



FIJI TEACHERS REGISTRATION AUTHORITY

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FTRA FORM 4 APPLICATION FOR REGISTRATION - INSTITUTIONAL

Application Type:

- Government Department
- Statutory Bodies/NGO/Volunteer Organization/Other Institutions
- Teacher Training Institutions

FTRA Registration Requirements\Checklist –Please tick the following respective box:

Government Department

	Applicant	Official Use
1. Fully & Accurately Completed & Endorsed FTRA Form 4	<input type="checkbox"/>	<input type="checkbox"/>
2. Letter from their Department/Ministry	<input type="checkbox"/>	<input type="checkbox"/>
3. Approval from PS Education	<input type="checkbox"/>	<input type="checkbox"/>
4. Programme Brief/Proposal/Plan	<input type="checkbox"/>	<input type="checkbox"/>

Statutory Bodies/NGO's/Volunteer & Other Organisations

	Applicant	Official Use
1. Fully & Accurately Completed & Endorsed FTRA Form 4	<input type="checkbox"/>	<input type="checkbox"/>
2. Approval Letter from PS Education (<i>only for MOE School Visits</i>)	<input type="checkbox"/>	<input type="checkbox"/>
3. Approval Letter from the HOS (<i>only for Private School Visits</i>)	<input type="checkbox"/>	<input type="checkbox"/>
4. Written details of the Project	<input type="checkbox"/>	<input type="checkbox"/>
5. Passport Size Photo	<input type="checkbox"/>	<input type="checkbox"/>
6. Relevant Academic Qualification Certificates	<input type="checkbox"/>	<input type="checkbox"/>
7. Police Clearance (<i>with no adverse record</i>)	<input type="checkbox"/>	<input type="checkbox"/>
8. Medical Report	<input type="checkbox"/>	<input type="checkbox"/>
9. Passport Copy	<input type="checkbox"/>	<input type="checkbox"/>
10. Work Permit/Volunteer Visa (<i>if applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>

Teacher Training Institution (Practicum)

	Applicant	Official Use
1. Fully & Accurately Completed & Endorsed FTRA Form 4	<input type="checkbox"/>	<input type="checkbox"/>
2. List of Practicum Students (With Full Names as per BC)	<input type="checkbox"/>	<input type="checkbox"/>
3. Police Clearance Report for Practicum Students	<input type="checkbox"/>	<input type="checkbox"/>

FTRA FORM 4
APPLICATION FOR REGISTRATION - INSTITUTIONAL

1. CONTACT DETAILS (Institution/Government Department)

Name of Institution: _____

Contact Person: _____

Telephone: _____

Mobile: _____ Email Address: _____

Name of the Programme: _____

Programme Description: _____

Facilitators: _____

(Submit Respective Requirements as Noted on Page 1)

Duration of the Programme/Visit to School: _____

(Provide Dates and Term/Timeframe)

Signature (Head of the Institution)

Institution Stamp

2. FEE PAYMENT DETAILS:

The Registration Fee must be paid prior to the Registration being granted.

(A) ANNUAL FEE (New/Renewal): **\$250.00**

(B) LODGEMENT FEE (New Applications): **\$10.00**

Payment Amount: \$ _____ Receipt Number: _____

Date of Payment: _____

Office at which the payment was made: _____

Note:

- **Personal cheques are NOT accepted.**
- **All cheques are to be made payable to the Permanent Secretary for Education.**
- **Payments are to be made in Fijian Dollars**

3. FIJI TEACHERS REGISTRATION AUTHORITY APPROVAL

Signature: _____

Designation: **Chief Executive Officer (CEO)**

Date: _____ FTRA Stamp: _____