

3.2 Licensing

In this section: - What is licensing? - How to become a licensed teacher. Note: Processes are currently under development.

- Rules: Licensing
- Process: How to become a licensed teacher
- Further reading: What is licensing and what are the benefits

Rules: Licensing

The TSC Act of 2011 mandates the TSC to:

- Register and license all teachers
- Maintain and annually upgrade a register of all licensed teachers
- Publish the register in the Gazette
- Vet all teacher qualifications.

The teaching license is a legal permit granted by the TSC to qualified and registered teachers giving permission to practice without restriction for three (3) years with terms and conditions. It is important teachers are licensed after registration because it is the license that gives a registered teacher the authority to work in the profession.

For a teacher or school leader to have his or her license renewed after expiry, he or she must demonstrate:

- Personal integrity and adherence to the Code of Conduct.
- Participation in continuous professional development as documented.
- Good results in the annual Performance Appraisal.
- In addition, the school leader must demonstrate leadership and managerial skills. The criteria for leadership and managerial skills are the same as for [promotion to a school leader position](#).
- Evidence of fulfilment of the criteria is provided in the teacher's or school leader's Portfolio, Performance Appraisal and in documentation on school performance.

NOTE:

- **The new Licensing system will commence with newly appointed teachers with pin-codes and heads of schools.**

- **Newly pin-coded teachers will be licensed as New Teachers. Heads of schools will be assessed and placed on the competency ladder.**
- **The TSC's Department for Teacher Professional Development uses the Teacher Portfolio and the Performance Appraisal to assess existing teachers for licensing as Proficient Teachers or Highly Accomplished Teachers.**

Process: How to become a licensed teacher

- A new teacher is automatically licensed after verification of qualifications during registration.
- Teachers with limited internet access to be licensed submit their academic certificates and other professional documents to the office of the TSC-DO for processing and onward transmission to TSC-HQ for verification.
- The teacher's license is renewed every three (3) years.
- TSC informs the teacher that renewal of Licensing is due
- To renew their license, teachers complete the LICENSING & REGISTRATION APPLICATION FORM.
- With the form the teacher attaches documentation required for renewal such as the Teacher's Portfolio and Performance Appraisal results
- TSC verifies documentation and evaluates the teacher's eligibility for renewal of his or her license
- This is a requirement to ensure the teacher retains his/her name in the national licensed teacher register and may continue to practice as a teacher during the stipulated timespan.
- The license of a teacher is registered in the TSC Database of teachers.
- To qualify for renewal of his or her license the teacher must:
 - Comply with the Code of Conduct for teachers.
 - Demonstrate achievements of professional standards
 - Engage in professional development
- Eligibility for renewal is documented in the Teacher Portfolio and the Performance Appraisal.
- A teacher is denied registration and licensing if he or she does not meet the criteria

Teachers must pay for their teacher licenses, as approved by Cabinet. **The process for payment is under development.**

- New Teacher Le. 200,000

- Proficient Teacher Le. 150,000
- Highly Accomplished Teacher Le. 100,000
- Distinguished Teacher Le. 50,000

[Download the Licensing & Registration application form.](#)

Further reading: What is licensing and what are the benefits

A licensed teacher is a sign that the teacher belongs to the profession and meets the stipulated professional requirements to be allowed to practice.

Licensing a professional is a guarantee to society that the practitioner meets certain standards, adheres strictly to a Code of Conduct, and continuously updates him or herself professionally.

Being a licensed teacher implies the teacher actively pursues a career in teaching and aspires for higher positions and grades through self-improvement, experience, and acquisition of knowledge and skills. A licensed teacher is expected to take advantage of in-service training opportunities and opportunities for acquiring higher educational attainments.

As a professional, a teacher should acquaint him/her self with relevant professional associations / Communities of Practice focussed on teaching and subject specialisations (such as Math and English), and participate as an active member.

Being licensed and a member of professional bodies may also endow a teacher with benefits and privileges.

A teacher's license is valid for three (3) years. After this period, the license must be renewed through evaluation by the TSC. The evaluation is based on evidence in the Performance Appraisal and Teacher Portfolio, and is guided by the *Professional Standards for Teachers* and *Code of Conduct for Teachers*.

Who is responsible

- TSC's Department of Registration and Licensing has overall responsibility for the licensing of teachers.