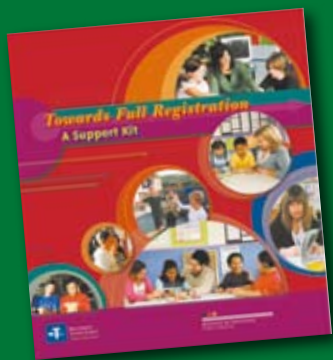


## For more information

- ▶ contact 0800 NZEI HELP
- ▶ visit [www.nzei.org.nz/teacherregistration/prts](http://www.nzei.org.nz/teacherregistration/prts) for practical checklists and advice
- ▶ visit [www.teacherscouncil.govt.nz](http://www.teacherscouncil.govt.nz) for their 'Towards Full Registration' publication.



### 0800 NZEI HELP



(0800 693 443) is a free service for all members calling from a landline. Skilled staff are available to help with your queries between 8:30am and 5pm every weekday.



### National Office

P O Box 466  
Wellington  
Ph 04 384 9689  
Fax 04 385 1772  
email: [nzei@nzei.org.nz](mailto:nzei@nzei.org.nz)



### [www.nzei.org.nz](http://www.nzei.org.nz)



## New to teaching?

# NZEI guide for Provisionally Registered Teachers in Early Childhood services

## NZEI Membership

- ➔ Join NZEI as a full member. If you were a student member of NZEI, you must authorise payment of your full subscription. Obtain a form from your NZEI worksite representative or [www.nzei.org.nz](http://www.nzei.org.nz)
- ➔ Meet your NZEI worksite representative and tell him/her you are a provisionally registered teacher (PRT)
- ➔ Find out about your local NZEI PRT seminar from your worksite representative or 0800 NZEI HELP (0800 693 443)
- ➔ Become involved with NZEI's YMN – the network for young, new and student members. Join the mailing list at [ymn@nzei.org.nz](mailto:ymn@nzei.org.nz)

## Teacher Registration

- Apply to the Teachers Council for registration and a practising certificate
- If you are already registered, show your practising certificate to your employer
- Graduating student teachers, and teachers who have never been registered, should apply for registration. You do not have to be employed as a teacher to be registered.

## Appointment Matters

- ➔ Ensure you have a letter of appointment with:
  - the starting salary reflecting qualifications and previous work experience
  - confirmation of permanent or fixed term appointment
  - information about crediting previous work experience for salary purposes.
  - information about whether there is a collective agreement that will cover you for the first 30 days of employment. After that, you must decide whether to join NZEI and continue to be covered
  - confirmation of your induction process
- ➔ Make sure you have a job description
- ➔ Your employer may pay removal expenses.

## Advice and guidance programme

- Ensure that you have a tutor teacher. Ideally your tutor teacher will be someone in your centre or service but you may need to ask someone from another centre or service. Your employer should help with this
- Use the Teachers Council kit 'Towards Full Registration'
- Meet regularly with your tutor teacher, and jointly develop and document a programme of advice and guidance which meets the Teachers Council requirements, and your needs. You should both sign any documentation
- Keep copies of all documentation.
- Talk to your tutor teacher/employer about the use of the Support Grant to support your induction.

**Congratulations on becoming a member of the teaching profession. This guide is designed to support you as you move to full registration.**

**A checklist is available on the NZEI website [www.nzei.org.nz](http://www.nzei.org.nz)**