



TC40 Application form for a Limited Authority to Teach (LAT):

- Tūranga Whakaako Whai-herenga | Limited Authority to Teach (LAT)

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 a school/kura/centre?:

If Yes, please provide details below:

School/Kura/Centre or ITE Provider:

Start date: MOE# (if known):

Previous LAT applications for this position? If yes, in which years?



Section B: Proof of Identity

If you have previously provided proof of identity to the Teaching Council since July 2015, AND you have not changed your name, you **do not** have to complete this section.

I confirm I have not changed my name since providing proof of identity to the Teaching Council on: dd/mm/yyyy

If you are not living in New Zealand at the time of completing this form, you will need to use the overseas Proof of Identity (POI-OS) form. Contact the Teaching Council for more information.

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 listed in the table below. Name change documentation is also required if the name listed on this form is different to what is displayed on the online [Limited Authority to Teach List](#). 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

An Identity Referee:

- **must be** either a School Principal, ECE Centre Manager, or Initial Teacher Education (ITE) Head of Programme.
- **does not** have to know you personally.

Identity Referee's position:

Teacher registration number (if applicable):

Full name of Identity Referee:

Name of School/Kura/Centre or ITE Provider:

School/Kura/Centre or ITE Provider 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:





Section C: Education

Please attach [certified copies](#) of all qualifications and transcripts listed. If you have previously supplied qualifications since 2015 you won't be required to provide them again.

Qualification name	Institution	Location	Length of course	Completion date

If you have completed any of your qualifications outside of New Zealand, and you have a New Zealand Qualifications Authority (NZQA) assessment report, please provide your NZQA Application Number:

Section D: Employment experience

Please list employment completed within the last five years, relevant to the subject area you want to teach.

Position/Role	Organisation	Location	From (mm/yy)	To (mm/yy)

Section E: Purpose of employment

I am applying for a LAT on the grounds that **(tick one)**:

Specialist skills - I have relevant qualifications, specialist skills and experience which enable me to teach learners.

Skills that are in short supply - I have skills in short supply.



Section F: Evidence

If you have applied for LAT on the grounds that you have **specialist skills**, please attach:

A copy of your **self reflection**. Note: your reflection needs to include:

- a. what your skills and experiences are; and
- b. how this is relevant to learners within the general education system; and
- c. commentary on your understanding of official curricula and/or your experience working with official curricula; and
- d. commentary on your understanding of assessment tools and strategies and/or your experience working with those.

A copy of your current CV (if not previously supplied).

Testimonials from one or more employers or people who have engaged you in relevant work experience within the last five years (if not previously supplied). Testimonials need to state:

- a. in what role you were employed/engaged; and
- b. how long you worked there; and
- c. their knowledge and observation of your skills and opinion of how they were demonstrated in practice; and
- d. their affirmation that you have an understanding of official curricula and assessment tools, and how this was demonstrated in your practice.

If you have applied for LAT on the grounds that your **skills are in short supply**, please attach:

Testimonial from your professional leader detailing the skill shortage.

A copy of your current CV (if not previously supplied).

Testimonials from one or more employers or people who have engaged you in relevant work experience within the last five years (if not previously supplied). Testimonials need to state:

- a. in what role you were employed/engaged; and
- b. how long you worked there; and
- c. their knowledge and observation of your skills and opinion of how they were demonstrated in practice; and
- d. their affirmation that you have an understanding of official curricula and assessment tools, and how this was demonstrated in your practice.

Section G: 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 H: 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. Sixth 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. 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).



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. 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).

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 I: 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.

Acknowledgments and statements of consent

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 J: Professional leader to complete

Please complete the applicable section for EITHER **specialist skills** OR **skills that are in short supply**

Professional Leader's statement - I confirm that the applicant:

I, (surname)

(first and middle names)

Specialist skills

- has specialist skills and experience which enable the teacher to teach learners
- their specialist skills are

- their teaching subjects will be

- and their teaching role size will be

I have sighted the attached self-reflection.

Or

Skills that are in short supply

- their skills are

- their teaching subjects will be

- and their teaching role size will be

- and there is a shortage of certificated teachers with these skills in our region.

I have provided a testimonial detailing the skill shortage.

The intended start date is:

Endorser details

By signing, I confirm that I am the professional leader, and I agree to my LAT number and name being published on the online [Limited Authority to Teach List](#) on the Council's website as the endorser of the above named person.

For more information about LAT applications visit the [Council's website](#).

Full name:

School/Kura/Centre or
ITE Provider:

Registration number:

Position/Role:

Signature:

Date:





Section K: 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 below:

1 year LAT \$56.22 (For up to 1 year, includes GST)

Late fee \$50 (If applicable, includes GST)

2 year LAT* \$112.44 (For up to 2 years, includes GST)

Late fee: is payable if you don't hold a current LAT and you are currently employed in a teaching position that requires one.

3 year LAT* \$168.66 (For up to 3 years, includes GST)

*[Specific criteria](#) needs to be met for 2 and 3 year LAT.

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 issued with a LAT.

The Teaching Council send you notice of the decision. If a LAT is granted the online [Limited Authority to Teach List](#) is updated with your details, including LAT information.

