

TEACHERS SERVICE COMMISSION



TEACHER REGISTRATION POLICY

FEBRUARY 2007

PREFACE

The Teachers Service Commission (TSC) is mandated to register all persons who wish to be employed as teachers in any school in Kenya, registered by the Minister for Education in accordance with Education Act and TSC Act. This is in tandem with goals of education, to provide quality education for all and in line with the Commission's management function, to regulate teaching standards nationally.

Owing to the large number of educational institutions, chances are that some of them engage persons who have not been registered and therefore not licensed to teach. It is also noted that there are non-Kenyan citizens who wish to provide teaching services, thus require approval from the Ministry of Education. They also need to have their certificates equated by the Commission for Higher Education (CHE).

The Commission in the past has operated without an explicit teacher registration policy hence it has become imperative to have guidelines on teacher registration procedures.

The documentation of this policy aims at bringing about uniformity and maintenance of standards in the provision of teaching services as well as instilling professionalism in teaching service.

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CHAIRMAN
TEACHERS SERVICE COMMISSION

FOREWORD

The policy addresses the registration of teachers, a Teachers Service Commission (TSC) function aimed at regulating the teaching standards in Kenya. It has been developed in line with instilling discipline and professionalism in teaching service. It is a legal requirement that any person who wishes to teach in a school registered by the Minister for Education must be registered by TSC after meeting minimum required qualifications. Teacher registration entails verification of qualification and background information of the applicant.

The Commission is concerned with the growing number of persons engaged to teach in educational institutions without a valid certificate of registration. This necessitates development of a clear policy to ensure that teachers meet the appropriate teaching qualifications before they are engaged in teaching jobs.

This policy will be a tool of change in future to seal loopholes in this aspect and act as a breakthrough in addressing efficiency in teaching as well as instilling professionalism amongst teachers.

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GLOSSARY OF TERMS AND CONCEPTS

ACCREDITATION	Official Approval of an Institution
COMMISSION FOR HIGHER EDUCATION	It a body charged with the responsibility of ensuring that quality education in relation to careers is maintained in the institutions for higher learning.
ENTRY PERMIT	Expatriate teachers who are employed by private and international institutions for various subjects especially foreign languages.
EQUATION OF CERTIFICATES	Verification of certificates to determine their quality for purposes of registration, employment and promotion.
TSC AGENT:	Any body or person appointed by the Teachers Service Commission to perform some of its functions.
WORK PERMIT:	A document given to foreign teachers before being engaged to teach in public institutions.

ACRONYMS AND ABBREVIATIONS

CHE	Commission for Higher Education
EMIS	Education Management Information System
ICT	Information and Communication Technology
TR	Teacher Registration

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1.0 INTRODUCTION

Teacher Registration (TR) is a core function of Teachers Service Commission. All Persons wishing to teach must register with TSC and must have the required qualifications. This will go a long way in engendering quality education in educational institutions. Teacher registration entails scrutiny and verification of academic and professional certificates. It is the first stage that confirms a person's qualification to teach. The Commission maintains the Register of Teachers and ensures that all professionally qualified persons engaged in teaching are issued with Certificate of Registration. Where a person is deemed unfit to teach and is already registered, such a teacher maybe deregistered.

1.1 BACKGROUND

The Teachers Service Commission (TSC) was established by an Act of Parliament Cap 212 of the Laws of Kenya in 1967. The Commission is mandated to register, recruit, remunerate, deploy, discipline, and maintain standards in public schools and tertiary institutions.

The overall goal of the teacher management function is to regulate teaching standards nationally, in line with TSC mission statement, **“to establish and maintain a sufficient professional teaching service for all public educational institutions - responsive to environmental changes.”**

Since inception the Commission has registered over 450,000 teachers and this is a continuous process. However, there is an increasing number of persons currently employed in educational institutions who are not registered.

1.2 RATIONALE

The Commission is mandated by the TSC Act to register qualified teachers. However, there is a large number of persons providing services as teachers but who remain unregistered. Also with the rapid rise in the establishment of public and private educational institutions, some of the teachers may not be aware of teacher registration process which is meant to instill professionalism in teaching.

Although the TSC Act mandates the Commission to ensure that all persons entering the teaching profession are registered, there are no mechanisms to enforce this law. There is also an emerging need to establish a database on

those engaged in the teaching service and track the supply of teachers in the labour market not only in terms of numbers but also in areas of specialization. This therefore calls for the review of the structures, systems and procedures in the Teacher Registration process.

2.0 POLICY STATEMENT

The Commission endeavors to register all teachers who are qualified to teach in various education institutions except universities. This would be achieved by ensuring that persons wishing to practice as teachers are registered.

The Commission also seeks to deregister all the teachers who fail to meet the requirements from time to time.

3.0 AUTHORITY

The policy derives its mandate from

- a) The Education Act Cap 211
- b) The TSC Act Cap 212
- c) TSC Code of Regulations for Teachers
- d) TSC Code of Conduct and Ethics

4.0 OBJECTIVES

The policy aims at: -

- a) Ensuring that all qualified persons wishing to practice as teachers are registered;
- b) Ensuring that professionalism and quality standards are maintained within the teaching service;
- c) Ensuring that educational institutions employ teachers who are registered; and
- d) Facilitating long term planning for teacher requirements.

5.0 THE SCOPE

The policy will apply to all teachers working in educational institutions and the unemployed qualified teachers, but does not apply to teachers trained in Early Childhood Education (ECD) programmes and University lecturers.

6.0 PRINCIPLES

The policy shall be based on, but not limited to the following guiding principles of openness, fairness and inclusiveness: -

- a) Teacher Registration shall be a continuous exercise.
- b) All persons wishing to practice as teachers are eligible for registration provided that they have relevant qualifications.
- c) The Commission may consult, advise and establish linkages with educational institutions on teacher registration matters.
- d) Teacher Registration does not guarantee automatic employment with TSC.

7.0 ROLES AND RESPONSIBILITIES

The policy shall be implemented by the Commission Secretary using the existing administrative structures.

a) Teacher Registration Division;

- (i) Receive and process applications for registration of teachers and issue Certificate of Registration to successful applicants and notify unsuccessful applicants.
- (ii) Receive registration fee and forward to Revenue Division.
- (iii) Allocate TSC numbers to successful applicants using the teachers Register.
- (iv) Respond to enquiries on matters relating to registration of teachers.

b) Office Services Division:

- (i) Custodian of application for registration of teachers forms.
- (ii) Issue Application for Registration of Teachers forms (TSC/REG/1) to TSC Agents.
- (iii) Respond to enquiries from agents on matters relating to issuance of application for registration of teachers forms.

c) I.C.T. Division

- (i) Maintenance of personal computers
- (ii) Offer advice on software
- (iii) Provide basic training on use of ICT tools and equipment
- (iv) Update teacher registration information on website
- (v) Harmonization of EMIS data on registered teachers

d) TSC Agents

- (i) Issue Application for Registration of Teachers Forms to applicants.
- (ii) Shall receive duly filled forms and forward to the TSC Headquarters.
- (iii) Certify documents from applicants on behalf of the Commission.
- (iv) Advise applicants on matters relating to registration of teachers.

8.0 GENERAL GUIDELINES

In order to ensure capture of accurate information and enhance the accessibility and efficiency of the TR processes and systems, the following guidelines and procedures shall apply: -

- a) Office Services Division shall issue Application for Registration of Teachers forms to the TSC agents.
- b) Applicants shall be issued with the Registration forms, which they will fill and return to the TSC Agent together with the registration fee. The TSC Agent will forward duly filled application forms to TSC headquarters.

- c) Teacher Registration Division shall receive, record, process and issue Certificate of Registration to successful applicants and notify the unsuccessful applicants.
- d) Teachers with certificates from non-accredited institutions shall be required to have them equated by the Commission for Higher Education. Non-Kenyan citizens wishing to provide teaching services will in addition to having professional certificates equated, require approval by the Ministry of Education.
- e) The TSC reserves the right to deregister a teacher as and when deemed necessary, in accordance with the TSC Act Cap 212 and Code of Regulations for Teachers.
- f) The TR Division shall from time to time consult, advise and establish linkages with other relevant institutions on registration matters.

9.0 IMPLEMENTATION

The policy shall be implemented by the Commission Secretary using the existing administrative structures.

TOOLS

The following shall be the implementation tools: -

- a) Application for Registration of Teachers Form (TSC/REG/1).
- b) Teachers' Register
- c) Certificate of Registration (TSC/REG/2)

10.0 POLICY REVIEW

The policy shall be reviewed from time to time to ensure efficiency, enhance performance and make it relevant in the education sector.

Schedule 1: Requirements for Registration

1. Duly certified (by the Agent) Photostat copies of;
 - (a) National Identification Card (both sides) or passport.
 - (b) Academic and professional certificates and other relevant documents.
2. Two (2) passport size photographs.
3. Medical certificate from a government hospital.
4. A non-refundable registration fee of Ksh. 500 (in postal/money order).
5. An entry permit for non-Kenyan citizens.
6. Work permit in the case of non-Kenyan citizens.
7. Approval letter from the Ministry of Education in the case of non-Kenyan citizens.

SCHEDULE 11

Serial No.....

TSC/REG/1

TEACHERS SERVICE COMMISSION



APPLICATION FOR REGISTRATION OF TEACHERS

Section A: Important Notes for Applicants

1. All sections of this form MUST be completed in full.
2. Please forward the completed original application form together with:
 - (a) Duly certified (by the Agent) photostat copies of:
 - (i) National Identification card (both sides) or passport.
 - (ii) Academic and professional certificates and other relevant documents.
 - (b) A non-refundable fee of KSh. 500 (five hundred only) in the form of crossed money/postal order.
 - (c) GP 69 form from a government doctor.
 - (d) Two recent passport size studio photographs (NOT PHOTO ME MACHINE); to the Secretary, Teachers Service Commission, Private Bag, Nairobi, 00100, Kenya.
3. It is a serious offence to willfully give false information to the Teachers Service Commission. The law provides that any person convicted of the offence may be fined up to KSh. 5,000 or imprisoned for six (6) months or both (Section 21 (1) Sub-section (a) of the Teachers Service Commission Act, Cap 212 refers).

Section B: Applicant's Details

1. Full names.....
(in BLOCK, state whether Mr., Mrs. or Miss etc.)

Maiden Name if Married woman (Name before marriage).....

.....

(in BLOCK)

Note:- The full names as stated on this form must be the names appearing in the Register of Births and in the academic and professional qualifications attached to the application.

2. (a) Date of Birth..... Age Years
- (b) Religion.....Denomination.....
- (c) Permanent Address.....
.....
- (d) Contact Address

(e) Telephone Number(s).....

3. State if you are a Kenya citizen:

a. By Birth (give ID /No.)

b. By Naturalization: Certificate No

c. *By Registration: Certificate No.....

**Delete whichever is not applicable*

If not a Kenya citizen, state nationality

Alien/Passport No.....

4. Educational and Professional Qualifications.

Education	Name of Institution	Date (Years)		Certificate obtained	Certificate No. and Date
		From	To		
Primary					
Secondary					
Technical					
College					
University					

5. Teaching Subjects:

(a) Major Subject(s) studied

(b) Minor subject(s) studied.....

6. Details of Certificate

(a) Teacher's Certificate No. e.g.(P1/1966/15)

(b) Promotion Certificate No. e.g. (AT/1985/6594)

.....

(Applicable to all teachers promoted subsequent to date of gaining their first qualification. If unable to give the promotion certificate number, please state authority for promotion).

(c) Licence to teach No.

(Applicable to all unqualified teachers applying for registration and who are teaching in a private school paragraph 6(1) of Legal Notice No.90 dated 22nd April, 1967 refers).

7. Have you ever, been previously registered with the Teachers Service Commission?

If so, state previous TSC Number.....

8. Have you ever been dismissed or otherwise removed from the Civil Service, other Public Service, the Teaching Service or private sector? Yes/No

If so, give details.....

9. Have you ever been convicted of any charge in a court of law?

.....

If the answer is "Yes" give the following particulars:

(a) Offence for which convicted.....

(b) Date and place of conviction.....

(c) Sentences imposed.....

(d) Have you ever, with or without being convicted been made the subject of a probation order?

.....

Note: The fact of an applicant declaring that he/she has been convicted of an offence will not necessarily debar him/her from registration by the Teachers Service Commission. Each case will be considered on its merit having regard to the nature and the circumstances of the offence.

10. Do you suffer from any medical, physical or mental impairment?

Yes/No.

If Yes, give details.

.....

.....

.....

A medical Certificate of Fitness from a Government medical doctor must be attached to this form.

Note: The physical impairment or medical history given will not necessarily put an applicant at a disadvantage, but is intended to form useful background information which may influence the station or locality to which a teacher may be posted.

I certify that the particulars furnished on this form are correct.

.....

Signature of Applicant

Date.....

TEACHERS SERVICE COMMISSION



CERTIFICATE OF REGISTRATION

IT IS HEREBY CERTIFIED that:

(full name)

of (address)

has been registered as a teacher in the register established and kept by the Teachers Service Commission in accordance with section 7 (1) of the Teachers Service Commission Act (Cap 212).

Registration No.

Date

(Signed)
for the Teachers Service

Commission

NOTES

1. This certificate is the property of the Commission and must be surrendered to the Commission on demand.
2. In all correspondence with the Commission, the full name and the registration number should be quoted.
3. It is an offence to deface, amend or erase this certificate in any way, or to apply for employment as a teacher in any name other than the full name as shown in this certificate of registration.
4. Where there is a change in the particulars to be entered in the register (for example, a change of address), this certificate should be returned to the Commission with an explanation of the changes proposed to be made in the register. Where the full name is changed on marriage, the Commission may require a marriage certificate to be submitted as proof.
5. Any teacher whose name has been removed from the register must return this certificate to the Commission immediately for cancellation. The possession or use for any purpose of this certificate by such a teacher is an offence.