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CERTIFICATION

Your guide to applying for provisional certification – initial teacher education completed in New Zealand

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

- 1 When you have confirmation of passing all of your assignments for your teaching qualification, request a statement of completion from your ITE provider.
- 2 Go to www.educationcouncil.org.nz to download and print an **EC10 application form**.
- 3 Read the EC10 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.

Documents you will need:

- A statement of completion from your ITE provider; OR
- If you have them already, certified copies of your teaching and entry qualifications

Documents you may need:

- 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 NZ police clearance
- 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 certification being approved, you must ask your professional leader to apply for an extension for you to be lawfully employed.