

NZEI Information on Teacher Registration

Requesting an extension to allow a teacher without a current practising certificate to be employed legally.

When a teacher's practising certificate has expired an extension is required to ensure employment remains legal.

STEP ONE: The teacher must:

The teacher must send an application for registration or the renewal of a practising certificate must be sent to the New Zealand Teachers Council on the Teachers Council's Form TC1 or TC3.

STEP TWO: The principal/professional leader must:

The principal/professional leader must request an extension to be able to continue to employ the teacher twenty half days allow under the Act. The request must

- be in writing by
 - fax to 04 471 0870, or
 - e-mail to inquiries@teacherscouncil.govt.nz or
 - post to PO Box 5326, Wellington.
- include the teacher's name and registration number
- be made on letterhead.

In the early childhood education sector, the Council can grant extensions to practising certificates only to those who are employed in settings where teacher registration is compulsory. Information on the implications of this for funding is available separately.

The Council will now accept applications for renewal of practising certificates as early as six months prior to the expiry date. NZEI recommends early application to ensure the practising certificate remains current.