



FIJI TEACHERS REGISTRATION AUTHORITY

Level 2, Harbour Front Building, Rodwell Road | GPO Box 12671, Suva
P: +679 3100 125 / 3311 175 | Voda: +679 8646 523 / Digi: +679 7182 773
E: enquiries@ftra.com.fj | W: www.ftra.com.fj

FTRA FORM 2 APPLICATION FOR THE RENEWAL OF REGISTRATION

TPF/T Number: _____

Email: Renewal@ftra.com.fj

Application Type:

	<u>Applicant</u>	<u>Official Use</u>
Application for Full Registration	<input type="checkbox"/>	<input type="checkbox"/>
Renewal of Full Registration	<input type="checkbox"/>	<input type="checkbox"/>
Renewal of Provisional Registration	<input type="checkbox"/>	<input type="checkbox"/>
Renewal of Limited Authority to Teach (LAT)	<input type="checkbox"/>	<input type="checkbox"/>

Section:

ECE Primary Secondary Teacher Educator Others (_____)

FTRA Registration Renewal Requirements Checklist – Please ensure the “FTRA Form 2” is fully and accurately completed. Please tick the following respective box:

<u>Requirements Checklist</u>	<u>Applicant</u>	<u>Office use</u>
1. Fully Completed & Endorsed FTRA Form 2	<input type="checkbox"/>	<input type="checkbox"/>
2. Applicable Fee OR Fee Receipt Copy	<input type="checkbox"/>	<input type="checkbox"/>
3. Expatriate: Valid Work Permit Copy	<input type="checkbox"/>	<input type="checkbox"/>
4. Police Clearance (<i>with no adverse record for expired Registration</i>)	<input type="checkbox"/>	<input type="checkbox"/>
5. Medical Report (<i>for expired Registration</i>)	<input type="checkbox"/>	<input type="checkbox"/>
6. Upgrade qualification: Certificate & Transcript (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

FEE PAYMENT DETAILS:

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

- (A) **PROVISIONAL: \$30 For 1 Year**
- (B) **LIMITED AUTHORITY TO TEACH (LAT): \$15 for 2 Years**
- (C) **FULL: \$90 for 3 Years**
- (D) **EXPATRIATE: \$100 for 1 Year**

Please check with the FTRA Office if you are unsure of the Applicable Fee

Please note the following:

- **Registration Fee:** the Authority does not apply a pro-rata fee.
- **Registration Expiry Date:** for Fiji citizens, the registration anniversary expiry date is set as **31 December** of the respective calendar year whereas for expatriates, the registration expiry date is aligned with the validity period of their work permit.
- For application lodged from overseas; payment must be in Fijian Currency.
- All forms are to be fully completed and endorsed before submitted to FTRA.

FTRA FORM 2
APPLICATION FOR THE RENEWAL OF REGISTRATION

Please do not submit your Application until all sections of the form are accurately completed; attach the respective requirements with the Completed FTRA Form 2 as stipulated above.

1.0 PERSONAL DETAILS

[Names as per the Birth Certificate (*Fiji Citizens*) or Passport (*Expatriates*)]

Surname: _____ Given Names: _____

Title: (Ms/Mr/Mrs/Miss/Dr): _____ Male Female

Date of Birth: _____ Place of Birth: _____

Country: _____ Town/City: _____

TIN No. _____ FNPF No: _____

Contact Details

Telephone (W): +679 _____

Telephone (H): +679 _____

Mobile: +679 _____

Email: _____

Postal Address: _____

Residential Address: _____

Payment Amount: \$ _____ for _____ Years (Please Specify Number of Years)

Date of Payment: _____ Mode of Payment: _____

Please tick appropriate box(es)	2022	2023	2024	2025	2026	2027	2028	2029	2030
Registration required for year(s)									

Receipt No: _____

Office _____

Payment Made at: _____

2.0 CURRENT SCHOOL APPOINTMENT

Name of School/Institution: _____

Commencement date: _____

Full-time Part-time Reliever Other (*Specify*)

Nature of appointment if not a classroom teacher: _____

Signature of Applicant: _____ Date: _____

FTRA FORM 2
APPLICATION FOR THE RENEWAL OF REGISTRATION

3.0 ENDORSEMENT SECTION

- I. Principal's/Head Teacher's Recommendations: For All Teachers in the School**
II. Respective Divisional/SEA'S Recommendations: Only for the Head Teachers & Principals

	YES	NO
• This Practising Teacher/Teacher Educator/Teacher Administrator is of good character and fit to be a teacher.	<input type="checkbox"/>	<input type="checkbox"/>
• This Practising Teachers/Teacher Educators/Teacher Administrators performance has been assessed as satisfactory on all the performance Appraisal/Performance Framework/APA	<input type="checkbox"/>	<input type="checkbox"/>
• This Practising Teacher/Teacher Educator/Teacher Administrator has satisfactorily completed the necessary Professional Development (20 hours of Internal, External/Research and contribution to literature) <i>Attach Evidence</i>	<input type="checkbox"/>	<input type="checkbox"/>

Full Name: _____ School/Institution: _____

Designation: _____ School Registration No. _____

Signature: _____ Date signed: _____

I confirm that all the information herewith is true and correct.

School/Institution Stamp: _____

4.0 PAYMENT DETAILS FOR RENEWAL OF RESPECTIVE REGISTRATION

❖ *Please note that there is no pro-rata of the registration fee.*

FTRA Registration Fee can be made payable to Cashiers located at:

- FTRA Office, Suva
 - EDUCATION OFFICE: Sigatoka, Lautoka, Ba, Rakiraki, Savusavu & Labasa
- 13 Government Schools shown below:

1. Adi Cakobau School	2. Bucalevu Secondary School	3. Delainamasi Govt School
4. Labasa College	5. Levuka Public Sec. School	6. Nasinu Secondary School
7. Natabua Primary School	8. Natabua High School	9. Queen Victoria School
10. Ratu Kadavulevu School	11. Sila Central High School	12. Suva Grammar Secondary
13. Vunisea Secondary		

Note:

(1) Application Forms sent directly to FTRA Suva Office should be accompanied with a Bank Draft or Bank Cheque. Personal cheques are NOT accepted. All cheques are to be made payable to the PS Education. (2) ONLINE/Mpaise/Mycash; refer to www.ftra.com.fj under Registration Tab

FTRA Chief Executive Officer's Approval: _____ Date: _____

For more details, in regards to teacher registration, please refer to the FTR Act 2008 on www.ftra.com.fj