the 10 years before you made your application to the Council.</li></ul> OR <ul style="list-style-type: none"><li>A statutory declaration for any police vet you are unable to obtain.</li></ul>	Character and fitness

### Fit to hold Tūranga Whakaako Whai-herenga | Limited Authority to Teach

Requirement	Evidence	For more information see:
You are physically and mentally able to carry out a teaching role safely and satisfactorily	<ul style="list-style-type: none"><li>A declaration that you do not have a condition that would affect your ability to teach safely and satisfactorily.</li></ul> If required: <ul style="list-style-type: none"><li>Any additional evidence, such as a medical certificate, to support your ability to teach.</li></ul>	Character and fitness

### Able to communicate competently in English and/or te reo Māori

Requirement	Evidence	For more information see:
You are competent in English and/or te reo Māori	<ul style="list-style-type: none"><li>One of the evidence types listed in the Council's language competency policy.</li></ul>	Language competency

### Commitment to Te Tiriti o Waitangi

Requirement	Evidence	For more information see:
You are committed to honouring Te Tiriti o Waitangi	<ul style="list-style-type: none"><li>A declaration that you are committed to honouring Te Tiriti o Waitangi in the learning environment and supporting the aspirations of Māori learners.</li></ul>	The <i>Code</i>   <i>Ngā Tikanga Matatika</i>



# Satisfactorily trained to teach: detailed requirements

All applicants for teacher registration must be satisfactorily trained to teach. This requires you to have successfully completed an approved New Zealand ITE programme or an overseas education qualification that either appears on the NZQA list of pre-approved qualifications or has been assessed by NZQA as comparable to a New Zealand ITE qualification.

## New Zealand qualifications

If you hold a New Zealand ITE qualification, you are required to provide a certified copy of it with your application. If a digital version of your ITE qualification is available on eEquals, you can provide the access link as part of your application so Council staff can access your credentials online.

If you have just graduated and your ITE qualification is not yet available, you can provide official confirmation from your education provider, on your provider's letterhead, that you have successfully met the requirements to graduate.

## Overseas qualification on the pre-approved list

If you are an overseas educated teacher, you need to provide a certified copy of your education qualification that is on the list of pre-approved qualifications.

View the Council's website to see when an International Qualifications Assessment (IQA) is required. An IQA is an in-depth assessment of qualifications completed outside New Zealand undertaken by NZQA.

View NZQA's list of pre-approved teaching qualifications to see if your qualification is listed. If it is, you can continue to make your application for teacher registration online.

## Overseas education qualifications not on the approved list

If your qualification is not on the NZQA list of pre-approved teaching qualifications, you will need to have it assessed by NZQA through an IQA. This is to see if your qualification is comparable to an approved New Zealand ITE qualification. It is important that qualifications:

1. Are tertiary level qualifications with enough elements of teacher education.
2. Are equivalent to at least Level 7 on the New Zealand Qualifications Framework.
3. Help demonstrate applicants meet New Zealand's *Standards for the Teaching Profession* | *Ngā Paerewa mō te Umanga Whakaakoranga*, with support.

Please visit the NZQA [website](#) for more information on how to get your qualification assessed.

## Discretionary pathway

If your qualification is not comparable to a New Zealand ITE qualification, you can provide additional information to us for your registration application to be assessed through a discretionary pathway. Any teacher registration applications approved through this pathway will be approved as exceptions to policy.

You will need to provide:

- Details of all teaching service which includes the name of the school or centre where you taught, the dates you taught and the size of your role, for example any management responsibilities.
- Evidence of professional development.
- Evidence of any appraisals in teaching.
- Any recent professional testimonials.

## Teachers who previously held New Zealand teacher registration

If you previously held New Zealand teacher registration but no longer hold it because it was cancelled, you voluntarily de-registered, or you did not transition your registration in 2015 following changes to the Education Act 1989, you will need to apply for registration under the requirements in this policy.

# Character and fitness

Teachers are required to be of good character and fit to be a teacher.

Good character is defined by you:

- Committing to and meeting the obligations in the *Code | Ngā Tikanga Matatika*; and
- Receiving a satisfactory police vet in New Zealand, and where applicable, a satisfactory overseas police vet/s.

## Code of Professional Responsibility | Ngā Tikanga Matatika

The *Code | Ngā Tikanga Matatika* sets the behaviours expected in the teaching profession, including individuals holding a Limited Authority to Teach (LAT). For any application to the Council, you are required to declare:

- Your commitment to the *Code | Ngā Tikanga Matatika*.
- If you have been dismissed from any teaching positions in any country.
- If you have had teacher registration refused or cancelled in any country.
- Any matter that you are being investigated for that calls into question your commitment to the *Code | Ngā Tikanga Matatika*.

## Satisfactory police vet

You are required to have a current satisfactory police vet each time you make an application to the Council for registration, a practising certificate or a LAT. New police vets are required every three years.

We will apply to the New Zealand Police for your police vet on your behalf. This requires us to be certain of your identity. We do this by asking you to have a referee verify your identity for your teacher registration application. Once you are registered or issued with a first LAT, we will use these documents for subsequent police vet requests, unless you have an identity change, like a name change, when we will require new proof of identity documents. You can find information on how to do this on the Council's website.

A satisfactory police vet is one where there are no convictions or concerns raised about you. Where there are convictions or concerns, we will consider:

- The severity and recency of offending or concerns raised.  
AND
- Any patterns on the offending or the concerns raised.  
AND
- Whether the offending or concerns indicate you are unlikely to comply with the *Code | Ngā Tikanga Matatika*.

In line with our overall decision-making processes, you will always be provided with an opportunity to respond to any issues that are raised.

## Children's Act 2014

If your New Zealand Police vet shows you have been convicted of an offence specified in section 23(1) of the Children's Act 2014, you will be required to apply for an exemption under that Act from the Ministry of Social Development. Further information and forms can be found on the Oranga Tamariki website.

## Overseas police vets

Overseas police vets are required from any country you have lived in other than New Zealand, for 12 months or more in the last ten years. The 12 months do not have to be consecutive. For example, you may have spent two months in the country each year for six years. The police vet must:

- Be the correct type (please see the Council's website for more information).
- Be from the national police service of the issuing country.
- Cover the period you were in the country.  
AND
- Be issued within three months before your departure or after your departure if you have left the country.

If you are still in the country at the time you apply for registration, a practising certificate or a LAT, the vet must be less than six months old when you provide it to the Council.

If a police vet is unavailable, we will require a statutory declaration that:

- Is not more than one month old when it is provided to the Council.  
AND
- Outlines the circumstances preventing you from getting a police vet, showing these circumstances are outside of your control (this does not include inability to pay for the police vet or processing delays).  
AND
- Provides evidence of how you tried to get a police vet from the appropriate body in the country where you lived.  
AND
- Confirms details of any charge or conviction of offences against the law of that country.  
AND
- Has been signed by a solicitor, Justice of the Peace, or notary public.

You will not need to provide another police vet for that country with future applications unless you again live in that country for 12 months or more since the last police vet was provided, or we decide there is good reason to request a new police vet.

You are responsible for getting overseas police vets. Visit Immigration New Zealand's website for more information on how to do this.

## **Fit to be a teacher and fit to hold Tūranga Whakaako Whai-herenga/Limited Authority to Teach**

You will be considered fit to be a teacher or fit to hold a Limited Authority to Teach (LAT), if you are physically and mentally able to carry out a teaching role safely and satisfactorily. In considering this requirement, we will distinguish between any mental or physical conditions you have that affect your ability to teach, and any that do not impact on that ability.

We value diversity and we are committed to meeting our obligations under the Human Rights Act 1993.

Where character or fitness concerns are raised, your application will be considered by a Council panel. If the concerns are considered serious, your application will be referred to the Registration Panel for decision. The Registration Panel comprises fully certificated teachers and a lay member. The Registration Manager will determine all other applications.

The definitions provided of good character, fit to be a teacher and fit to hold a LAT, do not prevent the Council from considering any other relevant matters.

# Standards for the Teaching Profession | *Ngā Paerewa mō te Umanga Whakaakoranga*

The *Standards for the Teaching Profession | Ngā Paerewa mō te Umanga Whakaakoranga* set the expectations for effective teaching practice in New Zealand. For every practising certificate application, you are required to demonstrate whether you meet (with support), meet, or are likely to meet the *Standards | Ngā Paerewa*. This is done through your qualifications, any completed refresh programmes, or your teaching completed in the last five years.

Meets the *Standards | Ngā Paerewa* (with support) applies to a new or beginning teacher, who has not yet had the opportunity to demonstrate that they independently use and meet the *Standards | Ngā Paerewa*. These teachers would hold a Tōmua | Provisional practising certificate.

Meets the *Standards | Ngā Paerewa* applies to a teacher with two or more years teaching experience, who has demonstrated that they independently use and meet the *Standards | Ngā Paerewa*. These teachers would hold a Tūturu | Full (Category One) practising certificate.

Likely to meet the *Standards | Ngā Paerewa* applies to an experienced teacher, who has demonstrated that they independently use and meet the *Standards | Ngā Paerewa* but because of their role type may not be able to currently demonstrate that they meet all the *Standards | Ngā Paerewa*. These teachers would hold a Pūmau | Full (Category Two) practising certificate.

For the renewal of all practising certificates, you are required to have completed satisfactory recent teaching. Your professional leader will consider whether you meet (with support), meet or are likely to meet the *Standards | Ngā Paerewa*. This is an important part of determining whether your teaching is satisfactory. See: Satisfactory recent teaching experience.

## Meets the *Standards | Ngā Paerewa* (with support)

You will be considered to meet the *Standards | Ngā Paerewa* (with support) if you:

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For your first Tōmua   Provisional	<ul style="list-style-type: none"><li>• Have successfully completed an approved New Zealand ITE qualification or a comparable overseas ITE qualification in the five years before your application to the Council. OR</li><li>• Are registered and have successfully completed a TER in the five years before your application to the Council. OR</li><li>• Can provide satisfactory evidence of your recent overseas teaching and your full curriculum vitae, testimonials, and appraisals. OR</li><li>• Have been granted an exemption from TER by the Council.</li></ul>
For the renewal of Tōmua   Provisional	<ul style="list-style-type: none"><li>• Have completed teaching that has been endorsed by your professional leader as meeting the <i>Standards   Ngā Paerewa</i> (with support). OR</li><li>• Have successfully completed any refresh process as required by the Council. OR</li><li>• Have been granted an exemption from TER by the Council.</li></ul>

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## Meets the Standards | Ngā Paerewa

You will be considered to have met the *Standards | Ngā Paerewa* if you have completed:

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For your first Tūturu   Full (Category One)	<ul style="list-style-type: none"><li>• At least two years of formal induction and mentoring organised by your early learning, school or kura setting supported by a mentor teacher who holds a Tūturu   Full (Category One) practising certificate, in a position of at least 0.5 FTE while employed in a teaching position in New Zealand, while on Tōmua   Provisional (this is for most teachers). OR</li><li>• At least one year of formal induction and mentoring organised by your early learning, school or kura setting supported by a mentor teacher who holds a Tūturu   Full (Category One) practising certificate, in a position of at least 0.5 FTE while employed in a teaching position in New Zealand, while on Tōmua   Provisional (this is for teachers who have evidence – approved by the Council – that they have completed at least one year of induction and mentoring and teaching overseas)</li></ul>
Returning to Tūturu   Full (Category One), from Pūmau   Full (Category Two)	<ul style="list-style-type: none"><li>• At least one year of mentored teaching organised by your early learning, school or kura setting while on a Pūmau   Full (Category Two) in the last three years supported by a mentor teacher who holds a Tūturu   Full (Category One) practising certificate.</li><li>• Your mentoring programme will be focused on your specific learning needs within the context of your setting.</li></ul>
Renewing your Tūturu   Full (Category One)	<ul style="list-style-type: none"><li>• At least two years of uninterrupted teaching in New Zealand in the five years before your application to renew your practising certificate. AND</li><li>• Endorsement from your most recent professional leader which shows you meet the <i>Standards   Ngā Paerewa</i>.</li></ul>

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## Likely to meet the Standards | Ngā Paerewa

You will be considered likely to meet the *Standards | Ngā Paerewa* if you have:

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For the renewal of Pūmau   Full (Category Two)	<ul style="list-style-type: none"><li>• Completed teaching that has been endorsed by your professional leader as likely to meet the <i>Standards   Ngā Paerewa</i> OR</li><li>• Successfully completed any teacher refresh process as required by the Council.</li></ul>
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In addition to the information outlined above, you also need to meet all other stated requirements for the renewal of a practising certificate.

## Professional development

Every teacher is required to complete professional development in the three years before an application to renew a practising certificate. While we do not prescribe the type or amount of professional development, we expect decisions about this to be part of your professional discussions and learning as part of participation in your setting's professional growth cycle. This includes your ongoing ability to meet the *Standards | Ngā Paerewa* as required for your practising certificate type.

As part of your annual practising certificate renewal, your professional leader will be required to endorse whether you have undertaken appropriate professional development in the last three years.

## Professional development for relieving teachers

Relieving teachers must meet the requirements of their practising certificate type for issue or renewal, and as with permanent teaching staff, need their application endorsed as part of the certification process.

Participation in a professional growth cycle may not be possible for relieving teachers because the nature of your role means you may work across multiple settings. In these cases, we expect you to use your professional judgement to set professional development goals that are connected to the requirements for practising certificate renewal to use and meet the *Standards | Ngā Paerewa*, as required for your practising certificate type.

## Te reo me ngā tikanga Māori (Māori language and protocol)

While all six standards/paerewa in the *Standards | Ngā Paerewa* are equally important for teachers' professional practice, a focus has been placed on Te Tiriti o Waitangi partnership and specifically one area of this standard/paerewa that teachers can make a commitment themselves to "practise and develop the use of te reo and tikanga Māori." This reflects widespread agreement from the teaching profession of the need to show leadership in this area and over time to see the impact of specific commitments to the development of competency in te reo and tikanga Māori across the profession.

The ongoing commitment and development of te reo and tikanga for teacher registration and certification is intended to encourage and support te reo me ngā tikanga Māori right across your practice and each standard. This is alongside the specific standard for Te Tiriti o Waitangi partnership, including elaboration three, "practise and develop the use of te reo and tikanga Māori."

## The Professional Growth Cycle

The decision by professional leaders about whether a teacher meets the *Standards | Ngā Paerewa* as required for their practising certificate type is informed by knowledge of the teacher's everyday teaching practice and their participation in a professional growth cycle.

Each setting's professional growth cycle is based on the elements<sup>2</sup> which position the use of the *Standards | Ngā Paerewa* as a catalyst for professional growth, aligned to holistic everyday practice.

The process is intended to enhance and capitalise on authentic learning collaborations that will likely exist between teachers and professional leaders in their own setting. It will also enable the endorsement of teacher practising certificates.

The professional growth cycle in each setting should reflect the learning-focused culture of the setting, and all the elements should be systematically addressed and included in the setting's agreed approach.

Principals and professional leaders will confirm annually that each teacher has participated in the professional growth cycle<sup>3</sup>. They will also provide an annual statement to the teacher that states whether they meet the *Standards | Ngā Paerewa* according to the requirements for their practising certificate type. The annual statement can be used by the teacher if they move to a new role, or if they work across multiple education settings.

Note that teachers who hold a Tōmua | Provisional practising certificate will have an induction and mentoring programme which reflects the teacher professional growth cycle.

<sup>2</sup> As outlined in Appendix One

<sup>3</sup> Some relievers or teachers working outside early childhood services, schools or kura, who may not be able to engage with a professional growth cycle will focus on self-directed professional development goals



# Endorsing practising certificates

Endorsement decisions are based on a professional leader's knowledge of a teacher's practice in relation to using and meeting the *Standards | Ngā Paerewa* as required for their practising certificate type.

An endorsement by a professional leader (or a senior staff member holding a full practising certificate and authorised by the professional leader) is required for all applications except your first Tōmua | Provisional.

Professional leaders who are not registered teachers holding a full practising certificate will need to be assured that the processes in place within their setting enable professional judgements about teaching practice to be made by a fully certificated teacher in a senior role, including whether a teacher meets the *Standards | Ngā Paerewa* as required for their practising certificate type.

If you are employed as a professional leader, your employer (head of faculty, Board Chair, or head of a similar governing body) will have endorsement responsibilities for your practising certificate.

Professional leaders can get further information about the endorsement process from our Endorser Guidelines.

Normally the professional leader providing an endorsement will be your current professional leader. However, if you have been at your current place of employment for less than one term, the Council will accept an endorsement from the professional leader who most recently employed you for one term or more.

A relative or close friend cannot be your mentor or endorser. If your relative or close friend is responsible for your endorsement, your employer must make sure you can be endorsed by an appropriate person to avoid a conflict of interest.

If a professional leader does not have sufficient knowledge of your practice, you should provide your most recent annual statement that confirms whether you meet the *Standards | Ngā Paerewa* as required for your practising certificate type. An annual statement is provided to you by your professional leader and notes whether you meet the *Standards | Ngā Paerewa* as required for your practising certificate type.

If an annual statement is not available, the professional leader can seek your permission to request this information from previous professional leaders or mentor teachers.

The Council can also use its discretion to approve your application where the professional leader chooses not to endorse because they do not have enough knowledge of your practice. In these instances, you must also meet all the other requirements for your practising certificate type.

If your application is not endorsed because you are participating in an assistance and guidance programme at your centre, school or kura, or because you are the subject of a conduct or competence investigation, the Council is likely to renew your practising certificate, if all other requirements are met, as an exception to policy. The Council is legally required to meet obligations for processing applications in accordance with the principles of fairness and natural justice. This means we must renew a practicing certificate while a performance management process is underway and/or a mandatory report and/or a complaint is under investigation.

<sup>4</sup> These professional leaders may be in some ECE services, ITE providers, other education agencies recognised in the Education and Training Act 2020 or in other settings approved by the Council.

<sup>5</sup> 'Assistance and guidance' is the term used in the Primary and Secondary collective employment agreements to describe when an individual is receiving support to improve their performance.

# Request for an extension to teach: additional processes

Endorsement decisions are based on a professional leader's knowledge of a teacher's practice in relation to using and meeting the *Standards | Ngā Paerewa* as required for their practising certificate type.

By law teachers and those who hold an authority to teach can continue to be employed in any teaching position without a practising certificate or LAT for up to 20 half-days in a year.

There are some circumstances where you can request an extension from the Council to teach beyond the 20 half-days. These requests must be endorsed by your employer, attesting that you will be teaching beyond the 20 half-days because:

- You have applied to the Council for another practising certificate or LAT but there are administrative delays in the processing of your application which means your current practising certificate or LAT expires before a new one is issued.  
OR
- You are waiting for the outcome of your first practising certificate or LAT application that is being processed by the Council.

We will not consider applications for extensions to teach if you are under assistance and guidance<sup>5</sup>, or if you are the subject of a mandatory report or complaint that is being considered or investigated by us. In these cases, we are likely to renew your practising certificate, if all other requirements are met, as an exception to policy.

This helps us to meet our obligations for processing applications in accordance with the principles of fairness and natural justice. We will not pre-empt the outcome of these processes. If there are cases where child safety or the reputation of the teaching profession is at risk, the Council will seek an undertaking for you not to teach. For more information about how conduct or competence concerns are addressed please go to the Council's [website](#).

<sup>5</sup> 'Assistance and guidance' is the term used in the Primary and Secondary collective employment agreements to describe when an individual is receiving support to improve their performance.

# Language competency

To enter the teaching profession, you must have a high standard of English or te reo Māori competency. You are required to provide evidence of your competency when you apply for teacher registration or LAT. You can find the types of evidence we accept in our language competency requirements on the Council's [website](#).

We may still ask for additional information such as results from one of our approved language tests if there are concerns about your language competency, or about the evidence you have provided.

## Exceptional cases for English language

We consider exceptional cases where the specified evidence cannot be provided, but there is other evidence of a high standard of language competency. This is to accommodate high-quality individuals with the right level of competency who want to enter the teaching profession. We make decisions on a case-by-case basis and require several sources of strong evidence.

If you have not completed any schooling and studies in any of the countries listed in the requirements or you have not completed an approved test/course, then it is likely you will not meet the criteria for an exemption.

# Satisfactory recent teaching experience

Every teacher renewing an annual practising certificate must have completed satisfactory recent teaching in New Zealand in the last five years before making their application to renew. This is at least two years of uninterrupted teaching employment in New Zealand. This is a legal requirement, although the Council is able to approve shorter periods of teaching at its discretion.

Your teaching must have been completed in New Zealand, including in a setting approved by the Council. Teaching completed overseas is not eligible.

Where you have not completed any teaching in New Zealand in the five years prior to your application, you will be considered for a RTTANZ practising certificate instead of a renewal. This will include a teacher refresh process as detailed below.

## I have completed two years of uninterrupted teaching in the last five years

While on your first Tōmua   Provisional	Generally, if you have completed two years of teaching you will have also completed your induction and mentoring programme organised by your early learning, school or kura setting, supported by a mentor teacher who holds a Tūturu   Full (Category One) practising certificate. This means you can apply to move to Tūturu   Full (Category One), depending on your role type. If you have done two years of teaching but you have not completed your induction and mentoring, you are likely to be eligible to renew Tōmua   Provisional.
While on Tūturu   Full (Category One)	Your Tūturu   Full (Category One) is likely to be renewed if you also meet all other requirements.
While on Pūmau   Full (Category Two)	Generally, if you have completed one year of mentored teaching from which you have been endorsed as meeting the <i>Standards   Ngā Paerewa</i> , and you meet all other requirements, you are likely to be eligible to move back to Tūturu   Full (Category One). If you have not completed the required mentored teaching but you have completed two years of uninterrupted teaching, you are likely to be eligible to renew Pūmau   Full (Category Two).

## I have completed less than two years of uninterrupted teaching in the last five years

If your teaching equates to less than two years of uninterrupted teaching, your professional leader can endorse you as meeting the *Standards | Ngā Paerewa* as required for your practising certificate type at their discretion, using their professional judgement. Your application for a practising certificate will also be reviewed by the Council to check the following:

Time taught	How much teaching you have completed in the last five years and what practising certificate type you currently hold or last held.
Recency	How recent your teaching is over the five-year period.

## I have not completed any teaching in the last five years

If you have not taught at all in New Zealand in the five years prior to your application, you will be considered for the RTTANZ certificate type. In addition, you will be required to undertake a teacher refresh process, likely to be decided as described below. The Council can exercise discretion over which refresh process is appropriate for you.

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Last held Tōmua   Provisional	You will be required to complete a TER.
Last held Tūturu   Full (Category One) or Pūmau   Full (Category Two)	You will be required to complete a RTPP, approved by the Council, with your practising certificate application. Where it is a considerable time since you last taught in New Zealand, the Council may require you to complete all or some modules of a TER as part of an RTPP.

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# Teacher refresh processes

Teacher refresh processes are designed to make sure the curriculum, pedagogy, and system knowledge of all teachers is current. The type of teacher refresh process you may be required to complete will depend on the length of your absence from teaching. It may involve completing a Teacher Education Refresh (TER) programme or completing a Return to Practice Plan (RTTP). The *Standards | Ngā Paerewa* form the basis of these processes. The Council can exercise discretion over which refresh process is appropriate for you.

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## Teacher Education Refresh (TER) programme

You are likely to be required to complete a TER programme if you:

- Are applying for your first practising certificate and your ITE qualification was completed more than five years ago.  
OR
- Held a Tōmua | Provisional practising certificate and you have not taught in the last five years.  
OR
- Have held a Tōmua | Provisional practising certificate for more than five years and you are applying for this practising certificate type again.  
OR
- Are an overseas teacher and your education qualification was completed more than five years ago and you have not taught in the last five years.

You may also be required to undertake a TER if you have held Tūturu | Full (Category One) or Pūmau | Full (Category Two) but not taught for a length of time.

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## Return to Practice Plan (RTTP)

You are likely to be required to complete a RTTP with your practising certificate application, if you previously held a Tūturu | Full (Category One) or Pūmau | Full (Category Two) practising certificate and you have not completed any teaching in the last five years.

See: Satisfactory recent teaching

When you submit your application for a practising certificate, you will be advised if you are required to complete a refresh process. You may be eligible for an extension to teach to allow you to continue teaching while you complete the refresh process, or while any review of the requirement to do a TER programme is underway.

## Teacher Education Refresh (TER) programme

Teacher Education Refresh programmes provide an opportunity for a teacher who has not completed any teaching service in the five years since graduating from an ITE programme or who has not taught in five years while on a Tōmua | Provisional practising certificate, to complete a programme that provides assurance of the currency of their teaching practice. For more information please refer to the Council's website.

## Applications for exemptions from completing a TER programme

The Council has a review process to determine if you need to complete a TER programme or whether your professional knowledge or practice is up to date. If you request a review, you will need to demonstrate that you are making significant progress towards meeting the *Standards | Ngā Paerewa*. You are encouraged to identify your learning needs before you apply for an exemption.

The Council's TER Panel is made up of Council staff and external teaching professionals. The panel considers all elements of your application for exemption including:

- The length of time since you last taught in New Zealand.
- The nature and period of any teaching outside New Zealand (including the equivalent of satisfactory recent teaching experience overseas).
- Professional development relevant to the TER curriculum.
- Professional leader testimony.
- Induction and mentoring progress.
- Self-identification of the professional learning you believe you need.

The TER panel makes recommendations to the Chief Executive of the Council, who makes the final decision.

## Return to Practice Plan

This plan is designed for you to complete a self-assessment of your learning needs and to identify the professional development you intend to undertake in the first 12 months of your return to teaching.

If you do not complete any teaching during the term of your practising certificate, you may be required to complete a full TER programme.

For more information please refer to the Council's website.

# Trans-Tasman Mutual Recognition Act

If you are eligible to lawfully practice in one of the recognised States or Territories in Australia, you may be eligible to be considered for registration and a practising certificate under the provisions of the Trans-Tasman Mutual Recognition Act 1997 (TTMRA).

You will need to provide evidence of your current registration in the relevant category with an Australian State or Territory recognised under the TTMRA. The Council will take the necessary steps to verify evidence of current registration with the appropriate Australian authority.

If you are eligible to apply under this provision, you are not required to get a [NZQA IQA](#) to support your application for New Zealand teacher registration. The New Zealand Ministry of Education may require an assessment for the purposes of calculating salaries.



# Approved settings for the renewal of a practising certificate

The Council can approve settings outside of licensed early childhood services and registered schools so that teaching experience gained within these settings can be recognised for the renewal of a practising certificate.

Settings outside of licensed early childhood services and registered schools who want their staff teaching experience recognised for the renewal of practising certificates, need to apply to the Council to become an approved setting. Approvals will be granted for up to three years. At the end of the term of an approval, your setting must make a new application to the Council for approved setting status.

The Council maintains and publishes the [list](#) of approved educational settings.

Your setting will need to demonstrate that:

- a. The teaching roles in your setting meet the ETA 2020 and the Council's definition of a teaching position.
- b. The teaching roles within your setting will enable sufficient and diverse opportunities for teachers to use and meet the *Standards | Ngā Paerewa* as required for their practising certificate type.
- c. Teachers can participate in the equivalent of a professional growth cycle.

You must make a written application to the Council.

The information required for seeking Teaching Council authorisation as an approved setting for renewing a Tūturu | Full (Category One) or Pūmau | Full (Category Two) practising certificate is set out below.

## **1. Settings are expected to have a purpose of education and to be delivering curriculum according to the curricula for early childhood education services and schools in New Zealand.**

What is the purpose and nature of your setting?

## **2. Settings are expected to have appropriate accreditation for their operation as an education setting.**

Is your setting registered/accredited with NZQA as a Private Training Establishment? If so, please give details of the date of registration and the latest audit.

## **3. Settings are expected to have an educational programme, which is subject to approval or external review by an authorised body on such matters.**

Are the education programmes in your setting subject to approval or external review by any other body? If so, please give details of:

- a. The terms of reference.
- b. Membership of any advisory committee.
- c. The frequency of meetings.
- d. The process by which programmes are approved and reviewed.

**4. Education programmes being provided by teachers, are expected to cover explicitly a particular age range and number of learners, hours of attendance and length of programme for learners, to enable the curriculum to be delivered effectively.**

What is the:

- a. Nature of the education programmes being provided by teachers.
- b. Age range and approximate number of learners taught by your setting?
- c. Usual attendance hours of learners?
- d. Length of the programme for each learner?

**5. The Teaching Council further defines the requirement in the Act for a teacher to 'instruct students'<sup>6</sup> as meaning: having responsibility for teaching and learning by having a job description that expects them to cause learning (either as an individual or member of a teaching team) and to act autonomously and without day to day supervision.**

- a. Are staff members who are delivering education programmes employed in a teaching position?<sup>7</sup>
- b. Do staff members liaise with teaching staff at the students' school/kura/centre to incorporate the programme into the curriculum offered at the school/centre?

**6. The programme of teaching is expected to be sequential and involve planning, implementation, assessment and reporting of an individual's learning, and review and evaluation of the programme to enable teachers to demonstrate that they meet all the *Standards | Ngā Paerewa*.**

In what ways do the teachers provide a sequential programme of teaching that enables them to demonstrate meeting all the *Standards | Ngā Paerewa*<sup>8</sup> and involves:

- a. Planning, implementation, assessment and reporting of individual students' learning.  
AND
- b. Review and evaluation of the programme?

**7. The roles of teachers are expected to be explicitly identified, where different groups of teachers are responsible for different areas of delivery of education.**

If you have different groups of teachers in relation to teaching roles, please differentiate between these groups and provide information about each group.

**8. Full certification requires that teachers have the opportunity to participate in the equivalent of a professional growth cycle and that the system used ensures that teachers are demonstrating using and meeting the *Standards | Ngā Paerewa* as required for their practising certificate type.**

In what way do you provide:

- a. Opportunities for teachers to participate in the equivalent of a professional growth cycle.
- b. Systems to ensure teachers are demonstrating using and meeting the *Standards | Ngā Paerewa* as required for their practising certificate type.<sup>9</sup>

<sup>6</sup> Education and Training Act 2020 Part One section 10

<sup>7</sup> Documentary evidence is required as outlined in question 10a.

<sup>8</sup> Documentary evidence is required as outlined in question 10b.

<sup>9</sup> Documentary evidence is required as outlined in question 10c.

**9. Full certification requires that teachers are supported to keep up to date with knowledge of the curriculum, are provided with appropriate professional development opportunities, which may include participation in the equivalent of a professional growth cycle and are supported with resources in terms of skills, knowledge and practice.**

In what ways do your teachers:

- a. Keep up to date with knowledge of curriculum and pedagogy in order to advance learning?
- b. Have opportunities for participation in professional learning and development?

**10. Documentation**

Please provide supporting documentation to:

- a. Show the nature of teaching staff roles and responsibilities (for example copies of job descriptions).  
AND
- b. Demonstrate how teachers can use and meet the *Standards | Ngā Paerewa* as required for their practising certificate type.  
AND
- c. Demonstrate the systems in place that show how teachers use and meet the *Standards | Ngā Paerewa*.

Please complete the Quality Practice template.

# Appendix One: The elements for the Professional Growth Cycle for teachers

Following the removal of performance appraisal, participation in a professional growth cycle designed using the elements below is required for all teachers from 1 February 2021.

## Preamble:

The Code of Professional Responsibility Ngā Tikanga Matatika mō te Haepapa Ngaiotanga outlines the high standards of ethical behaviour expected of every teacher. This also influences the way in which the Standards for the Teaching Profession (Standards) or Ngā Paerewa mō te Umanga Whakaakoranga (Paerewa) are understood and enacted within teacher practice in each context.

## Elements:

- a. Principals and professional leaders will facilitate a common understanding of the Standards or Paerewa in their own context and what meeting and using them in their practice looks like (Not annually but once in place revisit from time to time and with new teachers to the setting).
- b. Principals and professional leaders will design with teachers an annual cycle of professional growth in their setting, using the Standards or Paerewa and support teachers to engage in it, fostering an environment for inclusive, collaborative teacher learning.
- c. Every teacher will engage in professional learning using the Standards or Paerewa to advance their understanding of the relationship between their professional practice and outcomes for learners
- d. Every teacher will be given the opportunity to discuss and receive feedback on their practice including observation, particularly for teachers holding Tōmua practising certificates (provisionally certificated teachers).
- e. Principals and professional leaders will confirm annually that each teacher has participated in the annual cycle and will also provide a statement to the teacher about whether they meet (Tūturu | Full (Category One) Practising Certificate) or are likely to meet (Pūmau | Full (Category Two) Practising Certificate) the Standards or Paerewa (but with no requirement to create evidential documents).<sup>10</sup>  
OR
- f. If in the Principal or professional leader's judgment the teacher does not currently meet the Standards or Paerewa, they will discuss that with the teacher and provide support to enable improvement and if sufficient progress is not made, they may commence formal performance management processes outlined in employment agreements. Note that in these situations the Council's registration and certification policy will set out the expectations for the endorsement of a practising certificate renewal.

I muri i te whakamutunga rawatanga o te arohaehae mahi kaiako, me mātua whai wāhi ngā kaiako katoa ki tētahi hurihanga ā-tau mō te tiwhikete kaiako, e whakamahia ai ngā kōwae i raro iho nei, atu i te 1 Hui-tanguru 2021.

<sup>10</sup> There will be documentation in each setting that provides visibility of the process for participation in the professional growth cycle for teachers.

## Kupu Tuatahi:

Kei te Code of Professional Responsibility Ngā Tikanga Matatika mō te Haepapa Ngaiotanga ka tākina atu he paerewa tino tiketike mō te whanonga takatika mō ia kaiako. Hei whakaawe tēnei i te ara e mārama ai tātou ki ngā Standards for the Teaching Profession (Standards), Ngā Paerewa mō te Umanga Whakaakoranga (Paerewa) rānei, e whakamahia ai hoki i roto i ngā tikanga mahi kaiako i ia horopaki.

## Ngā kōwae:

- a. Mā ngā Tumuaki me ngā Kaihautū Ngaio e whakarite tētahi māramatanga tōtahi o ngā Paerewa o ngā Standards rānei i ō rātou horopaki ake, me te āhuatanga o te whakatutuki pai me te whakamahi i ēnei i roto i ā rātou mahi (Ehara i te mea ka haere ia tau, engari kia oti rā anō ngā paerewa te whakamana, ka hoki anō i tēnā wā, i tēnā wā, me ngā kaiako tauhou ki te horopaki).
- b. Mā ngā Tumuaki me ngā kaihautū ngaio e hoahoa tahi me ngā kaiako tētahi hurihanga ā-tau mō te ti tiwhikete i tō rātou horopaki ake, mā te whakamahi i ngā Paerewa, i ngā Standards rānei, me te tautoko i ngā kaiako kia whai wāhi ki ōna āhuatanga, e puta ai he horopaki whakapūmau i te akoranga kaiako wātea ki te katoa, pāhekoheko hoki.
- c. Ka uru ia kaiako ki tō rātou akoranga ngaio mā te whakamahi i ngā Paerewa i ngā Standards rānei hei kawe whakamua i tō rātou māramatanga ki te hononga o tō rātou mahi ngaio ki ngā putanga mā ngā ākongā.
- d. Ka hoatu ki ia kaiako te whāinga wāhi kia matapaki kia whiwhi urupare hoki mō ā rātou tikanga mahi, tae atu ki ngā mahi tiroiro, otirā mō ngā kaiako tiwhikete tārewa he mea tino hira.
- e. Ka whakaū ngā Tumuaki me ngā kaihautū ngaio ia tau kua whai wāhi ia kaiako ki te hurihanga ā-tau, ka homai hoki he tuhinga ki te kaiako mehemea kua tutuki i a ia ngā Paerewa (Tiwhikete Whakaakoranga Tūturu) ngā Standards rānei, tērā pea ka tutuki (Tiwhikete Whakaakoranga Pūmau) (engari kāore he herenga kia hangaia he tuhinga taunaki.)<sup>11</sup>

## KO TĒNEI RĀNEI

- f. Mehemea e ai ki te whakatau a te Tumuaki Principal, o te Kaihautū Ngaio, kāore i tēnei wā kia tutuki ngā Paerewa, ngā Standards rānei, i te kaiako, ka āta whakawhiti kōrero rāua ko te kaiako kia tautokona ia kia piki ai āna mahi ki ngā paerewa, ā, ki te kore e neke whakamua, ka āhei te tumuaki/kaihautū ki te tīmata tukanga whakahaere ōkawa e ai ki ngā kirimana whiwhinga mahi. Kia mārama, i ēnei āhuatanga ka tākina atu ngā tūmanako mō te tāpiritanga kōrero ki te whakahoutanga tiwhikete mahi i roto i te kaupapa here rēhita, tiwhiketetanga hoki a Matatū Aotearoa.

<sup>11</sup> Ka horaina ētahi tuhinga mō ia horopaki, e tino taea ai te tiroiro ki te hātepe mō te whāinga wāhi ki te hurihanga ā-tau mō te tiwhikete kaiako.



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