

CERTIFICATION

Your guide to applying for certification – teacher education completed outside of New Zealand or TTMRA applicants

Follow this process if you completed your teacher education programme outside of New Zealand and you have never been registered as a teacher in New Zealand.

1 Apply for a **Qualifications Assessment Report** from NZQA.

2 Go to www.educationcouncil.org.nz to download and print a **EC15 application** form.

3 Read the EC15 Completion Guide and collect any supporting documents you may need.

4 Send your completed application and supporting documents to the Education Council.

5 When your application has been received, you will be sent an acknowledgement of receipt. You can use this as evidence of having an application for registration pending as you look for a teaching position.

6 If you have provided all of the required documentation, your application will be considered and a decision made within 4-6 weeks.

7 Confirmation of approval is emailed as soon as the application is approved, and the online register is updated on the same day. As soon as your application is approved, you hold a current practising certificate and certification.

8 Your practising certificate will arrive in the post within two to three weeks. Keep this in a safe place.

Not required for certification purposes if you have current registration in one of the States/Territories in Australia covered under the **Trans-Tasman Mutual Recognition Act**.

Documents you will need:

- **Qualifications Assessment Report** from NZQA; OR
- If you have current registration in a State or Territory in Australia, a certified copy of your registration certificate

Documents you may need:

- Certified copies of your teaching qualifications and transcripts
- Evidence that you meet the Council's **English language requirements**
- A police clearance from overseas (if you lived for 12 months or more in the last 10 years in any country other than New Zealand)
- Information about any matters you declare such as a medical condition that may affect your ability to teach
- Information about any convictions/information that may appear on your police clearance
- If your Qualifications Assessment Report states your qualifications are not comparable to an initial teacher education qualification, you will need to provide documentation to support an **application under the discretionary pathway**
- Other evidence could be required to help the Education Council determine if you meet the requirements for registration

If you are offered a teaching position in a primary or secondary school before you receive confirmation of your registration being approved, you must ask your professional leader to apply for an extension for you to be lawfully employed.