



## TC15 Application form to register as a teacher and for a practising certificate for:

- Kaiako Whai Rēhitanga | Teacher Registration
- Tiwhikete Whakaakoranga Tōmua | Provisional Practising Certificate
- An **overseas trained teacher** without any form of New Zealand teacher registration.
- A teacher **registered in Australia** applying for a New Zealand practising certificate under the Trans Tasman Mutual Recognition Agreement (TTMRA). This can include when you have previously registered in New Zealand.

**Office use only**

Registration #
Date received

**How to complete this form:**



### Section A: Applicant details

Surname:

First and middle names:

Other names known by or used:

Title: If other:

Gender: If other:

Date of birth: dd/mm/yyyy Ethnicity:

City/town and country of birth:

NZ driver licence number:

Current address:

  

Postal address:

Mobile phone: Home phone: Work phone:

Primary email address:

Alternative email address:

**Sector details** (Please note: registration and certification are not sector specific. This information is for statistical purposes only):

Choose the sector you work in or intend to work in: If other:

Are you currently employed in a teaching position in New Zealand that requires you to hold a practising certificate?

**If Yes, please provide details below:**

School/Kura/Centre or ITE Provider:

Start date: Tenure: MOE# (if known):

If you have a registration number issued before July 2015 or a LAT number enter it here:

**Type of application:**

I am applying for:



**Section B: Proof of Identity**

If you are living in New Zealand please contact the Teaching Council as you will need to fill in a different Proof of Identity form.

Either a Judge (of the country’s judicial system), or Justice of the Peace, or Commission of Oath Commonwealth Representative (Ambassador/High Commissioner), or any person authorised by law of that country to administer an *oath* for the purpose of judicial proceedings can sign this form as an identity referee.

In person, you must provide your identity referee with two forms of identification that are current, original and issued by an authorised agency, so that your identity can be verified.

Surname:

First and middle names:

Select **two forms** of original identification documents to present to your Identity Referee from the list in the table below. One must be from **Category A** and one from **Category B**. At least one of the identification documents must be photographic.

If the name on your identity documents or qualifications is different from your official name please present your Identity Referee with a name change document from the table below. You must attach a certified copy of your official name change document to this application.

Please ensure you complete the applicable fields in the table below.

	Document name	Document number	Issue date (if applicable)	Expiry date (if applicable)
Category A				
Category B				
Name change (if applicable)				

**Identity Referee details**

Please confirm that you are one of the following (tick one):

Judge (of the country's judicial system)

Justice of Peace

Commission of Oath Commonwealth Representative (Ambassador/High Commissioner)

A person authorised by law of that country to administer an oath for the purpose of judicial proceedings.

Your actual title:

Full name of Identity Referee:

Address:

Email address:

Contact number:

**Identity Referee to complete**

OFFICIAL STAMP

Identification documents presented to you in person by the applicant must be **original, current** and **not expired**, and issued by an authorised agency.

By my signature, I confirm that I have sighted the identification documents in the table above and I verify that the person in the photo in the identity document is the applicant whose name is written in full above.

Identity Referee's signature:

Date:



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

If you are applying under **TTMRA**, please complete this section as well as Sections E, G and H.

I am eligible to practise in one or more Australian state(s) and my registration is current:  
(i.e. WA, SA, NT, QLD, VIC, TAS, ACT or NSW)

If **Yes**, please attach a [certified copy](#) of your current registration document(s).

**Section C: Education**

Some overseas teaching qualifications are recognised for the purposes of teacher registration in New Zealand. Please view the [list of overseas qualifications](#) to see if your teaching qualification is included in the approved list, and therefore does not require an assessment by the New Zealand Qualifications Authority (NZQA). If your qualification is not on the approved list please contact NZQA about an [International Qualifications Assessment](#).

**Teaching qualifications**

Please list all teaching qualifications you hold and attach [certified copies](#) of qualifications and transcripts.

Qualification name	Institution	Location	Length of course	Completion date

Continue on a separate sheet if needed.

Is your teaching qualification on the pre-approved NZQA list and no assessment by NZQA is required?

If you answered 'Yes' please provide a certified copy of your qualification and transcript.

If your teaching qualification is **not** on the pre-approved list, have you applied for NZQA assessment?

If you have applied for NZQA assessment please provide your NZQA Application Number.

If your qualification is not on the NZQA approved list of overseas qualifications, and you do not have an NZQA assessment, your application can not be processed by the Teaching Council. Depending on your recent teaching service, you may be required to complete a [Teacher Education Refresh \(TER\) programme](#).

**Other qualifications**

If you have any other qualifications please provide a certified copy with the application.

Are you enrolled in or have you completed an approved TER programme? **(if applicable)**

If **Yes**, what date did you complete TER?

Please attach a [certified copy](#) of your TER completion certificate OR confirmation of TER enrolment letter.

**Practicum**

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

If you answered **No**, go to **Section E: Teaching experience**.

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

How long was this practicum?

What type of institution was this practicum completed in?

What age group did you teach during this practicum?

Please provide a [certified copy](#) of the transcript of the qualification for which the practicum was completed.





**Section D: Teaching experience**

Please note in the table below your teaching experience following your teaching qualification/initial teacher education programme. \*FTTE means full time teaching equivalent i.e. your working hours (40) match that of a full time role.

Position/Role	Learning centre	Location	From (mm/yy)	To (mm/yy)	Full-time	Part-time
						FTTE*
						FTTE*
						FTTE*

Continue on a separate sheet if needed.

**Documentation from teaching experience following your teaching qualification/initial teacher education programme.**

In the last five years have you been formally appraised by a professional leader/supervising teacher using a set of professional teaching/performance standards?

Have you completed any teacher professional development activities? If so attach a list detailing activities undertaken.

Do you have any supporting testimonial/reference letters regarding your teaching practice from professional leaders of schools/early childhood centres that have employed you?

Have you held a senior teaching position (e.g. Principal, Head Teacher, Deputy Principal, Department Head)?

If you answered **Yes** to any of these questions, please provide details and attach [certified copies](#) to this application.

**Supervised teaching experience - professional status**

Once qualified as a teacher, have you completed a planned programme of supervised teaching with a mentor teacher?

Was this programme completed in the general education system of the country you completed the planned programme?

Do you hold a professional status issued/recognised by a professional teaching body? (such as QTS and Induction, NPQH, Threshold Certificate, PRC Examination, GTSC and NIPT)

If you answered **Yes** to any of these questions, please provide details in the table below and attach [certified copies](#) of your evidence to this application.

Name of award received/professional status	Awarded by (issuing body)	Date awarded

**Section E: Time spent outside of New Zealand**

Have you spent 12 months or more in any country other than New Zealand over the last 10 years, even if you didn't spend the 12 months all in one visit?

If **Yes**, please list in the table below the countries other than New Zealand you have spent time in for 12 months or more (even if not all in one visit) in the last 10 years. Do not include countries you spent time in when you were under the age of 16 years. Please also provide a national police vetting certificate for each country listed, covering the entire time you stayed there (issue date needs to be close to or after you left the country). Check out information about [overseas police clearance](#) on the Council's website.

Country	From (mm/yyyy)	To (mm/yyyy)	Police certificate: (Attach certified copies of all police certificates listed)	Date: (If 'applied for' or 'provided')



## Section F: Language competency

The Teaching Council focuses on evidence-based English language competency, and we provide applicants opportunities to demonstrate competency in English or te reo Māori.

**In order to teach in New Zealand, all applicants must meet the language competency requirements.**

### Required evidence

The evidence you will need to supply, could be in the form of test results, statement letters, official NCEA Level 2 or 3 or NZ University Entrance documentation, official school results, or formal letters on letterhead which confirm English was the primary language of instruction, through to face to face learning and assessment from schools, universities or tertiary institutions you attended.

### Specified countries

The specified countries listed in this section are included because they provide more reliable evidence of language competency on the basis that English is the dominant language in each of these countries. New Zealand Immigration and the New Zealand Qualifications Authority (NZQA) also accept evidence from these specified countries due to information about the integrity of administrative and qualification regimes in place.

- New Zealand
- Australia
- Canada
- Republic of Ireland
- United Kingdom
- United States of America
- South Africa - if you completed your schooling in South Africa you will also need to provide a South African Senior Certificate Minimum D pass in English (or higher grade. Note: standard grade is not accepted). Or South African National Senior Certificate Minimum Level 5 pass in English (or higher grade).

**Please select one option below to tell us about a language achievement, and add the evidence you have for this option.**

**Note:** If your schooling was in New Zealand you do not need to provide evidence.

### NZ UE literacy credits

The New Zealand University Entrance literacy credits at either NCEA level 2 or 3 or New Zealand University Entrance. (Check your NZQA record of achievement).

### NZ tertiary entrance

New Zealand tertiary entrance qualification gained on completing senior secondary school prior to the introduction of current University Entrance (e.g. 6th form certificate or bursary).

### International Baccalaureate

International Baccalaureate full diploma in English medium (24 points minimum). This must be completed at an IB school.

### Cambridge International Examinations

Cambridge International Examinations minimum 120 points on the UCAS Tariff plus meeting the CIE literacy requirements.

### Primary plus some secondary schooling

All primary schooling and at least three years secondary schooling completed in the English language and while living in New Zealand, Australia, Canada, the Republic of Ireland, the United Kingdom, the United States of America, or South Africa. South Africa - if you completed your schooling in South Africa you will also need to provide a South African Senior Certificate Minimum D pass in English (or higher grade. Note: standard grade is not accepted). Or South African National Senior Certificate Minimum Level 5 pass in English (or higher grade).

### Secondary and some tertiary education

Six years of education comprising secondary schooling to at least year 12 and at least two years of successful tertiary education, taught in English as the primary language of instruction and through face-to-face learning and assessment such as tutorials, presentations, seminars, and supervisory meetings, and was gained while living in New Zealand, Australia, Canada, the Republic of Ireland, the United Kingdom, the United States of America, or South Africa. For South Africa, applicants also need to provide a South African Senior Certificate Minimum D pass in English (or higher grade. Note: standard grade is not accepted). Or South African National Senior Certificate Minimum Level 5 pass in English (or higher grade).



**NZQF qualification at or above Level 7**

Awarded a single qualification at NZQF Level 7 or above which took two or more years of full-time study to complete and was taught in English as the primary language of instruction and through face-to-face learning and assessment such as tutorials, presentations, seminars, and supervisory meetings, and was gained while living in New Zealand, Australia, Canada, the Republic of Ireland, the United Kingdom, the United States of America, or South Africa. For South Africa, applicants also need to provide a South African Senior Certificate Minimum D pass in English (or higher grade. Note: standard grade is not accepted). Or South African National Senior Certificate Minimum Level 5 pass in English (or higher grade).

**Cambridge CELTA**

Awarded Cambridge Certificate in Teaching English to Speakers of Other Languages (CELTA).

**Trinity College CertTESOL**

Awarded Trinity College London Certificate in Teaching English to Speakers of Other Languages (CertTESOL).

**Achieved an approved test outcome****Cambridge English exams**

- Cambridge English exams C2 Proficiency (CPE) or C1 Advanced (CAE) or Cambridge English exams B2 First (FCE) - a minimum score of 185, with no band score less than 185.

**IELTS Academic**

- International English Language Testing System (IELTS) Academic - a minimum score of 7 in each component of the academic version of the test.

**ISLPR**

- International Second Language Proficiency Ratings (ISLPR) - a minimum score of 4 in all modules.

**Pearson Test of English (PTE) Academic**

- Pearson Test of English (PTE) Academic - a minimum score of 65 in all four modules.

**Trinity ISE III (3)**

- Trinity ISE III (3) - a pass with Merit in all four modules.

**LanguageCert C2 Mastery IESOL**

- LanguageCert C2 Mastery IESOL - a pass in all four modules.

**LanguageCert C1 Expert IESOL**

- LanguageCert C1 Expert IESOL - a high pass in all four modules.

**TOEFL Internet-based test (IBT)**

- TOEFL Internet-Based Test (IBT) - must meet the following scores in each module: Listening - 24; Reading - 24; Writing - 27; Speaking - 23.

**Achieved competency in te reo Māori**

Te reo Māori competency evidenced by one of the following:

- Achieved Whakamātauria Tō Reo Māori Level 3 (National Māori Language Proficiency Examinations).
- All primary schooling and at least three years secondary schooling in te reo Māori.
- Five years of secondary schooling in te reo Māori.

Please attach a certified copy of evidence of your language competency. The evidence acceptable to the Council is outlined in the Council's [language competency requirements](#).



## Section G: Applicant declaration

Please answer all of the questions below.

Have you ever been dismissed from a teaching position in any country?

Have you ever had teacher registration refused or cancelled in any country?

Do you have any physical or mental health conditions that may affect your ability to carry out a teaching role safely and satisfactorily?

Note: the Teaching Council will distinguish between any physical or mental conditions that affects an applicant's ability to carry out the teaching role satisfactorily, and any disability that an applicant has that does not impact on that ability. The Teaching Council is aware of its obligation not to contravene the Human Rights Act 1993 by unlawfully discriminating against any person.

Are you under investigation for, or been convicted of, an offence (excluding infringement notices) in New Zealand or overseas, which may affect whether you meet the Teaching Council's good character criteria?

If you answer **Yes** to any of the questions, you must provide a clear explanation of the circumstances surrounding each situation on a separate page and attach it to this application.

I, (surname)

(first and middle names)

solemnly and sincerely declare that, to the best of my knowledge and belief, all the information in this application is entirely true and correct.

I am committed to the values and expectations in the [Code of Professional Responsibility / Ngā Tikanga Matatika](#).

I am committed to develop and practice te reo me ngā tikanga Māori throughout my teaching career.

I understand the Teaching Council will retain the information I provide on and with this application for the purposes of the Education Act 1989.

I consent to allow the Teaching Council to share and receive relevant information with other education agencies and registration bodies for the purposes of this application.

I [consent to the disclosure](#) of information in this form to the following organisations. This will help to process my application, determine whether I meet the criteria for registration, and confirm registration and practising certificate dependent allowances:

- Ministry of Education (and their pay agents)
- New Zealand Qualifications Authority (NZQA)
- Education Review Office (ERO)
- New Zealand Immigration Service
- New Zealand Police
- International Registration bodies.

I understand that the Teaching Council may contact institutions or individuals named in this application, to verify the information provided.

I accept the Teaching Council may use any of the information on this form for statistical purposes, within the obligations and requirements of the Privacy Act 1993.

## Signature

By my signature below I consent to all the above acknowledgements and statements of consent. Please complete all sections of this application before printing and signing.

Signature:

Date:





Section H: Fee payment/Tax Invoice

GST #116-961-962

**Fee payment: the Teaching Council must have the full fee payment before we begin processing your application**

Credit/Debit card type:

Cardholder name:

Card number:

Expiry date:

Cardholder signature:

**Fee schedule (non-refundable).** I authorise the Teaching Council to deduct the fee as follows:

**Processing Fee:** \$302.57 (inc GST). An additional \$50.00 (inc GST) is payable if you don't have a practising certificate or LAT **and** you are currently employed in a teaching position that requires one.

**Please note:** the Teaching Council no longer accepts payment by cheque or WINZ payments.

What happens next?

Return your completed application form and any other required documents by post to:

**Teaching Council  
PO Box 5326  
Wellington 6140**

Or courier to:  
**Teaching Council  
Level 7, 80 Boulcott Street  
Wellington 6011**

Our contact telephone number is:  
+64 4 471 0852

The Teaching Council processes your fee payment.

The Teaching Council confirms you have provided everything on the form that we need. If we do not have enough information to make a decision on your application, we will contact you to ask for those details.

New Zealand Police uses the details you have provided to run a vetting check and provides a report to the Teaching Council.

The Teaching Council decides whether you meet the criteria to be granted registration and be issued with a practising certificate (if requested).

The Teaching Council send you notice of the decision. If registration is granted the online [Register of New Zealand Registered Teachers](#) is updated with your details, including practising certificate information (if applicable).

