

Jamaica Teaching Council



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.

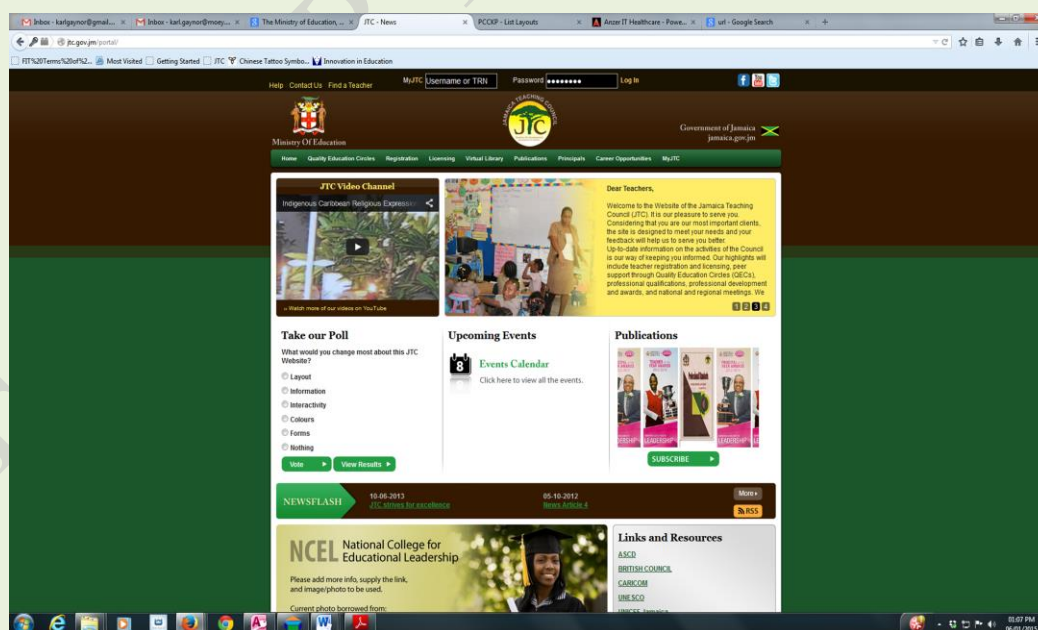
All Jamaican teachers are required to be registered with the Ministry of Education for eligibility to teach in Jamaica prior to approval of salary payment. An unregistered teacher does not qualify for compensation and would be subject to disciplinary action.

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; <http://jtc.gov.jm/>

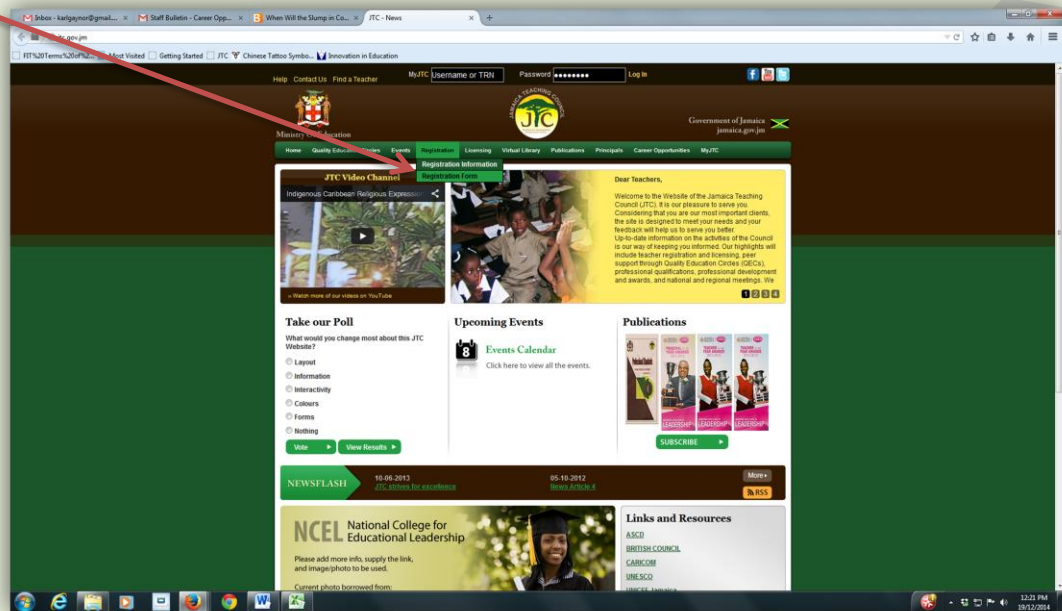


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Step 2: Place the mouse over the “Registration” tab on the menu bar and select the “Registration Form” option



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 Form* 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.

Registration

Registration Form

To register, complete the form below, noting that all fields are not mandatory. All registered users are required to provide a valid e-mail address. Once you have completed the form click I submit button to complete the registration process.
* = Required Fields

Personal Information

Photo (optional) No file selected. ☐ Unemployed

Please upload a passport size photograph in JPEG, PNG or GIF file format.

Tax Registration Number (*) NIS Number (*)

Your unique TRN will be your username.

Title (*) ☐ Ms ☐ Mrs ☐ Mr ☐ Dr Gender (*) ☐ Male ☐ Female

Family Name (*) First Name (*)

You are limited to 30 characters

Middle Name (optional) Maiden Name (optional)

You are limited to 30 characters

Date of Birth (*) Marital Status (*)

Enter the Date of Birth in format MM/DD/YYYY, for example 08/21/1970. Select Year first then choose month and day

Address (line 1) (*) Address (line 2) (*)

Address (line3) Address (line4)

Address - Parish (*) Address - Postal Code

Optional

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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.

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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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 Documents

1. **Valid Id** (Electoral Id, Drivers' License, Passport)
2. **Birth Certificate** (Original)
3. **TRN & NIS**
4. **1 Passport-Size Photographs** (certified by JP, Principal or Education Officer)
5. **Marriage Certificate** (if name on documents differs)
6. **Two (2) Stamped References** (JP, Principal, Board Chair, Lawyer, Doctor, Police Superintendent, Pastor...)

Professional Documents

1. Training Qualifications
 - a. Certificates
 - b. Diploma
 - c. Degree
2. Professional Portfolio (required for re-licensing)