

Teacher Certification – Procedure PO120

1. AIM

To support teachers in the development of their practice in an effort to ensure that we offer a high quality programme.

2. POLICY STATEMENT

Ōtātara Children's Centre is committed to encouraging all qualified teachers in their employ, to become and remain certified teachers. Ōtātara sees the professional leaders and all certified teachers of the Centre as playing a key role in providing induction and mentoring to provisionally certified teachers as they work toward full certification.

3. RATIONALE

Teacher certification:

- provides entry into the teaching profession;
- ensures that teachers in New Zealand meet the required standards;
- assures whānau, parents and management that a teacher is a competent, qualified and professional;
- ensures that a teacher maintains a satisfactory standard of teaching practice;
- ensures teachers are on a continuous path of professional learning and development.

4. PROCESS FOR BECOMING A PROVISIONALLY CERTIFIED TEACHER

1. Graduate from an Early Childhood Course, approved by the Teaching Council for entry into certification.
2. Apply for, and be issued a Practising Certificate, 'Provisional' from the Education Council on the official form available on-line at <https://teachingcouncil.nz/teacher-registration-application-forms>

5. PROCESS FOR OBTAINING FULL CERTIFICATION

1. During the two-year period of provisional certification, engage in an *induction and mentoring programme*, collecting evidence of their practice that exemplifies the *Standards for the Teaching Profession* as specified by the Teaching Council <https://teachingcouncil.nz/content/induction-and-mentoring>
2. When the teacher has completed at least 2 years of teaching practice and the mentor is satisfied that the body of documented evidence and their own observation of practice is sufficient to

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prove that the teacher meets and shows shifts in practice all *Standards for the Teaching Profession*, they will endorse the application.

3. Apply for a Full Certification Practicing Certificate (official form on-line as above), endorsed by the supervising teacher and employer.
4. Practicing Certificates are renewed every three years.

6. PROCEDURE FOR RENEWING FULL CERTIFICATION

1. During each 3 year certification period, each teacher will collect evidence of meeting each of the *Teacher Standards* through both practice-based evidence as well as engagement in a Professional Growth Cycle.
2. The person endorsing the registration application will examine the evidence and discuss with the teacher applying for certification renewal.
3. If/when the endorser is satisfied that the body of evidence and their own observation of practice is sufficient to prove that the teacher meets all *Standards for the Teaching Profession*, they will endorse the application.

7. SUPPORT PROCEDURE FOR PROVISIONALLY CERTIFIED TEACHERS

Ōtātara Children's Centre:

- Will encourage and pay for initial teacher certification/practicing certificates for all teachers in our permanent employ as they become eligible
- Will pay the costs associated with practicing certificates charged by the Teaching Council for teachers employed at Ōtātara.
- Grant paid professional development leave of up to 7 days per annum and an additional 3 days if the cost of relievers can be recovered, to each provisionally certified teacher. 1 of the aforementioned paid PD days per term should be used to collect and collate evidence of meeting the *Standards for the Teaching Profession*.
- Grant one hour paid release time, each term (more often if required) to meet with the Induction and Mentoring programme supervisor
- Pay for PD/Conference costs as agreed by management and the provisionally certified teacher
- Pay for enrolment in a mentoring and induction programme if no appropriate support is available in the centre.

For certification mentors;

- Grant one hour paid release time, each term (more often if required) to meet with each provisionally certified teacher.

The certification mentor will;

- Be fully certified
- Develop and review the induction and mentoring programme regularly
- Observe and appraise the practices of provisionally certified teachers
- Provide verbal and written feedback
- Discuss the support needs for moving to full certification
- Carry out the mentoring and induction programme around these needs
- Help the teacher to set relevant goals to achieve full certification
- Encourage and foster opportunities for critical reflection
- Ensure the mentoring and induction programme reflects the provisionally certified teacher's learning needs, the needs/philosophy of the Centre and is based on the *Standards for the Teaching Profession*.

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The mentoring and induction programme will follow the “Guidelines for Induction and Mentoring and Mentor Teachers” (Teaching Council, 2015) and will include;

- An emphasis on practice-focused professional learning for the provisionally certificated teachers (PCT)
- A range of professional development opportunities
- Evaluations of professional practice based on the *Teacher Standards*
- Active support and commitment from professional leaders

Document information – Office use only	
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