

GOVERNMENT NOTICE NO. 686 published on 28/8/2020

THE TANZANIA TEACHERS' PROFESSIONAL BOARD ACT,
(CAP. 314)

REGULATIONS

(Made under section 71)

THE TANZANIA TEACHERS' PROFESSIONAL BOARD GENERAL
REGULATIONS, 2020

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THE TANZANIA TEACHERS' PROFESSIONAL BOARD ACT,
(CAP. 314)

REGULATIONS

(Made under section 71)

THE TANZANIA TEACHERS' PROFESSIONAL BOARD (GENERAL)
REGULATIONS, 2020

PART I
PRELIMINARY PROVISIONS

- Citation 1. These Regulations may be cited as Tanzania Teachers Professional Board (General) Regulations, 2020.
- Application 2. These Regulations shall apply to Mainland Tanzania in respect of all teachers working in public and private sector.
- Interpretation
Cap. 314 3. In these Regulations, unless the context requires otherwise-
"Act" means the Tanzania Teachers' Professional Board Act, 2018;
"Board" has the meaning ascribed to it in the Act;
"foreign teacher" means non-citizen teacher who is practicing in Tanzania after being registered by the Board.
"professional standards" means ethical or legal duty of a professional to exercise the level of care, diligence and skill as prescribed under these Regulations;
"provider" means any person, professional associations or training agencies accredited by the Board to provide teachers continuous professional development training; and
"Teacher Continuous Professional Development" has a meaning ascribed to it in the Act.

PART II
COMMITTEES OF BOARD

- Committees of Board 4.-(1) Subject to the provision of section 8 of the Act, the Board may delegate some of its functions to the-
- (a) Registration and Licensing Committee; or
 - (b) Ethics and Disciplinary Committee.
- (2) The Board shall appoint not exceeding four members from amongst its members to be members for each of the Registration and Licensing Committee or Ethics and Disciplinary Committee.
- (3) The tenure of members of the Committees appointed under subregulation (2) shall be the same as to the tenure of membership of the Board.
- (4) Where the Committee has been delegated powers by the Board to do anything, and such thing has been acted upon by the Committee, the Committee shall forward the findings and recommendations to the Board for consideration and determination.
- (5) The Committees under this regulation may co-opt any other person to

assist in the performance of their functions.

Functions of
Registration and
Licensing
Committee

5. The functions of the Registration and Licensing Committee shall be to-
- (a) scrutinize the applications received for registration or licensing; and
 - (b) recommend to the Board for granting or rejection of the registration or licence.

Functions of
ethics and
Disciplinary
Committee

6. The function of the Ethics and Disciplinary Committee shall be to-
- (a) consider the merits of complaints in terms of section 40 (2) of the Act and submit findings and recommendations to the Board;
 - (b) examine allegation of professional ethics and misconduct against any registered teacher;
 - (c) recommend to the Board appropriate measures in respect of findings in paragraphs (a) and (b); and
 - (d) any other relevant function as may be directed by the Board.

PART III

REGISTRATION AND LICENSING OF TEACHERS

Prohibition of
teaching by
unauthorized
person

7. Subject to section 28 of the Act, no person shall employ any person to teach at any school unless such a person is registered and licenced with the Board.

Registration of
Tanzania teachers

- 8.-(1) A person who intends to obtain registration shall submit an application to the Registrar in the form as prescribed in the First Schedule.
- (2) The application made under subregulation (1), shall be accompanied by -
- (a) fees set out in the Second Schedule;
 - (b) certified copy or copies of academic certificates which include-
 - (i) Ordinary Certificate of Secondary Education;
 - (ii) Advanced Certificate of Secondary Education;
 - (iii) Certificate, Diploma or Degree in Teachers' Education; and
 - (iv) other academic certificates if any.
- (3) Upon receipt of the application, the Registrar shall forward all academic certificates to the relevant authorities for credential verification.
- (4) The Registrar shall, after receiving credential verification, submit the applications together with the recommendation to the Board for consideration and determination.
- (5) The Board may, after consideration of the applications-
- (a) approve the application and direct the Registrar to register the applicant; or
 - (b) reject the application and direct the Registrar to inform the applicant within thirty days after the decision of the Board and the reasons for the rejection.
- (6) A person who is registered by the Board, shall be granted a certificate of registration which shall bear-
- (a) serial number;
 - (b) a registration number;
 - (c) name of bearer;
 - (d) photo of bearer;
 - (e) type of registration;
 - (f) date of registration;
 - (g) signature of the Chairman and Registrar;

- (h) seal of the Board; and
 - (i) any other feature as may be determined by the Board.
- Replacement of certificates
- 9.-(1) Where the certificate of registration or licence is lost, destroyed, defaced or obliterated, the holder of such certificate shall notify the Registrar immediately.
- (2) Where the certificate of registration or licence is lost, destroyed, defaced or obliterated, the duplicate certificate of registration or licence may be issued under the following conditions-
- (a) in case of loss or obliteration, the applicant shall-
 - (i) submit a loss report; and
 - (ii) pay subscribed fees.
 - (b) in case of destruction or defacement, the applicant shall-
 - (i) surrender a destroyed or defaced copy to the Registrar; and
 - (ii) pay subscribed fees.
- Conditions for granting practising licence
- 10.-(1) A person who intends to obtain practicing licence shall make an application to the Registrar in the form as prescribed in the Third Schedule.
- (2) The application made under subregulation (1) shall-
- (a) be accompanied by evidence to the satisfaction of the Board that applicant is registered under the Act; and
 - (b) produce evidence to the satisfaction of the Board that he has paid fees prescribed in the Second Schedule.
- Issuance of practising licence
- 11.-(1) The Board shall, as soon as practicable after receiving an application for practising licence, grant or refuse to issue the licence.
- (2) Where the Board refuses to issue a practising licence shall, direct the Registrar to inform the applicant within fourteen days after the decision of the Board stating the reasons for the refusal.
- (3) The licence issued under sub regulation (1), shall consist of-
- (a) a serial number;
 - (b) terms and conditions;
 - (c) name of bearer;
 - (d) photo of bearer;
 - (e) name of school of practice;
 - (f) level of practice;
 - (g) issuing authority;
 - (h) place of issuance;
 - (i) date of issuance and expiry of licence; and
 - (j) any other feature as may be determined by the Board.
- (4) The practising licence issued under subregulation (1) shall be duly signed by the Chairman and sealed with the Common seal of the Board.
- Revocation of certificate of registration and practising licence
- 12.-(1) The Board may revoke the certificate of registration or practising licence at any time on the following circumstances if-
- (a) a teacher is convicted of professional misconduct against the Act or any regulation made there under or has violated or failed to comply with any of the condition or restriction attached to or imposed on the licence or registration;
 - (b) a registration and licencing of a teacher has been done under fraud, false pretense, misrepresentation, deceit and, or misleading information; or
 - (c) a teacher has been found to have no qualifications to practice.
- (2) A teacher whose certificate of registration or practicing licence is revoked

under this regulation, shall be required to submit original certificate or licence to the Registrar within twenty one days from the date of revocation.

(3) A teacher who fails to comply with provision of sub regulation (2) commits an offence under these Regulations.

Surrender of certificate of registration or practising licence

13. A registered teacher shall surrender certificate of registration or practising licence in case of-

- (a) revocation of certificate of registration or practicing licence; or
- (b) deletion of a name from the register pursuant to section 34, 35 or 37 of the Act.

Application for reinstatement of registration

14.-(1) Subject to the provisions of section 36 of the Act, a registered teacher whose registration has been cancelled from the register and wishes to restore his registration may apply to the Board by-

- (a) filling in application form for registration;
- (b) taking and passing an examination provided by the Board; and
- (c) paying prescribed fees.

(2) For better execution of subregulation (1)(b) the Board shall set examination in teaching profession, mark and issue examination results and certificates.

Penalty for failure to pay annual fee

15. A registered teacher who fails to pay annual registration fees under section 23 of the Act shall be required to pay a penalty of ten percent of the total amount due.

Refusal of renewing practising license

16. The Board, shall not renew practising license for a registered teacher if such registered teacher-

- (a) fails to pay an application fee;
- (b) fails to undergo Continuous Professional Development training within the validity of teaching license; and
- (c) fails to submit a certificate of registration.

Practice of registered teacher

17. The registered teacher under the Act, shall adhere to the teaching professional standards and code of professional conduct and ethics of the teaching profession established and formulated by the Board under section 6 (1) (c) and (f) of the Act.

Teaching under supervision

18. Without prejudice to the generality of provisions of section 28 of the Act, the Board shall establish a mechanism of teaching under direct supervision as stipulated under section 28 (1) (c) of the Act.

PART IV REGISTRATION OF FOREIGN TEACHERS

Application for registration of foreign teachers

19.-(1) A foreign teacher who intends to obtain registration under the Act, shall submit an application to the Registrar in the form as prescribed in the Fourth Schedule with documents provided for under section 27(2) of the Act.

(2) Upon receipt of the application made under subregulation(1), the Registrar shall forward all academic certificates to the relevant authorities for credential verification.

(3)The Registrar shall, after receiving credential verification, submit the applications together with the recommendation to the Board for consideration and determination.

Conditions for registration of foreign teachers

20.-(1) Subject to section 27 of the Act, the Board shall, when registering a foreign teacher, adhere to the prescribed conditions as follows:

- (a) payment of prescribed fees; and
 - (b) has been issued with the residence and work permits by the appropriate authorities.
- (2) The Board may, after consideration of the applications-
- (a) approve the application and direct the Registrar to register the applicant; or
 - (b) reject an application and direct the Registrar to inform the applicant within fourteen days after the decision of the Board and state the reasons for the rejection.
- (3) The decision of the Board made under subregulation 2 shall be final.

Issuance of Certificate registration

21.-(1) The foreign teacher who has been registered by the Board shall be granted a temporary certificate of registration.

(2) The Certificate of Registration granted under sub regulation (1) shall include the following particulars-

- (a) serial number;
- (b) a registration number;
- (c) name of bearer;
- (d) nationality;
- (e) photo of bearer;
- (f) type of registration;
- (g) date of registration;
- (h) signature and common seal of the Board; and
- (i) any other feature as may be determined by the Board.

(3) The foreign teacher registered under the Act, shall abide with the laws of the country.

Renewal of certificate of registration by foreign teacher

22. Any foreign teacher who intends to renew his certificate of registration, shall make application to the Board in same manner and conditions as set out under regulations 19 and 20 of these Regulations.

PART V

ACCREDITATION TO TRAINING PROVIDERS

Application for accreditation

23.-(1) Any person, institution or association seeking to provide a teachers continuous professional development programme as an accredited provider shall make an application to the Board in a prescribed form provided in the Fifth Schedule.

(2) The Board shall, upon receipt an application made under subregulation (1), consider the application for accreditation and approve or reject the same, having regard to the following-

- (a) demonstrated ability to organize and offer training programs efficiently;
- (b) each instructor or facilitator must be qualified, in terms of practical or academic experience, to facilitate in a particular topic;
- (c) whether the objective of the activity is that of the improvement of the professional knowledge and competence of teachers;
- (d) has the expertise and resources necessary for achieving the goals of continuous professional development programme; and
- (e) any other matter as shall be important for accreditation purpose.

(3) The Board shall have regard to levels and areas provided under regulations 28 and 29, geographical and gender considerations in order to facilitate accessibility and inclusivity in accrediting providers of continuous professional development training.

(4) The Board may set fees to be charged to continuous professional development training providers applying for accreditation.

(5) The Board shall grant accreditation with specified duration to each accredited provider.

Reports of providers

24. Every accredited provider shall submit a written report to the Board which includes the names of participants, course or programme provided and recommendations.

PART VI

TEACHERS CONTINUOUS PROFESSIONAL DEVELOPMENT

Content of teachers Continuous Professional Development

25. Any person who wants to provide training on continuous professional development shall ensure that the content of the training adheres to the following-

- (a) ethical, practical and professional aspects of registered teacher;
- (b) improvement of quality of teaching; and
- (c) improvement of professional competence of the registered teachers.

Conduct of continuing professional development

26.- (1) The Board shall regulate continuous professional development programmes from time to time as may be deemed relevant and may approve or recognize any activity conducted by an accredited provider.

(2) Without prejudice to subregulation (1), the Board shall regulate the development modules, manuals and other training materials for teachers continuous professional development.

Fees charged to trainees

27. The Board shall regulate fees to be charged to trainees taking part in any continuing professional development programme whenever applicable.

Levels of Professional Development

28. Levels of professional development conducted by the Board, accredited institutions or any other person authorized by the Board shall be-

- (a) pre-primary education training;
- (b) primary education training;
- (c) secondary education training; and
- (d) teachers education training.

Identification of training areas and certification

29.- (1) The Board shall identify areas of Continuous Professional Development training including-

- (a) education management and administration;
- (b) teaching methodology;
- (c) guidance and counselling;
- (d) information communication and technology in teaching; and
- (e) any other training as the Board may deem necessary.

(2) The training provided by the Board or any other person accredited shall be conducted in written or oral form.

(3) The Board or any person who provides the continuous professional development training, shall provide certificate of attendance to a registered teacher

pertaining to the particular level of training received.

(4) A registered teacher whose certificate has been issued under sub regulation (3), shall submit a copy of such certificate to the Board for record.

PART VII
PROCEEDINGS OF THE INQUIRY

Notice for appearance of parties

30.-(1) The Registrar shall, within a period of not less than fourteen days before the date fixed for hearing of an inquiry serve to all parties and their witnesses, a notice of hearing.

(2) A notice of hearing signed by the Registrar shall be served by way of summons prescribed under Sixth Schedule to these Regulations and shall specify the time, date and place where it is intended that hearing be conducted.

Proof of service of summons

31. A party who has been served with summons to appear before the Board shall acknowledge the service of such summons by endorsing such summons.

Attendance by parties

32. A party who wishes to be represented by an advocate shall notify the Board of such representation.

Failure to appear

33. The Board may proceed with the inquiry in the absence of a party who fails to appear without reasonable excuse after being served with a summons to appear before the Board.

Proceedings of inquiry

34.- For the purpose of proceedings before it, the Board may-

- (a) take evidence on oath;
- (b) admit documents;
- (c) appoint a person who shall advise the Board on any matter relevant to such inquiry; and
- (d) adjourn the hearing of the proceedings.

Proof of evidence

35.-(1) The evidence before the Board may be given orally or by affidavits or in such other means and form as the Chairman may direct.

(2) Where the evidence is given by affidavit, the Board may at the instance of either party or itself, order the attendance of the deponent for cross-examination.

Contents of decision

36.-(1) The decision of the Board shall be in writing and shall contain-

- (a) a brief description of the subject matter of the inquiry;
- (b) a summary of all relevant evidence produced before the Board and the reasons for accepting or rejecting the evidence;
- (c) the reasons for the decision;
- (d) a conviction, acquittal or remedy granted; and
- (e) a statement on the right to appeal.

(2) Upon conclusion of the hearing of evidence and submission of the parties, the Board shall, as soon as is practicable, make and communicate the decision reached and shall cause a certified copy duly signed by the members of the Board who were present during the hearing of the inquiry to be served on each party to the proceedings.

PART VIII
APPEALS

Appeals

37.-(1) Any person who is aggrieved by the decision of the Board may, within thirty days from the date of receiving decisions of the Board, appeal to the Minister.

(2) The appellant shall state the grounds of appeal and may support such grounds by any relevant evidence.

(3) The Minister shall, after receiving an appeal from the appellant under subregulation (1), appoint committee.

(4) The committee appointed under subregulation (3) shall be composed of at least three members as may be required to make findings and recommendations on issues in the appeal to the Minister within a period prescribed by the Minister.

(5) The Minister or the committee appointed under subregulation (3) may at any stage of deliberating the appeal call for any evidence considered relevant to the matter involved.

(6) Notwithstanding subregulation (3) the Minister shall make decision within sixty days from the date an appeal was lodged.

(7) Subject to the powers of the Minister provided for under section 49 (1) of the Act, the Minister may-

(a) require the Board to issue registration or licence;

(b) order disciplinary proceedings to commence *denovo*; and

(c) order a teacher to make a fresh application for registration or licence.

(8) Subject to the provision of sub regulation (7), the Board shall give effect to any directions given by the Minister.

Withdrawal of
appeal

38.-(1) Any party may, at any time before the Minister makes a decision on that appeal, brought before him, withdraw an appeal.

(2) Withdrawal of an appeal before the Minister shall be made in writing and addressed to the Board.

(3) Notwithstanding subregulation (1), the Minister may withdraw the decision which gave rise to or against which the appeal has been made.

PART IX
MISCELLANEOUS PROVISIONS

Powers of Board
to call for further
information

39.-(1) Where the Board has reasons to believe that the application for registration required further information or corroborative evidence regarding the particulars given in the application, the Board may call such information for the purpose of substantiate the application.

(2) Without prejudice to subregulation (1), the Board may upon such applicant to appear before the Board if so required at his own expense.

(3) Nothing shall deprive the Board of any of its power to act upon further evidence which may be produced at later date which may prove the incorrectness or correctness of any statement made in such application.

(4) The Board may decide not to consider an application whose applicant refuses to furnish further information that the Board may call for or fails to appear personally before the Board after receiving due notice.

Communications

40. All communications made to the Board shall be addressed to the Registrar of the Board.

Power to inspect

41.-(1) The Board shall conduct inspection at any place where a teacher works to observe whether such a teacher works in compliance with the requirements of the

Act and these Regulations.

(2) For the purpose of subregulation (1), the Board shall have the following powers in relation to inspection-

- (a) at reasonable time enter the premises of any school or any place in which it is reasonable suspected that there are teachers practising with no certificate of registration and practicing licence;
- (b) enter any premises upon which the Board has reason to suspect that an offence under the Act or these Regulations has or is been committed; or
- (c) require an employer or teacher to produce any document or to furnish any information relating to teacher's employment.

Powers of Board to direct remedial measures

42.-(1) If it appears to the Board that any provisions of the Act or these Regulations have not been complied with by any employer, the Board may, by notice in writing addressed to the employer, give such directions as the Board may specify in the notice so as to secure compliance.

(2) The Board may specify in the notice any period of time within which the directions contained in it shall be complied with.

(3) The Board may, on its discretion in any particular case, cause a copy of the notice to be sent to any person or body of persons connected with the violation of the provisions of the Act or these Regulations.

(4) Subject to the provisions of this regulation, the Board may do such other things or acts as may be necessary for the furtherance of the purpose of inspection.

FIRST SCHEDULE
(Made under regulation 8(1))

APPLICATION FORM FOR REGISTRATION OF TANZANIA TEACHERS

1. Personal Particulars of the Applicant

Name:

Gender:

Date of Birth:

Place of Birth:

2. Postal and Physical Address of the applicant:

Address:

Telephone:.....

E-mail:.....

Street/Village:

District:

Region:

3. Secondary Education

NAME OF SCHOOLS	INDEX NUMBER	AWARD	YEAR OF COMPLETION

Attach Certificates

4. Teachers Education

NAME OF INSTITUTION (S)	INDEX NUMBER	AWARD	YEAR OF COMPLETION

Attach Certificate(s)

I.....hereby declare that the above information provided are true and correct to the best of my knowledge.

Signature:.....Date:.....

Official Use only:

Name:.....Sign:.....Date:.....

SECOND SCHEDULE
(Made under regulation 8(2) (a))

FEES PAYABLE TO THE BOARD

(A) TANZANIAN TEACHER

S/N	TYPE OF FEE	AMOUNT IN TSHS.
1.	Application for Registration	15,000.00
2.	Renewal of Practising License	15,000.00
3.	Annual Fee	20,000.00

(B) FOREIGN TEACHER

S/N	TYPE OF FEE	AMOUNT IN TSHS.
1.	Application for Registration	50,000.00
2.	Annual Fee	50,000.00

THIRD SCHEDULE
(Made under regulation 10(1))

APPLICATION FORM FOR RENEWAL OF PRACTISING LICENSE

1. Personal Particulars of the Applicant

Name:
 Gender:
 Date of Birth:
 Place of Birth:
 Nationality:

2. Postal and Physical Address of the Applicant:

Address:
 Telephone:.....
 E-mail:.....
 Street/Village:
 District:
 Region:

3. Particulars Relating to Registration

Registered Name:
 Registration Number:
 Registration Category:
 Serial Number:
(Attach copy of Certificate of Registration)

4. Current Employer

Name of Employer:
 Type of Employment (Permanent or Contract or Temporary):
 Name of School:
 District:

Region:

5. Teachers Continuous Professional Development

TYPE OF TRAINING TAKEN	NAME OF PROVIDER	DURATION OF TRAINING	DATE OF ATTENDANCE

I.....hereby declare that the above information provided are true and correct to the best of my knowledge.

Signature:.....Date:.....

Official Use only:

Name:.....Sign:.....Date:.....

FOURTH SCHEDULE

(Made under regulation 19(1))

APPLICATION FORM FOR REGISTRATION OF FOREIGN TEACHERS

1. Personal Particulars of the Applicant:

Name:

Gender:

Date of Birth:

Place of Birth:

Address:

Telephone:.....

E-mail:.....

Nationality:

Country of Origin:

2. Postal and Physical Address of the Applicant in Tanzania:

Address:

Telephone:.....

E-mail:.....

Street/Village:

District:
 Region:

3. Academic Qualifications

(a) Secondary Education

NAME OF SCHOOLS	INDEX NUMBER	AWARD	YEAR OF COMPLETION

Attach Certificate(s)

(a) Teachers Education

NAME OF INSTITUTION	AWARD	INDEX NUMBER	YEAR OF COMPLETION

Attach Certificate(s)

I.....hereby declare that the above information provided are true and correct to the best of my knowledge.

Signature:.....Date:.....

Official Use only:

Name:.....Sign:.....Date:.....

FIFTH SCHEDULE
(Made under regulation 23(1))

APPLICATION FOR ACCREDITATION AS A CONTINUOUS PROFESSIONAL DEVELOPMENT
PROVIDER

1. Name of Training Provider:
2. Address
3. Telephone:
4. E-mail:
5. Facilitator's capacity and specialties:

(Please attach CV(s))

6. Name Position: Signature:

Date of Application.....Official stamp.....

For official use only

Evaluation by Board:

1. Organizers' capacity:
2. Facilitators' academic and professional qualification:
3. Accreditation fees to be paid _____ (Tshs/USD)
4. Approved / NOT Approved

Signature of Authorized Officer: Date:

SIXTH SCHEDULE

(Made under regulation 30)

THE UNITED REPUBLIC OF TANZANIA
TANZANIA TEACHERS PROFESSIONAL BOARD
(SUMMONS TO APPEAR BEFORE THE BOARD)

Take NOTICE that on Day ofyear the Board intends to hear the complaints against youon alleged professional misconducts.

You are required to appear before the Board in person and or accompanied by an advocate as instructed, and or produce on that day all relevant documents you intend to rely upon in support of your defence. You are further cautioned to remain in attendance until permitted by the Board.

Given under my hand and Seal of the Board, thisDay ofYear

Registrar (Name):Signature: Seal:

Particulars of the person who is served with the summons

Name Date and Time:Place.....Signature:

Dodoma,
....., 2020

JOYCE L. NDALICHAKO
Minister for Education, Science and Technology