



## Application to register

# Guidance notes: about your application

## Do you need to register?

You must be registered with the GTC if you are a qualified teacher and you are employed to teach in a maintained school, a non-maintained special school or a pupil referral unit.

By 'teach' we mean:

- planning and preparing lessons and courses for pupils;
- delivering lessons to pupils; and
- assessing or reporting on the development, progress and attainment of pupils.

The requirement to register applies to full-time, part-time and supply teachers.

If you are employed as a teacher in other settings, it may be a requirement of your contract of employment that you are registered with the GTC. You should check this with your employer.

We welcome registration from all qualified teachers, whether required to register or not.

## To be eligible to register:

- you need to hold Qualified Teacher Status (QTS), see below for what to do if you are not sure;
- you must not have failed to complete an induction period satisfactorily; and
- you will need to meet the GTC suitability criteria.

## Not sure whether you hold QTS.

Contact the GTC by:

- telephone on 0870 001 0308;
- fax to 0121 345 0100;
- email to [tqanswer@gtce.org.uk](mailto:tqanswer@gtce.org.uk); or
- in writing to:

**Teachers' Qualifications,  
The General Teaching Council for England  
Victoria Square House, Victoria Square,  
Birmingham B2 4AJ**

You will need to have at hand your teacher reference number, full name, address, date of birth and the establishment where you

completed your teacher training. If you do not know your teacher reference number you will need to be able to provide the operator with two other pieces of identifying information (such as your National Insurance number and your date of birth).

## Exemptions from the requirement to register

Exemptions include:

- trainee teachers undertaking teaching practice;
- teachers working towards QTS through an employment based programme;
- teachers trained overseas (outside the European Economic Area) who can work for up to four years in temporary teaching posts without the requirement to hold QTS; and
- unqualified teachers (eg instructors) where the school has been unable to find a qualified teacher with the necessary skills and expertise.

## How to apply for registration

Complete and return the application form and direct debit instruction to:

**Registration Team,  
The General Teaching Council for England  
Victoria Square House, Victoria Square,  
Birmingham B2 4AJ**

For further information about registration or the GTC call 0870 001 0308. You can also visit our website at [www.gtce.org.uk](http://www.gtce.org.uk) Please allow up to thirty days for your registration application to be processed.

## Diversity

Please complete the section Part 4: Diversity. The information that you provide will be processed in accordance with the Data Protection Act 1998 and all other relevant legislation.

## What will happen next?

Once we have confirmed your eligibility and have confirmation that the initial fee has been paid, we will register you. If we are unable to process your application, we will contact you.

## Checklist

Before returning your application, please ensure that you have provided the following information. We will be unable to process your application without this information.

Full name

Contact address

Date of birth

Signature and fully completed declaration

Teacher reference number

Fully completed Direct Debit instruction

Date of award of QTS

# 1 Personal details

Please fill in and return this form to apply for registration with the General Teaching Council for England.

**Please complete all relevant sections. Please use black ink and block capitals.**

Forename:

Surname:

Title:  Gender (m/f):  Previous name(s) if applicable:

Date of birth:       Date of award of Qualified Teacher Status:

Teacher Reference Number:       National Insurance Number:

Home address:

Postcode:

Contact telephone number (including STD):

Email address:

# 2 Employment details

If you need to be registered for future employment, please provide the date from which this employment will commence. Please note this start date must not be more than three months into the future.

Are you employed in a teaching post at the moment?  Yes  No If so, are you teaching full time or part time?  Full time  Part time

Date when you started your current teaching post (if applicable):

Date when your employment as a teacher ceased (if applicable):

If you are not currently teaching please go to part 3. For the purpose of registration with the Council we only record employment in England.

If you are currently teaching or intend to take up a teaching post within the next three months please provide details of your employment. If you have more than one teaching post, just tell us about the one in which you spend the majority of your time (if the posts are for the same number of hours, please choose one to tell us about).

Teacher  Deputy Head  Head Teacher  Other (please state)

## Your current place of employment as a teacher

School name:

Address:

Postcode:  Local authority area:

If you would prefer us to contact you at your employment address rather than your home address, please put a cross in this box. Please do not use local authority or supply agency addresses.

**If you are a supply teacher please put a cross in one of these boxes**  Local authority supply (please enter your LA on the Local authority line above)  Other supply

Please complete this form so that the General Teaching Council for England (the Council) can consider your suitability to be a registered teacher. Any false declaration will be considered by the Council under its regulatory procedures and may lead to the removal of your eligibility to register.

**You must answer all questions. Please tick either the Yes or No box.**

**If you answer yes to any question, please provide a separate document with a detailed, legible explanation that includes the sanction, date, reason and full identification of the authority, police force or court concerned. Return this additional document with the application form.**

1. Have you ever been the subject of a bar, partial bar, warning or other action by the Secretary of State in relation to working with children or misconduct?

Yes  No

2. Have you ever been convicted of a criminal offence including motoring offences or do you have any criminal charges/proceedings pending against you? (Note: you should include details of any police caution, reprimand, warning or penalty and bind over, but not include fixed penalty traffic offences and parking fines.)

Yes  No

3. Have you ever been subject to any disciplinary sanction by any other professional or regulatory body in this country or abroad or are you currently the subject of investigation by such a body? You need not include GTC England sanctions.

Yes  No

4. Is there a current employment disciplinary finding against you and/or are you currently the subject of an employer's disciplinary investigation?

Yes  No

5. Is there any other information the Council should know about which may have a bearing upon your suitability to register? (Note: As a registered teacher you will be responsible for upholding and promoting the standards of the profession as set out in the GTC Code of Conduct and Practice for Registered Teachers. Relevant information would include any involvement in activities which could bring the reputation of the profession into disrepute.)

Yes  No

### Declaration

I wish to apply for registration with the General Teaching Council for England. I declare that:

- all of the information I have provided on this form is complete and correct to the best of my knowledge and belief.
- I understand that the Council can refuse to register me if I have given false information or have withheld relevant details.
- I understand that the Council may contact me about the information in my application and seek further information from any relevant authority, police force or court.
- I understand that the Council will investigate allegations of misconduct against me that could call into question my registration.
- I agree to tell the Council as soon as reasonably practical about any changes to my personal details.

I understand that if I fail to tell the Council about any changes to the information in my application, the Council may consider this to be misconduct. I understand that as a registered teacher I am required to comply with the code of conduct and practice for registered teachers. A copy of the code can be seen at [http://www.gtce.org.uk/publications/pub\\_reg/](http://www.gtce.org.uk/publications/pub_reg/)

I understand that, as a registered teacher, I will be responsible for upholding and promoting the high standards of the teaching profession.

**Name:**

**Signature:**

**Date of signature:**

DD	MM	YYYY
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### Disability

Put a x in the box to indicate whether or not you have a physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day-to-day activities (Section 1(1) of the Disability Discrimination Act 1995)

Yes  No

This information will be used to estimate the number of registered teachers with disabilities, as defined by the Disability Discrimination Act 1995. If you are not sure whether you consider yourself disabled as defined by the Act, or need information, please contact the Disability Rights Commission on 08457 622633 (phone), 08457 778878 (fax), 08457 622644 (textphone), or visit [www.drc-gb.org](http://www.drc-gb.org)

### Ethnicity:

Please put a cross in one box to indicate your cultural background. This information will be used to estimate the number of registered teachers from different ethnic groups to enable the GTC to track and ensure equal opportunities for all teachers. This information is included as a matter of GTC policy and is recommended by the Commission for Racial Equality (see their website [www.cre.gov.uk](http://www.cre.gov.uk)).

#### White

- British
- Irish
- Any other white background

#### Black, Black British

- Caribbean
- African
- Any other

#### Asian, Asian British

- Indian
- Pakistani
- Bangladeshi
- Any other

#### Mixed

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other

#### Chinese, Chinese British or other ethnic background

- Chinese
- Any other background

#### Prefer not to state

- Put a cross here if you prefer not to state your ethnic group

## GTC mailings

Most registered teachers receive just four regular mailings a year: the annual fee mailing, and a termly magazine mailing, which includes a convenient amendment form and, from time to time, professional materials useful to your job. To choose this option you need to do nothing.

Some registered teachers choose just to receive our 'mandatory' mailings. These relate to your registration - such as your annual fee notice and change of details forms - and certain others, for example those relating to the Code of Professional Conduct. Others supplement the mandatory mailings by receiving the magazine and professional materials by email.

To choose one of these last two options, you need to click the 'log in' icon on our website homepage [www.gtce.org.uk](http://www.gtce.org.uk), enter your user name and password, and then click on 'My Profile'. If you don't have a user name, you can set one up using your Teacher Reference Number.



#### GTC USE ONLY

Date of processing  Staff signature

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The General Teaching Council for England is a data controller under the terms of the Data Protection Act 1998. The information submitted on this form will be processed for the purposes necessary for the GTC to fulfil its remit and its legal obligations. The data will be shared with selected third parties who fulfil a service on behalf of and under the express instructions of the GTC. To view the full list of GTC data processing purposes, you may search the Data Protection Register at: [www.ico.gov.uk](http://www.ico.gov.uk)

# Guidance notes: about fee payment

Please detach this section and retain for your records

## Fee year

Our fee year runs from 1 April to 31 March. If you have taught or expect to teach during a fee year then you must pay the full registration fee for that particular year.

## Income tax relief

You may be able to claim income tax relief on your registration fee. There is an Inland Revenue income tax claim form on our website at [www.gtce.org.uk/reg/basics/forms/](http://www.gtce.org.uk/reg/basics/forms/)

## How to pay

Fill in this form in CAPITAL LETTERS and black ink only, and please write only within the white boxes, as we will electronically scan the information you provide. In the 'Reference number' box below, write in your teacher reference number.

If you cancel your Direct Debit, please send a copy of your letter to your Bank or Building Society to us at the General Teaching Council for England, Victoria Square House, Victoria Square, Birmingham B2 4AJ.



## Direct Debit guarantee

- This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, the General Teaching Council for England will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by The General Teaching Council for England or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

## Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the form and send to  
**GTC, Victoria Square House, Victoria Square, Birmingham B2 4AJ.**



Name(s) of account holder(s):

Bank/Building Society  
account number:

Sort code:

Name and full postal address of your Bank or Building Society

To:

Address:

Postcode:

Originator's identification number:

**6 7 0 3 6 7**

Reference number:

### Instruction to your Bank/Building Society.

Please pay the General Teaching Council for England Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with the General Teaching Council for England and if so, details will be passed electronically to my Bank/Building Society.

Signature(s):

Date:

**DD MM YYYY**

Banks and Building Societies may not accept Direct Debit instructions for some types of account.