



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  
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9 July 2020

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

Dear Supervisor/Principal,

### **Teacher Registration**

The Education Bureau (EDB) attaches great importance to the quality and professional conduct of teachers. All along, we have been working with schools through a teacher registration system to ensure that only those meeting the required qualifications and standards can become registered teachers or permitted teachers, and also to prevent improper persons from becoming teachers. This letter serves to reiterate the importance of teacher registration and to remind schools of the points to note.

### **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 the 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. The minimum academic qualification required of a PT teaching in a primary or secondary school is a higher diploma or an associate degree. 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 the 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 permit to teach from the person and keep it in school file for record purpose. If the person fails to return the permit to the school, the school should record the reason(s) in school file for future reference.

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 though 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 the EDB.

## **Points to Note**

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

- (a) Schools should carefully verify the **original copy** of the identity and teacher registration documents produced by candidates (including supply teachers employed on a daily-rated basis or short-term contracts) and keep record of copies of teacher registration documents (applicable to both RT and PT) for future checking. Schools should, upon seeking the potential appointee's consent, apply to the EDB for releasing information regarding his/her registration status. The application form can be downloaded from the EDB webpage on "[Teacher Registration](#)" ( <http://www.edb.gov.hk> → Teachers Related → Qualifications, Training and Development → Qualification → Teacher Registration). Schools may also initially ascertain the teacher registration status of a potential appointee of the school (including supply teachers employed on a daily-rated basis or short-term contracts) through the "Teacher Registration Information Enquiry" Function in the e-Services Portal.

- (b) A person without a Certificate of Registration as a Teacher or a permit to teach shall not teach in a school until he/she has submitted an application for teacher registration to the EDB.
- (c) Schools should require the applicants to declare in the job application forms and/or other related documents whether they have been convicted of any criminal offence in Hong Kong or elsewhere, or whether they are involved in any ongoing criminal proceedings or investigations to the best of their knowledge, including but not limited to arrest or apprehension by the police, whether their registered teacher or permitted teacher status has been cancelled/refused, or whether they are being investigated by schools or the EDB over professional misconduct allegations to the best of their knowledge, and to provide the details accordingly. Schools should state clearly on the job application forms and/or other related documents the dire consequence of criminal prosecution that the appointee may face for providing false information or withholding material information.
- (d) 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, to the best of their previous employers' knowledge, they are being investigated over professional misconduct allegations.
- (e) Schools intending to employ a person as a PT should submit an application for a permit to teach on his/her behalf as soon as the appointment has been confirmed and prior to his/her assumption of duty, regardless of whether the person has previously been registered as a PT or not.
- (f) Schools intending to employ a Native-speaking English Teacher (NET) under the NET Scheme or a daily-rated/monthly-rated supply teacher should submit an application for teacher registration on his/her behalf or remind him/her to do so as soon as the appointment has been confirmed and prior to his/her assumption of duty. Besides, since the 2009/10 school year, NETs who have not served under the NET Scheme before or with a break in service are required to produce a Certificate of No Criminal Conviction (CNCC) or other relevant legitimate documentary proof before they take up an appointment as a NET. Please refer to the latest EDB circular memorandum on appointment of NETs for details. The circular memorandum can be downloaded from the EDB website (EDB Homepage → Curriculum Development → Resources and Support → NET Scheme → NET Appointment Matters).
- (g) Schools should request prospective employees to undergo SCRC at the advanced stage of the employment process (please refer to the EDB Circular Memorandum No. 179/2011 on "Sexual Conviction Record Check Scheme" for details) with a view to verifying the sexual conviction records as declared by them. This can facilitate schools to make an informed decision on selecting suitable employees for working in schools. For implementation details of the Scheme, including the protocol and application procedures, schools may browse the SCRC page of the Hong Kong Police Force website (<http://police.gov.hk/scrc>).
- (h) Schools should open an account on the e-Services Portal for newly-appointed monthly-rated teacher(s) (including regular and temporary teachers who are paid by the Salaries Grant, government funds or other funding sources) as soon as possible. Where necessary, schools may also create an account for daily-rated supply

teacher(s). The system will verify the registration status of the teachers automatically. In case of irregularities in the registration of the teacher(s) concerned, the system will prompt the school to contact the EDB.

- (i) Unless with the permission in writing of the Permanent Secretary for Education, persons who have had their registration cancelled/have been refused registration as a teacher shall not enter or remain in any school.
- (j) Persons whose teacher registration has become invalid should no longer teach or take up non-teaching duties in a school and the school should not remunerate these persons out of government funds.

9. For enquiries from schools on teacher registration information of individual teachers, the EDB will give a reply within 3 working days upon receipt of the application form. It is worth emphasising that teacher registration is a legal requirement which ensures that all teachers have fulfilled the minimum qualification requirement. It also safeguards schools from appointing persons who are not fit and proper to be teachers with a view to protecting the interests of schools and students. There were cases in the past in which some schools employed persons who were found to be not fit and proper to be a teacher. In view of the nature and seriousness of the incidents in which these persons were involved, their applications for teacher registration were finally refused and the schools had to terminate the employment of the persons concerned accordingly.

10. With effect from 1 September 2006, in assessing the salaries of teachers who are paid out of the Salaries Grant, only relevant teaching experience acquired in aided, caput, Direct Subsidy Scheme and private primary and secondary schools upon registration as an RT/PT will be considered for incremental purpose. The teaching experience obtained, otherwise, will not be counted. For details, please refer to Appendix 13 of the [“Guides to Salary Assessment for Aided Secondary/ Primary Schools”](#) available on the EDB website ( <http://www.edb.gov.hk> → Teachers Related → Appointment & Related Matters → Salary Assessment in Aided Schools → Guides to Salary Assessment).

11. Schools are strongly advised to keep track of the registration status of individual teachers and are required to ensure that all teachers have undergone the registration formalities in compliance with the law. For more information regarding teacher registration, please refer to the EDB webpage on [“Teacher Registration”](#) (<http://www.edb.gov.hk> → Teachers Related → Qualifications, Training and Development → Qualification → Teacher Registration) and the [Education Bureau Circular No. 11/2007](#).

12. For enquiries, please contact the Teacher Registration Team on 3467 8281/3467 8282.

Yours sincerely,

T W CHAU  
for Permanent Secretary for Education