



Samoa Teachers Council RENEWAL OF TEACHERS' LICENCE FORM

Tick appropriately:

Application for Renewal of:

Full Teaching License

Temporary Teaching License

A. I) Name under which previous license was issued: _____

Male Female

II) Current Teacher Registration Number: _____

III) Current License Number: _____

B. Contact Number/Email Address.

I) Mobile Phone: # _____ Home Phone: # _____

II) Email Address : # _____

C. Current Employment

I) Pre-School II) Primary School III) College IV) others _____

D. Evidence to show that you have completed 3 (FR) or 2 (TR) years of uninterrupted teaching in the last 3 years.

Position or Role	School or Learning Centre	Location	From Month and Year	To Month and Year	Full Time	Part Time

E. Evidence that you have completed satisfactory Professional Development (PD)

Accredited (at least one) PD	Provided by	From-----To	Name of learning unit/ workshop/course
National (at least 2) PD			
School Based (at least 3) PD			

F. Endorsement: Professional Leader to complete e.g. Principal/Manager ECE Centre.

Statement of Endorsement to complete - check the endorsement checkboxes below (Circle)

I affirm that I, _____ meets the following requirements.

(print full name)

Yes	No	The teacher is of good character and fit to be a teacher
Yes	No	The teacher has had satisfactory recent teaching experience
Yes	No	The teacher's performance has been assessed as satisfactory using the Registered Teachers Standards Appraisal
Yes	No	The teacher has completed satisfactory professional development.

If you have answered "No" to any of the above, please explain below

G. Endorser Details: Professional leader e.g. Principal/ Head of ECE Centre

Yes	I am the professional leader
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Full Name _____

School/Learning Centre _____

Teacher Registration Number _____

Position/Role _____

Signature _____

Date signed _____

Second endorser details- School Inspector/Education Officer

I affirm the above endorsement of this application.

Full Name _____

School District Name/ School Board

H. Police Report in the last 3 or 2 years:

Policy Paper.

- A. Name:** The name should be the same name under which the person is registered and issued a previous license.
- B. Uninterrupted teaching service:** 3 years for full registered teachers and 2 years for temporary registered teachers.
- C. Endorsers:** There should be two endorsers for the applicant. The **first endorser** is the professional leader which is normally the principal under which the teacher works. If the applicant is the school principal, then the first endorser or professional leader is the School Inspector for the Government teachers and Director of Education for the mission educational authorities or other relevant professional leader for private schools. The **second endorser** is a relevant leader from the pertinent educational authority eg School Inspector for government teachers, or co principal or chairperson of the Board for private schools.
- D. Volume of professional development:** This is not stipulated but each applicant should list all professional activities undertaken under the previous teaching license period. If a teacher is not able to provide any evidence of PD, then The Council may refuse granting another license to teach.

For all teachers **registered for two years on a temporary basis**, normally there were conditions for this status which they should have undertaken. In which case, they must show in this application that they have met the requirements. For example, if the teacher did not hold a Diploma level qualification such as a Dip.Ed or a Dip. Teaching, or did not have any other teaching qualification, the temporary status for two years required that they met those requirements. The evidence would be provided under **E 1. In which case, the applicant will then be granted a teaching license for 3 years and their status changed from temporary registration to full registration.**

For all teachers holding temporary teaching licenses, they are either

- Graduate teachers
- Volunteer teachers.
- Those who do not have a minimum qualification of a Dip.Ed/Teaching.

At the end of two years,

- i) **Graduate teachers** should then apply for full registration and a 3 year teaching license provided that they completed satisfactorily the 2 year induction programme in the schools.
- ii) **Volunteer teachers** (overseas teachers who teach in Samoa on a temporary basis) should indicate that they were continuing as volunteer teachers giving the length of time. Those who make a decision to stay in Samoa provided all immigration papers are in order, may apply for full registration and a 3 year teaching license.
- iii) Those who are still not able to meet the minimum qualification may not have their teaching licenses renewed or Teachers Council will determine other conditions to be met for full registration.