

NATIONAL COUNCIL FOR TECHNICAL EDUCATION

**FOR OFFICIAL USE**

Application No: .....

Date Received: .....

Application fee receipt No. ....

Documents attached: .....

Remarks: .....

.....



**APPLICATION FORM FOR REGISTRATION AS A TECHNICAL TEACHER**  
 (Pursuant to Clause 5 (1) (b) of NACTE Act No. 9 of 1997)

**Part A**

*(To be completed by the Applicant)*

**1. PERSONAL INFORMATION**

1.1. Title: Prof. Dr. Mr, Mrs, Miss, Ms  1.2. Surname

1.3. Forenames

1.4. Date of birth  1.5. Sex

1.6. Place of birth

1.7. Institutional address

1.8. Institution Telephone number  1.9. Fax number  1.10. E- Mail

1.11. Mobile Phone

**2. ACADEMIC QUALIFICATIONS:**

(Starting with most recent)

Qualification	Institution	Country	Duration	Date Obtained

**3. PROFESSIONAL QUALIFICATIONS:**

(e.g. CPA, Registered: Engineer, Architects, Nurse, Medical Doctor, Lawyers etc)

Qualification	Institution	Country	Duration	Date Obtained

**4. REGISTRATION WITH PROFESSIONAL BODIES IN TANZANIA (PREVIOUS OR CURRENT):**

4.1. Professional Body

4.2. Category of Registration

4.3. Date registered

**5. REGISTRATION OUTSIDE TANZANIA (If applicable):**

5.1. Registration authority

5.2. Category of Registration

5.3. Country

5.4. Date registered

**6. REGISTRATION WITH NACTE (for applicants renewing registration)**

6.1 Category of previous registration

6.2 Date of previous registration

6.3 Reason for renewal of registration  
 .....  
 .....

**7. TEACHING SUBJECTS/MODULES**

List main Subjects/Modules you are currently teaching.....  
 .....  
 .....

**8. LIST OF DOCUMENTS SUBMITTED**

List all documents you have attached with this application

1		5	
2.		6	
3.		7	

**8. APPLICATION FEE:**

An application fee of Tshs 10,000/= must accompany the application for registration. This payment must be in Tshs. or any other freely convertible currency. Application fee can be paid through Bank Account No. **0150096091004 CRDB Bank** OR can be paid at NACTE premises (Original Bank pay in slip or copy of NACTE receipt must be submitted together with application form).

**9. DECLARATION**

I solemnly and sincerely declare that the information given in my Application for Registration and supporting documents is true and correct in every detail. I undertake to supply NACTE with any additional information necessary to establish my credentials for registration as a Teacher.

Applicant's Signature: .....

Date .....

Notes:

- (i) Please ensure that all parts of the application form are dully completed.
- (ii) Send the completed application form together with supporting documents to your Supervisor/ Employer/Head of Institution.

**DOCUMENTS TO BE FURNISHED WITH THE APPLICATION:**

- 1. Certified (notarized) copies of Educational Qualifications;
- 2. Certified academic transcripts of the training undertaken;
- 3. Teacher Education Training Certificate (short courses are acceptable);
- 4. Curriculum Vitae; and
- 5. Evidence of payment of application fee

**Note:** All documents are to be in English.

**Part B**

*(To be completed by the Supervisor/Employer/Head of Institution)*

**1. General Information**

Applicants for registration as technical teachers are expected to meet certain minimum requirements and conditions, which include but not limited to:

- i) Minimum education qualification in the relevant subject area;
- ii) Teaching Methodology Training;
- iii) Good character;
- iv) Fitness for teaching, including physical ability and command of the language of instruction;
- v) Teaching and professional experience; and
- vi) Payment of prescribed application fee.

**2. Assessment Criteria**

*The following are criteria for assessing the applicant for the purpose of registration as a Technical Teacher.*

**2.1 Educational qualification**

The educational qualification indicated by the applicant is **true / not true /not known to me** to the best of my knowledge (*please delete the inapplicable*).

**2.2 Teacher training qualification**

The information submitted by the applicant on teaching methodology training is **true / not true /not known to me** to the best of my knowledge (*please delete the inapplicable*).

**2.3 Good character**

Applicants for registration are considered by the Council to be of good character, unless there is evidence to the contrary. Evidence to the contrary could be conviction for an offence or a number of offences, or substantiated information brought to the attention of the Council, that would lead the community to have doubts about entrusting students into the person's care.

To the best of my knowledge the applicant (*tick as appropriate*)

- (i) is a person of good character.
- (ii) is not a person of good character. (*Please elaborate*) .....

.....

- (iii) I have no opinion or information on the character of the applicant.

**Fitness for teaching**

Please rate the applicant's fitness for teaching by completing the following table (tick applicable column)

(Note: 0 – none; 1 – very poor; 2 – poor; 3 – satisfactory; 4 – good; 5- very good)

S/N	Item	0	1	2	3	4	5	Remarks
(i)	<b>Trustworthiness</b> , ability to:							
	• work independently and without supervision;							
	• meet any reasonable requirement for the protection and safety of others;							
	• preserve confidences.							
(ii)	<b>Honesty</b> , ability to:							
	• demonstrate integrity in all contacts;							
	• respect persons and property;							
	• report clearly and truthfully.							
(iii)	<b>Reliability</b> , ability to:							
	• take on responsibilities with due regard for time and place;							
	• meet the expectations of caregivers and the Institution when supervising learners;							
	• accept, plan and execute a variety of tasks and professional responsibilities.							
(iv)	<b>Sensitivity and compassion</b> , ability to:							
	• respect other cultural and social values;							
	• recognise and respect others as individuals;							
	• care for the learning of those who are disadvantaged and those with learning difficulties;							
	• demonstrate firmness.							
(v)	<b>Respect</b> , ability to:							
	• demonstrate respect for the law;							
	• adopt accepted codes of language, dress and demeanour;							
	• accept and carry out collegial and employer decisions;							
	• respect the views of others.							
(vi)	<b>Enthusiasm and dedication</b> , ability to:							
	• support and inspire learners in their studies;							
	• generate excitement and satisfaction in learning;							
	• engage in co-curricular tasks which expand learning opportunities;							
	• show respect for learning and inspire a love of learning.							
(vii)	<b>Communication</b> , ability to:							
	• communicate easily and lucidly in the official languages of instruction;							
	• exercise discretion;							
	• give and receive constructive criticism.							
	• seek advice when needed							
(viii)	<b>Physical and mental health</b> , ability to:							
	• carry out duties safely and satisfactorily;							
	• show emotional balance and maturity;							
	• display warmth and humour.							
(ix)	<b>Professional ethics</b> – ability to:							
	• obey lawful and reasonable orders or instructions;							
	• be diligent, careful or industrious in carrying out duties;							

	• take proper care of property or equipment in his or her custody;							
	• accomplish assigned duties fully							
	• abstain from any form of sexual harassment;							
(x)	<b>Respect of the law, ability to:</b>							
	• abide by laws, regulations and established rules in the course of carrying out ones duties							
	• refrain from instructing or encouraging any other person to perform unlawful acts							
	• report matters of unlawful acts to relevant authorities							

**2.4 Teaching and professional experience**

(To qualify for full registration the applicant shall be required to have taught for a prescribed minimum period and proved as a satisfactory teacher. Practical or professional experience in the relevant subject area shall also be considered to contribute to added advantage towards registration).

Please rate the applicant with regard to following aspects of professional experience (where applicable):

(Note: 0 – none; 1 – very poor; 2 – poor; 3 – satisfactory; 4 – good; 5- very good)

S/N	Element of practical / professional experience	0	1	2	3	4	5	Remarks
(i)	teaching service amounts to a minimum of two years of fulltime teaching in a comparable institution at appropriate NTA level							
(ii)	Formal processes of 'induction', 'classification' or 'registration', involve appraisal and supervision							
(iii)	Evidence of positive appraisal through increased responsibilities and/or promotion							
(iv)	Completion of a period of supervised teaching and an appraisal made to the satisfaction of the institution							
(v)	Involvement in continuing education, professional development and in-service training							
(vi)	Experience as a 'trainer of trainer' or professional supervision of other teachers							
(vii)	Possession of professional experience in the relevant subject area							

**2.5 Recommendation**

Based on my personal knowledge of the character and competence of the applicant, I **recommend/ do not recommend** him/her to be registered by NACTE (please delete the inapplicable).

Name .....

Signature .....Date.....

Position .....

Official stamp .....

Submit the completed form to the address below:

**The Executive Secretary, National Council of Technical Education,  
Plot No. 719/1/4, Mikochei Light Industrial Area,  
P.O. Box 7109,  
Dar-es-Salaam.**