

## Checklist for Provisionally Registered Teachers in Schools

For more information

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

✓	Actions	Key Resources
	<p><b>NZEI Membership</b> 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. Meet your NZEI worksite representative. Be alert to any local PRT seminar. Become active in NZEI's YMN is the young and new members' network.</p>	<p><a href="#">Membership form</a></p> <p>Your worksite rep will be sent details of any NZEI seminars or ring 0800 NZEI HELP. <a href="#">YMN mailing list and information</a> <a href="#">Teaching Matters</a> <a href="#">Facebook NZEI-for-students-and-beginning-teachers</a></p>
	<p><b>Teacher Registration</b> Apply to the Teachers Council for registration and a practising certificate-even if you don't yet have a job.</p> <p>If registration has not been granted, you can teach for 20 half days, then the principal must apply for an extension to allow you to legally continue teaching.</p>	<p><a href="#">Teachers Council PRT Information</a></p> <p><a href="#">NZEI information: Registration</a></p> <p>Council booklet: <a href="#">Your Teaching Career - a guide to provisional registration</a></p>
	<p><b>Appointment matters</b> Ensure you have</p> <ul style="list-style-type: none"> <li>- a letter of appointment. It should state whether the position is permanent or fixed term. If it is fixed term the letter should contain information as to why it is fixed term and when your employment ceases. Contact 0800 NZEI HELP if you have been appointed to a fixed term position.</li> <li>- a job description in writing</li> <li>- salary that reflects accurately your qualifications</li> <li>- information about crediting previous work experience for salary purposes.</li> </ul> <p>There is coverage by the primary or area school teachers' collective agreements for the first 30 days of employment. After that, you must join NZEI in order to continue to be covered.</p> <p>Check that your school has informed the pay centre that you are an NZEI member; you pay your subscription by direct debit and you are covered by the primary or the area school teachers' collective agreement.</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>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><b>If you are on, or are offered, a fixed term appointment, seek advice from 0800 NZEI HELP.</b></p> <p><a href="#">Primary Teachers' Collective Agreement</a></p> <p><a href="#">Area School Teachers' Collective Agreement</a></p>
	<p><b>Salary: Assessment</b> You will need to complete the salary assessment form ESP7t –your principal can provide this and must sign it after you have completed your sections. The form is complex and requires certified copies of your qualifications. Be sure to complete it carefully and accurately, as you will be paid at the untrained rate until the Salary Assessment Unit has received a completed form.</p>	<p>The principal will give you a copy of the <a href="#">Salary Assessment form</a></p> <p><a href="#">NZEI Information Beginning Teacher Salary</a></p> <p><a href="#">Primary Teachers' Collective Agreement</a></p> <p><a href="#">Area School Teachers' Collective Agreement</a></p>

<p><b>Salary: Relevant Work Experience</b>  Previous work experience may be able to be credited to you.  You have only one year in which to claim credit.  It is your responsibility to discuss this with your principal, who will apply for the credit. You will have to provide a letter from your previous employer stating your position, duties, hours of work and the specific dates of your length of service.  The collective agreements detail the paid work experience which can be counted.</p>	<p><a href="#">Primary Teachers' Collective Agreement</a>  <a href="#">Area School Teachers' Collective Agreement</a></p>
<p><b>Removal Expenses</b>  You may be entitled to reimbursement.</p>	<p><a href="#">Primary Teachers' Collective Agreement</a>  <a href="#">Area School Teachers' Collective Agreement</a>  <a href="#">MOE forms</a></p>
<p><b>Beginning Teacher Time Allowance (BTTA)</b>  The BTTA must be used to support an advice and guidance/induction and mentoring programme, and usually provides release for the beginning teacher and for those providing advice and guidance.  PRTs in primary schools should talk with your tutor teacher and/or principal about your use of some of the BTTA.  PRTs in area schools are resourced directly with release time.</p>	<p><a href="#">NZEI Information: BTTA</a></p>
<p><b>Classroom Release Time (CRT)</b>  Ensure that you receive your entitlement to CRT in addition to any time from the BTTA.</p>	<p><a href="#">NZEI Information; CRT.</a></p>
<p><b>Tutor Teacher</b>  The school must appoint a tutor teacher to work with you to support your induction and mentoring programme through to full registration.</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 induction and mentoring/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><b>Contact your worksite rep or 0800 NZEI HELP if you do not have a tutor teacher.</b></p> <p><a href="#">Teachers Council Register</a></p>
<p><b>Induction and Mentoring/ Advice and Guidance Programme</b>  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 and educative relationship, and to develop and implement and record your programme of induction and mentoring.</p> <p>Keep copies of all documentation. It is your responsibility to keep this material. This is crucial as the Council may ask to see evidence of your programmes, especially if you change schools.</p>	<p>Your school's copy of the Council's kit or <a href="#">Towards Full Registration</a></p> <p><a href="#">Teachers Council Induction of PRTs</a></p> <p><a href="#">Council Guidelines for Induction and Mentoring and Mentor Teachers</a></p> <p>See Appendix 5 of <a href="#">Towards Full Registration</a></p>
<p><b>Voluntary Bonding Scheme</b>  You may be eligible for additional salary (a possible \$17500 over 5 years) via this scheme</p>	<p><a href="#">Voluntary Bonding Scheme Information</a></p>