



中華人民共和國香港特別行政區政府總部教育局
Education Bureau
Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China
九龍協調道 3 號工業貿易大樓 2 樓教師註冊小組
Teacher Registration Team, 2/F, Trade and Industry Tower, 3 Concorde Road, Kowloon

本局檔號 Our Ref.: 1077-2005-8050-9035-00010

電話 Telephone: 3467 8282

傳真 Fax Line: 2520 0065

12 June 2024

To: Supervisors/Principals of all secondary schools, primary schools
and kindergartens (government schools and private schools
offering non-formal curriculum – for information)

Dear Supervisor/Principal,

Teacher Registration and Appointment Matters

The Education Bureau (EDB) attaches great importance to the quality and professional conduct of teachers. While we have all along been reminding schools of their gatekeeping role in appointment of teachers, a teacher registration system has been in place to ensure that only those meeting the required qualifications and standards can become registered teachers or permitted teachers, preventing improper persons from becoming teachers. This letter serves to remind schools of the points to note about teacher registration and appointment of teachers. This circular letter should be read in conjunction with [EDB Circular No. 14/2023 on “Measures for Strengthening the Protection of Students: Appointment of Teaching and Non-teaching Staff in Schools”](#).

Relevant Ordinance and Regulations

Education Ordinance

2. According to section 42(1) of the Education Ordinance, any person who teaches in a school has to be either a registered teacher or a permitted teacher. Section 42(2) also stipulates that “no permitted teacher shall teach in a school otherwise than in accordance with the conditions or limitations specified in the permit to teach issued in respect of such teacher”.

3. Section 87(3) of the Education Ordinance also stipulates that any person who contravenes section 42(1) or (2), or employs or permits any person to teach in a school in contravention of section 42(1) or (2), shall be guilty of an offence and shall be liable on

conviction to a fine at level 5 (\$50,000 at present) and to imprisonment for 2 years. However, the said section provides a short period of exemption for persons who have submitted an application for registration so that the persons concerned and their employers will not be held liable for breaching the law when their applications are being processed by EDB.

Registered Teacher (RT)

4. A person who holds a recognised teacher training qualification, regardless of whether he/she is a Hong Kong permanent resident or Hong Kong non-permanent resident, may apply for registration as an RT by filling in [Form 8](#) (Application for Registration as a Teacher). For a Hong Kong non-permanent resident, one of the following documentary proofs issued by the Hong Kong Immigration Department has to be produced for the processing of application: (i) valid employment visa; (ii) landing slip bearing the conditions and limit of stay in Hong Kong; or (iii) HKSAR Document of Identity for Visa Purposes.

Permitted Teacher (PT)

5. A person who holds only academic qualifications but without a recognised teacher training qualification may be registered as a PT. Any person wishing to register as a PT has to be employed by a school and the school supervisor should submit [Form 10](#) (Application for Permission to Employ an Unregistered Teacher) to seek permission to employ him/her as a PT. Upon approval, a Permit to Teach will be issued by EDB, enabling the person to become a PT of that school.

6. If the person ceases to be employed in the school specified in the permit, his/her permit will automatically be cancelled. The school should collect the copy of the Permit to Teach from the person and return both the copy and the original to EDB. If the person fails to return the copy of the Permit to Teach, the school should document the reason for not returning the copy properly in writing. The school should return the above-mentioned documents (i.e. both the original and copy of the Permit to Teach and/or the reason for not returning the copy) to the Teacher Registration Team of EDB, by the end of the school year. **The school should also update the record of employment cessation of the teacher through the e-Services Portal.** If the PT does not have an e-Services Portal account, the school should inform the Teacher Registration Team of EDB in writing about the details of the PT who has ceased his/her employment ([Sample Letter](#)).

7. If the person is subsequently employed by another school as a teacher, the supervisor of that school has to submit [Form 11](#) (Application for Permission to Employ an Unregistered Teacher who has Previously been Employed as a Permitted Teacher) to obtain another permit to teach on his/her behalf, even when he/she has previously been registered as a PT. The person can only become a PT of that school after he/she has been issued a Permit to Teach by EDB.

Points to Note about Teacher Registration and Appointment

8. To ensure that teachers employed have undergone the teacher registration formalities in compliance with the law, have met the basic qualification requirements and are fit and proper persons, schools should take note of the following points:

- (a) Schools should require the applicants to declare the following in the application forms for the posts and/or other related documents; and to provide details accordingly:
- whether their RT or PT status has been cancelled/refused;
 - whether EDB has issued reprimand/warning/advisory letter due to their professional misconduct to the best of their knowledge;
 - whether they were/are being investigated by schools or EDB over professional misconduct allegations to the best of their knowledge;
 - whether they have been convicted of any criminal offence in Hong Kong or elsewhere; and
 - whether they are involved in any ongoing criminal proceedings or investigations (including but not limited to arrest or apprehension by the police) to the best of their knowledge.
- (b) Schools should be well informed of the applicants' personal backgrounds and give due consideration, including but not limited to the following:
- Schools should check the certificates of service issued by the candidates' previous employers, and with the candidates' consent, consult their previous employers about their performance including whether they were/are being investigated over professional misconduct allegations;
 - Upon seeking the consent of the applicant, the school should apply to EDB for releasing information regarding his/her registration status. The application form can be downloaded from [EDB webpage on "Teacher Registration"](#), or schools may submit online applications; and
 - Schools should obtain details and proof of the incidents from the applicant if he/she is found to be involved in professional misconduct or illegal acts. Whether the applicant is employed or not, the Incorporated Management Committees (IMCs)/School Management Committees (SMCs) should discuss the decision and record the deliberations.
- (c) Prior to appointing teachers, schools must verify whether the teachers to be appointed have passed the Basic Law and National Security Law Test (BLNST). For details, please refer to [EDB Circular No. 13/2022 on "Requirement for Newly-appointed Teachers to Pass the Basic Law and National Security Law Test"](#) and [EDB webpage on "Requirement for Newly-appointed Teachers to Pass the Basic Law and National Security Law Test"](#).
- (d) Starting from the 2020/21 school year, full-time teachers appointed to teach in public sector schools (including government, aided and caput schools) or schools under the Direct Subsidy Scheme for the first time are required to complete 30 hours of core training and not less than 60 hours of elective training based on individual professional development needs within the first three years of service. If schools plan to appoint teachers transferred from other schools who were first appointed to teach in public sector schools on a full-time basis in or after the 2020/21 school year, schools may consider requesting the applicants to declare their training records or ask them to provide their training records in their e-Services Portal accounts (if any). For appointment of teachers who have not yet met the above-mentioned training requirements, schools should remind and arrange the teachers concerned to

complete the core and elective training. For details, please refer to [EDB Circular No. 155/2023 on “Training Requirements for Newly-joined Teachers”](#) and [EDB webpage on “Training Programme for Newly-joined Teachers”](#).

- (e) In addition to the applicants’ academic qualifications, expertise, work experience, passion for education and attainment of a pass result in BLNST, schools should also take into account their potential to cultivate the younger generation with virtues and talents, an affection for their country and their home as well as a global perspective.
- (f) If schools plan to employ teachers who have not yet registered as RT, schools have to ensure that the teachers concerned have submitted the application for registration as RT or PT as required before assumption of duties. Schools should keep track of the registration status of individual teachers and must ensure that all teachers have undergone the registration formalities in compliance with the law.
- (g) Schools should carefully check the originals of the teacher registration certificates and other qualification documents produced by applicants, and retain copies of Certificates for Registration as a Teacher and copies of results in BLNST for inspection.
- (h) For appointment of teachers who have already left their prior service in a local primary/secondary school or kindergarten for one year or more, schools should require them to declare whether he/she has been convicted of any criminal offence in Hong Kong or elsewhere, and upon obtaining the consent of the teachers, submit the details to this Bureau for verification with relevant Government bureaux/departments, prior to the effective date of the proposed appointment. The declaration form can be downloaded from [EDB webpage on “Teacher Registration”](#).
- (i) Unless with the permission in writing of the Permanent Secretary for Education, persons who have had their teacher registrations cancelled/refused shall not enter or remain in any school.
- (j) Schools must request prospective employees to undergo Sexual Conviction Record Check (SCRC) at the advanced stage of the employment process. For details, please refer to [EDB webpage on “Appointment Matters”](#) and browse the [webpage on “Sexual Conviction Record Check”](#) of the Hong Kong Police Force.
- (k) In accordance with the enhanced measures introduced by EDB since the 2009/10 school year, schools recruiting their own Native-speaking English Teachers (NETs) should require the new appointees to produce a Certificate of No Criminal Conviction or other legitimate documentary proof issued by their countries of residence. For details, please refer to the latest EDB circular memorandum on the employment of NETs and relevant EDB webpage (EDB Homepage → Curriculum Development and Support → Resources and Support → NET Scheme → [“NET Scheme - NET Appointment Matters in Aided Schools”](#)).
- (l) Schools should require prospective teachers to study the Guidelines on Teachers’ Professional Conduct promulgated by EDB to make themselves aware of the expectations of EDB, schools and the community on teachers’ professional conduct.

9. For enquiries about teacher registration issues, please contact the Teacher Registration Team on 3467 8281/ 3467 8282.

A handwritten signature in black ink, appearing to read 'Doris Pong', with a small dot above the 'o'.

(Ms Doris PONG)
for Permanent Secretary for Education