

10 May 2016

Payment of secondary teachers' practising certificate fees:

Questions and Answers for PPTA members

Q1 Am I eligible to have my practising certificate fees paid or reimbursed?

A1 You are eligible to have your practising certificate fee paid for you, by the Secretary for Education directly to the Education Council, if you meet requirement (1) **and** either (2a) or (2b) below:

- (1) The date for renewal of your practising certificate is between 1st November 2015 and 31st October 2018 inclusive; AND
- (2a) You are both employed by a state or integrated secondary school and fall within the coverage of the Secondary Teachers' Collective Agreement 2015 – 2018 (STCA) when you apply for payment or reimbursement of fees ; **OR**
- (2b) You are both employed as a specialist secondary teacher of technology by a state or integrated school (which is not a secondary school) and fall within the coverage of the (STCA) when you apply for payment or reimbursement of fees

Q2 I am currently teaching. What is the process for payment for the renewal of my practising certificate fees between 1 November 2015 and 31st October 2018?

A2 If you are required to renew your practising certificate between these dates, your practising certificate fees will be paid by the Ministry directly to the Education Council. You will still need to apply for renewal of your certificate. Your application will include an exemption form signed by you and your principal confirming that you are entitled to have the cost of your practising certificate fees paid by the Secretary – see form on the Council website at;

<http://educationcouncil.org.nz/sites/default/files/Practising%20Certificate%20Fee%20Form.pdf>

The Education Council will then process your application and the Ministry of Education will **pay** the renewal fee. **Note:** The responsibility for paying any late fee lies with the teacher who shall pay the late fee directly to the Education Council.

Q3 I paid my practising certificate fee before 1 November 2015 but my practising certificate was not due to be renewed until after that date. How do I get my practising certificate fee back?

A3 The practising certificate fee will be reimbursed to you. You can apply for reimbursement directly to the Education Council using the appropriate form which is on their website at;
For reimbursement of fees paid;

<https://www.educationcouncil.org.nz/content/practising-certificate-fee-exemption-or-reimbursement-form-0>

Q4 I am a new graduate and I am applying for my provisional practising certificate after 1 November 2015 but I don't have a job yet. Will I get my practising certificate fees paid?

A4 You will have to pay your own fees when they fall due but you will be reimbursed as long as the fees weren't due until after 1 November 2015 and you get a position in a secondary school and join PPTA before 31 October 2018.

Q5 Does it matter if I am employed on a permanent or fixed-term basis?

A5 Not if you are eligible - see answers to Q1 above.

Q6 I am not currently teaching and my practising certificate will come up for renewal before 1 November 2018. Will I get my practising certificate fees paid?

A6 You will have to pay your own fees when they fall due but you will be reimbursed as long as the fees weren't due until after 1 November 2015 and you get a new position in a secondary school and join PPTA before 31 October 2018.

Q7 I am a provisionally certificated teacher and I am applying for my full practising certificate Will I get my practising certificates fee paid?

A7 Yes, if you are eligible (see answer to Question 1) and you are applying to be issued with a full practising certificate, your practising certificate will be paid.

Q8 I am not yet registered. Will the fee for my practising certificate be paid?

A8 Yes, if you have been offered and accepted a position covered by the STCA as described in Q1 at the time you are applying for a practising certificate.

Q9 Will the fees for both my provisional practising certificate and my full practising certificate be paid?

A9 Yes, as long as you are eligible as per Q1 at the time you are applying for a practising certificate.

Q10 I joined PPTA after the STCA was settled – will I get my practising certificate fee paid?

A10 Yes, if when you apply for a practising certificate you are eligible as outlined in Q1.

Q11 I put my application in to renew my practising certificate. Will the Education Council charge late fees?

A11 A late fee is payable if you do not have a practising certificate and you are employed in a teaching position that requires you to hold one when the Council receives your application. The responsibility for paying any late fee lies with the teacher who shall pay the late fee directly to the Education Council.

If the application is received by the Council on or prior to the practising certificate expiry date no late fee will be imposed.

Q12 When do I have to pay my own practising certificate fee?

A12 You must **pay** your own practising certificate fee directly to the Education Council if:

- a) The practising certificate expires after 31st October 2018, or
- b) You are not employed in a position which falls within the coverage of the STCA when you apply for a practising certificate.

Q13 My school recently reimbursed me for my practising certificate fee. Do I have to pay it back?

- a) If your practising certificate fee renewal date was before 1 November 2015 it does not change the arrangement you had with your employer.
- b) If your practising certificate fee renewal date was due on or after 1 November 2015 the practising certificate fees will be reimbursed to whoever paid it (you or the school). You can apply for reimbursement directly to the Education Council using the appropriate form - see 3 above.

PPTA

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