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CERTIFICATION

Your guide to renewing your practising certificate and maintaining full certification

Follow this process if you have full certification and you **need to renew your practising certificate**.

- 1 Go to www.educationcouncil.org.nz to download and print an **EC30 application form**.
- 2 Read the Completion Guide and collect any supporting documents you may need.
- 3 Send your completed application and supporting documents to the Education Council.
- 4 When your application has been received, you will be sent an acknowledgement of receipt. You can use this as evidence of having an application for a new practising certificate if you are looking for a teaching position.
- 5 If you have provided all of the required information, your application will be considered and a decision made within 4-6 weeks.
- 6 Confirmation of approval is emailed as soon as the application is approved, and the online register is updated on the same day. As soon as your application is approved, you hold a current practising certificate.
- 7 Your practising certificate will arrive in the post within two to three weeks. Keep this in a safe place.

Documents you may need:

- A police clearance from overseas (if you lived for 12 months or more in the last 10 years in any country other than New Zealand)
- Information about any matters you declare such as a medical condition that may affect your ability to teach
- Information about any convictions/information that may appear on your police clearance
- You may be asked to provide a copy of your recent appraisals against the Practising Teacher Criteria when your application is being processed

If you are offered a teaching position in a primary or secondary school before you receive confirmation of your registration being approved, you must ask your professional leader to apply for an extension for you to be lawfully employed.