TCZ FORM 1
(Regulation 3)

Latest passport size photo

THE TEACHING COUNCIL OF ZAMBIA

TEACHER-REGISTRATION APPLICATION FORM

Please write in BLOCK LETTERS

[Please tick] Zambian Applicant ☐ Non Zambian Applicant ☐

Application as *(Please tick only one from the following classes):*

1. **Early Childhood Teacher** ☐ **2. Primary School Teacher** ☐ **3. Secondary School Teacher** ☐

4. Special Education Teacher ☐ **5. Education Administrator** ☐ **6. College Lecturer** ☐

5. Guidance and Counselling Teacher ☐ **8. Others** ☐

For definition of classes of teacher membership, see Appendix 1 attached at the end of this form.

SECTION 1: PERSONAL PARTICULARS

1.0	**Personal Information**	**Please complete**
1.1.1	Surname	
1.1.2	Forename	
1.1.3	Maiden Name	
1.1.4	ID/NRC: Number	
1.1.5	Passport Number	
1.1.6	TS Number *(where applicable)*	
1.1.7	Employee Number *(where applicable)*	
1.1.8	Work permit Number *(where applicable)*	
1.1.9	Date of birth	
1.1.10	Student-Teacher Index Number (STIN)	
1.1.11	Nationality	
1.1.12	Sex	
1.1.13	Postal address	
1.1.14	Fax	
1.1.15	Mobile Phone Number(s)	
1.1.16	E- mail Address	
1.1.17	Marital status	
1.2	**Residential Address**	
1.2.1	House Number	
1.2.2	Street	
1.2.3	Province/State	
1.2.4	District	
1.2.5	Country	
1.3	**Particulars of next of kin**	
1.3.1	Surname/Forename	
1.3.2	Relationship	
1.3.3	Postal address	
1.3.4	Town	
1.3.5	Phone Number	
1.28	Fax	
1.29	E-mail Address	

SECTION 2: ACADEMIC AND PROFESSIONAL DETAILS

2.0 Academic Progression

2.1	Level	Year of Entry	Year of Completion
2.1.1	Early Childhood Education		
2.1.2	Primary		
2.1.3	Junior Secondary		
2.1.4	Senior Secondary		
2.1.5	College of Education		
2.1.6	University College		
2.1.7	University		
2.1.8	Other (specify)		

2.2 Academic Qualification

s/n	Category	Qualification/level	Name of Institution	Examining Body	Year obtained	District, Province/State Country
2.2.1	Primary					
2.2.2	Secondary					

2.3 Professional qualifications

s/n	Qualification	Name of Institution	Examination Board	Certificate	Year obtained	District, Province/State Country

If you need more space, write and attach on a separate sheet

2.4 Other Qualifications

s/n	Qualification	Name of Institution	Period (month/year)		District, Province/State Country
			From	To	

2.5 Short Courses

	Qualification	Name of institution	Period (month/year)		District/ Province/ State Country
			From	To	

2.6 Length of Service as a Teacher

s/n	Number of years	Tick	Public	Private
1	0 – 4			
2	5 - 8			
3	9 -10			
4	11 - 14			
5	15 and above			

SECTION 3: LEVEL OF QUALIFICATION AND FIELD OF SPECIALISATION

s/n	**Highest Qualification** *(Certificate, Diploma, Bachelor's degree, Masters, Doctorate)*	**Field of specialisation of training** *(State your specialisation: e.g. ECE, primary education, secondary subject major and minor, etc.*	**Trained in Zambia or outside Zambia**
1			
2			

SECTION 4: EMPLOYMENT STATUS *(circle an appropriate response)*

4.1	**Are you currently:**	**(a) Employed**	**(b) Unemployed**	**(c) Retired**	
4.2	Are you working in Zambia?			Yes	No
4.3	Are you currently working as a teacher?			Yes	No
4.4.	Are you currently working as a teacher-trainer in a college of education?			Yes	No
4.5	Are you currently working as an administrator in education?			Yes	No
4.4	Are you a retiree but employed?			Yes	No
4.5	Are you a retiree but self-employed?			Yes	No
4.6	Are you self-employed?			Yes	No
4.7	Are you a proprietor of a school?			Yes	No

If your answer to 4.3, 4.4 and 4.5 above is "No", state your employment status.....

……

If you are working, state:

4.8	Position / Designation	
4.9	Name of Employer (Organisation or Institution)	
4.10	Current field of practice	
4.11	Postal address	
4.12	Town	
4.13	Phone Number	
4.14	Fax	
4.15	E-mail Address	

Current Practising Status *(Tick as many as possible)*

		Tick	**State specific work station (school, district office, etc.)**
4.16	Full Time		
4.17	Part Time		
4.18	Secondment		
4.19	Fixed Contract		
4.20	Attachment		
4.21	Other *(specify)*		

Employment History and Curriculum Vitae

	Areas where you have worked	**Status of institution** *(Public, private, community, grant-aided, faith-based, etc)*	**Position Held**	**Period**	
				From	**To**
4.21	Pre-school				
4.22	Primary School				
4.23	Special Education Primary school				
4.24	Secondary School				
4.25	Special education Secondary School				
4.26	College of education				

4.27	Other Colleges				
4.28	Special Education College				
4.29	University-College				
4.30	University				
4.31	Special Education Assessment and Rehabilitation Centre				
4.32	Counselling Centre				
4.33	Zone Resource Centre				
4.34	District Resource Centre				
4.35	Provincial Resource Centre				
4.36	District Education Office				
4.37	Provincial Education Office				
4.38	School for Continuing Education				
4.39	National Science Centre				
4.40	Examinations Council of Zambia				
4.41	Teaching Council of Zambia				
4.42	Higher Education Authority				
4.43	Zambia Qualifications Authority				
4.44	Curriculum Development Centre				
4.45	Education Broadcasting Service				
4.46	Ministry Headquarters				
	Teacher Unions				
4.47	Others, specify				

Work Experience with institutions *(Tick as many as possible)*

	Category of employment	Tick	**Position Held**	**Duration**
4.48	Government			
4.49	Mission			
4.50	Private			
4.51	Defence			
4.52	Non-Governmental Organisation			
4.53	Others			

FOR INTERNATIONAL (NON ZAMBIAN) APPLICANTS, THE FOLLOWING MUST BE SUBMITTED:

1) Academic and Professional qualifications
2) Proof of legal entry into the Country
3) Professional reference letter(s) from immediate former supervisor(s)
4) Attach recommendation letter from a recognised institution
5) Application forms must be accompanied by an offer of employment
6) Proof of registration as a teacher from country of origin
7) For applicants from non-English speaking countries, proof of English Language proficiency from a recognised English Language testing centre

DECLARATION

I……..……..hereby declare that the information given above is true and correct to the best of my knowledge. Should the information be verified to be false, this application shall be rendered invalid.

Signed: ……Date: ……

Contact(s) number (Cell)……

Please return the duly completed form including proof of payment of fees to:

The Registrar
The Teaching Council of Zambia
P.O. Box 35700
LUSAKA, ZAMBIA
Tel. +260 211 240360, 240334, 0973596711

***N.B**: All foreign qualifications must be verified by the relevant quality assurance bodies before submission.*

FOR OFFICIAL USE ONLY

Comments by the **Teaching Council of Zambia**.

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Application granted/rejected

Signed: …… Date: ……..

Full name: ……

Designation: ……

APPENDIX 1

CLASSES OF TEACHER-MEMBERSHIP

There shall be the following classes of teacher-membership: (1) Early Childhood Education Teacher, (2) Primary School Teacher, (3) Secondary School Teacher, (4) Special Education/Specialised (Guidance) Teacher (5) College of Education Lecturer and (6) Administrators. Other classes of unqualified teachers shall include: associate teacher, assistant teacher, community school teacher and student-teacher.

'Teacher' means a person who is qualified, registered and teaches or instructs, a head of a school, a principal or lecturer of a College of Education, a technical education instructor, a head of department of education or an education unit at any other educational institution, other than a university.

A qualified teacher can belong to any of the following classes: Early Childhood, Primary, Secondary and Special Education/Guidance and Counselling.

*'**Early Childhood Teacher'*** means a person who is trained and qualified and holds a certificate, diploma or degree from a recognised training institution within or outside Zambia.

'Primary School Teacher' means a person who is trained and qualified and holds a certificate, diploma or degree from a recognised training institution within or outside Zambia.

'Secondary School Teacher' means a person who is trained and qualified and holds a diploma or degree from a recognised training institution within or outside Zambia.

'Special Education/Specialised Teacher' means a person who is trained and qualified and holds a certificate diploma or degree in special education from a recognised training institution within or outside Zambia. This teacher shall teach or practice in any special education institution/department.

'***College lecturer***' means a person teaching in a college of education in an area of specialisation.

'Administrator' means head of a school, principal of college of education, technical education instructor, head of department of education or an education unit at any other educational institution other than a university.

A registered teacher holding a particular qualification may teach/lecture/supervise/administer in their area of specialisations. For purposes of lecturing in a College of Education, unless otherwise specified, no teacher or lecturer shall teach or lecture to a target group of learners pursuing a level of qualification equivalent to or beyond their qualification.

Other classes of teacher-membership include unqualified teachers as follows: associate-teacher, assistant teacher, community school teacher and student-teacher. These can only work in one of the following: Early Childhood, Primary and Secondary levels.

'Associate teacher' means any person (professional) other than a qualified teacher with a recognised qualification in a particular field other than teacher-training who is teaching or

lecturing in a school or College of Education. An associate teacher shall apply for registration upon payment of prescribed fees and by filling-in TCZ FORM1.

An associate teacher shall be expected to pursue a recognised teaching methodology course for them to qualify and register as a teacher. An associate-teacher may teach or lecture in a school or College of Education so long they offer a subject or course in which they are qualified.

'Assistant teacher' means any person without a teacher-qualification, but may be working in a pre-school or special education unit or school for purposes of assisting qualified teachers during the teaching-learning process. This person shall under-go a preparatory Teaching Methodology Foundation Course prepared by the Teaching Council of Zambia in association with recognised college of education.

An assistant teacher shall only teach in an Early Childhood, a pre-school, a primary school or a special education class under close supervision of a qualified and registered teacher.

'Community school teacher' means any person who is not a qualified teacher, but may be engaged to teach in a local preschool, primary or junior secondary community school. This person shall under-go a preparatory Teaching Methodology Foundation Course prepared by the Teaching Council of Zambia in association with recognised college of education. A community school teacher shall only teach a class at a community school so long they hold a valid practising certificate.

'Student-teacher' means any person enrolled at a recognised College of Education or University and is pursuing a recognised teacher-training programme in one of the following areas: Early Childhood Education, Primary Education, Secondary Education, Special Education with a teaching subject, Guidance and Counselling with education/teaching subject, Educational Administration with a teaching subject, Adult Education with a teaching subject, Environmental Education with a teaching subject; Teaching Methodology with adequate content related to teaching, or any other field or programme closely related to education as shall be determined by the Council. An indexed student shall be issued with a Teaching Practice/School practising certificate which shall be valid for the period of training and shall practice under close supervision and mentorship of a qualified and registered class or subject teacher.