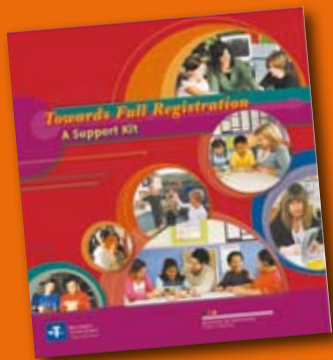


For more information

- ▶ contact 0800 NZEI HELP
- ▶ visit www.nzei.org.nz/teacherregistration/prts for practical checklists and advice
- ▶ visit 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



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New to teaching?

NZEI guide for Provisionally Registered Teachers in schools

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
- ➔ 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

Teacher Registration

- ➔ Apply to the Teachers Council for registration and a practising certificate. You can, and should apply even if you are not yet employed as a teacher
- ➔ If you are already registered, show your practising certificate to the principal.

Appointment Matters

- ➔ Ensure you have a letter of appointment with:
 - the permanency or fixed term of your appointment. (if offered a fixed term position, seek advice from 0800 NZEI HELP to ensure protection of your rights)
 - your starting salary
 - crediting previous work experience for salary purposes
 - your coverage by the primary or area schools' teacher collective agreement for the first 30 days of employment; after that, you must decide whether to join NZEI and continue to be covered
 - your induction process
- ➔ Ensure you have a job description
- ➔ Ask the principal for the Salary Assessment Form, and complete carefully. Until this process is completed you will be paid at the untrained rate
- ➔ Apply for removal expenses if eligible.

Advice and guidance programme

- ➔ Ensure the school has appointed a tutor teacher who is fully registered
- ➔ 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 with your tutor teacher and/or principal about the use of the Beginning Teacher Time Allowance (BTTA). Ensure you receive your entitlement to Classroom Release Time in addition to any BTTA.

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