



JTC Online Teacher Registration Process

INTRODUCTION

The Jamaica Teaching Council (JTC) is a body responsible for regulating the teaching profession, building and maintaining competences of teachers, raising the public status of teachers and, ensuring that policies and guidelines to advance the teaching profession are informed by performance. Its regulatory function includes the registration and licensing of teachers. These functions are directly linked to the Code of Ethics governing members of the teaching profession.

The Council will be responsible for the national register of trained teachers.

All Jamaican teachers are required to be registered with the Ministry of Education for eligibility to teach in Jamaica prior to approval of salary payment. An unregistered teacher does not qualify for compensation and would be subject to disciplinary action.

TEACHER REGISTRATION

Steps to Registration: Online Registration Process

(You will require your TRN and NIS before starting the registration process)

Step 1: On a computer with access to the internet, using the Internet Explorer or Firefox browser, go to the JTC website; <u>http://jtc.gov.jm/</u>



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Step 2: Place the mouse over the "Registration" tab on the menu bar and select the "Registration Form" option



A message will appear advising that your TRN and NIS information will be required. Click "OK" if these are available.

Following this, the registration form will load (as shown below).

Step 3: Complete the 2-page *Registration For*m online. Mandatory fields (*) must be completed. Upload a clear professional picture (head shot only) – this can be uploaded at a later time after first submission.

Access the form below, noting that lifelds are not mandatory. All registered users are required to provide a the form below, noting that lifelds are not mandatory. All registered users are required to provide a the form below, noting that lifelds are not mandatory. All registered users are required to provide a the form click is submit button to complete the regretation process. Personal Information Interactive the form below, noting that lifelds are not mandatory. All registered users are required to provide a the form click is submit button to complete the regretation process. 10-06-2013 Protocommon field the form click is submit button to complete the regretation process. 10-06-2013 11-06-2013 Protocommon field the form click is submit button to complete the regretation process. 10-06-2013 11-06-2013 Protocommon field the form click is submit button to complete the regretation process. Unemployed 10-06-2013 11-06-2013 Protocommon field the selected. Unemployed Interactive the regretation Interactive the regretation Interactive the regretation Number (1) Interactive the pour username. Interactive the regretation Interactive the regretation Interactive the regretation You are limited to 30 characters First Hame (1) Interactive the regretation Interactive the regretation You are limited to 30 characters Nation Interactive the regretation Interactive the regretation	Registration	ALL NAME	Registration Information Registration Form
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Family Hame (')	Tax Registration Number (*) Your unique TRN will be your username. Title (*) OMs OMrs OMr ODr	NIS Number (*) Gender (*) Male ©Female	More Events > Take our Poll What would you change most abo JTC Website? C Lavout
Middle Name (optional) You are limited to 30 characters Voiew Results >	Family Name (*) You are limited to 30 characters	First Name (*) You are limited to 30 characters	 Information Interactivity Colours Forms
	Middle Hame (optional) You are limited to 30 characters	Maiden Name (optional) You are limited to 30 characters	Nothing View Results
	(*) Address (line3)	(*) Address (line4)	
(*) (*) (*) (*) (*) (*) (*) (*) (*) (*)			

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Step 4: On successful completion of page one, click "*Next Page*" at the bottom. Error messages in red will appear if data fields do not contain the appropriate or required information.

Address (line 3)		-		
Address (line 3)		Address (line 4)		
Address		Address		
Parish (*)	KINGSTON	Postal Code		
		Optional		
Email (*)		Secondary Email		
This email will be	used to verify the registration process, place			
make sure you ent	er it correctly.			
Telephone (*)		Mobile Number		
Mobile2		Date of		
(optional)		Select Year first th	en choose month and day	
Tenure (*)	Select	Current Post (*)	Classroom Teacher	
Classification (*)	Select	Region (*)	Select	
		Select your region	ar code.	
School/Region	Colori			
(*) Selection school				
Select your school	based on your mosen regional code.			
a				
Subject A	rea(s) currently reaching	g		
You may select u	p to four subject areas.			
Subject 1 (*)	Sele t	Subject 2	Select	
		Optional		
Subject 3	select	Subject 4	Select	
Optional		Optional		
Nex	t Page			
Bac	Home			

Step 5: On page 2, enter your professional information; Institution Attended, Major/Minor, Qualification, Start/End Date. Click *"Send Registration Form"* or *"Update Profile"* to complete registration or updates.

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I hereby apply for registration as a teacher in	accordance with Part V Section 33 of the Education mendment) Act 1980,			
and certify that the information given is corre	a		balance d	
I have not been refused registration as a teo	ther or had my registration cancelled at any time during the last six months.		Deciaration	
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			and certify that the information given is correct.	
Documents Required			These not been refused registration as a leady with had my registration canceled at any time during the last six months.	
			Kindly be reminded that there is a penality for porect information.	
All applicants are required to submit two dis Regional Office to complete the registration	aracter references providentitied copies of the following documents to the process:		Documents Required	
Evidence of Qualification			All applicants are required to submit for pranader interences plus crefited copies of the following documents to the Regional Office to complete the works want process.	
National Insurance Scheme Card (NLI	.5.)		Bith Certificate	
Taxpayer Registration Number (T.R.N			Evidence of Qualification	
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Step 6: A confirmation screen will appear as shown below.



- A confirmation email will be sent to your inbox advising of the registration request and other relevant details, including your username and temporary password for login.
- An activation link will also be included, click on this link to activate your account. You will be redirected to a screen that confirms this activation.
- You may login to update your account profile using the your username and password and required to select a new password and 3 security questions from a drop list
- > Ensure that the "School/Region" and "Subject Area" fields are entered before submitting
- > Upon JTC approval, you will be sent an email confirming the **approval of your** registration.

The following documents must be submitted to an Education Regional Office for processing (Originals are needed for validation - take copies for file);

Personal Validation Do	cuments	Professiona	l Documents
 Valid Id (Electoral Id, Birth Certificate (Orig TRN & NIS 1 Passport-Size Photo Bringingl or Education 	Drivers' License, Passport) inal) graphs (certified by JP,	1. Trainin a. b. c.	g Qualifications Certificates Diploma Degree
 5. Marriage Certificate (differs) 6. Two (2) Stamped Refer 	if name on documents rences (JP, Principal,	2. Profess	ional Portfolio (required for re-licensing)
Board Chair, Lawyer, I Superintendent, Pastor.	Doctor, Police		