

6 June 2016

Payment of area school teachers' practising certificate fees:

Questions and Answers for PPTA members in area schools

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** (2)

(1) If you are covered by the ASTCA, the date for renewal of your practising certificate is 8 April 2016 and 7 April 2019; **AND**

(2) You are both employed by a state or integrated area school and fall within the coverage of the Area School Teachers Collective Agreement 2016 – 2019 (ASTCA) when you apply for payment or reimbursement of fees.

Q2 I am currently teaching in an area school. What is the process for payment for the renewal of my practising certificate fees between 8 April 2016 and 7 April 2019?

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;

<https://educationcouncil.org.nz/forms>

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 8 April 2016 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;

<https://educationcouncil.org.nz/forms>

Q4 I am a new graduate and I am applying for my provisional practising certificate within the proscribed period 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 8 April 2016 and if you become a PPTA member.

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 within the proscribed period. 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 8 April 2016, and if you become a PPTA member.

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 ASTCA 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 ASTCA was settled – will I get my practising certificate fee paid?

A10 Yes, if when you apply for a practising certificate you are a member and 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 7 April 2019, or:
- b) You are not employed in a position which falls within the coverage of the ASTCA 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?

- A13
- a) If your practising certificate fee renewal date was before the proscribed date for your agreement it does not change the arrangement you had with your employer.
 - b) If your practising certificate fee renewal date was due on or after the proscribed date, 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.