



中華人民共和國香港特別行政區政府
教育局

Education Bureau

The Government of the Hong Kong Special Administrative Region
of the People's Republic of China

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To: Supervisors/Principals of all secondary schools, primary schools
and kindergartens (government schools and private schools
offering non-formal curriculum – for information)

Dear Supervisor/Principal,

Teacher Registration and Appointment Matters

The Education Bureau (EDB) attaches great importance to the quality and professional conduct of teachers. While we have all along been reminding schools of their gatekeeping role in appointment of teachers, a teacher registration system has been in place to ensure that only those meeting the required qualifications and standards can become registered teachers or permitted teachers, preventing improper persons from becoming teachers. This letter serves to remind schools of the points to note about teacher registration and appointment of teachers. This circular letter should be read in conjunction with [EDB Circular No. 14/2023 on “Measures for Strengthening the Protection of Students: Appointment of Teaching and Non-teaching Staff in Schools”](#).

Relevant Ordinance and Regulations

Education Ordinance

2. According to section 42(1) of the Education Ordinance, any person who teaches in a school has to be either a registered teacher or a permitted teacher. Section 42(2) also stipulates that “no permitted teacher shall teach in a school otherwise than in accordance with the conditions or limitations specified in the permit to teach issued in respect of such teacher”.

3. Section 87(3) of the Education Ordinance also stipulates that any person who contravenes section 42(1) or (2), or employs or permits any person to teach in a school in contravention of section 42(1) or (2), shall be guilty of an offence and shall be liable on

conviction to a fine at level 5 (\$50,000 at present) and to imprisonment for 2 years. However, the said section provides a short period of exemption for persons who have submitted an application for registration so that the persons concerned and their employers will not be held liable for breaching the law when their applications are being processed by EDB.

Registered Teacher (RT)

4. A person who holds a recognised teacher training qualification, regardless of whether he/she is a Hong Kong permanent resident or Hong Kong non-permanent resident, may apply for registration as an RT by filling in [Form 8](#) (Application for Registration as a Teacher). For a Hong Kong non-permanent resident, one of the following documentary proofs issued by the Hong Kong Immigration Department has to be produced for the processing of application: (i) valid employment visa; (ii) landing slip bearing the conditions and limit of stay in Hong Kong; or (iii) HKSAR Document of Identity for Visa Purposes.

Permitted Teacher (PT)

5. A person who holds only academic qualifications but without a recognised teacher training qualification may be registered as a PT. Any person wishing to register as a PT has to be employed by a school and the school supervisor should submit [Form 10](#) (Application for Permission to Employ an Unregistered Teacher) to seek permission to employ him/her as a PT. Upon approval, a Permit to Teach will be issued by EDB, enabling the person to become a PT of that school.

6. If the person ceases to be employed in the school specified in the permit, his/her permit will automatically be cancelled. The school should collect the copy of the Permit to Teach from the person and return both the copy and the original to EDB. If the person fails to return the copy of the Permit to Teach, the school should document the reason for not returning the copy properly in writing. The school should return the above-mentioned documents (i.e. both the original and copy of the Permit to Teach and/or the reason for not returning the copy) to the Teacher Registration Section of EDB, by the end of the school year. **The school should also update the record of employment cessation of the PT through the e-Services Portal in accordance with paragraph 9 below.**

7. If the person is subsequently employed by another school as a teacher, the supervisor of that school has to submit [Form 11](#) (Application for Permission to Employ an Unregistered Teacher who has Previously been Employed as a Permitted Teacher) to obtain another permit to teach on his/her behalf, even when he/she has previously been registered as a PT. The person can only become a PT of that school after he/she has been issued a Permit to Teach by EDB.

Points to Note about Teacher Registration and Appointment

8. To ensure that teachers employed have undergone the teacher registration formalities in compliance with the law, have met the basic qualification requirements and are fit and proper persons, schools should take note of the following points:

- (a) Schools should require the applicants to declare the following in the application forms for the posts and/or other related documents; and to provide details accordingly:

- whether their RT or PT status has been cancelled/refused;
 - whether EDB has issued reprimand/warning/advisory letter due to their professional misconduct to the best of their knowledge;
 - whether they were/are being investigated by schools or EDB over professional misconduct allegations to the best of their knowledge;
 - whether they have been convicted of any criminal offence in Hong Kong or elsewhere; and
 - whether they are involved in any ongoing criminal proceedings or investigations (including but not limited to arrest or apprehension by the police) to the best of their knowledge.
- (b) Schools should be well informed of the applicants' personal backgrounds and give due consideration, including but not limited to the following:
- Schools should check the certificates of service issued by the candidates' previous employers, and with the candidates' consent, consult their previous employers about their performance including whether they were/are being investigated over professional misconduct allegations;
 - Schools must seek the consent of the applicant and apply to EDB for releasing information regarding his/her registration status. Schools should clearly state that the applicant should provide/ endeavour to obtain all relevant information as required by the school/ EDB. Otherwise, his/her application may not be processed. **Starting from 1 July 2025, all government, aided, caput and Direct Subsidy Scheme schools must submit their applications through the [online form](#) in order to receive relevant results more quickly.** Other schools (such as private schools) may choose to submit applications through the [online form](#) or download the application form from [EDB webpage on "Teacher Registration"](#) at this stage, though online submission is recommended for faster results; and
 - Schools should obtain details and proof of the incidents from the applicant if he/she is found to be involved in professional misconduct or illegal acts. Whether the applicant is employed or not, the Incorporated Management Committees (IMCs)/School Management Committees (SMCs) should discuss the decision and record the deliberations.
- (c) Starting from the 2023/24 school year, schools must verify teachers' prior attainment of a pass result in the Basic Law and National Security Law Test (BLNST) issued by EDB, Civil Service Bureau or government departments before the appointment is effective. For details, please refer to [EDB Circular No. 13/2022 on "Requirement for Newly-appointed Teachers to Pass the Basic Law and National Security Law Test"](#) and [EDB webpage on "Requirement for Newly-appointed Teachers to Pass the Basic Law and National Security Law Test"](#).
- (d) Starting from the 2020/21 school year, newly-joined teachers (namely full-time teachers appointed to teach in publicly-funded schools for the first time on or after 1 September 2020, including teachers transferred from private schools) are required to complete 30 hours of core training and not less than 60 hours of elective training based on individual professional development needs within the

first three years of service. Schools should request the applicants to declare their training records, such as requesting them to provide their training records in their e-Services Portal accounts (if any). For appointment of newly-joined teachers who have not yet completed the core training, schools must arrange for them to complete the training by the end of the training period and remind them that if they fail to meet the requirements, EDB will follow up seriously, including reviewing the registrations of relevant teachers from the perspective of professional conduct, and taking appropriate follow-up actions, such as issuing warning or advisory letters to the teachers concerned. Furthermore, if schools employ teachers who received warning or advisory letters due to their failure in meeting the core training requirements, they could only be employed on a daily-rated basis until they complete all core training. For details, please refer to [EDB Circular No. 29/2024 on “Training Requirements for Teachers”](#) and [EDB webpage on “Training Programme for Newly-joined Teachers”](#).

- (e) In addition to the applicants’ academic qualifications, expertise, work experience, passion for education and attainment of a pass result in BLNST, schools should also take into account their potential to cultivate the younger generation with virtues and talents, an affection for their country and their home as well as a global perspective.
- (f) If schools plan to employ teachers who have not yet registered as RT, schools have to ensure that the teachers concerned have submitted the application for registration as RT or PT as required before assumption of duties. Schools should keep track of the registration status of individual teachers and must ensure that all teachers have undergone the registration formalities in compliance with the law.
- (g) Schools should carefully check the originals of the teacher registration certificates and other qualification documents produced by applicants, and retain copies of Certificates for Registration as a Teacher and copies of results in BLNST for inspection.
- (h) For appointment of teachers who have already left their prior service in a local primary/secondary school or kindergarten for one year or more, schools should require them to declare whether he/she has been convicted of any criminal offence in Hong Kong or elsewhere, and must obtain the consent of the teachers and submit the details to this Bureau for verification with relevant Government bureaux/departments, prior to the effective date of the proposed appointment. The declaration form can be downloaded from [EDB webpage on “Teacher Registration”](#).
- (i) Unless with the permission in writing of the Permanent Secretary for Education, persons who have had their teacher registrations cancelled/refused shall not enter or remain in any school.
- (j) Schools must request prospective employees to undergo Sexual Conviction Record Check (SCRC) at the advanced stage of the employment process. For details, please refer to [EDB webpage on “Appointment Matters”](#) and browse the [webpage on “Sexual Conviction Record Check”](#) of the Hong Kong Police Force.
- (k) In accordance with the enhanced measures introduced by EDB since the 2009/10 school year, schools recruiting their own Native-speaking English Teachers (NETs) should require the new appointees to produce a Certificate of No

Criminal Conviction or other legitimate documentary proof issued by their countries of residence. For details, please refer to the relevant EDB circular, point-to-note on the appointment of NETs and the relevant EDB webpage (EDB Homepage → Curriculum Development and Support → Resources and Support → NET Scheme → [“NET Scheme - NET Appointment Matters in Aided Schools”](#)).

- (1) Schools should require prospective teachers to study the Guidelines on Teachers’ Professional Conduct promulgated by EDB to make themselves aware of the expectations of EDB, schools and the community on teachers’ professional conduct.

Records on e-Services Portal

9. Schools must ensure that all teachers’ employment records on the e-Services Portal are accurate and up-to-date, and should **promptly update the employment records** when there are subsequent changes in teacher employment information (including **newly-appointed and departed teachers**) throughout the school year. In respect of a PT, given that his/her registration becomes invalid upon leaving the employing school, schools must **immediately update their record** of cessation of employment, including the date and reason of leaving through the e-Services Portal. If the departed PT does not have an e-Services Portal account, the school should inform EDB in writing about the details of the PT who has ceased his/her employment ([Sample Letter](#)).

10. For enquiries about teacher registration issues, please contact the Teacher Registration Section on 3467 8281/ 3467 8282.



(Ms Doris PONG)
for Permanent Secretary for Education