

Revised Procedures for Teacher Registration
Ref. : ED(RB) 186/65 Pt.3

Education Department
Hong Kong
13 August 2002

EMB Circular No. 36/2002

(Formerly referred as Administration Circular No.36/2002)
Revised Procedures for Teacher Registration

[Note : This circular should be read by –

- (a) Supervisors/Heads/Teachers of all schools -
for necessary action; and
- (b) Heads of Sections/Government Schools - for
information.]

Summary

The purpose of this circular is to announce the revised procedures for registration of teachers.

Details

2. With immediate effect, teachers of Kindergartens, Private secondary/primary, Aided, Caput, Direct Subsidy Scheme, International and English Schools Foundation schools, will not be required to attend interview with the Registration Section during the vetting process if their teacher registration applications (Forms 8, 10 or 11) are accompanied by photocopies of the following documents endorsed “Original Seen” by school supervisors/principals:

- (i) Hong Kong Identity Card;
- (ii) Academic certificates/diploma/transcripts and public examination certificates (in case of non-local qualifications, letter of assessment of qualifications issued by the Hong Kong Council of Academic Accreditation, *if any*); and
- (iii) Reference letters from former school employers certifying the teacher’s former experience, including the nature (that is, full-time or part-time) and duration of teaching, *if any*.

3. Teachers of evening schools and schools offering non-formal curriculum (e.g. language/commercial/tutorial schools, etc.) are still required to attend interviews for verification of their qualifications and teaching experience claimed.

4. To further streamline registration procedures, all applicants are no longer required to attach medical/chest X-ray report to the application forms (Forms 8, 10 and 11) for teacher registration. However, teachers are still required to undergo pre-employment medical check and chest X-ray examination. Schools should continue to follow the requirements specified in [EMBC No.48/1997](#) and require each teacher to undergo a medical examination including a chest X-ray examination by a registered medical practitioner before appointment. In this respect, supervisors/principals are obliged to check the validity of the medical and chest X-ray report upon appointment of teachers and keep a copy of such in the school records. **Further submission of chest X-ray reports for teacher registration purpose is not required.**

5. Supervisors/Principals are reminded to check that the qualifications and experience claimed by an applicant for appointment or registration as a teacher are genuine. The Education Department is most concerned to obtain schools' co-operation in this respect. Supervisors/Principals of those schools mentioned in paragraph 2 are requested to check the original documents relating to the qualifications and teaching experience claimed by the teachers in the application forms against the checklist provided at the Appendix and endorse all corresponding photocopies with a stamp containing the following information on each copy of the required documents:

- (a) School supervisor/principal's signature against a chop "ORIGINAL SEEN";
- (b) School supervisor/principal's name and his/her post;
- (c) School name; and
- (d) Date of sighting the original documents.

Any incomplete application forms or applications with insufficient documents provided will be returned to the school concerned for rectification before they can be further processed.

6. For registration purpose, non-local qualifications have to be assessed to determine whether they are comparable to local qualifications. Teachers in possession of non-local qualifications not assessed by the Hong Kong Council of Academic Accreditation are required to submit the originals of transcripts (or copies certified by the school supervisor/principal) showing the details of the courses taken for assessment purpose.

7. Duly completed application forms together with endorsed photocopies of relevant documents should be sent to the Teacher Registration Unit of the Registration Section. When the application is approved, a Certificate of Registration as a Teacher (Form 9)/Permit to Employ an Unregistered Teacher (Form 12) and its duplicate will be sent to the teacher/school by post.

8. According to Section 42(1) of the Education Ordinance, no person shall teach in a school unless he is a registered teacher or a permitted teacher. Any person who contravenes Section 42(1) shall be guilty of an offence and shall be liable on conviction to a fine at level 5 (that is, \$50,000) and to imprisonment for 2 years. Schools and teachers are hence reminded to submit teacher registration application as soon as the appointment of teachers has been confirmed.

9. This circular supersedes Administration Circular No.31/98 and Administration Circular No.3/2000 on the same subject. For enquiries, please contact the respective Regional Education Office or the Teacher Registration Unit, Education Department.

Andrew C S POON
for Director of Education

Appendix

APPLICATION FOR REGISTRATION AS A TEACHER/TEACHING PERMIT CHECKLIST

(To be completed by applicants of Kindergartens, Private primary/secondary, Aided, Caput, Direct Subsidy Scheme, International and English Schools Foundation schools)

To: The Teacher Registration Unit, Education Department

The following documents are attached in respect of the application –

Documents with “Original Seen” endorsed by the school supervisor/ principal:

(Please insert a “✓” in the appropriate box)

- Copy of the teacher’s Hong Kong Identity Card (For the teacher not yet in possession of a Permanent Hong Kong Identity Card, copy of employment visa indicating permission to remain in HK issued by the HK Immigration Department has to be submitted).
- All academic certificates/diplomas (university degree diploma and transcript, professional training certificates); public examination results (e.g. HKCEE & HKAL examination, etc.); professional qualification papers e.g. overseas teaching license of the teacher. In case non-local qualifications, letter of assessment of qualification issued by HKCAA, *if any*.
- Copy of reference letters by previous school employer(s) certifying the teacher’s teaching experience.
- Copy of official document (e.g. Deed Poll) certifying that the teacher’s name has changed (for teacher whose name on the HK Identity Card is different from the academic certificates) [*if applicable only*].
- Copy of marriage certificate (for female teacher whose married name on the HK Identity Card is different from her academic certificates) [*if applicable only*].
- Others: _____

Name of applicant: _____

School: _____

Date: _____