

GOVERNMENT NOTICE No. 394 published on 2/6/2023

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

REGULATIONS

(Made under section 71)

THE TANZANIA TEACHERS' PROFESSIONAL BOARD (GENERAL) REGULATIONS,
2023

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

REGULATIONS

(Made under section 71)

THE TANZANIA TEACHERS' PROFESSIONAL BOARD (GENERAL) REGULATIONS,
2023

**PART I
PRELIMINARY PROVISIONS**

- | | |
|----------------|--|
| Citation | 1. These Regulations may be cited as Tanzania Teachers' Professional Board (General) Regulations, 2023. |
| Application | 2. These Regulations shall apply to all teachers in the public and private sector. |
| Interpretation | 3. In these Regulations, unless the context otherwise requires- |
| Cap. 314 | "Act" means the Tanzania Teachers Professional Board Act;
"Board" has the meaning ascribed to it in the Act;
"professional standards" means standards of professional conduct detailing ethical or legal duty of a professional to exercise the prescribed level of care, diligence and skills;
"provider" means any person, professional association or training agency accredited by the Board to provide teachers continuous professional development training;
"foreign teacher" means a non-citizen teacher who is practising in Mainland Tanzania after being registered by the Board; and
"Teacher Continuous Professional Development" has the meaning ascribed to it in the Act. |

PART II
COMMITTEES OF THE BOARD

Committees of
Board

4.-(1) The Board shall appoint not more than four of its members to form the Registration and Licensing Committee, Ethics and Disciplinary Committee or any other Committee established by the Board.

(2) The tenure of members of a Committee appointed under subregulation (2) shall be the same as the tenure of membership of the Board.

(3) Where a 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.

(4) Notwithstanding subregulation (1), the Committee may co-opt any other person to assist in the performance of their functions.

Powers and
functions of
registration and
licensing
committee

5. The Registration and Licensing Committee shall perform the following functions:

- (a) to scrutinise the applications received for registration or licensing; and
- (b) to recommend to the Board for granting or rejection of the registration or licence.

Powers and
functions of
ethics and
disciplinary
committee

6. The Ethics and Disciplinary Committee shall perform the following functions:

- (a) to consider the merits of complaints in terms of section 40 (2) of the Act and submit findings and recommendations to the Board;
- (b) to examine allegations of breach of professional ethics or misconduct against any registered teacher;
- (c) to 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
unauthorised
person

7.-(1) Subject to section 28 of the Act, a person shall not employ a teacher to teach at any school unless such teacher is registered and licenced with the Board.

(2) A person shall not teach if he is not 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 prescribed in the First Schedule.

(2) The application made under subregulation (1) shall be accompanied by -

- (a) proof of payment of the prescribed fees;
- (b) certified copy or copies of academic certificates which include-
 - (i) Certificate of Secondary Education Examination;
 - (ii) Advanced Certificate of Secondary Education Examination;
 - (iii) Certificate or Diploma in Teacher Education or Degree in Education; and
 - (iv) other relevant academic certificates, if any.

(3) Upon receipt of the application, the Registrar shall forward all the academic certificates to the relevant authorities responsible for issuance or recognition of the certificates.

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

(5) A person who is registered by the Board, shall be granted a certificate of registration which shall bear-

- (a) serial number;
- (b) 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
certificate of
registration or
practising licence

9.-(1) Where the certificate of registration or practising licence is lost, destroyed, defaced or obliterated, the holder of such certificate or licence shall notify the Registrar immediately.

(2) Where the certificate of registration or practising licence is lost, destroyed, defaced or obliterated, a duplicate certificate of registration or licence may be issued by the Registrar under the following conditions:

- (a) in case of loss or obliteration, the applicant shall-
 - (i) submit a loss report; and
 - (ii) pay the prescribed fees;
- (b) in case of destruction or defacement, the applicant shall-
 - (i) surrender the destroyed or defaced copy to the Registrar; and
 - (ii) pay the prescribed fees.

Conditions for
granting
practising licence

10.-(1) A person who intends to obtain a practising licence shall submit an application to the Registrar in the form prescribed in the Second Schedule.

(2) The application under subregulation (1) shall-

- (a) be accompanied by evidence to the satisfaction of the Board that he 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, it shall direct the Registrar to inform the

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applicant within fourteen days after the decision of the Board stating the reasons for the refusal.

(3) The licence issued under subregulation (1) shall consist of-

- (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.

Surrender of
certificate of
registration or
practising licence

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

- (a) cancellation of the certificate or licence in terms of the Act and these Regulations; and
- (b) deletion of a name from the Register pursuant to section 37 of the Act.

Application for
reinstatement of
registration

13.-(1) Subject to the provisions of section 36 of the Act, a registered teacher whose registration has been cancelled may apply to the Board for restoration to the register by-

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

(2) For purposes of implementation of regulation 13(1)(b), the Board shall set examination in teaching profession, mark and issue examination results and certificates.

Refusal of
renewing

14. The Board shall not renew a practising licence for a registered teacher who-

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- practising
licence
- (a) fails to pay an application fee;
 - (b) fails to attain the minimum requirement of Continuous Professional Development training as set out in guidelines issued by the Board within the validity of teaching licence; and
 - (c) fails to submit a certificate of registration.

Practice of
registered teacher

15. A registered teacher shall adhere to the teaching professional standards and code of professional conduct and ethics of the teaching profession established and formulated by the Board.

Teaching under
supervision

16. The Board shall, for the purpose of giving effect to the requirements of section 28(1)(c) of the Act, issue guidelines which shall lay out the mechanism of teaching under direct supervision.

PART IV REGISTRATION OF FOREIGN TEACHERS

Application for
registration of
foreign teachers

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

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

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

Conditions for
registration of
foreign teachers

18.-(1) Subject to section 27 of the Act, the Board shall, when considering an application for registration of a foreign teacher, satisfy itself that the applicant-

- (a) has paid the 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-

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- (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 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 of
registration

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

(2) The certificate of registration granted under subregulation (1) shall include the following particulars:

- (a) serial number;
- (b) 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) A foreign teacher registered under the Act shall abide with all laws of the country.

Renewal of
certificate of
registration by
foreign teacher

20. Any foreign teacher who intends to renew his certificate of registration shall apply to the Board in same manner and be subject to the same conditions provided under regulations 17 and 18 of these Regulations.

PART V ACCREDITATION OF TRAINING PROVIDERS

Application for
accreditation

21.-(1) Any person, institution or association intending to provide a teachers' continuous professional development programme as an accredited provider shall make an application to the Board in a prescribed form set out in the Fourth Schedule.

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(2) The Board shall consider the application for accreditation and approve or reject it after satisfying itself that:

- (a) the applicant has demonstrated ability to organise and offer training programs efficiently;
- (b) each instructor or facilitator intended to be used by the applicant is qualified, in terms of practical or academic experience, to facilitate in a particular topic;
- (c) the objective of the activity is that of improvement of professional knowledge and competence of teachers;
- (d) the applicant has the expertise and resources necessary for achieving the goals of continuous professional development programme; and
- (e) any other matter which the Board deems important for accreditation purposes.

(3) The Board shall have regard to levels and training areas provided for under regulations 26 and 27, geographical and gender considerations in order to facilitate accessibility and inclusivity in accrediting providers of continuous professional development training.

(4) A successful applicant for accreditation shall pay to the Board prescribed fee before grant of accreditation under subregulation (5).

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

Reports of
providers

22. Every accredited provider shall submit a written report to the Board which includes the names of participants and courses or programmes provided.

PART VI TEACHERS' CONTINUOUS PROFESSIONAL DEVELOPMENT

Content of
teachers'
Continuous

23. Any person who intends to provide training on continuous professional development shall ensure that the content of the training is based on-

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Professional
Development

- (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
teachers'
continuing
professional
development

24.-(1) The Board shall regulate continuous professional development programmes from time to time as may be deemed relevant and may approve or recognise 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

25. Subject to the guidelines on continuous professional development training issued by the Board, the Board shall whenever applicable, regulate fees to be charged to trainees taking part in any programme.

Levels of
Professional
Development

26. Levels of professional development conducted by the Board, accredited institutions or any other person authorised 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

27.-(1) The Board shall identify areas of continuous professional development training which shall include:

- (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 accredited person shall be conducted in written or oral form.

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

(4) A registered teacher who has been issued with a certificate under subregulation (3) shall submit a certified copy of such certificate to the Board for record whether physically or electronically.

Promotion of
teachers'
continuous
professional
development

28. The Board shall liaise with employers and employers unions for the purposes of promoting the recognition and welfare of teachers who have successfully undergone Continuous Professional Development.

PART VII

PROCEEDINGS OF THE INQUIRY

Notice for
appearance of
parties

29.-(1) The Registrar shall serve to all parties and their witnesses a notice of hearing which shall be not less than fourteen days from the date of service.

(2) A notice of hearing signed by the Registrar shall be served by way of summons prescribed in the Fifth Schedule and shall specify the time, date and place of hearing.

Proof of service
of summons

30. 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

31. A party who intends to be represented by an advocate or such other personal representative shall notify the Board of such representation.

Failure to appear

32. The Board may proceed with the inquiry where a party fails to appear without reasonable excuse after being served with a summons to appear before the Board.

Proceedings of
inquiry

33. 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

34.-(1) Evidence before the Board may be given orally, by affidavit or by such other means and form as the Chairman may direct.

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

Contents of decision

35.-(1) Upon conclusion of the hearing of evidence and submission of the parties, the Board shall, not later than fourteen days from the date of hearing, communicate the decision reached and cause a certified copy duly signed by the members of the Board who heard the inquiry to be served on each party to the proceedings.

(2) 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.

**PART VIII
APPEALS**

Determination of appeal

36.-(1) Subject to section 49 of the Act, a person who intends to lodge an appeal to the Minister shall state the grounds of appeal and may support them by any relevant evidence.

(2) The Minister shall, after receiving an appeal from the appellant under subregulation (1), appoint a committee composed of at least three members to make findings and recommendations on issues in the appeal within a period prescribed by the Minister.

(3) The Minister or the committee appointed under subregulation (2) shall, at any stage of deliberating the appeal, afford the parties right to be heard and may call for any evidence considered relevant to the matter involved.

(4) Subject to the provisions of this regulation, the Board shall give effect to any directions given by the Minister.

Withdrawal of
appeal

37.-(1) A party lodging an appeal before the Minister may, in writing addressed to the Minister, withdraw such appeal at any time before the Minister makes a decision.

(2) 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

Fees

38.-(1) Fees required to be paid under these Regulations shall be as prescribed in the Sixth Schedule.

(2) Where a person fails to pay annual registration fees as required under section 23 of the Act, such person shall be liable to a penalty of ten percent of the total amount due.

Powers of Board
to call for further
information

39.-(1) In considering any application, the Board may require an applicant to furnish further information or corroborative evidence of particulars given in an application or call upon such applicant to appear before the Board at his own expense.

(2) 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 any application.

(3) The Board may refuse 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.

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Communications
to Board

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

Power to inspect

41.-(1) The Board may conduct inspection at any place where a teacher works to see whether such a teacher works in compliance with the requirements of the Act or these Regulations.

(2) For the purpose of subregulation (1), the Board shall have the following powers:

- (a) at any reasonable time, to enter the premises of any school or place in which it is reasonably suspected that there are teachers practising with no certificate of registration or practising licence;
- (b) to enter any premises upon which the Board has reason to suspect that an offence under the Act or these Regulations is being or has been committed;
- (c) to require an employer or teacher to produce any document or to furnish any information relating to such teacher's employment; and
- (d)) do such other things or acts as may be necessary for the furtherance of the purpose of inspection.

Powers of Board
to direct remedial
measures

42.-(1) Where it appears to the Board that any provisions of the Act and 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 shall be complied with.

(3) The Board may in 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.

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Revocation
G.N No.
686 of 2020

43..The Tanzania Teachers' Professional Board
Regulations, 2020 are hereby revoked.

FIRST SCHEDULE

(Made under regulation 8(1))

APPLICATION FORM FOR REGISTRATION OF TANZANIA TEACHERS

Personal Particulars of the Applicant

Name:

Gender:

Date of Birth:

Place of Birth:

(Attach certified copy of Citizen Identity Card or birth certificate)

Postal and Physical Address of the applicant:

Address:

Telephone:.....

E-mail:.....

Street/Village:

District:

Region:

Secondary Education

NAME OF SCHOOLS	INDEX NUMBER	AWARD	YEAR OF COMPLETION

Attach certified copies of Certificates

Teachers Education

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

Attach certified copies of Certificate(s)

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

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

Official Use only:

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

SECOND 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

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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:.....

THIRD SCHEDULE

(Made under regulation 17)

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:

Attach certified copies of birth certificate and passport

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 certified copies of Certificate(s)

(b) Teachers Education

NAME OF INSTITUTION	AWARD	INDEX NUMBER	YEAR OF COMPLETION

Attach certified copies of Certificate(s)

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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 21)

**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:

FIFTH SCHEDULE

(Made under regulation 29)

SUMMONS TO APPEAR BEFORE THE BOARD

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

You are required to appear before the Board in person or accompanied by an advocate as instructed, 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:

SIXTH SCHEDULE

(Made under regulation 38)

FEE PAYABLE

(A) REGISTRATION OF 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) REGISTRATION OF FOREIGN TEACHER

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

(C) ACCREDITATION

S/N	TYPE OF FEE	AMOUNT IN TSHS.
1.	Application for accreditation	1,000,000

(D) RENEWAL OF LOST CERTIFICATE

S/N	TYPE OF FEE	AMOUNT IN TSHS
1	Application for renewal of lost certification	100,000

Dodoma,
....., 2023

ADOLF F. MKENDA
*Minister for Education, Science
and Technology*