

# Process: How to become a licensed teacher

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- 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.](#)

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