

27 May 2016

Payment of secondary principals' 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 12 May 2016 and 11 May 2019 inclusive; **AND**

(2a) You are both employed by a state or integrated secondary school and fall within the coverage of the Secondary Principals' Collective Agreement 2015 – 2018 (SPCA) when you apply for payment or reimbursement of fees.

Q2 I am currently a principal of a secondary school. What is the process for payment for the renewal of my practising certificate fees between 12 May 2016 and 11 May 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 your Board Chairperson 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 12 May 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;
For reimbursement of fees paid;
<https://educationcouncil.org.nz/forms>

Q4 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.

Q5 I joined PPTA after the SPCA was settled – will I get my practising certificate fee paid?

A5 Yes, if when you apply for a practising certificate you are eligible as outlined in Q1.

Q6 I put my application in to renew my practising certificate. Will the Education Council charge late fees?

A6 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.

Q7 When do I have to pay my own practising certificate fee?

A7 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.

Q8 My school recently reimbursed me for my practising certificate fee. Do I have to pay it back?

- A8
- 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.