
Guidelines for Updating of Teachers' Licences

Date: April 29, 2013

The following guidelines are for the **UPDATING** of Teachers' Licences:

UPDATING of a licence to teach will be applicable only to persons who are already in possession of a **VALID Full Licence**.

Teachers who are in possession of a valid **Full Licence** issued prior to or since 2010 who have completed additional programs of study since their licence was issued should submit copies of the relevant documents (such as the new certificate, diploma, or degree), a copy of their social security, and a completed Licence **UPDATE** application form.

In cases where a teacher needs to have his/her Full Licence reissued in a new name (due to marriage or other legal change of name) a copy of the relevant document (such as marriage certificate) should accompany the completed Licence **UPDATE** application form.

Teachers who hold valid Full Licences at the pre primary or primary levels may follow this process to update their licence for the secondary level, **provided** that they are in possession of the necessary qualifications for a Full Licence at the secondary level in accordance with the Licensing Framework.

Similarly, persons who hold a valid Full Licence at the secondary level may update their licence for the primary level, **provided** that they are in possession of the necessary qualifications for a Full Licence at the primary level in accordance with the Licensing Framework.

Please note that the **UPDATE** Form is **only** for Teachers who are in possession of a Full Licence.

Please note that persons who still hold Temporary Licences must reapply for an appropriate valid licence since Temporary Licences are no longer valid.

Teachers who wish to apply for an **update** can obtain the application form from the District Education Centre, the Ministry of Education website: <http://moe.gov.bz/tsc/> , or the respective Management Offices. The completed form and supporting documents should be submitted to the Chief Education Officer, Ministry of Education via the District Education Centres.