

Hātepe Kaimahi

Poipoi – Kauawhi – Tāuteute – Pūnaha Auaha – Ārahi
Nurture – Include – Engage – Innovate – Lead

What guides us

Living Te Tiriti o Waitangi
Ensuring ākongā are at the centre of everything we do
Delivering high-quality, future-focused teaching and learning

TEACHER REGISTRATION AND CERTIFICATION

Date of approval	: August 2024
Date first created/This version no.	: October 2015/4
Next review date (1 year cycle)	: August 2025
Owner	: DCE Learning Delivery, DCE Systems & Support, & Manager HR
Who are these procedures for	: Regional/National Managers, Kaiako, Other Kaimahi requiring registration.

These procedures support the [People and Wellbeing Governance Policy](#) approved by the Board of Trustees in June 2023.

Scope

This document outlines Teacher Registration and Certification expectations and processes for those kaimahi who are required to maintain a current Practising Certificate and/or Teacher Registration. This includes requirements, obtaining and maintaining a Practising Certificate and endorsing applications for Practising Certificate renewals. It does not include specific role requirements.

Purpose

Te Kura is responsible for ensuring that all kaiako employed meet legislative requirements and continue to maintain an appropriate practising certificate for their role. For more on this, refer to the [Education & Training Act 2020](#). All kaiako at Te Kura are required to maintain their Practising Certificate and are responsible for it being renewed prior to expiry. This includes Regional/National Managers and other designated roles requiring and wishing to maintain Teacher Registration and a current practising certificate.

Teacher Registration is a certification from the Teaching Council of Aotearoa New Zealand that confirms a teacher has met the initial requirements for entry into the teaching profession in Aotearoa New Zealand. This includes checking that the teacher is satisfactorily trained to teach, of good character and fit to be a teacher, including having a satisfactory police vetting. Registration is only approved once and does not expire unless the teacher chooses to de-register, or their registration is cancelled. All registered teachers and the status of their practising certificate will appear publicly on the online [Register of New Zealand Registered Teachers](#).

A Practising Certificate is an addition certification by the Teaching Council that confirms a teacher has satisfactory recent teaching experience, has undertaken professional development, and is considered fit to be a teacher. Practising certificates expire and must be renewed every three years, with applications needing to be endorsed by a **Professional Leader**. The category of practising

certificate indicates the point a kaiako is at in their teaching journey. For more on these and their conditions, and the difference in terms of requirements for renewal of the certification, refer to [Registration and Certification](#).

Te Tiriti o Waitangi and cultural inclusivity

This Hātepe Kaimahi expects alignment with the [People and Wellbeing Governance Policy](#) statements.

Definitions

A list of frequently used terms and their definitions can be found at [this link](#).

Ngā Paerewa: Standards for the Teaching Profession.

Teacher Registration: certification from the Teaching Council of Aotearoa New Zealand that confirms a teacher has met the initial requirements for entry into the teaching profession in Aotearoa New Zealand.

Practising Certificate: a further certification by the Teaching Council that confirms a teacher has satisfactory recent teaching experience, has undertaken professional development, and is considered fit to be a teacher.

Professional Leader: A senior role who has responsibility for confirming that a kaiako has met the expected standards and is undertaking professional development activities as part of their role. At Te Kura, the Regional/National Managers act as Professional Leaders for their respective regions, although the Chief Executive can also act as a Professional Leader. For more information, including expectations of a Professional Leader, refer to the Teaching Council guidelines for [Professional Leaders](#).

Procedures / Process

Teacher Registration

All teachers must register with the Teaching Council of Aotearoa New Zealand to teach in New Zealand. All kaimahi starting in either a teaching role or a role designated by Te Kura as requiring a teaching registration must provide a copy of their registration certificate and a current practising certificate when they are employed. They can either provide this to their Regional/National Manager or send it directly to Human Resources (HR). HR will also require confirmation of their teacher registration number as part of the recruitment process. For more on obtaining a Teacher Certification or Practising Certificate, refer to the [Requirements for Teacher Certification](#).

Kaiako who come to New Zealand with an overseas teaching qualification will need to apply for Registration before they can begin teaching. They will need to apply for registration via the Teaching Council website. This will include confirming they hold an equivalent or comparable teacher education qualification and submit to police vetting. They would also need to provide police vets from the national police service for any country they have lived in for 12 months or more in the last 10 years. For more on the requirements for overseas trained teachers, refer to the [Teaching Council website](#).

Te Kura does not provide any financial support to kaiako for their Teacher Registration.

Practising Certificates

All registered teachers must hold a current Practising Certificate to be employed in a teaching position in New Zealand.

Each kaiako is responsible for ensuring that their Practising Certificate remains current and that it is relevant to their role at Te Kura. This includes responsibility for advising Human Resources when their Practising Certificate has been renewed. For more on gaining a Practising Certificate, refer to the [Teaching Council website](#).

Gaining a Provisional Certificate

Any new or beginning teachers and all overseas teachers will need to apply for a Provisional Practising Certificate. This practising certificate requires teachers to undertake coaching and mentoring at Te Kura and is designed to be held for a maximum of five years. Teachers are expected to complete induction and mentoring and gain Tūturu | Full (Category One) within this timeframe. For more on applying for a Provisional Certification, refer to the [Teaching Council website](#).

Overseas Teachers

Once overseas teachers have obtained their Teacher Registration in New Zealand, they will need to apply for a Provisional Certificate. Refer to the [Provisional Certificate section](#) above for the instructions on obtaining this.

Moving from provisional to full certificate

Kaiako wishing to move from Provisional to Full, or where a kaiako does not currently meet the requirements for their renewal application to be endorsed, are required to complete a coaching and mentoring programme. The mentor is usually the Team Leader. Refer to the Te Kura guidance for mentoring of provisionally certified kaiako, along with the [Teaching Council Guidelines for Mentoring](#) for more information on this. For more on changing Practising Certifications, refer to the Teaching Council guidelines for [Practising Certificates](#).

Returning teachers

Where a kaiako has not been actively teaching but still retains a valid Teacher Registration, kaiako would need to complete the [Teacher Refresh Process](#) through the Teaching Council to regain their Practising Certificate. Teacher Registrations issued since 2015 no longer expire. Kaiako who were last registered prior to 2015 will need to reapply. For more on this process, refer to the [Teaching Council of Aotearoa New Zealand website](#).

Additional Teachers

Additional teachers are still required to maintain their Practising Certificate. Depending on their role and in agreement with the DCE Learning Delivery, this would need to be a minimum of a Tiwhikete Whakaakoranga Pūmau | Full Practising Certificate (Category Two). This indicates that they are experienced teachers who, because of their role type, are not currently able to be endorsed as meeting all the Standards | Ngā Paerewa but are considered likely to meet them. For more on renewing these certifications, refer to the [Renewing Practising Certificates](#) section above.

Limited Authority to Teach (LAT)

This is not a type of practising certificate and is not applicable to registered teachers. It enables people without teaching qualifications to teach in positions where there is a need for specialist skills or skills in short supply. Once an appointment has been agreed by DCE Learning Delivery to appoint a LAT position, that person would need to apply for the Tūranga Whakaako Whai-herenga | Limited Authority to Teach.

To have the LAT reissued, the kaiako must provide a statement from their profession leader attesting that their skills/knowledge remain current for the ākonga they are working with. For more

on the Limited Authority to Teach and the process for obtaining one, please refer to the [Teaching Council website](#).

Renewing Practising Certificates

A Practising certificate with the Teaching Council must be renewed every three (3) years. Practising certificate applications can be made up to three months before the expiry of a current practising certificate. However, kaiako will need to compile and collate the evidence for their application throughout the three-year period.

Kaiako must be able to:

- demonstrate they are participating in a professional growth cycle which promotes the elements identified by Teaching Council Aotearoa NZ in the [Requirements for Teacher Registration](#); and,
- have completed satisfactory recent teaching in New Zealand to renew their practising certificate; and,
- submit to a police vetting, providing two forms of identification for this. For details on accepted forms of identification, refer to the [Teaching Council website](#).

[Refer to the table below](#) for further information.

Evidence Required for Renewal of Practising Certificates

All kaiako need to be able to support their practising certificate renewal with evidence that demonstrates:

- their level of competence for each of the criteria in the [Teaching Council's Standards for the Teaching Profession – Ngā Paerewa](#) (Note: observation of a teacher's practice is a component of assessing competence).
- having completed professional growth and learning in the past three years.
- completed at least two years of uninterrupted teaching in the last five years (or have completed a teacher refresh process).
- physically and mentally able to carry out a teaching role safely and satisfactorily.
- commitment to continue to develop and practice te reo me ngā tikanga Māori while practising as a teacher.

They must also submit to police vetting, which is completed by the Teaching Council.

The specific evidence required may differ depending on the Practising Certificate held. Kaiako should refer to [Registration and Certification](#) for detailed information about each of the Practising Certificate Types.

Type of Evidence	Details	Template (where applicable)
He Hononga Aho (PDA) reflections for the three years	<ul style="list-style-type: none"> • Detailing development activities identified and undertaken over the past three years. • Part of the He Hononga Aho development discussions with their Team Leader. • Demonstrates their professional growth cycle 	
Observation Documents	<ul style="list-style-type: none"> • Observations of teaching practice undertaken • One lesson observation completed & signed off 	<p>Examples</p> <ul style="list-style-type: none"> • Kaiako Teach Reg Lesson Observation Using Mātāpono kaupapa

		<ul style="list-style-type: none"> • Lesson Observation Using Te Kura Big Picture Principles • Lesson Observation Using Tataiako Competencies
Annual Summary reports for the last three (3) years	<ul style="list-style-type: none"> • Summary from each of the last three years of how the kaiako has demonstrated the Teaching Council’s Standards for the Teaching Profession – Ngā Paerewa. • This will focus on their performance against each of the teaching standards 	Kaiako Annual Summary for Teach Reg

As well as providing evidence of competence levels for each criterion, it is important to demonstrate evaluative reflection linking actions to student outcomes, and showing how a teacher can continue to grow competence in each criterion.

Evidence needs to be curated with a focus on quality rather than quantity. Te Kura kaiako should collate all their documentation throughout the year prior to submitting it for their Practising Certificate, for instance creating a file on SharePoint. The link to access the file should be shared with their Team Leader for ease of discussion as part of the He Hononga Aho (PDA) process. Kaiako may decide to also use hard copies or other means of storing documents prior to submitting but would need to scan and save these to SharePoint before their certification is due for renewal.

If a kaiako leaves Te Kura to go to a new school, they will need to take their evidence with them. They can then include this with their renewal application at their next school. At the same time, kaiako who come from other schools should include their evidence from their previous school when submitting their application. The **Professional Leader** will determine whether this evidence is sufficient.

Renewal of Practising Certificates

Renewal applications should be commenced no later than 8 weeks prior to expiry. It is recommended that kaiako should be gathering evidence throughout the three years the certificate covers. A Practising Certificate Renewal Checklist can be downloaded from [this link](#).

Steps	Description of Actions
1. Notify your Team Leader	<ul style="list-style-type: none"> • Advise that their renewal date is coming up. • Ensure all documentation is collated and up to date. • Kōrero with Team Leader to make sure all documentation is correct.
2. Team Leader Reports Back to Confirm	<ul style="list-style-type: none"> • Team Leader will advise once they have conferred with your Regional/National Manager (unless they have spoken with you directly already). • Any amendments or clarifications likely to impact on the renewal would be discussed at this point.

<p>3. Complete your Online Renewal Application</p>	<ul style="list-style-type: none"> • Application will need to be made by logging into the Hapori Matatū site. This will require an ESL Login. • You will need to confirm your Professional Leaders Full name and/or Teacher Registration number to ensure this is referred to them correctly.
<p>4. Confirm with your Regional/National Manager</p>	<ul style="list-style-type: none"> • Email to Regional/National Manager once the kaiako has completed the online application.
<p>5. Once renewed, advise Human Resources</p>	<ul style="list-style-type: none"> • Should be done as soon as renewal notification received. • Downloads a copy of Practising Certificate and email to Human Resources (human.resources@tekura.school.nz)

If renewal confirmation of their Practising Certificate has not been received by the kaiako by **one week prior** to the expiry date, they should contact the Teaching Council to check on the processing status. They must then notify their Team Leader and Regional Manager to update them on the status of the application. The Regional Manager can submit a 10-day extension request via the Teaching Council website if the application will not be processed prior to the expiry date. For more on requesting an extension, refer to the [Teaching council's website](#).

Any Te Kura kaiako whose practising certificate is not renewed by the expiry date (including grace period) will be required to take leave without pay until such time that an extension is granted, or the practising certificate is renewed.

Each kaiako is responsible to ensure that they take action to renew their Practising Certificate in good time to avoid any lapse of registration.

For more on the renewal process and how to apply for renewal, refer to the [Teaching Council of Aotearoa New Zealand website](#).

Endorsement of Practising Certificates

Professional leaders are deemed by the Teaching Council to be best placed to make a judgement about the quality of practice of kaiako and whether a kaiako meets the [Standards | Ngā Paerewa](#) for their practising certificate type. It must be informed by knowledge of the kaiako in everyday teaching practice and their participation in a professional growth cycle. The Professional Leader for the kaiako will review the evidence that has been provided before completing their endorsement. They will be required to endorse it online via the Teaching Council site before the application can be finalised.

Further details on this can be found in the [Endorsers Guidelines](#) from the Teaching Council. These provide detail on:

- what information or insights about the kaiako or professional leader’s practice the endorser needs to support their endorsement decision, including how the Professional Growth Cycle (PGC) interacts with the certification process.
- what “meets Ngā Paerewa | Standards” means for different types of practising certificate.
- the range of endorsement options available to professional leaders (or their delegated endorser).

- the process that applies when an endorser’s judgement is that the kaiako | teacher or professional leader does not meet Ngā Paerewa | Standards.

To endorse an application, Professional Leaders will need to follow this process.

Steps	Description of Actions
1. Kōrero with the kaiako Team Leader as well as the kaiako	<ul style="list-style-type: none"> • Discuss the evidence collated and provided by the kaiako as part of their application. • Determine whether the kaiako has met the required standards for their type of certificate. • Otherwise, determine if Coaching or Mentoring would be required. • The Professional Leader will need to discuss the application with the kaiako as well as with their Team Leader.
2. Confirm the name and/or Teacher Registration number for the Renewal Application	<ul style="list-style-type: none"> • Endorsement will need to be made by logging into the Hapori Matatū site. This will require an ESL Login.
3. Endorse the Online Application	<ul style="list-style-type: none"> • Endorsement will need to be made by logging into the Hapori Matatū site. This will require an ESL Login.

Regional Managers, or other kaimahi designated as Professional Leaders, are able to endorse the renewal applications of other Professional Leaders. However, they cannot endorse the applications of any Professional Leader who endorsed their own current Practising Certificate. For more on this, refer to the [Professional Leaders Growth Cycle](#).

Appealing Decisions on Certification

The Teaching Council will have the final decision on whether an applicant has met the criteria to be granted registration or a practising certificate. If you are not satisfied with the Council’s decision, you may appeal that decision to the District Court within 28 days of receiving notice of the decision or any longer period that the Court allows. This would need to be undertaken by the individual kaiako.

Reporting on Certification

Confirmation of their Practising Certificate renewal should be received by email prior to the expiry. Kaiako will need to print off the email they are sent for their records and download a copy of the certificate. This must be emailed to Human Resources as confirmation of the renewal. Human Resources will keep a record of current certificates and will ensure that the details are updated in Tangaata for the personnel file of the kaiako.

To confirm the correct Teacher Registration number, Te Kura must sight each teacher's practising certificate or approval letter. Kaiako will need to download a copy of their certificate from the Teaching Council of Aotearoa New Zealand [Hapori Matatū](#) site. Instructions for how to do this can be found [here](#).

Child Safety Checks

Refer to the [Child Safety Checks Hātepe Kaimahi](#), section Kaimahi.

Evaluation

Human Resources will report to the Board at least once each year on the following:

1. The correct implementation of the following processes:
 - Teacher Registration (including Practising Certificates and Limited Authorities to Teach (LAT)).
 - Assessment of kaiako against the professional standards.
 - Salary increments as a result of a positive assessment against all professional standards at the teacher's level.
2. The number of kaiako and other kaimahi in the last 12 months who have had to take leave without pay due to expiry of practicing certificate.
3. The number of kaiako and other kaimahi who will be required to renew their practicing certificate in the upcoming 12 months.
4. Any feedback, complaints or requests related to Teacher Registration and Certification.
5. Any other information deemed important for the Board's attention.

Additional resources

[Children's Act 2014](#)

[Education and Training Act 2020](#)

[Child Safety Checks – Hātepe Kaimahi](#)

[Teaching Council of Aotearoa New Zealand](#)

[Hapori Matatū](#)

[Registration and Certification Policy - Teaching Council](#)

[Requirements for Teaching Certification](#)

[Ngā Paerewa – Standards for the Teaching Profession - Teaching Council](#)

[Endorser Guidelines - Teaching Council](#)

Forms

[He Hononga Aho - PDA](#) (various)

[Checklist for Practising Certificate Renewals](#)- Kaiako, Team Leaders and other Level 4 Kaimahi

Approved by Te Rina Leonard, Chief Executive, Te Aho o Te Kura Pounamu