



Tonga

**EDUCATION (TEACHERS'
REGISTRATION) REGULATIONS 2021**



EDUCATION (TEACHERS' REGISTRATION) REGULATIONS 2021

Arrangement of Sections

Regulation

PART I – PRELIMINARY	7
1 Short title and commencement.....	7
2 Interpretation.....	7
3 Scope.....	8
PART II – LIST OF PERSONS TEACHING OR INTENDING TO TEACH	9
4 List of teachers.....	9
PART III – APPLICATION FOR REGISTRATION	9
5 Prescribed forms	9
6 Prescribed fees	9
7 Minimum requirement for registration	10
8 Lodgement of applications.....	10
9 Notice of Chief Executive Officer's decision.....	10
10 Issuance of certificate of registration	10
11 Issuance of photo identification	11
12 Duration of full registration	11
13 Extension of full registration	11
14 Renewal of full registration	11
15 Cancellation of full registration	12
16 Provisional registration	12
17 Duration of provisional registration.....	13
18 Reports from employers on provisional registration.....	13
19 Cancellation of provisional registration.....	13

Arrangement of Sections

20	Limited Authority to teach	13
21	Duration of limited authority to teach	13
22	Cancellation of limited authority to teach	14
23	Late applications	14
PART IV – APPLICATION FOR EXEMPTION		14
24	Application for exemption	14
PART V – APPEALS		14
25	Right of Appeal	14
26	Process on receipt of appeal	15
PART VI – TEACHERS' REGISTRATION UNIT		15
27	Establishment of the Teachers' Registration Unit.....	15
28	Function of the Teachers' Registration Unit	15
29	Accountability to the Chief Executive Officer	15
PART VII – COMPLAINTS AND DISCIPLINARY ACTION		15
30	Complaint against a registered teacher.....	15
31	Disciplinary action on conviction	16
PART VIII – OFFENCES AND PENALTIES		16
32	Breach of confidentiality	16
33	General offences and penalties.....	16
PART IX – REGISTER OF TEACHERS		16
34	Chief Executive Officer to maintain a register of teachers	16
PART X – ANNUAL REPORT TO MINISTER		17
35	Annual report on teacher registration.....	17
PART XI – MISCELLANEOUS		17
36	Confidentiality.....	17
37	Transitional matters.....	17
SCHEDULE 1		19
LIST OF PERSONS TEACHING OR INTENDING TO TEACH		19
SCHEDULE 2		20
APPLICATION FOR TEACHER REGISTRATION		20

SCHEDULE 3	27
APPLICATION FOR EXEMPTION FROM REGISTRATION	27
SCHEDULE 4	31
PRESCRIBED FEES	31
SCHEDULE 5	32
CERTIFICATE OF FULL REGISTRATION	32
SCHEDULE 6	33
CERTIFICATE OF PROVISIONAL REGISTRATION	33
SCHEDULE 7	34
CERTIFICATE OF LIMITED AUTHORITY TO TEACH	34
SCHEDULE 8	35
PHOTO IDENTIFICATION OF A REGISTERED TEACHER	35



EDUCATION (TEACHERS' REGISTRATION) REGULATIONS 2021

EDUCATION ACT (CAP 13.01)

IN EXERCISE of the powers conferred by section 93 of the Education Act (Cap.13.01), the Minister responsible for Education makes the following Regulations-

PART I – PRELIMINARY

1 Short title and commencement

These Regulations may be cited as the Education (Teachers' Registration) Regulations 2021.

2 Interpretation

In these Regulations, unless the context otherwise requires, —

“**Act**” means the Education Act (Cap 13.01);

“**accredited institution**” for the purposes of these regulations means an institution which has been accredited by the Tonga National Qualifications and Accreditation Board or, if the institution is located abroad, by an equivalent national body established for the purpose of accrediting a provider;

“**Chief Executive Officer**” means the Government Chief Executive Officer responsible for education and training and for the purposes of these

regulations includes the person acting in the position of the Chief Executive Officer from time to time;

“**days**” for the purposes of these regulations means calendar days;

“**Gazette**” means the Tonga Government Gazette;

“**Minister**” means the Minister responsible for education and training;

“**Ministry**” means the Ministry responsible for education and training;

“**prescribed fee**” means the prescribed fee in Schedule 4 or as approved by the Minister, with the consent of Cabinet, from time to time;

“**provider**” shall have the same meaning as in the Tonga National Qualifications and Accreditation Board Act (Cap 13.07) or any subsequent legislation for that Authority;

“**temporary visitor**” for the purposes of these regulations shall include any person visiting school premises regularly over a duration of time to teach or facilitate extra-curricular activities of the school, religious instruction, sports activities or any other special programme of the school;

“**Tonga National Qualifications and Accreditation Board**” or “**TNQAB**” means the Tonga National Qualifications and Accreditation Board established under the Tonga National Qualifications and Accreditation Board Act (Cap 13.07) or the Authority responsible for these functions under any subsequent legislation; and

“**unit**” means the Teachers' Registration Unit established under Part VI.

3 Scope

- (1) In accordance with section 67 of the Act, these regulations shall apply to a –
 - (a) teacher currently teaching in an early childhood education centre, primary, secondary or tertiary school, including a Government or non-Government school;
 - (b) new graduate with a teaching qualification who intends to teach;
 - (c) teacher who is a member of the administration staff of the Ministry or Managing Authority who intends to teach;
 - (d) teacher educator in a local training institution;
 - (e) teacher in a theological school or institution;
 - (f) retired teacher who has been or will be re-engaged by the Ministry or Managing Authority to work as a teacher;
 - (g) foreign volunteer or consultant who will undertake teaching duties in a school or training institution in Tonga for a period of more than one month; and
 - (h) persons providing teaching services outside of the classroom or in a community setting to a group of 5 or more students.

- (2) The employer of a person listed in sub-regulation (1) shall ensure compliance with Part XVI of the Act and requirements of these regulations.
- (3) A temporary visitor to a school must obtain a written letter of approval from the Chief Executive Officer.
- (4) The letter of approval of the Chief Executive Officer in sub-regulation (3) will state the duration of the approval granted.
- (5) No fee shall apply in relation to the application or granting of approval to a temporary visitor to a school.

PART II – LIST OF PERSONS TEACHING OR INTENDING TO TEACH

4 List of teachers

Pursuant to section 68 of the Act, the prescribed form on which a school shall provide its list of –

- (a) teachers at the school as at 1 April of that year; and
- (b) persons intending to teach at that school after 30 April of that year,

is in Schedule 1.

PART III – APPLICATION FOR REGISTRATION

5 Prescribed forms

Pursuant to section 72(1) of the Act, the prescribed application form for –

- (a) full registration, provisional registration, limited authority to teach and renewal of registration is in Schedule 2; and
- (b) exemption from registration is in Schedule 3.

6 Prescribed fees

- (1) Pursuant to section 72(1) of the Act, prescribed fees under the Act are in Schedule 4.
- (2) Payment shall be made at the offices outlined in regulation 8.
- (3) A registration fee, once paid to the Ministry, is non-refundable.

7 Minimum requirement for registration

- (1) For the purposes of section 73(1)(a) of the Act, a person must have obtained a Certificate of Teaching (Teacher Education) or equivalent, issued by an accredited institution in Tonga or abroad, as the minimum requirement for registration.
- (2) A person that does not qualify for registration under section 73 of the Act shall apply for provisional registration under section 80 of the Act and work toward meeting the requirements for full registration.

8 Lodgement of applications

An application for registration shall be lodged at the following places –

- (a) Tongatapu – Office of the Chief Executive Officer, Ministry of Education Head Office;
- (b) Vava'u – Ministry of Education Office, Vava'u High School;
- (c) Ha'apai – Ministry of Education Office, Ha'apai High School;
- (d) 'Eua – Ministry of Education Office, 'Eua High School;
- (e) Niuafu'ou – Ministry of Education Office, Niuafu'ou High School; and
- (f) Niuaotupapu – Ministry of Education Office, Niuaotupapu High School.

9 Notice of Chief Executive Officer's decision

A decision of the Chief Executive Officer in relation to an application lodged under section 72 of the Act shall be made within 21 days, in writing, and made available to the applicant at the place at which the application was lodged under regulation 8 or made electronically to the applicant.

10 Issuance of certificate of registration

- (1) Once notified that the Chief Executive Officer has approved an application for registration, a person must pay the prescribed registration fee, in full, before the certificate of registration is issued.
- (2) The Chief Executive Officer shall ensure that a registered teacher is issued with a certificate of registration as follows –
 - (a) for full registration, as prescribed in Schedule 5;
 - (b) for provisional registration, as prescribed in Schedule 6; and
 - (c) for a limited authority to teach, as prescribed in Schedule 7.

11 Issuance of photo identification

- (1) A registered teacher shall be issued with a photo identification in the form prescribed in Schedule 8.
- (2) A photo identification issued under sub-regulation (1) remains the property of the Ministry and must be returned to the office of the Chief Executive Officer at any time, upon the direction of the Chief Executive Officer.

12 Duration of full registration

The period of validity for full registration shall be stated on the certificate of registration.

13 Extension of full registration

A person may apply for two extensions of a full registration in accordance with section 78 of the Act, after which a person must apply for renewal of full registration.

14 Renewal of full registration

- (1) A person may, in the form prescribed in Schedule 2, apply to the Chief Executive Officer for a renewal of full registration.
- (2) An application for renewal of registration shall be lodged in accordance with regulation 8.
- (3) A decision of the Chief Executive Officer in relation to an application for renewal of registration shall be made within 21 days, in writing, and made available to the applicant at the place at which the application was lodged under regulation 8 or made electronically to the applicant.
- (4) Once notified that the Chief Executive Officer has approved an application for renewal of registration, a person shall pay the prescribed registration fee, in full, before the issuance of the new certificate of registration and a new photo identification.
- (5) Provided that an applicant continues to fulfil the requirements of section 79 of the Act, there is no limit to the number of times a person may apply for renewal of full registration.
- (6) In addition to any information required by the Chief Executive Officer under section 79(2) of the Act, when an application for a renewal of registration is submitted, the applicant's supervisor or the senior administrator of the teaching institution under which he is employed shall provide information relating to the applicant's –
 - (a) ongoing competence; and

- (b) information relating to any professional development courses or programmes undertaken by the applicant.
- (7) Notwithstanding any other provision in these regulations, the Ministry may, by notice in the Gazette, require every teacher who is intending to apply for a renewal of full registration to undertake a minimum number of hours of professional development each year, in order to qualify for a renewal of registration under these regulations.

15 Cancellation of full registration

- (1) Full registration may be cancelled in the following circumstances –
- (a) evidence is provided to the Chief Executive Officer, in writing, that the registered teacher –
 - (i) is not eligible for full registration under section 73(1) of the Act; or
 - (ii) has breached the requirement of good character under section 73(2) or 73(3) of the Act; or
 - (b) the registered teacher has retired, resigned or is no longer intending to teach.
- (2) A cancellation shall be notified by the Chief Executive Officer to that person in writing and shall be effective immediately.
- (3) Upon cancellation of full registration, that person must return his photo identification to the office of the Chief Executive Officer.

16 Provisional registration

- (1) The Chief Executive Officer may grant a person provisional registration in accordance with section 80 of the Act.
- (2) An application for provisional registration shall be made on the form prescribed in Schedule 2 and lodged in accordance with regulation 8.
- (3) A decision of the Chief Executive Officer in relation to an application for provisional registration shall be made within 21 days, in writing, and made available to the applicant at the place at which the application was lodged under regulation 8 or made electronically to the applicant.
- (4) Once notified that the Chief Executive Officer has approved an application for provisional registration, that person shall pay the prescribed registration fee, in full, before the issuance of the certificate of provisional registration and a new photo identification.

17 Duration of provisional registration

The period of validity for provisional registration and any conditions for such registration shall be stated on the certificate of registration.

18 Reports from employers on provisional registration

The Chief Executive Officer may require a person who has been granted a provisional registration to submit a report from the person's employer in accordance with section 81 of the Act.

19 Cancellation of provisional registration

- (1) A provisional registration may be cancelled by the Chief Executive Officer in accordance with section 82 of the Act.
- (2) A cancellation shall be notified by the Chief Executive Officer to that person in writing and shall be effective immediately.
- (3) Upon cancellation of provisional registration, that person must return his photo identification to the office of the Chief Executive Officer.

20 Limited Authority to teach

- (1) A person who is eligible under section 83(2) of the Act shall, in the form prescribed in Schedule 2, apply to the Chief Executive Officer for a limited authority to teach.
- (2) An application for a limited authority to teach shall be lodged in accordance with regulation 8.
- (3) A decision of the Chief Executive Officer in relation to an application for a limited authority to teach shall be made within 21 days, in writing, and made available to the applicant at the place at which the application was lodged under regulation 8 or made electronically to the applicant.
- (4) Once notified that the Chief Executive Officer has approved an application for a limited authority to teach, that person shall pay the prescribed registration fee, in full, before the issuance of the certificate of limited authority to teach and a new photo identification.

21 Duration of limited authority to teach

The period of validity for a limited authority to teach and any conditions for such registration shall be stated on the certificate of registration.

22 Cancellation of limited authority to teach

- (1) A limited authority to teach may be cancelled in accordance with section 84 of the Act.
- (2) A cancellation shall be notified by the Chief Executive Officer to that person in writing and shall be effective immediately.
- (3) Upon cancellation of provisional registration, that person must return his photo identification to the office of the Chief Executive Officer.

23 Late applications

A person who lodges an application under these regulations outside the prescribed period shall pay the late application fee prescribed in Schedule 4.

PART IV – APPLICATION FOR EXEMPTION**24 Application for exemption**

- (1) A person may, in the following circumstances, apply for an exemption from registration –
 - (a) upon commencement of these regulations, a person intends to teach for one year or less prior to retirement or permanently vacating a teaching position; or
 - (b) there are exceptional circumstances which warrant exemption from registration under these regulations.
- (2) An application for exemption shall be made on the form prescribed in Schedule 3 and lodged in accordance with regulation 8.
- (3) A decision of the Chief Executive Officer in relation to an application lodged under this regulation shall be made within 21 days, in writing, and made available to the applicant at the place at which the application was lodged under regulation 8 or made electronically to the applicant.

PART V – APPEALS**25 Right of Appeal**

A person shall have a right of appeal in accordance with section 85 of the Act.

26 Process on receipt of appeal

- (1) Upon receipt of an appeal which has been lodged under section 85 of the Act, the Minister may request further information from the appellant or the Chief Executive Officer, which shall be provided in writing.
- (2) Within 21 days of the appeal being lodged, the Minister shall make a decision as to the following –
 - (a) whether to confirm, vary or revoke the decision of the Chief Executive Officer; or
 - (b) whether to grant a new decision.
- (3) A decision of the Minister under sub-regulation (2) shall take effect on the date stated in the letter.
- (4) A decision by the Minister shall be final and binding on the parties.

PART VI – TEACHERS' REGISTRATION UNIT**27 Establishment of the Teachers' Registration Unit**

- (1) The Minister shall, in consultation with the Staff Board, establish a Teachers' Registration Unit for the effective implementation of Part XVI of the Act and these regulations.
- (2) Staff appointed to the Unit must be suitably qualified and experienced.

28 Function of the Teachers' Registration Unit

The primary function of the Unit shall be to consider, review and provide recommendations to the Chief Executive Officer and Minister on the exercise of their functions and powers under Part XVI of the Act and these regulations.

29 Accountability to the Chief Executive Officer

The Unit shall be directly accountable to the Chief Executive Officer.

PART VII – COMPLAINTS AND DISCIPLINARY ACTION**30 Complaint against a registered teacher**

A person may lodge a complaint about the professional conduct of a registered teacher in accordance with section 86 of the Act.

31 Disciplinary action on conviction

- (1) A registered teacher who is convicted of an offence in another country must notify the Chief Executive Officer in accordance with section 87(1) of the Act.
- (2) Upon receipt of a notice under section 87(1) of the Act, the Chief Executive Officer shall impose the relevant sanction in accordance with section 87(2) and section 87(3) of the Act.

PART VIII – OFFENCES AND PENALTIES**32 Breach of confidentiality**

A person who provides information to an unauthorised third party, written or otherwise, in contravention of these regulations, commits an offence and shall be liable upon conviction to a fine not exceeding \$2,000 or to a term of imprisonment not exceeding 3 months, or both.

33 General offences and penalties

- (1) Any person who contravenes or fails to comply with any provision of these regulations commits an offence, and on conviction shall, where no other penalty is provided, be liable to a fine not exceeding \$1,000 or a term of imprisonment not exceeding 3 months or both.
- (2) In the case of a continuing offence under sub-regulation (1), to a fine not exceeding \$100 for every day or part of a day during which the offence has continued.

PART IX – REGISTER OF TEACHERS**34 Chief Executive Officer to maintain a register of teachers**

- (1) The Chief Executive Officer shall establish and maintain a register of teachers and teachers' profiles in accordance with section 92 of the Act.
- (2) The register shall be kept at the Ministry Head Office in Nuku'alofa.
- (3) The register may be kept by electronic means.

PART X – ANNUAL REPORT TO MINISTER

35 Annual report on teacher registration

The Chief Executive Officer shall submit an annual report to the Minister in accordance with section 94 of the Act.

PART XI – MISCELLANEOUS

36 Confidentiality

- (1) The Chief Executive Officer, in consultation with the Staff Board, shall determine the rules for the classification of documents obtained under these regulations.
- (2) The Chief Executive Officer and employees of the Ministry that are privy to information obtained under these regulations, shall not communicate any confidential information or allow any confidential information to be communicated to any person not legally entitled to such information.
- (3) Nothing in this regulation shall prevent the disclosure of any document or information to –
 - (a) an appellate body established under the Act or to the Supreme Court in relation to a proceeding under the Act;
 - (b) a Government Ministry, where such disclosure is necessary for the performance of the Ministry's statutory duties; or
 - (c) an international regulatory body or agency with which the Government of Tonga has an agreement, to the extent permitted under such agreement.

37 Transitional matters

For the purposes of these regulations, the following transitional arrangements shall apply –

- (a) Within 9 months of the commencement of these regulations, a person who is teaching in the Kingdom or intends to teach in the Kingdom shall, in accordance with the Act and these regulations, apply for one of the following –
 - (i) certificate of registration;
 - (ii) certification of provisional registration;
 - (iii) limited authority to teach; or
 - (iv) an exemption from the requirements of these regulations.

- (b) Notwithstanding sub-regulation (a), the Minister may prescribe in the Gazette different dates for the registration of different categories of teachers.
- (c) Unless there is a direction by the Minister to the contrary in the Gazette, the late fee prescribed in Schedule 4 shall apply to any application received outside the 9 month period in sub-regulation (a).
- (d) Notwithstanding regulation 16, a person who is teaching at a tertiary institution and who also intends to teach at a secondary school shall apply for full registration and cannot apply for provisional registration.

Made at Nuku'alofa on this **10th** day of **May**, 2021.

Hon. Siaso Sovaleni
Minister for Education

SCHEDULE 1*(Regulation 4)***LIST OF PERSONS TEACHING OR INTENDING TO TEACH****LIST OF PERSONS TEACHING OR INTENDING TO TEACH****MINISTRY OF EDUCATION****TONGA***Regulation 4, Education (Teachers' Registration) Regulations 2021*

The Principal Teacher of each school or institution (including Government and Non-Government schools) must complete this form and provide to the Chief Executive Officer, Ministry of Education on or before 30 April each year

Pursuant to regulation 4 of the Education (Teachers' Registration) Regulations 2021, the following names are submitted to the Chief Executive Officer, Ministry of Education for the purposes of teachers' registration:

LIST OF PERSONS CURRENTLY TEACHING

Listed below are persons currently teaching at [insert name of school or institution] as at 1 April, 20.....:

- 1.
2. [continue list as required]

LIST OF PERSONS INTENDING TO TEACH

Listed below are persons intending to teach at [insert name of school or academic institution] as at 30 April, 20.....:

- 1.
- 2.[continue list as required]

Additional comments: [insert as applicable]

Submitted on this day of, 20.....

.....
Principal Teacher
 [insert name of school or academic institution]

SCHEDULE 2*(Regulation 5(a), 14(1), 16(2), 20(1))***APPLICATION FOR TEACHER REGISTRATION****APPLICATION FORM FOR TEACHER REGISTRATION****MINISTRY OF EDUCATION****TONGA**

Complete this form if you wish to apply for Full Registration, Provisional Registration, Limited Authority to Teach or an Extension or Renewal of Registration under Part XVI of the Education Act and the Education (Teachers' Registration) Regulations

SECTION A: PERSONAL DETAILS**1. Identifying details**

Title: Mr/Mrs/Ms/Dr./Other: _____

Surname: _____

First name: _____

Middle name(s): _____

Previous name(s) or aliases: _____

Gender: Male / Female

Marital Status : Married Never Married Single Widow Divorced

Nationality: _____

Religion: _____

Date of birth: _____ Place of birth: _____

Passport number or National ID No.: _____ Expiry date: _____

(Please provide a certified copy of your identification)

Passport photo

(Taken within
the last 6
months)**2. Contact details**

Home address: _____

Postal address: _____

Home telephone: _____

Mobile number: _____

Alternate telephone number: _____
 Email address: _____
 Alternate email address: _____

3. Application Type (tick one)

Full registration: _____
 Provisional registration: _____
 Limited authority to teach: _____
 Extension of provisional registration
 or limited authority to teach: _____
 Renewal of full registration: _____

4. Teaching Level (circle one)

Special Education / ECE / Primary / Secondary / Tertiary

SECTION B: EDUCATION**5. TNQAB Assessment Report**

You will need to have a Tonga National Qualifications Board assessment report of your qualification. If you have applied to TNQAB, please write your application number below. If you have not applied to TNQAB, please make an application now.

TNQAB Application Number:	
---------------------------	--

6. Qualifications

Qualification name	Study Major	Institution	Location	Length of programme	Year completed

Please provide certified copies of your transcripts for the qualifications listed above.

7. Practicum

Did you complete practicum (period of supervised teaching) as part of your teaching qualification/initial teacher education programme? (Tick one)

- YES Please provide a transcript of your qualification which shows this practicum has been completed.
- NO Please proceed to Section C.

If your answer was yes, how long was the practicum and when was it completed?

What type of institution was this practicum completed in?

What age group did you teach during this practicum?

SECTION C: EXPERIENCE

8. Teaching Experience

Position	Subject Area of teaching	Institution	Location	From month/year	To Month/year	Full time	Part time/hours worked per week
				/	/		
				/	/		
				/	/		
				/	/		
				/	/		

(Continue on separate page if needed)

9. Supervised Teaching Experience – Professional Status

YES	NO (go to (c))	(a) Since being recognised as a teacher, have you completed a planned programme of supervised teaching with a member teacher?
YES	NO	(b) Was this programme completed in the general education system of the country?
YES	NO	(c) Have you held a senior teaching position (eg. Principal,

		Deputy Principal, Head Tutor, Senior Tutor, Head of Department, Senior Mistress)
YES	NO	(d) Do you hold a professional status (eg Pro Vice-Chancellor, Vice-Chancellor, Adjunct, Emeritus, Professorship, Dean) issued/recognised by a professional teaching body? (eg.TIOE, USP)

**Please attach a certified copy and add details below if you answered 'YES' to question (d)*

Name of award	Awarded by	Date awarded

10. Other professional qualifications or experience

Name of qualification	Awarded by	Date awarded

Please provide details of other professional experience:

--

SECTION D: POLICE CERTIFICATES

11. Police Certificates

If this is your first time registering, please list the countries you have been in for 12 months or more in the last 10 years. Attach a police certificate from each country where you have worked for a period of 12 months or more.

Name of Country	From Month / Year	To Month / Year	Police Certificate

	/	/	Attached / Applied for
	/	/	Attached / Applied for
	/	/	Attached / Applied for
	/	/	Attached / Applied for

(Continue on separate page if needed)

If you are applying for an extension or renewal of registration, please list the countries you have been in for 12 months or more in the last 3 years. Attach a police certificate from each country where you have worked for a period of 12 months or more.

Name of Country	From Month / Year	To Month / Year	Police Certificate
	/	/	Attached / Applied for
	/	/	Attached / Applied for

(Continue on separate page if needed)

SECTION E: LANGUAGE PROFICIENCY

12. Proficiency in Tongan language:

Very Good	Fair	Poor
-----------	------	------

13. Proficiency in English:

Very Good	Fair	Poor
-----------	------	------

Please tick as applicable:

Teacher education in English and in a country where English is the official language ____

English is first spoken language and medium of instruction in all schooling and qualifications ____

English language test (attach certified copies of results) ____

14. Proficiency in other language

Language (please specify):

Very Good	Fair	Poor
-----------	------	------

SECTION F: FEE PAYMENT

15. Payment Method (circle one)

CASH

DEBIT CARD

CREDIT CARD

16. Fee Schedule

The fee that applies will be determined by the prescribed fee(s) at date the application form is received by the Ministry of Education.

SECTION G: APPLICANT DECLARATION

17. Declarations – Answer each of the declaration boxes below:

YES	NO	Have you ever been dismissed from a teaching position in Tonga or another country?
YES	NO	Have you ever had teacher registration refused or cancelled in any country?
YES	NO	Do you have a physical condition that may affect your ability to carry out a teaching role safely and satisfactorily? If yes, please specify:
YES	NO	Are there any matters for which you are currently under investigation which may call into question whether you are fit to be a teacher in the Kingdom of Tonga?
YES	NO	If you are not a Tongan citizen, do you have immigration approval to be employed in Tonga?

18. Acknowledgments and statement of consent

I, _____, solemnly and sincerely declare that, to the best of my knowledge and belief, all the information in this application is entirely true and correct.

I confirm that I can speak lucidly and write clearly in Tongan and/or English.

I understand that the Ministry of Education will retain the information that I provide together with this application for the purposes of the Education Act and regulations made under the Act.

I consent to the disclosure of information contained in this form to other Ministries/Department/Agencies of the Government as required, or to relevant international organisations that provide assistance to the Government of the Kingdom of Tonga.

I consent to the disclosure by the Tonga Police of any information that they may have to the Ministry of Education.

I understand that the Ministry of Education may contact institutions or individuals named in this application, to verify the information provided.

I accept that the Ministry of Education or the Department of Statistics may use any of the information on this form for statistical purposes in accordance with the Education Act and/or the Statistics Act.

Applicant's Signature: _____

Date: _____

FOR OFFICE USE ONLY:

Date application received: _____

Name of receiving officer: _____

Application number issued: _____

SCHEDULE 3*(Regulation 5(b), 24(2))***APPLICATION FOR EXEMPTION FROM REGISTRATION**

**APPLICATION FORM FOR EXEMPTION FROM TEACHERS' REGISTRATION
MINISTRY OF EDUCATION
TONGA**

*Complete this form if you wish to apply for an exemption from registration under the
Education Act and Education (Teachers' Registration) Regulations 2021.*

SECTION A: PERSONAL DETAILS

1. Identifying details

Title: Mr/Mrs/Miss/Dr./Other: _____

Surname: _____

First name: _____

Middle name(s): _____

Previous name(s) or aliases: _____

Gender: Male / Female

Marital Status: [] Married [] Never Married [] Single [] Widow [] Divorced

Nationality: _____

Date of birth: _____ Place of birth: _____

Passport number: _____ Expiry date: _____

(Please provide a certified copy of your passport identification page)

Passport photo

(Taken within
the last 6
months)**2. Contact details**

Home address: _____

Postal address: _____

Home telephone: _____

Mobile number: _____

Alternate telephone number: _____

Email address: _____

Alternate email address: _____

3. Application Type (Select one)

Exemption from registration: _____

4. Teaching Level (Select one)

Special Education / ECE / Primary / Secondary / Tertiary / Community

SECTION B: EDUCATION

5. Qualifications

Qualification name	Institution	Location	Length of programme	Year completed

Please provide certified copies of the qualifications listed above.

6. Practicum

Did you complete practicum (period of supervised teaching) as part of your teaching qualification/initial teacher education programme? (Tick one)

YES Please provide a transcript of your qualification which shows this practicum has been completed.

NO Please proceed to Section C.

If your answer was yes, how long was the practicum and when was it completed?

What type of institution was this practicum completed in?

What age group did you teach during this practicum?

SECTION C: EXPERIENCE

7. Teaching Experience

Position	Institution	Subject Area of teaching	Location	From month /year	To month /year	Full time	Part time/hours worked per week
				/	/		
				/	/		
				/			
				/			
				/			

(Continue on separate page if needed)

SECTION D: POLICE CERTIFICATES

8. Police Certificates

Please list the countries you have been in for 12 months or more in the last 10 years. Attach a police certificate from each country where you have worked for a period of 12 months or more.

Name of Country	From Month / Year	To Month / Year	Police Certificate
	/	/	Attached / Applied for
	/	/	Attached / Applied for
	/	/	Attached / Applied for
	/	/	Attached / Applied for

(Continue on separate page if needed)

SECTION E: REASONS FOR APPLYING FOR EXEMPTION

9. Reasons

Please specify clearly why you are applying for an exemption from the Education (Teachers' Registration) Regulations 2021.

SECTION F: APPLICANT DECLARATION**10. Declarations** – Answer each of the declaration boxes below:

YES	NO	Have you ever been dismissed from a teaching position in a country?
YES	NO	Have you ever had teacher registration refused or cancelled in any country?
YES	NO	Do you have any physical or mental health condition that may affect your ability to carry out a teaching role safely and satisfactorily?
YES	NO	Are there any matters for which you are currently under investigation which may call into question whether you are fit to be a teacher in the Kingdom of Tonga?

11. Acknowledgments and Statement of consent

I, _____, solemnly and sincerely declare that, to the best of my knowledge and belief, all the information in this application is entirely true and correct.

I confirm that I can speak lucidly and write clearly in an official language of Tonga.

I understand that the Ministry of Education will retain the information that I provide together with this application for the purposes of the Education Act and regulations made under the Act.

I consent to the disclosure of information contained in this form to other Ministries, Department or agencies of the Government as required, or to relevant international organisations that provide assistance to the Government of the Kingdom of Tonga.

I consent to the disclosure by the Tonga Police of any information that they may have on my file to the Ministry of Education.

I understand that the Ministry of Education may contact institutions or individuals named in this application, to verify the information provided.

I accept that the Ministry of Education or the Department of Statistics may use any of the information on this form for statistical purposes in accordance with the Education Act and the Statistics Act.

Applicant's Signature: _____

Date: _____

SCHEDULE 4*(Regulation 6(1), 23, 37(c))***PRESCRIBED FEES**

The following fees shall be payable to the Ministry together with each application –

Particulars	Fee (TOP)	Period of validity
Issuance of Certificate of Full Registration (first application)	\$50.00	Period stated in the certificate
Issuance of renewal of Full Registration	\$75.00	Period stated in the certificate.
Issuance of Certificate of Provisional Registration	\$50.00	Period stated in the certificate
Issuance of Certificate of Limited Authority to teach	Free of charge	Period stated in the certificate
Issuance of replacement certificate	\$25.00	Period stated in the certificate.
Issuance of extension of Provisional Registration	\$40.00	Period stated in the certificate.
Issuance of extension of Limited Authority to Teach	Free of charge	Period stated in the certificate
Late application fee (to be paid in addition to the principal fee)	\$15.00	Valid for one application.
Lodgement fee for an Appeal	\$25.00	Valid for one appeal.

SCHEDULE 5

(Regulation 10(2)(a))

CERTIFICATE OF FULL REGISTRATION



**MINISTRY OF EDUCATION AND TRAINING
KINGDOM OF TONGA**

This is to certify that the name of was entered in the Register of Teachers for the Kingdom of Tonga as a Registered Teacher under the Education Act on the day of, 20.....

Registration No.:

.....

*Chief Executive Officer
Ministry of Education and Training
Kingdom of Tonga*

This certificate must be retained as evidence that you have been registered as a teacher in the Kingdom of Tonga.

SCHEDULE 6*(Regulation 10(2)(b))***CERTIFICATE OF PROVISIONAL REGISTRATION**

**MINISTRY OF EDUCATION AND TRAINING
KINGDOM OF TONGA**

This is to certify that has been granted **PROVISIONAL REGISTRATION** to teach in the Kingdom of Tonga until the day of, 20.....

This provisional approval to teach is subject to the following conditions –

- (a) that the qualifications or relevant experience listed below are obtained:

- (b) that the matters in (a) are successfully completed and evidence of this provided to the Chief Executive Officer by **[date]**.

Registration No.:

.....

*Chief Executive Officer
Ministry of Education and Training
Kingdom of Tonga*

This certificate must be retained as evidence that you have been granted Provisional Registration to teach in the Kingdom of Tonga.

SCHEDULE 7

(Regulation 10(2)(c))

CERTIFICATE OF LIMITED AUTHORITY TO TEACH



**MINISTRY OF EDUCATION AND TRAINING
KINGDOM OF TONGA**

This is to certify that has been granted **LIMITED AUTHORITY** to teach in the Kingdom of Tonga until the day of, 20.....

Registration No.:

.....

*Chief Executive Officer
Ministry of Education and Training
Kingdom of Tonga*

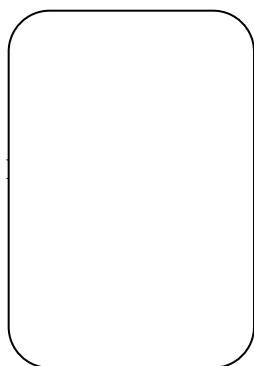
This certificate must be retained as evidence that you have been granted Limited Authority to teach in the Kingdom of Tonga.

SCHEDULE 8*(Regulation 11(1))***PHOTO IDENTIFICATION OF A REGISTERED TEACHER**

The Chief Executive Officer shall issue the following photo identification to a person registered to teach under these regulations –

FRONT:

PHOTO



Name:

Date of Birth:

Type of registration:

Date Issue /Expiration:

ID No.:

Signature:

BACK:

THIS ID IS THE PROPERTY OF THE
MINISTRY OF EDUCATION AND
TRAINING (TONGA)

You are hereby required to carry this identification at all times when you are exercising your powers under the Education Act and regulations promulgated under the Act. You must show this ID if you are requested by any person.