



General Teaching Council
for Northern Ireland

APPLICATION FORM AND GUIDANCE NOTES

**GTCNI Application to Register: for
those undertaking Initial Teacher
Education in Northern Ireland**

General Teaching Council for Northern Ireland,
3rd Floor Albany House, 73-75 Great Victoria Street, Belfast, Northern Ireland, BT2 7AF

Telephone 028 9033 3390
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E-Mail registration@gtcni.org.uk
Web www.gtcni.org.uk

Guidance Notes

The General Teaching Council for Northern Ireland

The GTCNI is the independent regulatory body for the teaching profession in Northern Ireland and is dedicated to enhancing the status of teaching and promoting the highest standards of professional conduct and practice.

Do I need to register?

The Education (NI) Order 1998 requires that all teachers working in grant-aided schools need to register with the GTCNI, even if you work, or intend to work, on a substitute/supply basis.

How do I register?

To register with the GTCNI you must hold such qualifications as are approved by the Council for the purposes of registration and must not be barred from teaching by the Department of Education, GTCNI, or any of their equivalents in England, Scotland and Wales.

In order for us to carry out an assessment of your eligibility to register we ask that you complete the attached application form and return it together with all necessary supporting documentation. Unfortunately online registration is not available.

Filling in the application form

- Use black ink only.
- Write clearly in BLOCK CAPITALS.
- Ensure all relevant sections have been completed.
- Sign and date where indicated.
- Use a separate sheet to provide any further relevant information if required.
- Write dates in full numbers e.g. 5th April 2004 should be written as:

0	5	0	4	2	0	0	4
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- Make sure you complete the application checklist.

A. Personal Details

- Please ensure the contact address you provide is the one you wish all GTCNI correspondence to be sent to throughout the application process.
- Please include your email address as this is often the most effective means of communication.

B. Teacher Reference (TR) Number

- Please complete this section if you have previously been issued a Teacher Reference Number by the Department of Education for Northern Ireland.

C. Initial Teacher Education Qualifications

- For eligibility to register you are required to hold a teaching qualification approved by the Council. This information is essential to your application and will be confirmed by your Initial Teacher Education provider, please complete in full.

D. Non-Teaching Higher Education Qualifications

- This information is essential if your initial teacher education/training course was/is a postgraduate course and should be supported by a copy of your Degree Certificate and Transcript. Otherwise please leave blank.

E. General Education

- In addition to holding an approved teaching qualification you are required to have gained at least a grade C (or equivalent) in English and Mathematics GCSE. If you are primary school trained, you are also required to hold at least a grade C (or equivalent) in Science GCSE. This information is essential to your application and will be confirmed by your Initial Teacher Education provider, please complete in full.

F & G. Disability & Ethnic Group

- This information is requested for analytical and information purposes only.

H. Declaration

- All applications must be signed and dated before they can be processed.

Supporting Documentation

All applications for registration should be accompanied by the following supporting documentation.

- Birth Certificate;
- Marriage Certificate (if your surname has changed upon marriage); and
- Degree Certificate and Transcript (if appropriate).

The Council may request additional supporting documents and information beyond the requirements outlined in this guide.

Photocopies are acceptable, please do not send originals. All documents supplied will be retained by the Council and will not be returned.

Registration Fee

An annual registration fee is required to register with the Council. The registration period is 1st April to 31st March and the current fee set by the Council is £44.

Please do not send payment with this application form unless specifically requested to do so by a member of the Registration Team.

What happens next?

Once we have received your completed application form and all necessary supporting documentation we will begin the assessment and registration process.

After we have received verification of your qualifications from your Initial Teacher Education provider, we will contact you and request the required registration fee.

Upon receipt of the registration fee we will complete your registration and send you a letter confirming your registration status.

If we are unable to process your application of any reason, we will contact you.

Assistance

The Council reserves the right to amend its application processes as and when required.

Please contact the GTCNI Registration Team on 028 9033 3390, or e-mail us via registration@gtcni.org.uk if you have any questions about registration, if you require any assistance completing the form, or if there are any changes to your personal details throughout the registration process.

Check List

Please use the following check list before returning your completed application

Signed and Dated

Birth Certificate

Marriage Certificate
(if appropriate)

Degree Certificate and Transcript
(if appropriate)

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Please complete using black ink and **BLOCK CAPITALS**.

To be completed by applicant. Please refer to Guidance Notes.

A. PERSONAL DETAILS

Surname: Forename(s):

Previous Surname(s):

Title: (Please Tick) Mr Mrs Miss Ms Other

Date of Birth: Gender: (Please Tick) Male Female

Contact Address:

Town:

County:

Postcode:

Country:

E-Mail Address:

Contact Tel No. (Inc STD Code): Mobile No:

National Insurance No:

For Office Use Only		Applicant No:		RO:	
<input type="checkbox"/>	Signed and Dated	<input type="checkbox"/>	Birth Certificate	<input type="checkbox"/>	Marriage Certificate
<input type="checkbox"/>	Degree Certificate and Transcript (if appropriate)	<input type="checkbox"/>	DENI	<input type="checkbox"/>	UPL
<input type="checkbox"/>	Registration Fee	<input type="checkbox"/>	Checked	<input type="checkbox"/>	Registration Offered

B. Teacher Reference (TR) Number (if applicable)

Please provide details if you have previously been issued with a TR Number by the Department of Education.

Teacher Ref No:

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Date Issued (If known):

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

C. INITIAL TEACHER EDUCATION QUALIFICATIONS

Please provide details of your Initial Teacher Education Qualification:

Name of Institution:

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Title of Qualification:

--

Age Range Trained to Teach:

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Main Subject:

--

Subsidiary Subject:

--

Qualification Class:
(if applicable)

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Period of Study:

From

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

To

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Date of Award:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

D. NON-TEACHING HIGHER EDUCATION QUALIFICATIONS (only complete if your initial teacher education/training course was a postgraduate course)

Please provide details of your initial degree:

Name of Institution:

--

Title of Degree:

--

Main Subject:

--

Subsidiary Subject:

--

Degree Class:

--

Period of Study:

From

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

To

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Date of Award:

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

E. GENERAL EDUCATION - GCSE or equivalent qualifications

Please provide details of the qualifications you obtained in the following subjects:

Subject	Level	Grade	Date of Award
<i>English</i>			
<i>Mathematics</i>			
<i>Science (for Primary Teaching only)</i>			

F. DISABILITY

Under the Disability Discrimination Act 1995 a person is considered to have a disability if he/she has a physical or mental impairment which has a substantial and long term effect on his/her ability to carry out normal day to day activities.

Do you consider that you meet this definition of disability?

Yes

No

G. ETHNIC GROUP

Please tick one box to indicate which Ethnic Group you consider you belong to:

Bangladeshi

Irish Traveller

Black African

Mixed Ethnic Group

(please give details)

Black Caribbean

Black Other

Pakistani

Chinese

White

Indian

Any other ethnic group

I do not wish my Ethnic Group to be recorded

H. DECLARATION

I have read the notes that accompany this form and I declare that, to the best of my knowledge and belief, all of the information provided is correct. I have not withheld any material information and I understand that such answers shall be the basis on which my application will be considered.

Signed:

Date:

The data held about you on the Register will only be processed for the purposes set out in the Education (NI) Order 1998, the Education (NI) Order 2006 and associated Regulations. This includes establishing and maintaining a register of teachers and undertaking statistical analyses. Those registered will have access to the information on their record, and will be able to check and update it. The Council will also, on request, provide employers/employing authorities with information about teachers' registration and qualifications. If a member of the public makes a request, we will confirm only whether a teacher is registered or not. The Council will provide details of teachers' records to the Department of Education (NI) and the General Teaching Councils for England Scotland and Wales.

Data Sharing with C2k

I agree that GTCNI can share my data with C2k for the purposes for providing me with access to C2k Services including LearningNI to enable me to carryout my professional duties.

Yes

No

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