

**Checklist for
Provisionally Registered Teachers in Early Childhood Education
For more information**

0800 NZEI HELP, [NZEI website](#), or [New Zealand Teachers Council](#)

	Actions	Key Resources and More Information
	<p>NZEI Membership Join NZEI as a full member. If you were a student member, you need to fill in a form to authorise payment of your subscription.</p> <p>Meet your NZEI worksite rep. Be alert to any local PRT seminar.</p> <p>Become active in NZEI's YMN the young and new members' network. Join the ECE social network, ECE Together, and any local ECE networks.</p>	<p>Membership Form</p> <p>Your worksite rep will be sent details of the seminars or ask on 0800 NZEI HELP.</p> <p>YMN mailing list and information ECE Together Facebook NZEI-for-students-and-beginning-teachers</p>
	<p>Teacher Registration</p> <p>Apply to the Teachers Council for registration and a practising certificate, even if you have not yet got a teaching job.</p>	<p>Teachers Council PRT Information</p> <p>NZEI information: Registration</p> <p>Council booklet: Your Teaching Career - a guide to provisional registration</p>
	<p>Appointment matters Ensure you have</p> <ul style="list-style-type: none"> - a letter of appointment. It should state whether the position is permanent or fixed term - a job description in writing - salary reflects accurately qualifications - information about crediting previous work experience for salary purposes. <p>If there is an applicable collective agreement, you are covered by that collective agreement for the first 30 days of employment. After that, you must join NZEI in order to continue to be covered.</p> <p>Set up and maintain a folder of all material relating to your employment. Be vigilant in making and keeping copies of documentation before you send anything away.</p>	<p>For further advice and information contact 0800 NZEI HELP</p> <p>Fixed terms are only appropriate in a limited range of circumstances. If you are in a fixed term position, you need, in writing, the reason for the fixed term, and the date or event that will end your employment.</p> <p>If you are on, or are offered, a fixed term appointment, seek advice from 0800 NZEI HELP.</p> <p>ECE collective agreements</p>
	<p>Salary: Qualifications Check your salary reflects accurately your qualifications.</p>	<p>ECE collective agreements</p> <p>For advice contact 0800 NZEI HELP</p>

	<p>Salary: Relevant Work Experience Previous work experience may be able to be credited to you. The collective agreements detail the paid work experience which can be counted. Check your collective agreement to see if this must be applied for within the first 3 months of employment, and apply if eligible.</p>	<p>ECE collective agreements</p>
	<p>Removal Expenses Some employers may assist with removal expenses.</p>	<p>ECE collective agreements</p>
	<p>Support Grant The Support Grant is available for some PRTs and must be used to support an advice and guidance programme.</p> <p>Note all PRTs are entitled to an induction and mentoring/advice and guidance programme even if the Support Grant is not available.</p>	<p>Ministry of Education information: Support Grant NZEI information: Support Grant</p> <p>Contact your worksite rep or 0800 NZEI HELP if you do not have an induction and mentoring /advice and guidance programme</p>
	<p>Tutor Teacher Ensure the centre has appointed a tutor teacher to work with you to support your induction and mentoring/advice and guidance programme through to full registration.</p> <p>If there is not a suitable person in your centre/service, you may need to ask someone from another centre or service. Your employer should help with this.</p> <p>Check on the Teachers Council register that the tutor has a current practising certificate in the category of full registration. If this expires, the Teachers Council will not be able to recognise your advice and guidance programme, and cannot count your time with that tutor as part of the Council's requirements for you gaining full registration.</p>	<p>Contact your worksite rep or 0800 NZEI HELP if you do not have a tutor teacher.</p> <p>Council booklet: Your Teaching Career - a guide to provisional registration</p> <p>Council Guidelines for Induction and Mentoring and Mentor Teachers</p> <p>Teachers Council Register</p>
	<p>Induction and Mentoring /Advice and Guidance Programme Use the Council's new booklet on the guidelines for induction and mentoring, and their <i>Towards Full Registration</i> kit.</p> <p>Meet regularly with your tutor to build a professional relationship, and to develop and implement and record your programme of advice and guidance.</p> <p>Keep copies of all documentation. It is your responsibility to keep this material. The Council may ask to see evidence of your programmes.</p>	<p>Council Guidelines for Induction and Mentoring and Mentor Teachers</p> <p>Your centre's copy of the Council's kit or Towards Full Registration</p> <p>Council booklet: Your Teaching Career - a guide to provisional registration</p> <p>Teachers Council Induction of PRTs</p> <p>See Appendix 5 of Towards Full Registration</p>