



Teacher Registration Policy

Goal:

To provide a clear outline of responsibility for teachers undertaking teacher certification, and of the support available.

Procedure:

1. The centre will support 'Provisionally Registered' teachers through the certification process as required by the 'New Zealand Teachers Council'.
2. The registering teacher will choose a Certification Mentor (fully Certified Teacher) from within the centre, in consultation with the 'Person Responsible'.
3. If the certified teachers in the centre are not able to act as the Certification Mentor, the certifying teacher will arrange a Certification Mentor from outside the centre, in consultation with the 'Person Responsible'.
4. The centre will meet the costs of teacher certification as specified in the Collective Employment Agreement, in consultation with the 'Person Responsible'.
5. The certifying teacher has the responsibility to drive the certification process, and set the pace and keep a documented record of the certification process.
6. The centre requires all qualified teachers to become registered teachers within the timeframe established by the Teaching Council of New Zealand.
7. The centre will support registering teachers' Professional Development in line with the goals set for their teacher registration programme.
8. In consultation with the 'Person Responsible', release time (during term time or during the term break) can be made available to the registering teacher for the purpose of teacher registration, as per their Collective Employment Agreement.

This policy will be reviewed as per the policy review schedule.

Date: 24 September 2019