

Requirements for Teacher Registration, Practising Certificates and Limited Authority to Teach

TEACHING COUNCIL

NEW ZEALAND | Matatū Aotearoa

Requirements for Teacher Registration, Practising Certificates and Limited Authority to Teach

TEACHING IN AOTEAROA NEW ZEALAND

Te Whakaako i Aotearoa

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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.

Policy revisions	
Version	Amendment
1.1 30 th June 2020	Minor amendments to glossary; paragraph 5 page 13; page 31
1.2 9 th 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 to Tūturu into one section Clarification of requirements for re-issue of LATs Description of TER programme

Table of Contents

Introduction	4
Glossary.....	6
Entering the profession - becoming a registered teacher.....	8
Working as a teacher – getting your practising certificate	11
Tiwhikete Whakaakoranga Tōmua Provisional Practising Certificate	12
Tiwhikete Whakaakoranga Tūturu Full (Category One); Tiwhikete Whakaakoranga Pūmau Full (Category Two) Practising Certificates.....	15
Returning to Teaching in Aotearoa New Zealand Practising Certificate	18
Renewing your practising certificate	20
Tūranga Whakaako Whai-herenga Limited Authority to Teach	23
Satisfactorily trained to teach: detailed requirements	26
Character and fitness.....	27
Standards for the Teaching Profession Ngā Paerewa mō te Umanga Whakaakoranga	29
Request for an extension to teach: additional processes	31
Language competency	31
Satisfactory recent teaching experience	32
Teacher refresh processes.....	33
Trans-Tasman Mutual Recognition Act	34
Approved settings for the renewal of a practising certificate.....	35

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 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 Ngaio tangā 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 which is renewed every three years, if you want to continue to practise. You don't need to continue holding 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.

If you're not a certificated 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.

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 1993, 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 there are 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 raised 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
Types of practising certificates		
Former Full or Subject to Confirmation Practising Certificates	Previous practising certificates which will remain valid until you renew one of the new types.	Full or STC
Returning to Teaching in Aotearoa New Zealand Practising Certificate	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.	RTTANZ
Tiwhikete Whakaakoranga Pūmau Full Practising Certificate (Category Two)	For teachers who previously held a full practising certificate but because of their role type cannot be endorsed as meeting the Standards/Ngā Paerewa, so are considered likely to meet them..	Pūmau
Tiwhikete Whakaakoranga Tōmua Provisional Practising Certificate	This is the first practising certificate type you will hold when you start teaching in New Zealand.	Tōmua
Tiwhikete Whakaakoranga Tūturu Full Practising Certificate (Category One)	You have been endorsed as meeting all the <i>Standards</i> <i>Ngā Paerewa</i> as well as meeting all other requirements listed, including completing a two-year period of induction and mentoring.	Tūturu
<i>Code of Professional Responsibility Ngā Tikanga Matatika</i>	The <i>Code</i> <i>Ngā Tikanga Matatika</i> sets out the high standards for ethical behaviour that are expected of every teacher.	<i>Code</i> <i>Ngā Tikanga Matatika</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 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 fully certificated teacher (Tūturu), chosen by a professional leader to supervise induction and mentoring of Tōmua teachers	mentor

New Zealand Qualifications Authority	Ensures that New Zealand Qualifications are accepted as credible and robust, nationally and internationally.	NZQA
Professional leader	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.	
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

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 you fail to meet the requirements. You can also voluntarily deregister unless you're the subject of an investigation by the Council.

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, 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"> • Certified copy of your approved New Zealand ITE qualification; OR • A link you provide for the Council to access your ITE qualification details on eEquals; OR • Formal written confirmation from your New Zealand ITE provider, that you have successfully completed your ITE programme. 	Satisfactorily trained to teach: detailed requirements
Satisfactorily trained to teach – overseas qualifications		
Requirement	Evidence	For more information see:
You hold an equivalent or comparable teacher education qualification	<ul style="list-style-type: none"> • Certified copy of your overseas education qualification or qualifications that appear on the pre-approved list of qualifications; OR • 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. 	Satisfactorily trained to teach: detailed requirements

Commitment to the <i>Code of Professional Responsibility</i> <i>Ngā Tikanga Matatika</i>		
Requirement	Evidence	For more information see:
You are committed to the expectations in the <i>Code</i> <i>Ngā Tikanga Matatika</i>	<ul style="list-style-type: none"> A declaration that you are committed to the values and expectations in the <i>Code</i> <i>Ngā Tikanga Matatika</i>; AND 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</i> <i>Ngā Tikanga Matatika</i>. 	Character and fitness
Satisfactory police vet		
Requirement	Evidence	For more information see:
You have a satisfactory New Zealand Police vet	<ul style="list-style-type: none"> Your consent for the Council to apply to New Zealand Police for your New Zealand police vet; AND Confirmation of the types of verified identity documents that you provided to your identity referee. 	Character and fitness
Where applicable, you have satisfactory overseas police vets	<ul style="list-style-type: none"> 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 A statutory declaration if you are unable to obtain a police vet. 	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"> A declaration that you do not have a condition that would affect your ability to teach safely and satisfactorily. <p>If required:</p> <ul style="list-style-type: none"> Any additional evidence, such as a medical certificate, to support your ability to teach. 	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"> One of the evidence types listed in the Council's language competency policy. 	Language competency

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"> A declaration that you are committed to develop and practise te reo me ngā tikanga Māori throughout your teaching career. 	<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 a valid 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.

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 teaching 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.

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 three years. Applications to renew a practising certificate can be made up to three months before the expiry of your current practising certificate. Applications for a new practising certificate can be made at any time you are considered by your professional leader to have met the requirements for the new practising certificate type.

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.

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 is fully certificated (Tūturu). Your Tōmua 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 practising certificate means you have not yet had the opportunity to demonstrate that you 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 to Tūturu, you will need to complete a broad-based programme of induction and mentoring, supported by a fully certificated (Tūturu) mentor teacher, in order to be endorsed as meeting the *Standards | Ngā Paerewa*.

Your induction and mentoring programme will consist of:

- At least two years in a position of at least 0.5 FTE while employed in a teaching position in New Zealand, while on Tōmua (this is for most teachers); OR
- You have evidence that you have completed at least one year of induction and mentoring and teaching overseas and have completed at least one year of formal induction and mentoring in a position of at least 0.5 FTE in New Zealand.

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"> • Teacher registration number - Your registration number is provided when your registration is approved. The number can be found on the Register of New Zealand Teachers on the Council's website. If you are making an application for your first Tōmua at the same time as your registration, we will auto-populate your application with your registration number.

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

Satisfactory Police vet		
Requirement	Evidence	For more information see:
You have a satisfactory New Zealand Police vet	<ul style="list-style-type: none"> Your consent for the Council to apply to New Zealand Police for your New Zealand police vet; AND Confirmation of the types of verified identity documents that you provided to your identity referee. 	Character and fitness
Where applicable, you have satisfactory overseas police vets	<ul style="list-style-type: none"> 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 A statutory declaration if you are unable to obtain a police vet. 	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"> A declaration that you do not have a condition that would affect your ability to teach safely and satisfactorily. <p>If required:</p> <ul style="list-style-type: none"> Any additional evidence, such as a medical certificate, to support your ability to teach. 	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"> A declaration that you are committed to develop and practise te reo me ngā tikanga Māori throughout your teaching career 	<i>Standards for the Teaching Profession Ngā Paerewa mō te Umanga Whakaakoranga</i>

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

You are likely to be issued with Tūturu 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 is fully certificated (Tūturu) as well as meeting all other requirements listed. Once you have been issued with a Tūturu, you will never be required to return to Tōmua.

You may move to Pūmau if you previously held a Tūturu (previously known as Full) practising certificate and are now teaching 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 the *Standards | Ngā Paerewa*,

Pūmau | Full (Category Two) Practising Certificates - Requirements for mentoring

A Pūmau practising certificate means you are not able to demonstrate that you meet the *Standards | Ngā Paerewa* because of the nature of your role.

In order to move from Pūmau to Tūturu, you will need to complete a broad-based one-year programme of mentoring, supported by a fully certificated (Tūturu) mentor teacher, in order to be endorsed as meeting the *Standards | Ngā Paerewa*.

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"> Teacher registration number - your registration number was provided when your registration was approved. The number can be found on the Register of New Zealand Teachers on the Council's website. We will auto-populate your practising certificate application with your registration number. 	
Likely to Meet the <i>Standards for the Teaching Profession Ngā Paerewa mō te Umanga Whakaakoranga</i>		
Requirement	Evidence	For more information see:
Tūturu: you meet the <i>Standards Ngā Paerewa</i>	<p>An endorsement from your professional leader that you have successfully completed induction and mentoring, or a mentoring programme required as a holder of Tōmua, which has been supervised by a mentor who is fully certificated (Tūturu), that you have been endorsed as meeting the <i>Standards Ngā Paerewa</i>, and that you are recommended for Tūturu;</p> <p>OR</p>	<i>Standards for the Teaching Profession Ngā Paerewa mō te Umanga Whakaakoranga</i>

<p>Pūmau: You cannot be endorsed as meeting all the <i>Standards Ngā Paerewa</i>, but you are considered by your professional leader as likely to meet the <i>Standards Ngā Paerewa</i></p>	<p>An endorsement from your most recent professional leader that you have successfully completed the one year of mentoring required to move to Tūturu from Pūmau, that you have been endorsed as meeting the <i>Standards Ngā Paerewa</i> and that you are recommended for Tūturu.</p> <p>An endorsement from your most recent professional leader that you are likely to meet the <i>Standards Ngā Paerewa</i> and are recommended for Pūmau.</p>	
<p>Commitment to the <i>Code of Professional Responsibility Ngā Tikanga Matatika</i></p>		
Requirement	Evidence	For more information see:
<p>You are committed to the expectations in the <i>Code Ngā Tikanga Matatika</i></p>	<ul style="list-style-type: none"> • A declaration that you are committed to the values and expectations in the <i>Code Ngā Tikanga Matatika</i>; AND • 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>. 	<p>Character and fitness</p>
<p>Satisfactory police vet</p>		
Requirement	Evidence	For more information see:
<p>You have a satisfactory New Zealand Police vet</p>	<ul style="list-style-type: none"> • Your consent for the Council to apply to New Zealand Police for your New Zealand police vet; AND • Confirmation of the types of verified identity documents that you provided to your identity referee. 	<p>Character and fitness</p>
<p>Where applicable, you have satisfactory overseas police vets</p>	<ul style="list-style-type: none"> • 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; OR • A statutory declaration if you are unable to obtain a police vet. 	<p>Character and fitness</p>

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"> A declaration that you do not have a condition that would affect your ability to teach safely and satisfactorily. <p>If required:</p> <ul style="list-style-type: none"> Any additional evidence, such as a medical certificate, to support your ability to teach. 	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"> A declaration that you have continued to develop and practise te reo me ngā tikanga Māori while practising as a teacher; AND 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>. 	<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 experienced 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, Tūturu or Pūmau). It is not intended that you renew this certificate.

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"> Teacher registration number - Your registration number was provided when your registration was approved. The number can be found on the Register of New Zealand Teachers on the Council's website. We will auto-populate your practising certificate application with your registration number. 	
Likely to meet the <i>Standards for the Teaching Profession Ngā Paerewa mō te Umanga Whakaakoranga</i>		
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>	Evidence that you have undertaken the teacher refresh processes as required by the Council of either: <ul style="list-style-type: none"> A completed Return to Practice Plan (RTPP), approved by the Council; OR Your TER completion certificate; OR Council letter of TER exemption. 	<i>Standards for the Teaching Profession Ngā Paerewa mō te Umanga Whakaakoranga</i>

Commitment to the <i>Code of Professional Responsibility</i> <i>Ngā Tikanga Matatika</i>		
Requirement	Evidence	For more information see:
You are committed to the expectations in the <i>Code</i> <i>Ngā Tikanga Matatika</i>	<ul style="list-style-type: none"> A declaration that you are committed to the values and expectations in the <i>Code</i> <i>Ngā Tikanga Matatika</i>; AND 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>. 	Character and fitness
Satisfactory police vet		
Requirement	Evidence	For more information see:
You have a satisfactory New Zealand Police vet	<ul style="list-style-type: none"> Your consent for the Council to apply to New Zealand Police for your New Zealand police vet; AND Confirmation of the types of verified identity documents that you provided to your identity referee. 	Character and fitness
Where applicable, you have satisfactory overseas police vets	<ul style="list-style-type: none"> 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; OR A statutory declaration that you are unable to obtain a police vet. 	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"> A declaration that you do not have a condition that would affect your ability to teach safely and satisfactorily. <p>If required:</p> <ul style="list-style-type: none"> Any additional evidence, such as a medical certificate, to support your ability to teach. 	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"> A declaration that you are committed to develop and practise te reo me ngā tikanga Māori throughout your teaching career 	<i>Standards for the Teaching Profession</i> <i>Ngā Paerewa mō te Umanga Whakaakoranga</i>

Renewing your 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 completed less than 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. You will also be required to undertake a Teacher Education Refresh (TER) or complete a Return to Practice Plan.

Your professional leader is required to endorse the extent to which you meet the *Standards | Ngā Paerewa*. If you hold Tūturu and you have been endorsed as meeting all the *Standards | Ngā Paerewa* as well as meeting all the other requirements listed below, it is likely your Tūturu 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 the *Standards | Ngā Paerewa*, we may issue you with a Pūmau.

We may renew your Pūmau 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 the *Standards | Ngā Paerewa*.

If you are a Tōmua holder who has not yet met the requirements for a Tūturu practising certificate, but you have completed some teaching, we may consider renewing your Tōmua. The Council can require you to undertake a TER.

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 RTPP to identify your knowledge gaps and intended professional development. Part of your RTPP may require you to complete all or some modules of a TER.

Requirements for renewing a practising certificate:

Kaiako Whai Rēhitanga Teacher registration		
Requirement	Evidence	
You are a New Zealand registered teacher	<ul style="list-style-type: none"> Teacher registration number - Your registration number was provided when your registration was approved. The number can be found on the Register of New Zealand Teachers on the Council's website. We will auto-populate your practising certificate application with your registration number. 	
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"> An endorsement from your professional leader that you have met the <i>Standards Ngā Paerewa</i> OR are likely to meet the <i>Standards Ngā Paerewa</i>; AND A list of your teaching positions in the last five years. 	<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"> An endorsement from your professional leader, that you have completed satisfactory professional development in the past three years. 	<i>Standards for the Teaching Profession Ngā Paerewa mō te Umanga Whakaakoranga</i>
Commitment to the <i>Code of Professional Responsibility Ngā Tikanga Matatika</i>		
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"> A declaration that you are committed to the values and expectations in the <i>Code Ngā Tikanga Matatika</i>; AND 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>. 	Character and fitness
Satisfactory police vet		
Requirement	Evidence	For more information see:
You have a satisfactory New Zealand Police vet	<ul style="list-style-type: none"> Your consent for the Council to apply to New Zealand Police for your New Zealand police vet; AND Confirmation of the types of verified identity documents that you provided to your identity referee. 	Character and fitness
Where applicable, you have satisfactory overseas police vets	<ul style="list-style-type: none"> 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; OR A statutory declaration if you are unable to obtain a police vet. 	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"> A declaration that you do not have a condition that would affect your ability to teach safely and satisfactorily. <p>If required:</p> <ul style="list-style-type: none"> Any additional evidence, such as a medical certificate, to support your ability to teach. 	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"> • A declaration that you have continued to develop and practise te reo me ngā tikanga Māori while practising as a teacher; AND • 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>. 	<i>Standards for the Teaching Profession 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.

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 or guidance counselling.

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.

People granted a LAT under a specialist skill position are likely to be granted it for three years. You may prefer to be granted a one or two-year LAT depending on your requirements, or if you would prefer to pay a smaller fee on an annual basis. If a one or two-year LAT is preferred, you will be required to make a new application before the expiry of your current LAT and pay the required fee.

Skills that are in short supply are positions which should be filled by a certificated teacher but for which there are currently no certificated 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. In these positions you are likely to be granted a LAT for one year.

If you have held a LAT but want to become a registered teacher, you will need to first successfully 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 subsequently 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 Conduct and Competence section on the Council's website for more information.

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

Specialist skill or skill in short supply		
Requirement	Evidence	For more information see:
You have a specialist skill; OR You have a skill in short supply.	<i>For first issue of the LAT:</i> <ul style="list-style-type: none"> 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; OR A certified copy of your New Zealand Qualifications Authority International Qualifications Assessment that shows your qualification is comparable to a New Zealand qualification; AND A full curriculum vitae that shows your experience in an industry or field relevant to the application. This must also detail 	Specialist skills and experience are those that advance the learning of a learner or group of learners. Your qualifications and experience should show your high level of expertise in your professional area. This should include at least five years' experience or

	<p>any curricula or assessment knowledge, or skills; AND</p> <ul style="list-style-type: none"> • A written reference from one of your employers, or a practitioner in your relevant industry or field attesting to your knowledge and skills. <p><i>For subsequent reissues of the LAT:</i></p> <p>A statement from the professional leader of the school/kura attesting that your skills/knowledge remain current for the learners you are working with.</p>	<p>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>
Additional evidence requirement for skill in short supply	<ul style="list-style-type: none"> • 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. 	
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"> • A declaration that you are committed to the values and expectations in the Code Ngā Tikanga Matatika; AND • 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. 	Character and fitness
Satisfactory police vet		
Requirement	Evidence	For more information see:
You have a satisfactory New Zealand Police vet	<ul style="list-style-type: none"> • Your consent for the Council to apply to New Zealand Police for your New Zealand police vet; AND • Confirmation of the types of verified identity documents that you provided to your identity referee. 	Character and fitness
Where applicable, you have satisfactory overseas police vets	<ul style="list-style-type: none"> • 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 • A statutory declaration for any police vet you are unable to obtain. 	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"> A declaration that you do not have a condition that would affect your ability to teach safely and satisfactorily. If required: <ul style="list-style-type: none"> Any additional evidence, such as a medical certificate, to support your ability to teach. 	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"> One of the evidence types listed in the Council's language competency policy. 	Language competency
Practice and development of te reo me ngā tikanga Māori		
Requirement	Evidence	For more information see:
You are committed to develop your capability in te reo me ngā tikanga Māori (Māori language and protocols)	<ul style="list-style-type: none"> A declaration that you are committed to develop and practise te reo me ngā tikanga Māori throughout your teaching career. 	<i>Standards for the Teaching Profession Ngā Paerewa mō te Umanga Whakaakoranga</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 list, you will need to have it assessed by NZQA through an IQA. This is to see if your qualification is comparable to a New Zealand ITE qualification. It is important that qualifications:

1. Are tertiary level qualifications with enough elements of teacher education.
2. Are equivalent to Level 7 on the New Zealand Qualifications Framework.
3. Help demonstrate graduates 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*.
- 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. 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 LAT.

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, or when you have identity changes like a name change. 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 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.
- 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).
- Provides evidence of how you tried to get a police vet from the appropriate body in the country where you lived.
- Confirms details of any charge or conviction of offences against the law of that country.
- 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 Tūrangā 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, 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.

For the renewal of all practising certificates, you are required to have completed satisfactory recent teaching. Your professional leader will consider whether you have met 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*

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

For your first Tūturu	<ul style="list-style-type: none"> At least two years of formal induction and mentoring supported by a fully certificated (Tūturu) mentor teacher, in a position of at least 0.5 FTE while employed in a teaching position in New Zealand, while on Tōmua (this is for most teachers); OR You have evidence that you have completed at least one year of induction and mentoring and teaching overseas and have completed at least one year of formal induction and mentoring supported by a fully certificated (Tūturu) mentor teacher, in a position of at least 0.5 FTE in New Zealand.
Returning to Tūturu, from Pūmau	<ul style="list-style-type: none"> At least one year of mentored teaching on a Pūmau in the last three years.
Renewing your Tūturu	<ul style="list-style-type: none"> At least two years of uninterrupted teaching in New Zealand in the five years before your application to renew your practising certificate; AND Endorsement from your most recent professional leader which shows you fully meet the <i>Standards</i> <i>Ngā Paerewa</i>.

Likely to meet the *Standards* | *Ngā Paerewa*

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

For your first Tōmua	<ul style="list-style-type: none"> 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 Are registered and have successfully completed a TER in the five years before your application to the Council; OR Can provide satisfactory evidence of your recent overseas teaching and your full curriculum vitae, testimonials and appraisals; OR Have been granted an exemption from TER by the Council.
For the renewal of Tōmua	<ul style="list-style-type: none"> Completed teaching that has been endorsed by your professional leader as likely to meet the <i>Standards</i> <i>Ngā Paerewa</i>; OR Successfully completed any refresh process as required by the Council; OR Have been granted an exemption from TER by the Council.

For the renewal of Pūmau	<ul style="list-style-type: none"> • Completed teaching that has been endorsed by your professional leader as likely to meet the <i>Standards</i> <i>Ngā Paerewa</i>; OR • Successfully completed any teacher refresh process as required by the Council.
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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. This includes your ongoing ability to meet the *Standards* | *Ngā Paerewa*.

Meeting this requirement is evidenced in your practising certificate renewal application, through an endorsement by your professional leader confirming you have done appropriate professional development in the last three years.

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

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,

Holders of a LAT also have responsibilities. If you hold a LAT, you are bound by the *Code / Ngā Tikanga Matatika* which sets out the standards of ethical behaviour and practice including a commitment to Te Tiriti in the learning environment and supporting the aspirations of Māori learners.

Endorsements

An endorsement by a professional leader is required for all applications except your first Tōmua. 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.

Normally the professional leader 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. If a professional leader is not close enough to the teacher or has only worked in their role for a short time, and does not feel able to confidently endorse, they should seek information from previous professional leaders or mentor teachers.

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 your application is not endorsed because you are participating in an advice and guidance programme at your school or centre, or because you are the subject of a conduct or competence investigation, we are likely to renew your practising certificate, if all other requirements are met, as an exception to policy.

Request for an extension to teach: additional processes

By law you 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 application that is being processed by the Council.

We will not consider applications for extensions to teach if you are under advice and guidance, 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.

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 policy 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 policy and you have not completed an approved test/course, then it is likely you will not meet the requirements for an exemption.

Satisfactory recent teaching experience

Every teacher renewing a 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.

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

<i>While on your first Tōmua</i>	Generally, if you have completed two years of teaching you will have also completed your induction and mentoring programme, supported by a fully certificated (Tūturu) mentor teacher. This means you can apply to move to Tūturu, 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.
<i>While on Tūturu</i>	Your Tūturu is likely to be renewed if you also meet all other requirements.
<i>While on Pūmau</i>	Generally, if you have completed one year of mentored teaching from which you have been endorsed as meeting all the <i>Standards Ngā Paerewa</i> , and you meet all other requirements, you are likely to be eligible to move back to Tūturu. 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.

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*, or likely to meet the *Standards/ Ngā Paerewa* 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.

<i>Last held Tōmua</i>	You will be required to complete a TER.
<i>Last held Tūturu or Pūmau</i>	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 a TER.

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 (RTPP). The *Standards | Ngā Paerewa* form the basis of these processes. The Council can exercise discretion over which refresh process is appropriate for you.

Teacher Education Refresh (TER) programme	Return to Practice Plan (RTPP)
<p>You are likely to be required to complete a TER programme if you:</p> <ul style="list-style-type: none"> • Are applying for your first practising certificate and your ITE qualification was completed more than five years ago; OR • Held a Tōmua practising certificate and you have not taught in the last five years; OR • Have already held two Tōmua practising certificates and you are applying for a third; 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. <p>You may also be required to undertake a TER if you have held Tūturu or Pūmau but not taught for a length of time.</p>	<p>You are likely to be required to complete a RTPP with your practising certificate application, if you previously held a Tūturu or Pūmau practising certificate and you have not completed any teaching in the last five years.</p>

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.

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 the New Zealand general education system.

- The nature and period of any teaching outside the New Zealand general education system (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.

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.

View the Council's website to see when an IQA is required.

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 Council's definition of a teaching position.
- b. The teaching roles within your setting will enable sufficient and diverse opportunities for teachers to meet the *Standards | Ngā Paerewa*.
- c. Your appraisal system requires your teachers to be meaningfully appraised using the *Standards | Ngā Paerewa*.

You must make a written application to the Council.

The information required for seeking Teaching Council authorisation as an approved setting for renewing a full 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: <ol style="list-style-type: none"> 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.

<p>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.</p>
<p>What is the:</p> <ol style="list-style-type: none"> Nature of the education programmes being provided by teachers? Age range and approximate number of learners taught by your setting? Usual attendance hours of learners? Length of the programme for each learner?
<p>5. The Teaching Council further defines the requirement in the Act for a teacher to 'instruct students'¹ 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.</p>
<ol style="list-style-type: none"> Are staff members who are delivering education programmes employed in a teaching position?² 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?
<p>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 <i>Standards</i> <i>Ngā Paerewa</i>.</p>
<p>In what ways do the teachers provide a sequential programme of teaching that enables them to demonstrate meeting all the <i>Standards</i> <i>Ngā Paerewa</i> ³ and involves:</p> <ol style="list-style-type: none"> Planning, implementation, assessment and reporting of individual students' learning; and Review and evaluation of the programme?
<p>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.</p>
<p>If you have different groups of teachers in relation to teaching roles, please differentiate between these groups and provide information about each group.</p>
<p>8. Full certification requires that teachers receive an ongoing process of supervision and appraisal and that the system used ensures that teachers are demonstrating all the <i>Standards</i> <i>Ngā Paerewa</i>.</p>
<p>In what way do you provide</p> <ol style="list-style-type: none"> An ongoing process of supervision and appraisal for teachers? A supervision and appraisal system to ensure teachers are demonstrating the <i>Standards</i> <i>Ngā Paerewa</i>?⁴

¹ Education and Training Act 2020 section 10

² Documentary evidence is required as outlined in question 10a.

³ Documentary evidence is required as outlined in question 10b.

⁴ 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 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 meet all the *Standards | Ngā Paerewa*; and
- c. Demonstrate the appraisal and support systems whereby teachers are assessed against the *Standards | Ngā Paerewa* for example, copies of policies relating to appraisal of staff); and

Please complete the Quality Practice template.