

# My Rawa and Hapori Matatū | Online Community

## User Guide



Teaching  
Council of  
Aotearoa  
New Zealand

Matatū. Tū Mataora.  
Stand tall. Shape the future.

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# Introduction

## Welcome to My Rawa and Hapori Matatū

The Teaching Council's online teacher portal, **My Rawa**, brings all Teaching Council tools and processes together in one trusted digital home. Named after the Māori word *rawa*, meaning abundance and capability, My Rawa is here to help you grow, lead, and thrive as a kaiako in Aotearoa.

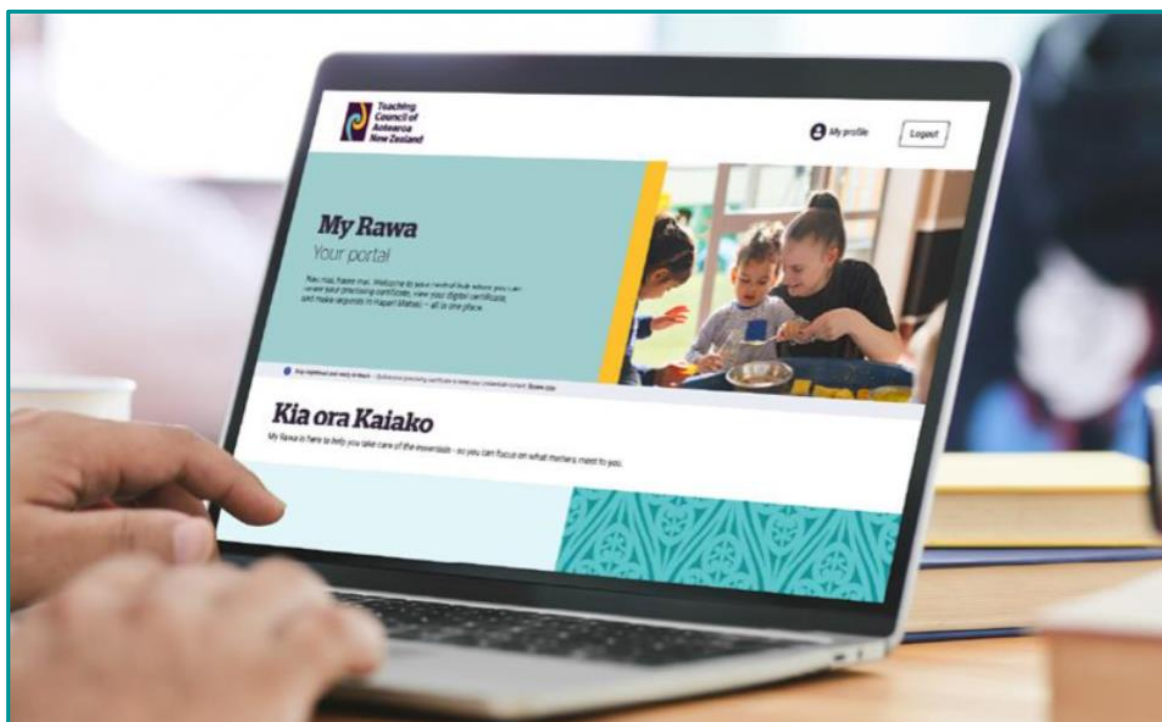
**Hapori Matatū** is a safe, secure and professional space for teachers and professional leaders to complete important professional tasks such as renewing a practising certificate, submitting a report to the Teaching Council or endorsing a teacher's practising certificate application.

## What you can do in My Rawa

1. View and update your profile.
2. View your current practising certificate and save it to the digital wallet on your phone.
3. Access our curated learning collections.
4. Navigate to Hapori Matatū to complete professional tasks.
5. Visit our news channel for teaching news and updates.
6. Contact us to ask for information or help.

## What you can do in Hapori Matatū

1. Apply for registration and practising certificate issue or renewal.
2. Track the progress of your application in real time.
3. Apply for an extension to teach.
4. Submit a conduct and competence report.
5. Complete professional leader endorsements and verifications.



## Getting set up on My Rawa

Your first time logging into My Rawa will take a few extra steps, but once you're set up, logging in will be quick and seamless. Use the guide below to help you set up your My Rawa account. The steps will differ, depending on your practising certificate or authorisation status and role type.

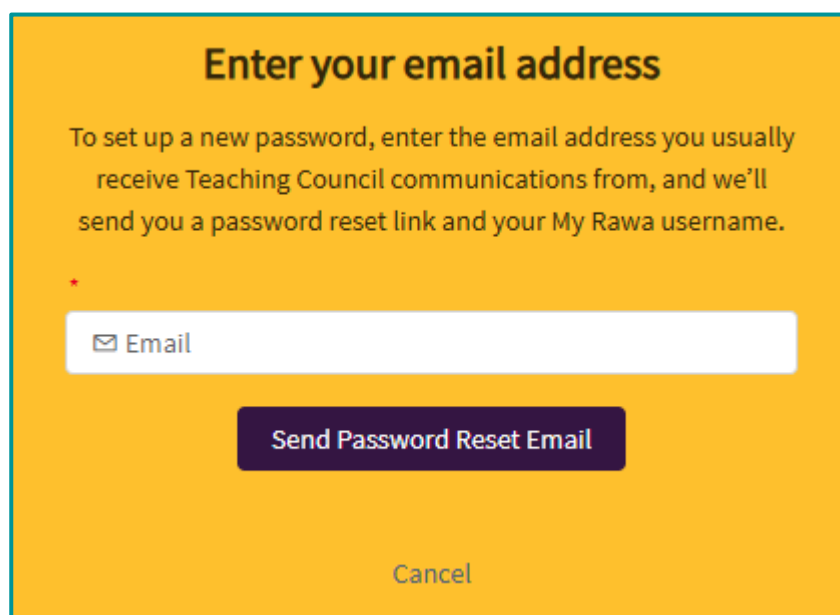
For any queries, please contact our Customer Support team by:

- live chat via our chatbot Miromiro
- emailing [enquiries@teachingcouncil.nz](mailto:enquiries@teachingcouncil.nz)
- clicking **Connect** with us in the **About us** tab on the [Teaching Council website](#)
- calling +64-4-471-0852.

### Existing teachers

If you are a current teacher with an existing Hapori Matatū account (you have applied for a practising certificate or Limited Authority to Teach (LAT) since 2020), you can [click this link](#) to activate your My Rawa account.

Enter the email address you receive Teaching Council communications from. If the email address is no longer valid, please [contact us](#) so we can update this for you. We strongly recommend that you choose a personal email address that you'll have access to even if you change learning settings.

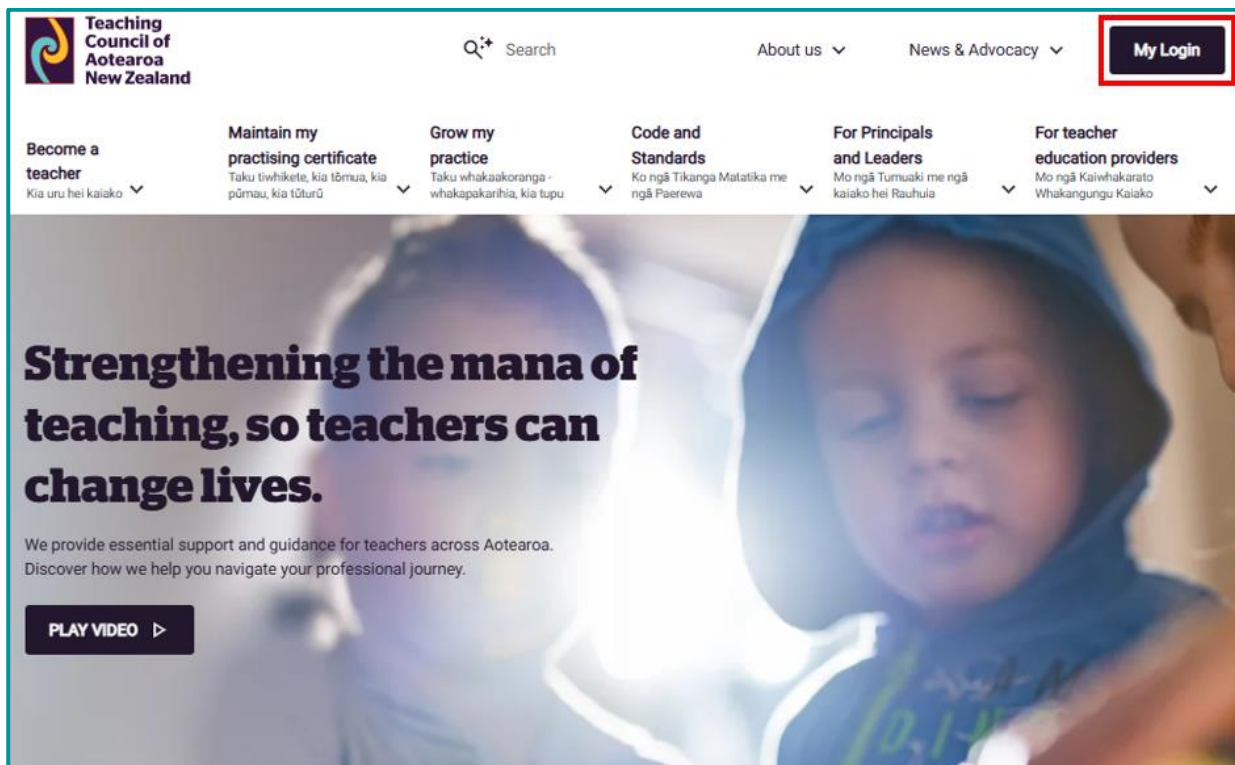


The screenshot shows a yellow background with the title "Enter your email address" in bold black text. Below the title, there is a paragraph: "To set up a new password, enter the email address you usually receive Teaching Council communications from, and we'll send you a password reset link and your My Rawa username." A small red asterisk is positioned to the left of the input field. The input field is white with a grey border and contains the text "Email" with an envelope icon on the left. Below the input field is a dark purple button with the text "Send Password Reset Email" in white. At the bottom center of the form is the text "Cancel" in a lighter grey color.

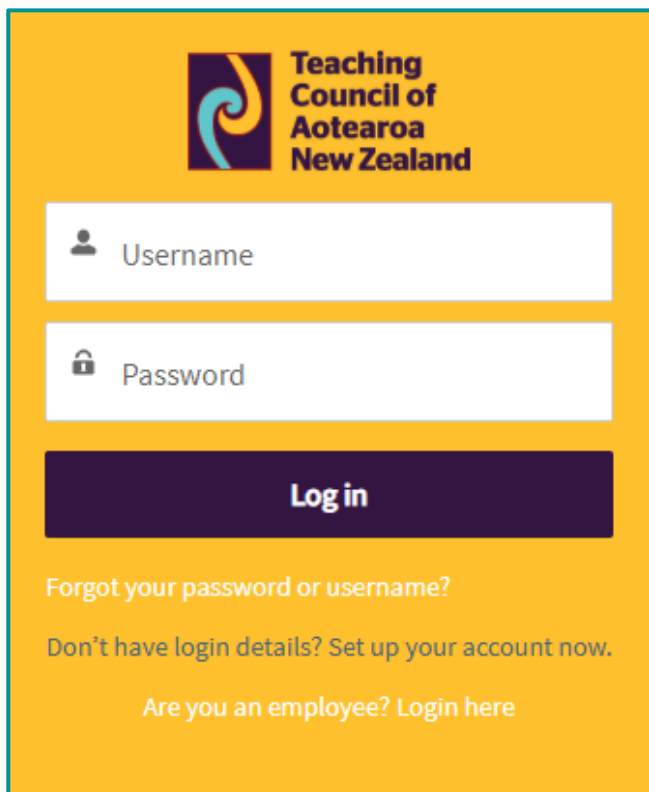
Check your email inbox for a personalised link to set your My Rawa password and follow the prompts to set this. The email will also confirm your My Rawa username.

**Note:** The above steps are only required the first time you log into My Rawa.

Go to the [Teaching Council website](#) and click **My Login** to access My Rawa.



You may already be logged in after setting your password, but if time has passed since you did this, you may be asked to enter your My Rawa username and password. Keep this information handy, as you'll need this each time you log in.



From now on, you'll only need to follow the above two steps to log into My Rawa.

## Returning teachers

If you are a New Zealand registered or previously registered teacher who has not renewed a practising certificate since 2020, please [contact us](#) so we can help you activate your My Rawa account.

**Note:** Before we activate your My Rawa account, your identity will need to be verified by an identity referee. You can find information on the identity verification process on the Teaching Council website [here](#).

### Not sure if you are registered or have previously registered?

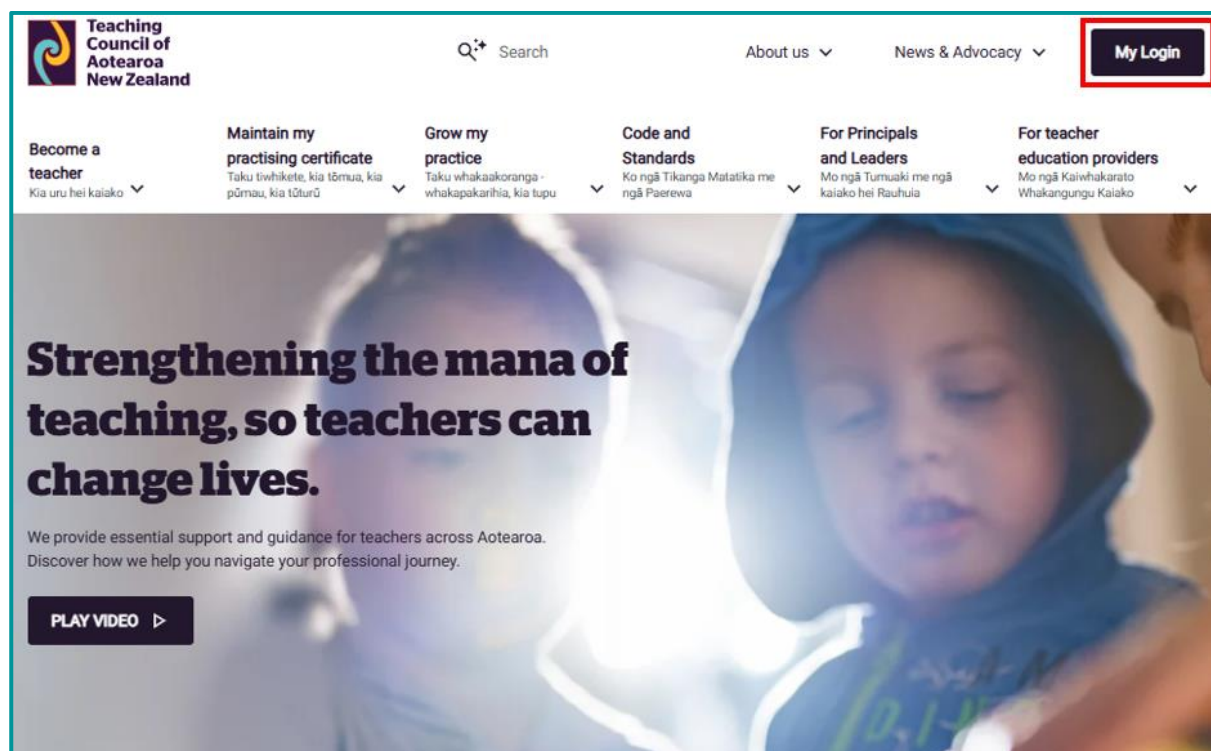
Registered teachers are listed on the [Register of New Zealand Registered Teachers](#); just enter your name and search. However, if you have not renewed your practising certificate since 1 July 2015 and you do not show on the register, please [contact us](#) so we can check our records. You will need to confirm your full name, date of birth, and email address.

## Starting to teach

To begin using My Rawa, new graduates and overseas-trained teachers who are applying for first-time registration will need to create two different logins to get access to the portal – an Education Sector Logon (ESL) and My Rawa account. Your ESL will only be needed the first time you log in and, once you connect the two accounts, you will only need your My Rawa username and password to log in and complete your professional tasks.

**Note:** If you already hold a Limited Authority to Teach (LAT), you will already have a Teaching Council user account – if you are now ready to apply for registration and certification, please [contact us](#) so we can update your account access type.

Go to the [Teaching Council website](#) and click **My Login**.



Teaching Council of Aotearoa New Zealand

Search

About us

News & Advocacy

**My Login**

**Become a teacher**  
Kia uru hei kaiako

**Maintain my practising certificate**  
Taku tiwhikete, kia tōmua, kia pōmāu, kia tōturū

**Grow my practice**  
Taku whakaakoranga - whakapakaritia, kia tupu

**Code and Standards**  
Ko ngā Tikanga Matatika me ngā Paerewa

**For Principals and Leaders**  
Mo ngā Turuaki me ngā kaiako hei Rauhuia

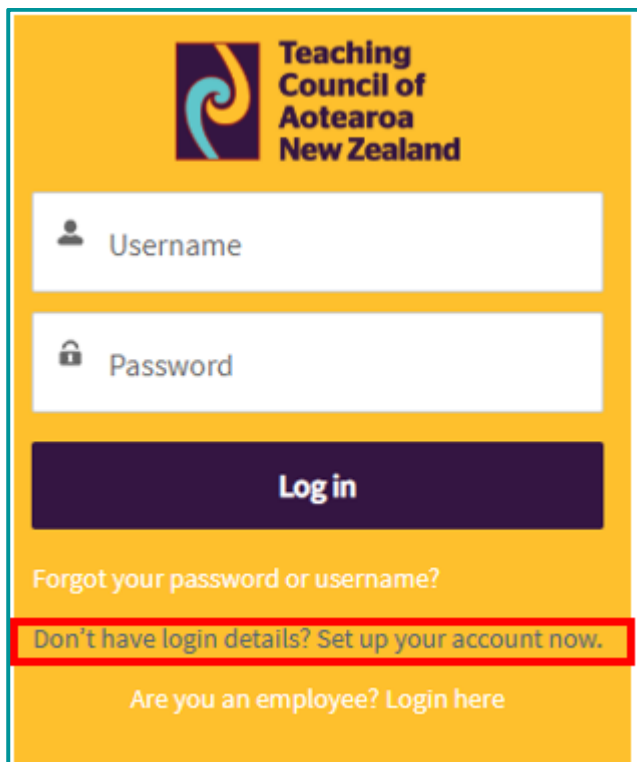
**For teacher education providers**  
Mo ngā Kaiwhakarato Whakangungu Kaiako

**Strengthening the mana of teaching, so teachers can change lives.**

We provide essential support and guidance for teachers across Aotearoa. Discover how we help you navigate your professional journey.

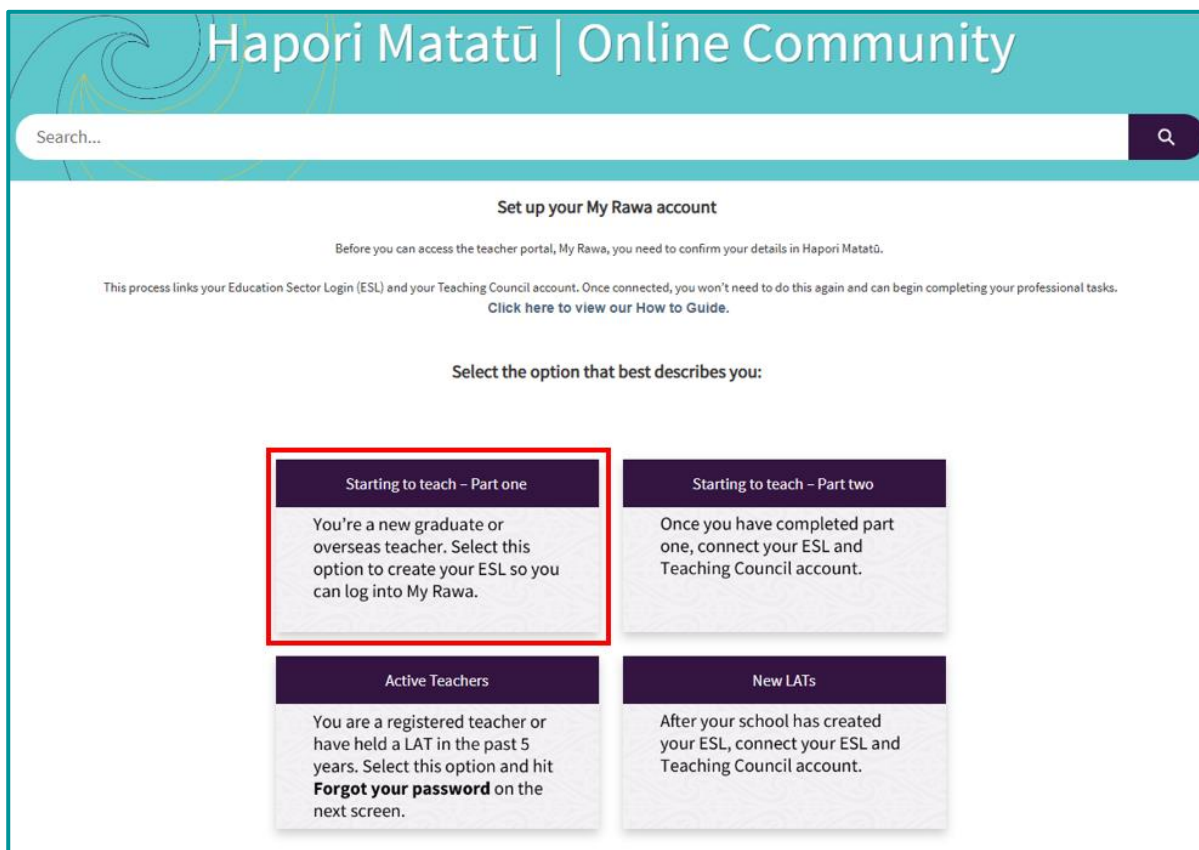
**PLAY VIDEO**

Select the link **Don't have login details? Set up your account now.**



The image shows the login page for the Teaching Council of Aotearoa New Zealand. It features a yellow background with the council's logo and name at the top. Below the logo are two input fields: 'Username' and 'Password'. A dark blue 'Log in' button is positioned below the password field. Underneath the button, there is a link for 'Forgot your password or username?' and a link for 'Don't have login details? Set up your account now.', which is highlighted with a red border. At the bottom, there is a link for 'Are you an employee? Login here'.

This link will take you to the Hapori Matatū landing page. Select **Starting to teach – Part one.**



The image shows the 'Hapori Matatū | Online Community' landing page. It has a teal header with a search bar. The main content area is white and contains the following text: 'Set up your My Rawa account', 'Before you can access the teacher portal, My Rawa, you need to confirm your details in Hapori Matatū.', 'This process links your Education Sector Login (ESL) and your Teaching Council account. Once connected, you won't need to do this again and can begin completing your professional tasks. Click here to view our How to Guide.', and 'Select the option that best describes you:'. Below this text are four selection cards: 'Starting to teach – Part one' (highlighted with a red border), 'Starting to teach – Part two', 'Active Teachers', and 'New LATs'. Each card contains a brief description of the user's role and the next steps.

**Note:** You will need to complete this step even if an employer has already set you up with an ESL account.

**Note:** The email address you provide for your ESL will be linked to your professional record for the duration of your career. Please choose an address you'll have access to even if you change learning settings.

Follow the Ministry of Education's prompts to create your ESL account.

**Education Sector Logon**

View in Te Reo Māori

Username

Passphrase

[Forgotten username](#)   [Forgotten passphrase](#)

**Login**

Have feedback about the Education Sector Logon?

**Create an ESL account**

To access education sector applications you need an Education Sector Logon (ESL) account. To set up an ESL account you will select a username and passphrase and provide some other details.

If you have an existing ESL account, **DO NOT** create another one. If you cannot remember your login details, use the [Forgotten username](#) or [Forgotten passphrase](#) links in the login panel on this screen, or contact the [Education Service Desk](#) for assistance.

**Create new account**

A page will pop up with your ESL account details. Log out of your ESL by clicking **Logout** in the top right of the page and go back to the Hapori Matatū landing page, which should still be open in another tab.

**Education Sector Logon**

Self service

View my details >

My Delegated Authorisers >

View my account history >

Edit my details >

Edit my security questions >

Change my passphrase >

Reporting

Create >

Download >

Access

Feedback survey ↗

**Self service**

**User details**

**Username** Pinecone

**Given name** ArianeE

**Middle name** Elizabeth

**Preferred name** Azza

**Surname** Madgwick

**Date of birth** 01/07/2000

**Email address** ariane.madgwick@teachingcouncil.nz

**Phone number** 045277501

**Roles and organisations**

You don't have any organisations and roles.

If you believe this is in error please contact the Education Service Desk on 0800 422 599

Azza | **Logout**

Select **Starting to teach – Part two** to link your ESL account to your My Rawa account.

**Hapori Matatū | Online Community**

Search...

### Set up your My Rawa account

Before you can access the teacher portal, My Rawa, you need to confirm your details in Hapori Matatū.

This process links your Education Sector Login (ESL) and your Teaching Council account. Once connected, you won't need to do this again and can begin completing your professional tasks.  
[Click here to view our How to Guide.](#)

Select the option that best describes you:

- Starting to teach – Part one**  
You're a new graduate or overseas teacher. Select this option to create your ESL so you can log into My Rawa.
- Starting to teach – Part two**  
Once you have completed part one, connect your ESL and Teaching Council account.
- Active Teachers**  
You are a registered teacher or have held a LAT in the past 5 years. Select this option and hit **Forgot your password** on the next screen.
- New LATs**  
After your school has created your ESL, connect your ESL and Teaching Council account.

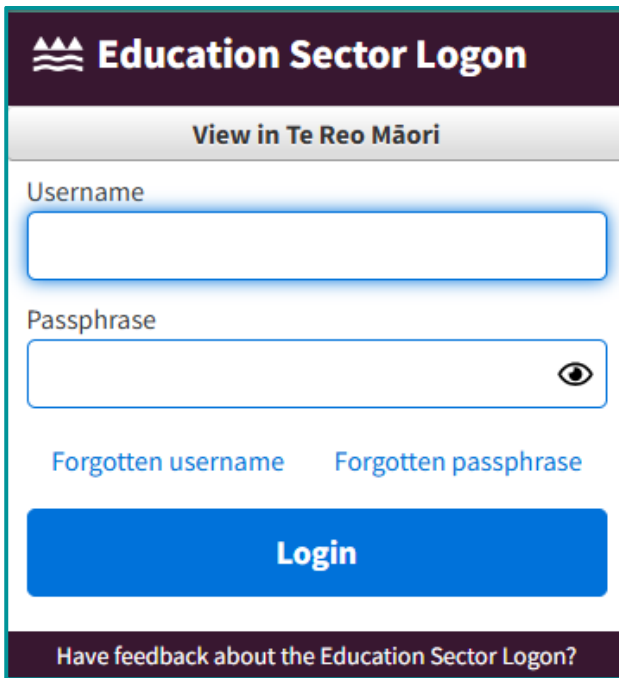
Select the **ESL2025** button on the pop-up that will appear.

**Teaching Council of Aotearoa New Zealand**

Connect your Education Sector Login (ESL) with your Teaching Council account to set up My Rawa.

**ESL 2025**

Enter your ESL username and passphrase and select **Login**.

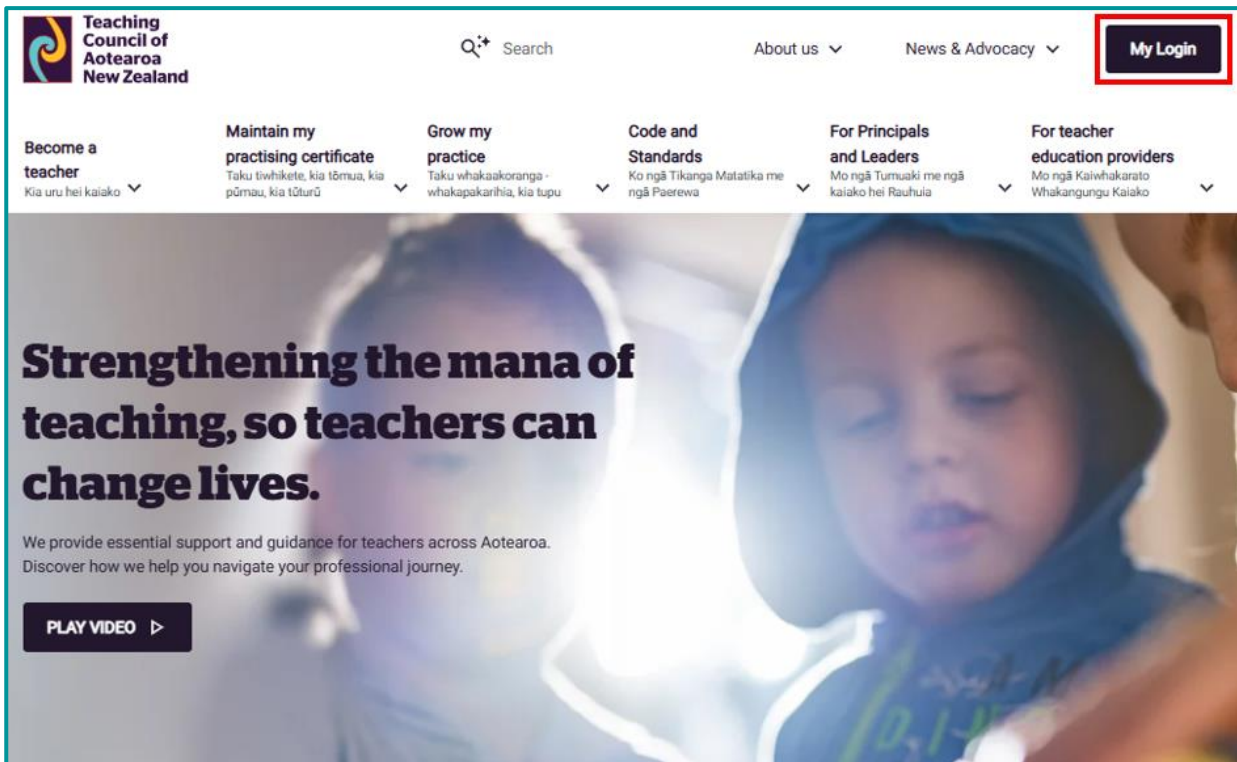


The image shows the 'Education Sector Logon' login form. It has a dark header with the logo and title. Below is a button to 'View in Te Reo Māori'. The form contains two input fields: 'Username' and 'Passphrase' (with an eye icon for visibility). There are links for 'Forgotten username' and 'Forgotten passphrase'. A large blue 'Login' button is at the bottom. A footer link asks 'Have feedback about the Education Sector Logon?'.

You'll be prompted to check your email inbox for a personalised link to set your My Rawa password. Follow the prompts to do this. The email will also confirm your My Rawa username.

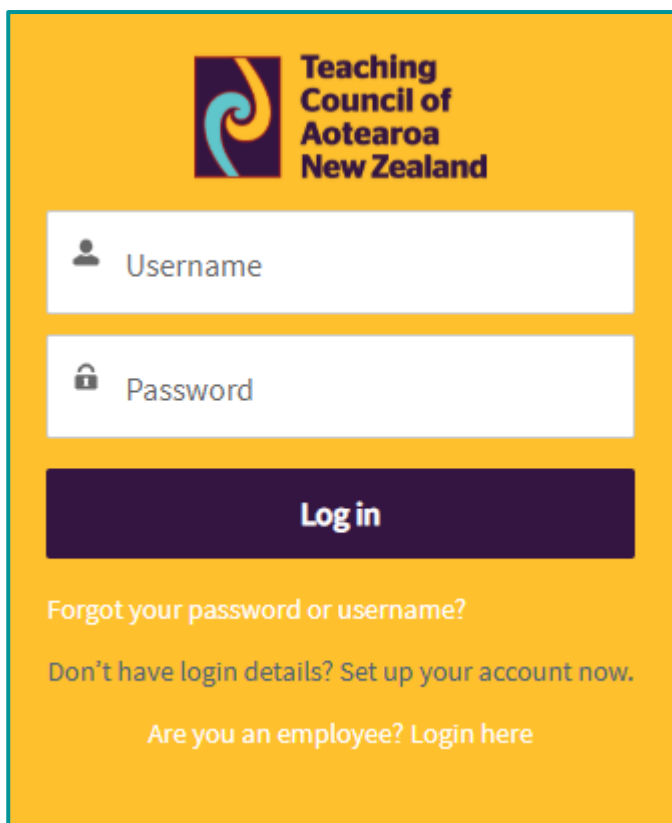
**Note:** The above steps are only required the first time you log into My Rawa.

Go to the [Teaching Council website](#) and click **My Login** to access My Rawa.



The image shows the top section of the Teaching Council of Aotearoa New Zealand website. The header includes the logo, a search bar, and navigation links for 'About us', 'News & Advocacy', and 'My Login' (highlighted with a red box). Below the header is a navigation menu with six categories: 'Become a teacher', 'Maintain my practising certificate', 'Grow my practice', 'Code and Standards', 'For Principals and Leaders', and 'For teacher education providers'. The main banner features a video player with the text 'Strengthening the mana of teaching, so teachers can change lives.' and a 'PLAY VIDEO' button.

Enter your My Rawa username and password. Keep this information handy, as you'll need this each time you log in.



Teaching Council of Aotearoa New Zealand

Username

Password

Log in

Forgot your password or username?

Don't have login details? Set up your account now.

Are you an employee? Login here

From now on, you'll only need to follow the two steps above to log into My Rawa.

## **New Limited Authority to Teach applicants**

To begin using the teacher portal, My Rawa, new LAT applicants or previous LAT holders who have never submitted an online application will need the help of their kura or school's ESL Delegated Authoriser (DA) before they can log into the portal.

Ask the DA at your school to set you up with an ESL account that has the Hapori Matatū LAT role assigned to it. You'll be sent an invitation email.

**Note:** The email address you provide for your ESL will be linked to your professional record for the duration of your career. Please ask the DA to send your ESL invitation to a personal email address you'll have access to even if you change roles.

Once you have accepted the ESL invitation and followed the Ministry of Education's prompts to complete the set-up of your ESL account, you will be taken to a page showing your ESL account details. Log out of you ESL account before moving on to the next step.

**Education Sector Logon**

Self service

- View my details >
- My Delegated Authorisers >
- View my account history >
- Edit my details >
- Remove my roles and orgs >
- Edit my security questions >
- Change my passphrase >
- Reporting
  - Create >
  - Download >
- Access
  - Feedback survey ↗

**Self service** Lat Tester | Logout

**User details**

Username: LATTester

Title: Mr

Given name: Lat

Middle name:

Preferred name:

Surname: Tester

Date of birth: 01/01/1990

Gender: Male

Email address: issupport@teachingcouncil.nz

Phone number:

**Roles and organisations** Remove roles and organisations

(6528) Teaching Council of Aotearoa New Zealand | Open

- Teaching Council Hapori Matatū [Hapori Matatū](#)

(374) Wakatipu High School | Open

- Education Learning Management System [LMS](#)
- Teaching Council Hapori Matatū [Hapori Matatū](#)

Go to the [Teaching Council website](#) and click **My Login**.

**Teaching Council of Aotearoa New Zealand**

Search

About us ▾ News & Advocacy ▾ **My Login**

**Become a teacher**  
Kia uru hei kaiako ▾

**Maintain my practising certificate**  
Taku tiwhikete, kia tōmua, kia pōmau, kia tōturū ▾

**Grow my practice**  
Taku whakaakoranga - whakapakarihia, kia tupu ▾

**Code and Standards**  
Ko ngā Tikanga Matatika me ngā Paerewa ▾

**For Principals and Leaders**  
Mo ngā Turuaki me ngā kaiako hei Rauhuia ▾

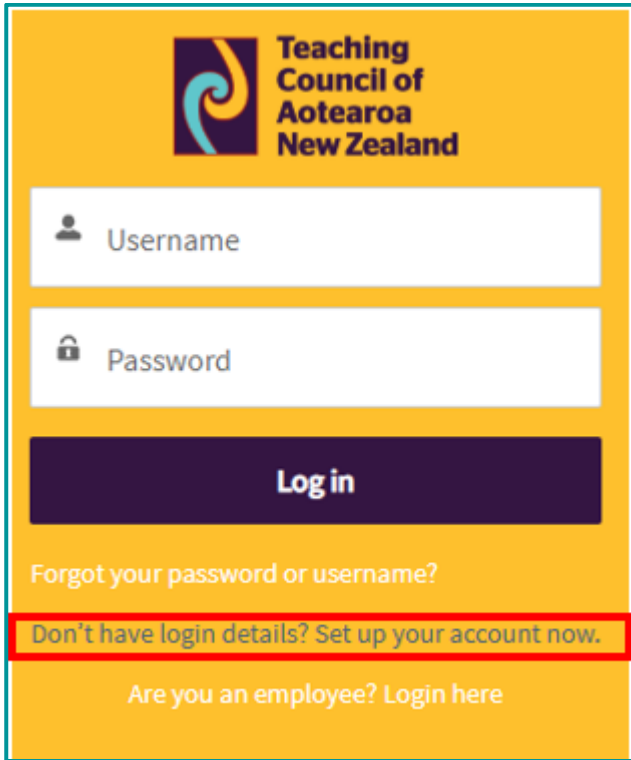
**For teacher education providers**  
Mo ngā Kaiwhakarato Whakangungu Kaiako ▾

**Strengthening the mana of teaching, so teachers can change lives.**

We provide essential support and guidance for teachers across Aotearoa. Discover how we help you navigate your professional journey.

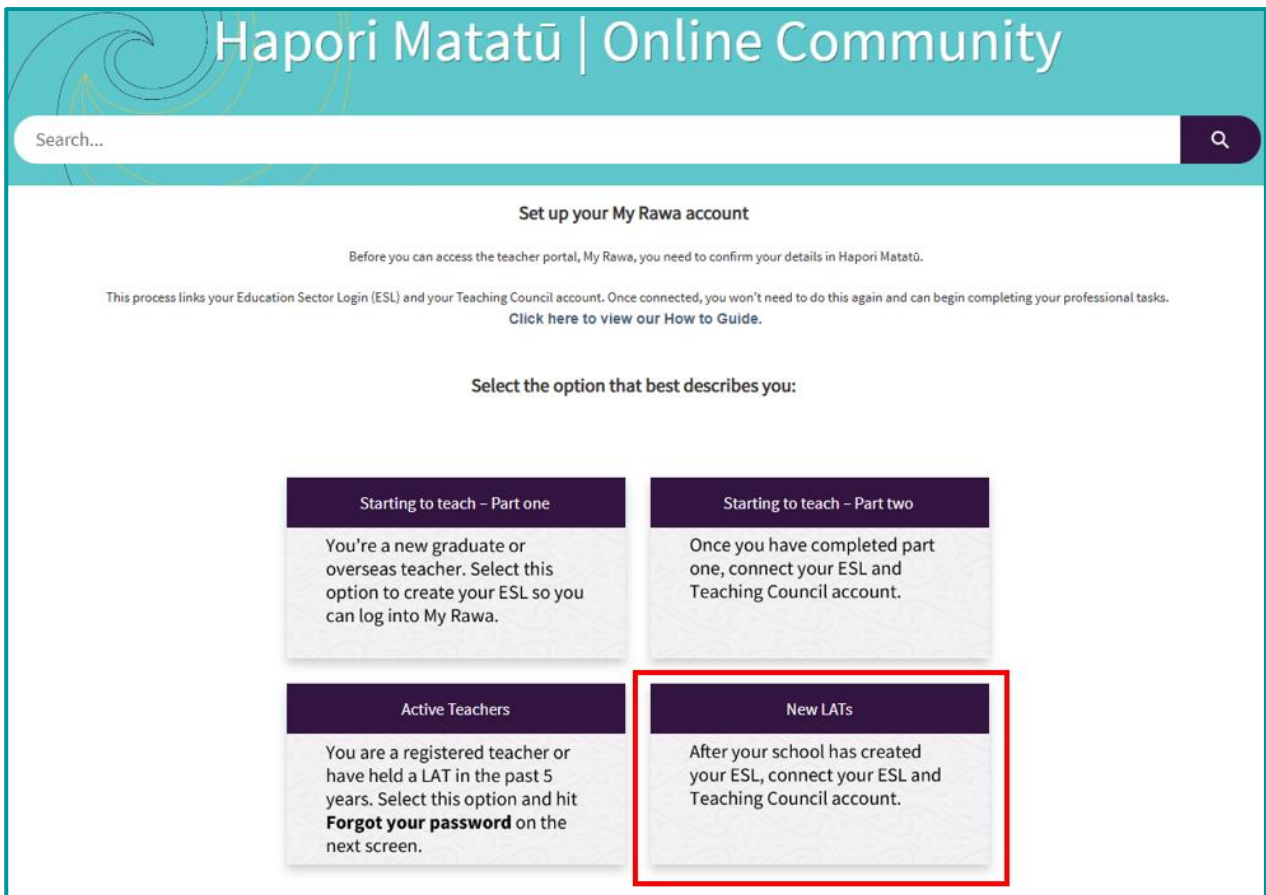
**PLAY VIDEO** ▶

Select the link **Don't have login details? Set up your account now.**



The image shows the login page for the Teaching Council of Aotearoa New Zealand. It features a yellow background with a dark blue header containing the logo and name. Below the header are two white input fields: one for 'Username' with a person icon and one for 'Password' with a lock icon. A dark blue 'Login' button is positioned below the fields. Underneath the button, there is a link 'Forgot your password or username?' and a link 'Don't have login details? Set up your account now.' which is highlighted with a red border. At the bottom, there is a link 'Are you an employee? Login here'.

This link will take you to a Hapori Matatū landing page. Select **New LATs** to link your ESL to your My Rawa account.

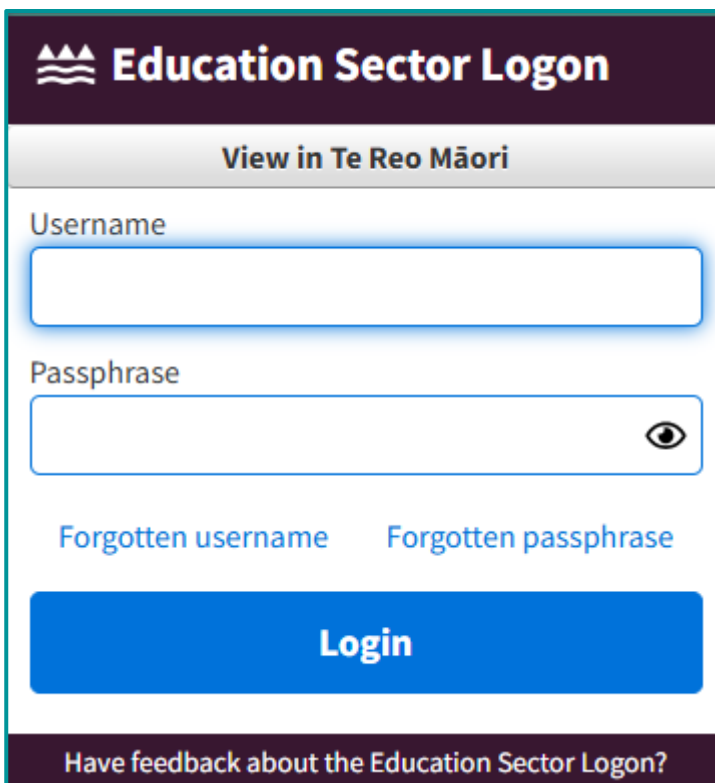


The image shows the 'Hapori Matatū | Online Community' landing page. It has a teal header with a search bar on the right. The main content area is white and contains the following text: 'Set up your My Rawa account', 'Before you can access the teacher portal, My Rawa, you need to confirm your details in Hapori Matatū.', 'This process links your Education Sector Login (ESL) and your Teaching Council account. Once connected, you won't need to do this again and can begin completing your professional tasks.', and 'Click here to view our How to Guide.' Below this, it says 'Select the option that best describes you:' and presents four options in a grid. The 'New LATs' option is highlighted with a red border. The options are: 'Starting to teach - Part one' (for new graduates), 'Starting to teach - Part two' (for those who have completed part one), 'Active Teachers' (for registered teachers), and 'New LATs' (for those whose school has created an ESL).

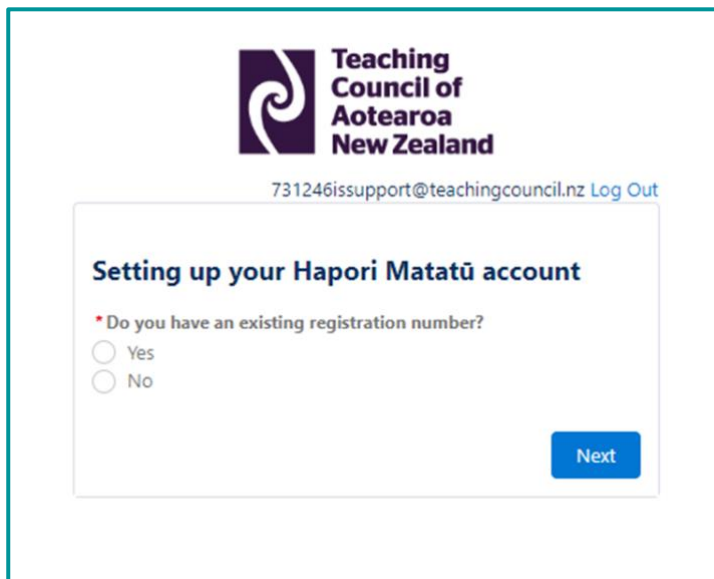
Select the **ESL2025** button on the pop-up that will appear.



Enter your ESL username and passphrase and select **Login**.

A login form titled "Education Sector Logon" with a dark blue header containing a white icon of three triangles above the text. Below the header is a grey bar with the text "View in Te Reo Māori". The form contains two input fields: "Username" and "Passphrase". The "Passphrase" field has a small eye icon on the right side. Below the input fields are two links: "Forgotten username" and "Forgotten passphrase". At the bottom of the form is a large blue button with the text "Login" in white. At the very bottom of the form is a dark blue bar with the text "Have feedback about the Education Sector Logon?" in white.

You will be asked whether you have an existing registration number. You will need to answer **Yes** if you have already held a LAT and **No** if this is your first LAT application. Once you have selected the correct option, click **Next**.



Teaching Council of Aotearoa New Zealand

731246issupport@teachingcouncil.nz Log Out

### Setting up your Hapori Matatū account

\* Do you have an existing registration number?

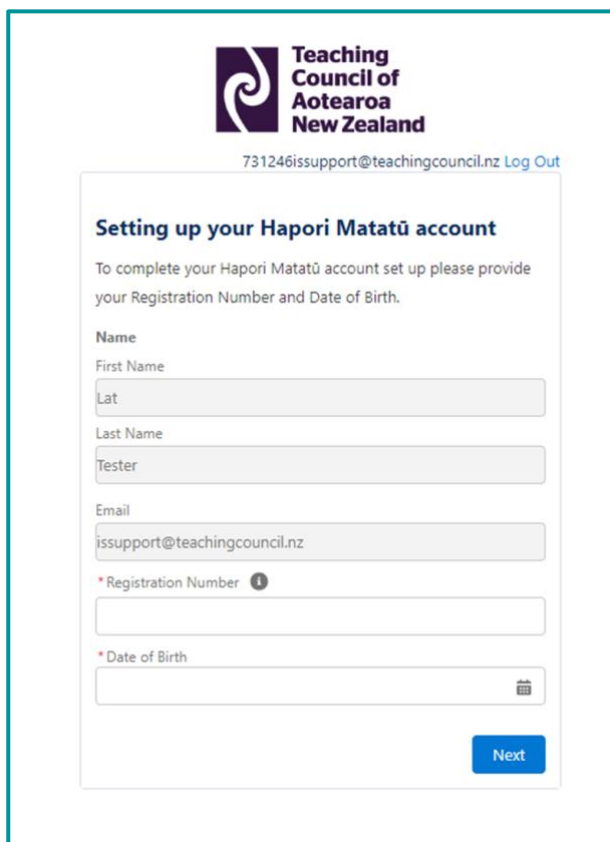
Yes

No

Next

**Note:** If you have previously held a LAT but are unsure of your registration number, you can [contact us](#) for assistance.

If you answered **Yes** to the previous question, you will then be asked to enter your registration number and date of birth, so we can link your My Rawa account to your existing record.



Teaching Council of Aotearoa New Zealand

731246issupport@teachingcouncil.nz Log Out

### Setting up your Hapori Matatū account

To complete your Hapori Matatū account set up please provide your Registration Number and Date of Birth.

**Name**

First Name  
Lat

Last Name  
Tester

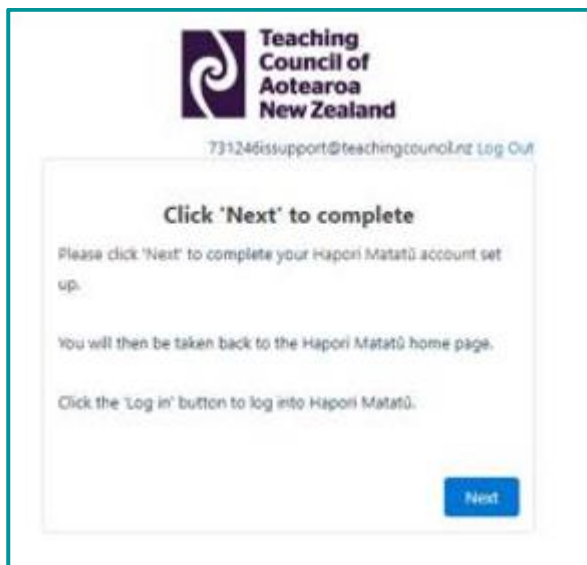
Email  
issupport@teachingcouncil.nz

\* Registration Number ⓘ

\* Date of Birth

Next

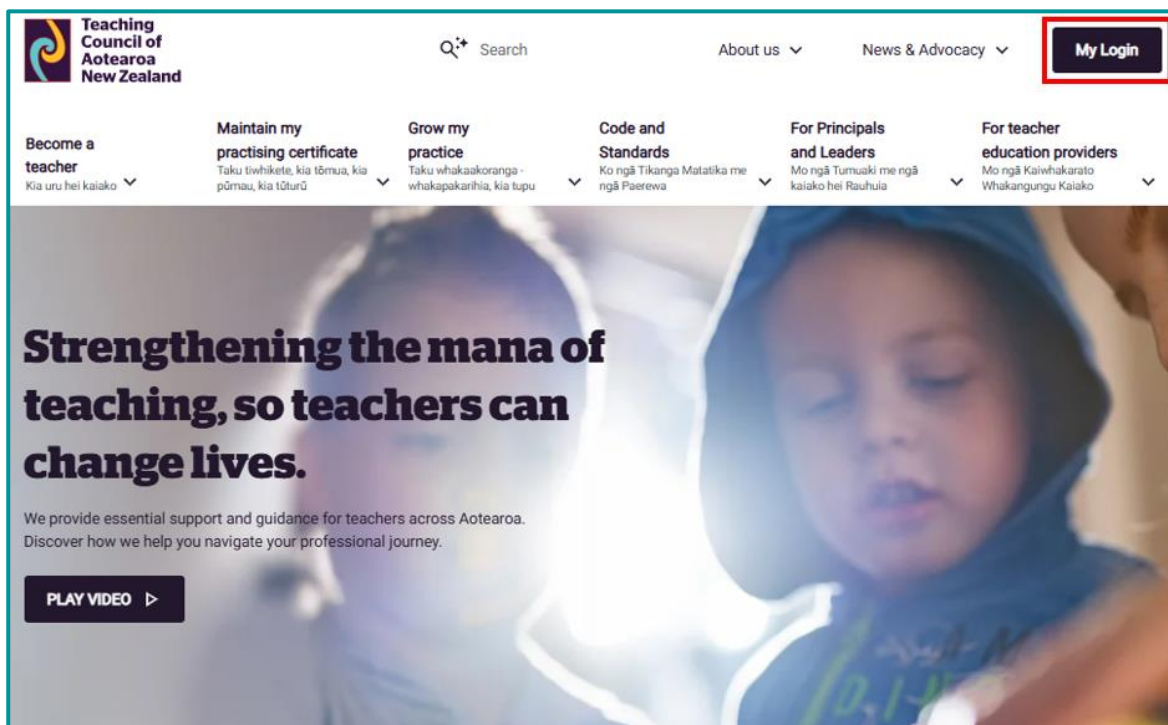
Select **Next** to complete.




You'll be taken to a landing page and prompted to check your email inbox for a personalised link to set your My Rawa password. Follow the prompts to do this. The email will also confirm your My Rawa username.

**Note:** The above steps are only required the first time you log into My Rawa.

Go to the [Teaching Council website](#) and click **My Login** to access My Rawa.



Enter your My Rawa username and password. Keep this information handy, as you'll need this each time you log in.



Teaching Council of Aotearoa New Zealand

[Forgot your password or username?](#)

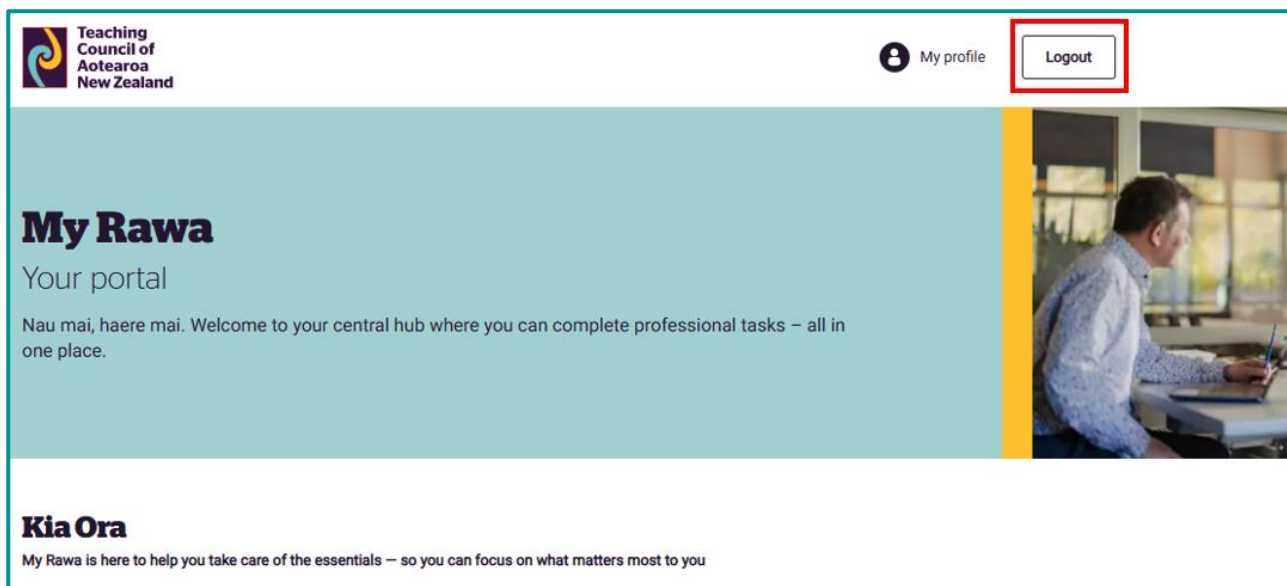
[Don't have login details? Set up your account now.](#)

[Are you an employee? Login here](#)

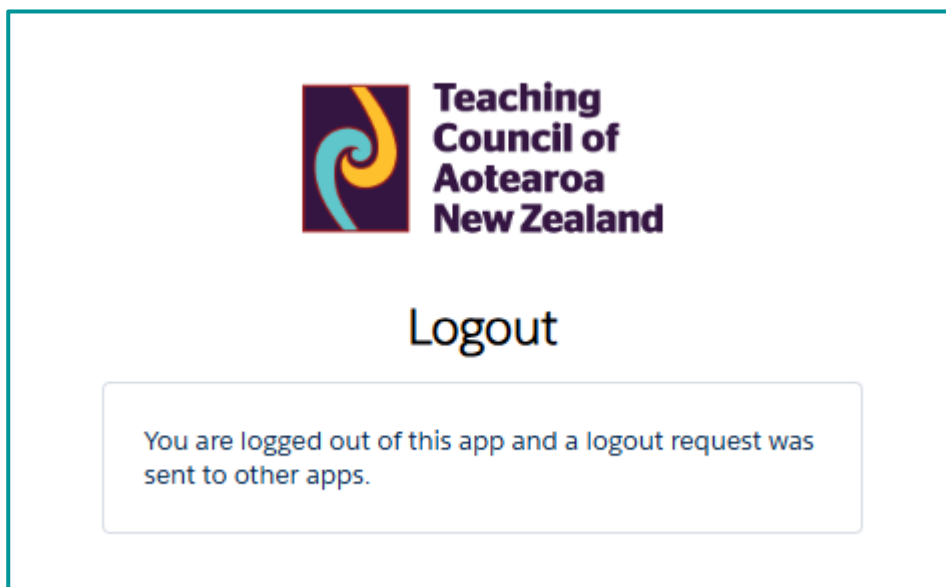
From now on, you'll only need to follow the above two steps to log into My Rawa.

## Logging out of My Rawa

To log out of your My Rawa account, click **Logout** in the top right of the page.



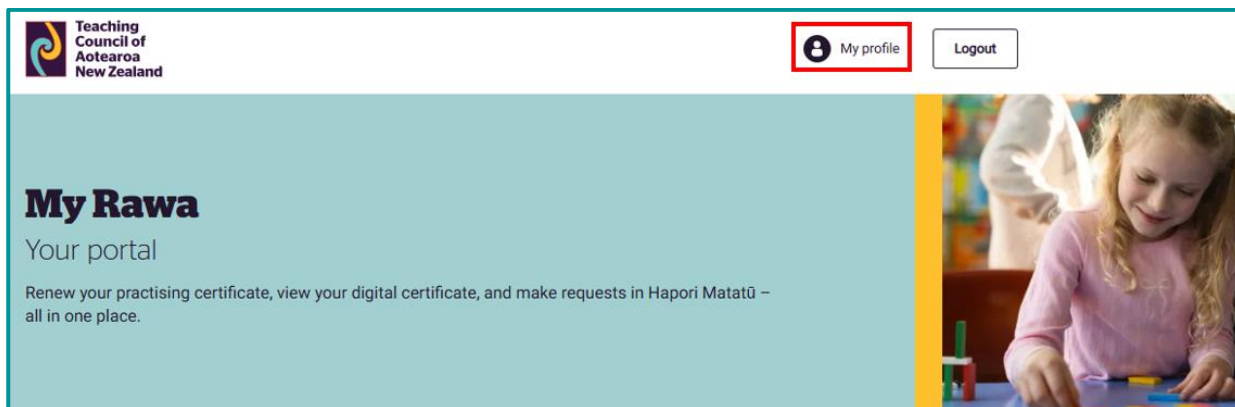
You will see the following pop-up for several seconds before being redirected to the Teaching Council website.



## My Rawa profile page

Once you have logged into My Rawa, you can view your profile page by clicking **My profile** in the top right of the page.

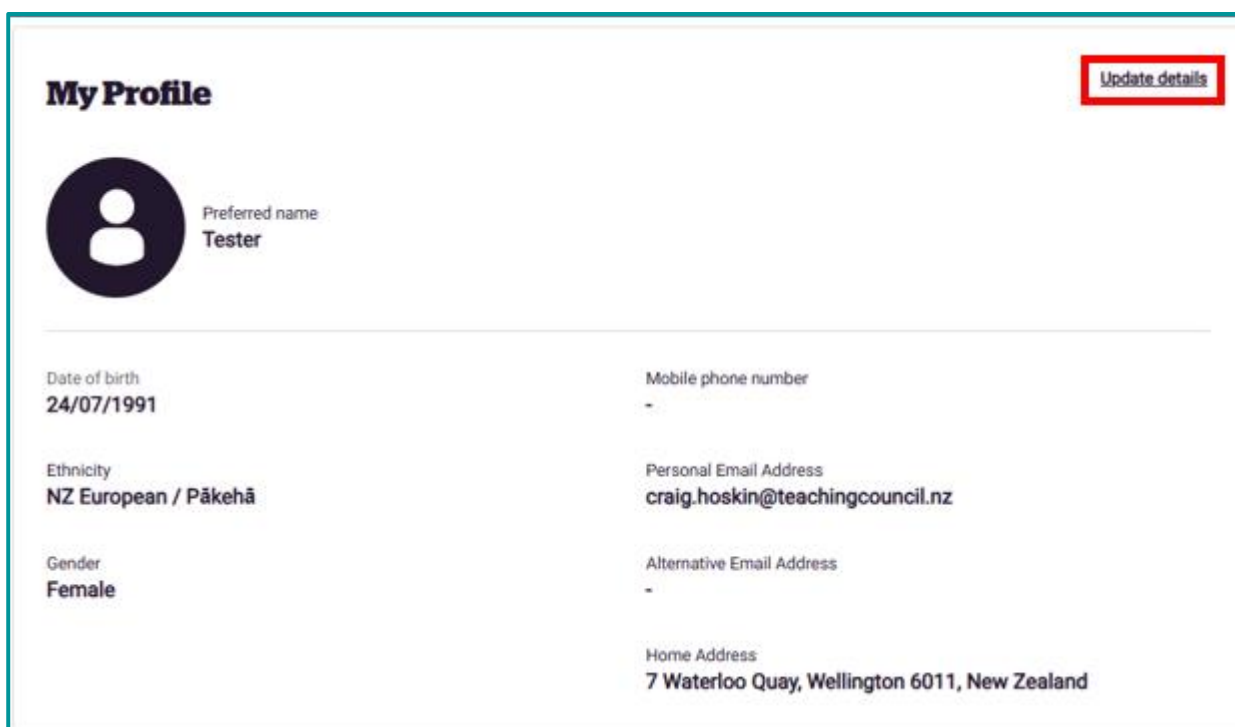
### View and update your details



In your My Rawa profile you can view your:

- preferred name
- date of birth
- ethnicity
- gender
- contact details.


To update your details, select **Update details** in the top right of the profile section.



The details you can update yourself in your My Rawa profile are your:

- preferred name
- gender
- ethnicity
- alternative email address.

### My Profile ✕



**Preferred name \*** (What you would like us to call you)

---

**Gender \***

**Alternative Email Address**

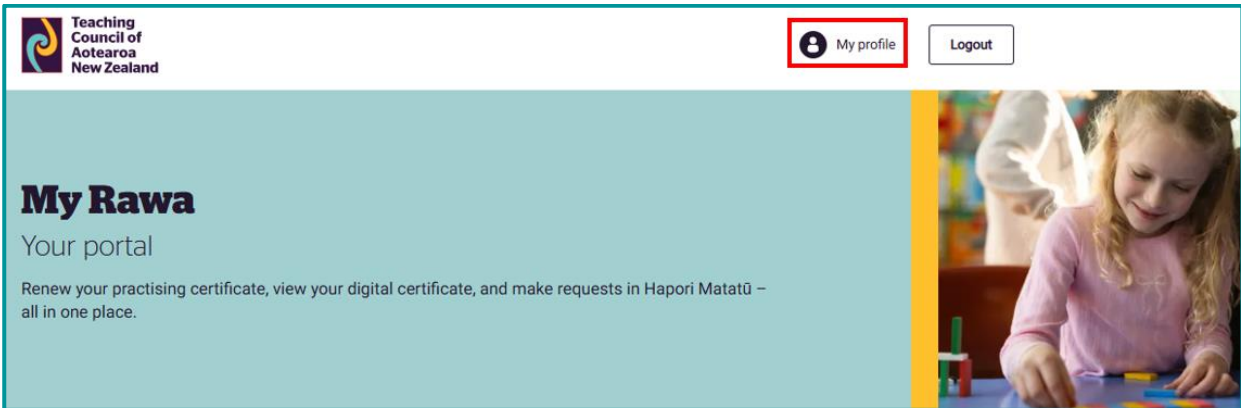
**Ethnicity \***

**Save details**

**Note:** To update your legal name, your date of birth, your phone number, your primary email address, or your home address, please [contact us](#) so we can make this changes for you. For some changes, such as name or date of birth, we may ask you to provide evidence to support the change.

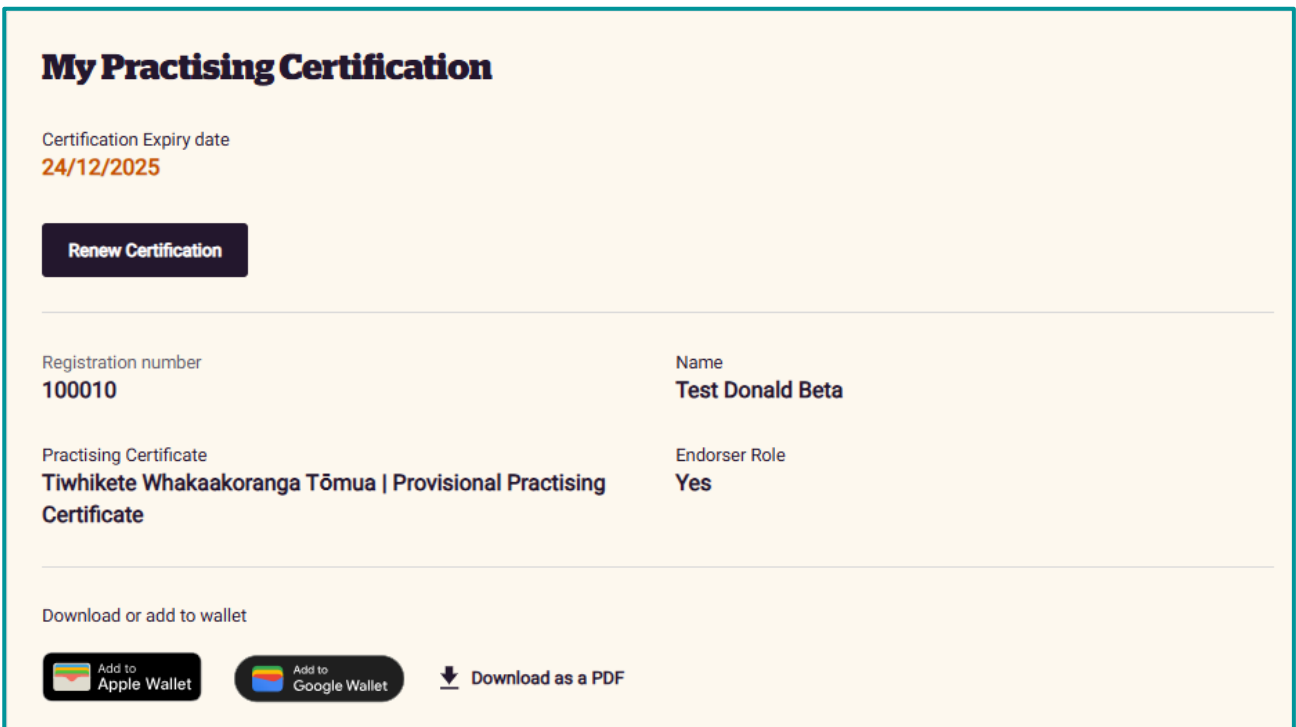
# Digital practising certificates and LATs

Your digital practising certificate or Limited Authority to Teach (LAT) sits securely within your My Rawa account. You can access this from your profile page, by selecting **My profile** in the top right of your My Rawa homepage.



You can select the **Renew Certification** button in your digital practising certificate to access the relevant renewal application form up to three months prior to your current practising certificate's expiry date.

You can download your practising certificate as a PDF to your device or save it to your Apple or Google Wallet.





# Practising Certificate

Issued to

**Mira Solen**

Registration number

123473

Category of certification

Tiwhikete Whakaakoranga Tūturu | Full Practising Certificate (Category 1)

Expiry date

11 November 2025

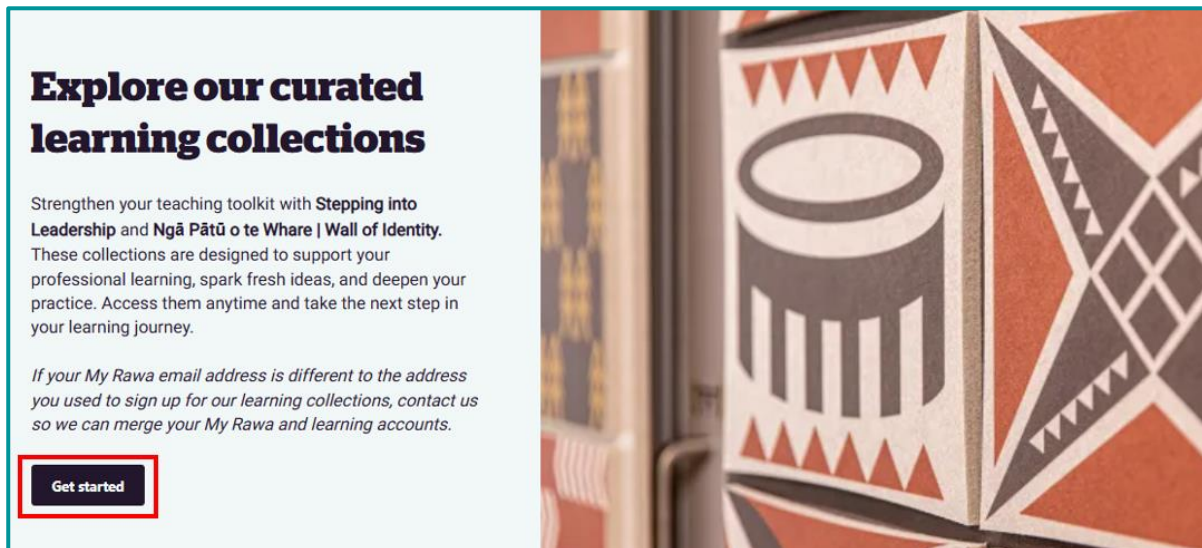
Tom Gott, Interim Chief Executive  
Teaching Council of Aotearoa New Zealand



## Learning collections

My Rawa is home to the Teaching Council's curated learning collections, designed to support your professional learning, spark fresh ideas, and deepen your practice. These can be accessed anytime from your My Rawa account.

To access the learning modules for the **first time**, select **Get started** in your My Rawa homepage.



**Explore our curated learning collections**

Strengthen your teaching toolkit with **Stepping into Leadership** and **Ngā Pātū o te Whare | Wall of Identity**. These collections are designed to support your professional learning, spark fresh ideas, and deepen your practice. Access them anytime and take the next step in your learning journey.

*If your My Rawa email address is different to the address you used to sign up for our learning collections, contact us so we can merge your My Rawa and learning accounts.*

**Get started**

You will be asked to agree to the Teaching Council's Terms of Service and Privacy Policy.



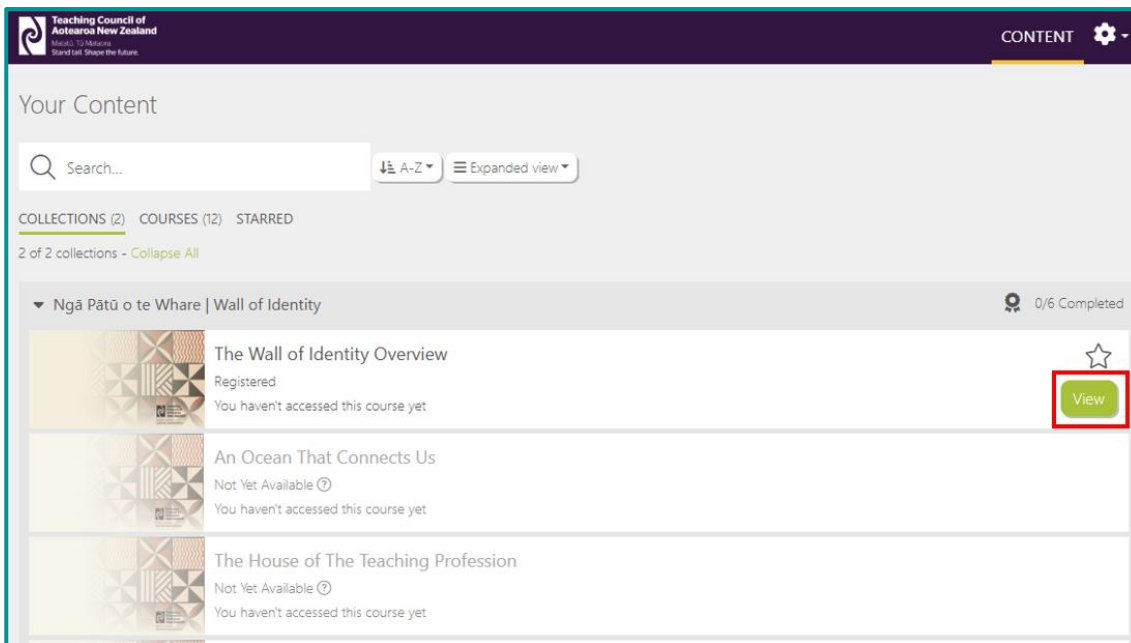
**Complete your profile**

Please accept the Terms of Service and Privacy Policy to continue.

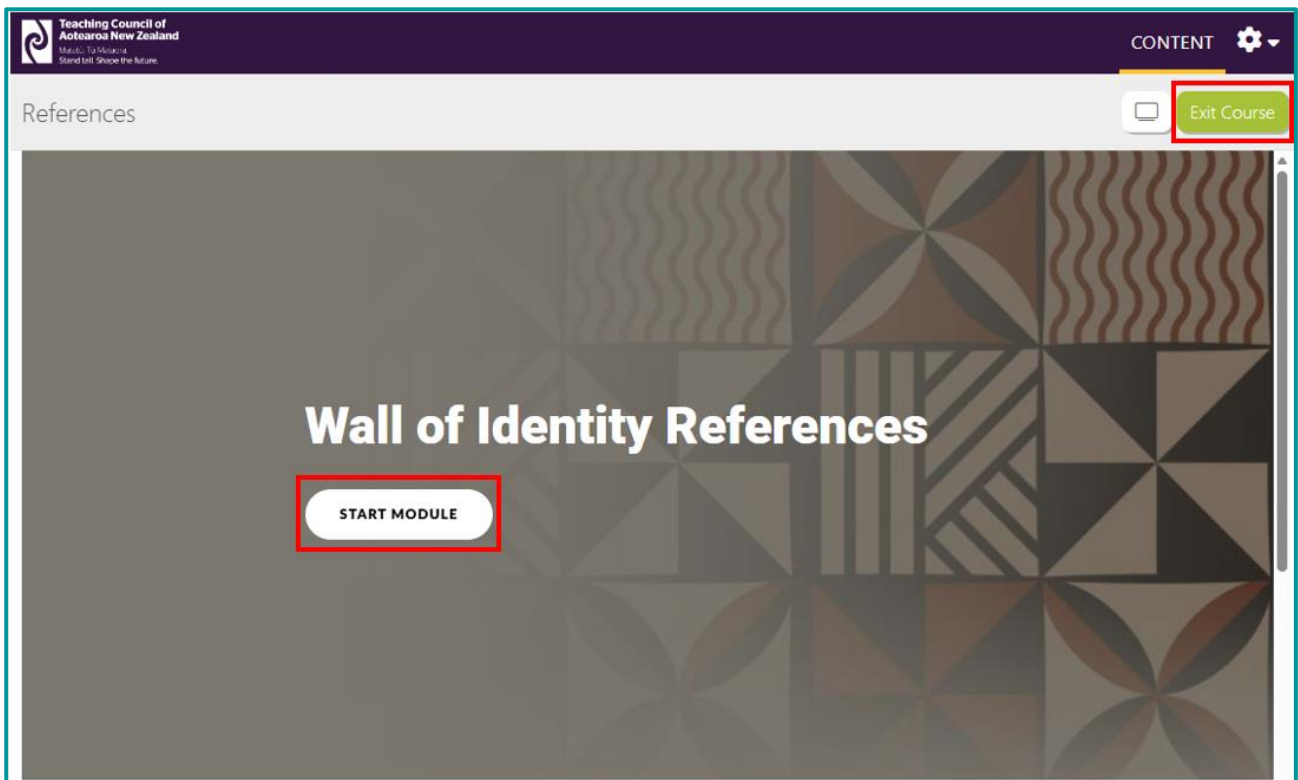
I accept the Teaching Council of Aotearoa New Zealand **Terms of Service** and **Privacy Policy**

**Save →**

You can then open the module of the learning collection you would like to engage with by selecting **View**.



Select **Start module** to begin or select **Exit Course** to end your session. Your progress through the module will be saved, so you can pick up where you left off anytime.



To **return** to the learning collections, you can select **Resume learning** and then pick up where you left off or to start a new collection.

## Continue to grow your practice

Pick up where you left off. Jump back into **Stepping into Leadership** or **Ngā Pātū o te Whare | Wall of Identity** and keep building your skills with these tailored courses, designed to support your professional learning.

*If your My Rawa email address is different to the address you used to sign up for our learning collections, contact us so we can merge your My Rawa and learning accounts.*









[Resume learning](#)



**Note:** If you first accessed the learning collections prior to setting up your My Rawa login, and you used a different email address to log into the modules, please contact us so we can sync your My Rawa and learning collection logins.

Selecting **View** next to the module you would like to continue working on will take you into the last page of the module that you accessed in your previous session.

Stepping Into Leadership 1/5 Completed

	<b>Welcome to Stepping into Leadership</b> Completed Last accessed on 18/12/2025	 <a href="#">View</a>
	<b>Understanding Self To Lead   Ko wai au, e ahu ana ki hea.</b> InProgress Last accessed on 22/01/2026	 <a href="#">View</a>
	<b>Leading Others   Te Arataki i te Tangata</b> InProgress Last accessed on 18/12/2025	 <a href="#">View</a>
	<b>Leading Change   Te Arataki Huringa</b> Registered You haven't accessed this course yet	 <a href="#">View</a>

## Understanding Self to Lead | Ko wai au, e ahu ana ki hea

16% COMPLETE

### MODULE OVERVIEW

Understanding Self to Lead

#### 1. SELF AWARENESS | TE TŪOHU WHAIARO

Overview

Self-Awareness in Leadership

Cultural Intelligence

Leading with Moral Purpose

Ethical Leadership Models

Understanding Self in Context

# Ethical Leadership Models

Leadership grounded in ethics isn't defined by one single theory. It's about who we are, how we relate to others, and the choices we make each day.

In this section, we explore a few models that offer different ways to think about ethical leadership in action — how our thinking, feeling,

# Applications

Applications can be submitted and managed via Hapori Matatū. You can start an application and as you progress you can save it, make edits, and submit once you are ready.

Any application you begin will be saved as a draft that you can return to at a later stage. A draft application will be deleted if it has not been edited in 21 days.

## Accessing your application for first-time registration and a practising certificate

**Note:** If you are applying to move from a Limited Authority to Teach (LAT) to registration and a practising certificate, please [contact us](#) so we can update your My Rawa and Hapori Matatū access type before completing the steps below.

Log into your My Rawa account and select the **Maintain my practising certificate** tile.

The screenshot shows a dashboard titled "I want to" with six tiles. The first tile, "Maintain my practising certificate", is highlighted with a red border. It contains the text: "Renew your practising certificate, change your practising certificate type, or register to teach." and a checkmark icon. The other tiles are: "Submit a report" (concerned about someone's conduct or competence), "Manage my endorsements" (endorse kaiako | teacher applications), "Limited Authority to Teach (LAT)" (start or manage application), "View my profile" (see profile details or download certificate), and "Ask for support" (have questions? get in touch).

You will be taken to the **Registration & Certification** tab in Hapori Matatū, where you can select **Apply online** to enter the application form for registration and a practising certificate.

The screenshot shows the "Registration & Certification" page in Hapori Matatū. The page header includes the Teaching Council of Aotearoa New Zealand logo, "Home", and "Registration & Certification". The main heading is "Hapori Matatū | Online Community" with a search bar. Below this, the page title is "Registration & Certification" and the sub-heading is "Apply for your registration or certification". The text says: "You can apply online for registration or certification and track the status of your applications below." and "Only one new draft application can be created per day. Draft applications will be automatically deleted 21 days after creation." The "Apply online" button is highlighted with a red border.

## Accessing your application to renew a practising certificate or move to a new practising certificate type

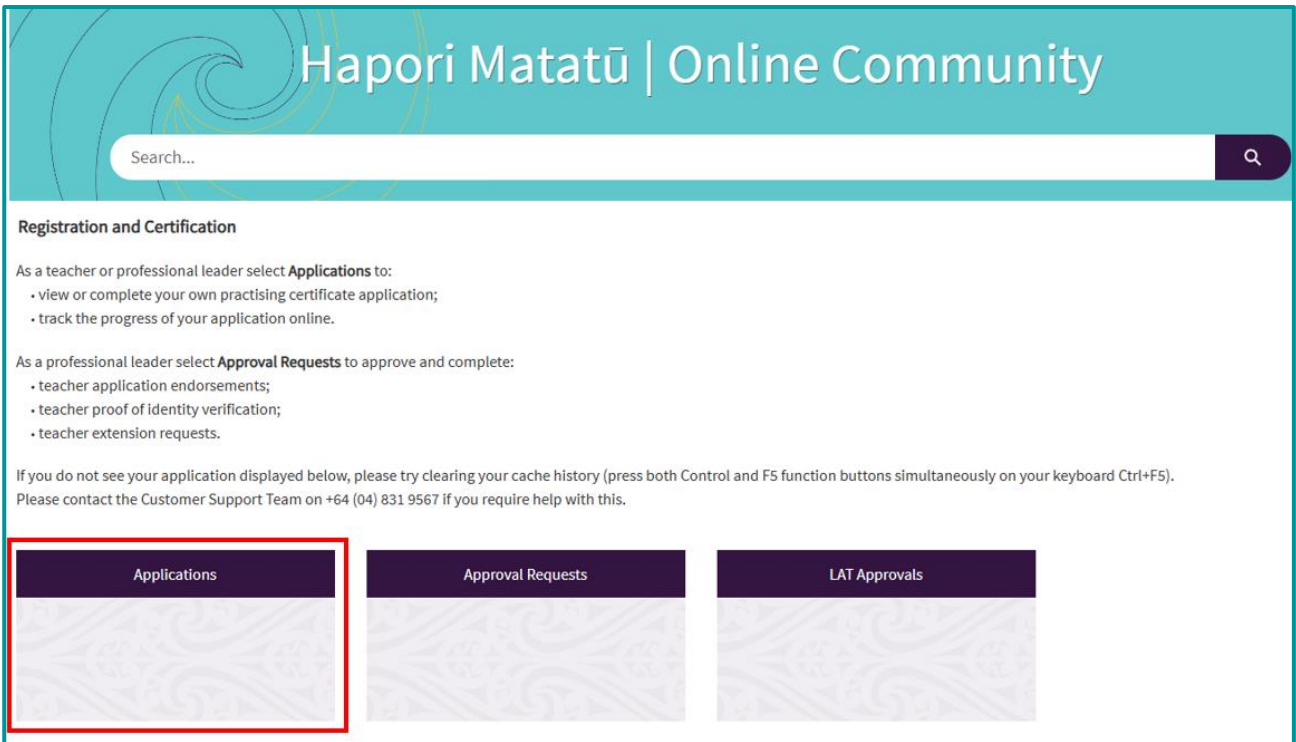
Log into your My Rawa account and select the **Maintain my practising certificate** tile.

The screenshot shows a dashboard titled "I want to" with six tiles. The first tile, "Maintain my practising certificate", is highlighted with a red border. It contains the text: "Renew your practising certificate, change your practising certificate type, or register to teach." and a checkmark icon. The other tiles are: "Submit a report" (concerned about someone's conduct), "Manage my endorsements" (endorse kaiako | teacher applications), "Limited Authority to Teach (LAT)" (start or manage application), "View my profile" (see details or download certificate), and "Ask for support" (have questions?).

You will be taken to the **Registration & Certification** tab in Hapori Matatū, where you can select **Apply Now** to enter the application form to renew your practising certificate, or to apply for the move to a different practising certificate type.

The screenshot shows the "Hapori Matatū | Online Community" website. The header includes the Teaching Council of Aotearoa New Zealand logo, navigation links for Home, Registration & Certification (underlined), and Professional Responsibility, along with a search icon and a notification bell. Below the header is a search bar. The main content area features a prominent "Apply Now" button highlighted with a red border. Below the button, the "Registration & Certification" section provides information about renewing certificates, including a list of certificate types: Provisional, Full (Category One), and Full (Category Two). It also includes instructions on how to view previous drafts and contact customer support.

If you have professional leader access to Hapori Matatū, you will need to select the **Applications** tile in the **Registration & Certification** tab before you see the **Apply Now** button.



## Hapori Matatū | Online Community

Search...

### Registration and Certification

As a teacher or professional leader select **Applications** to:

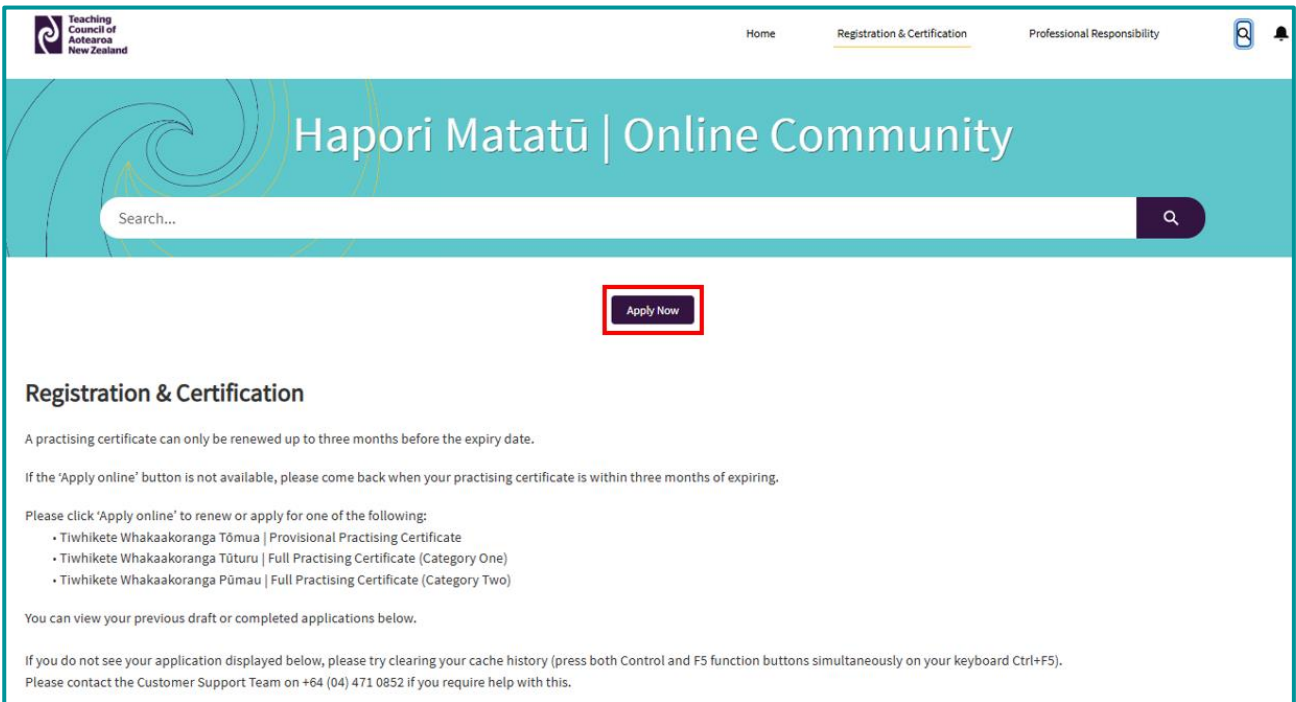
- view or complete your own practising certificate application;
- track the progress of your application online.

As a professional leader select **Approval Requests** to approve and complete:

- teacher application endorsements;
- teacher proof of identity verification;
- teacher extension requests.

If you do not see your application displayed below, please try clearing your cache history (press both Control and F5 function buttons simultaneously on your keyboard Ctrl+F5). Please contact the Customer Support Team on +64 (04) 831 9567 if you require help with this.

Applications Approval Requests LAT Approvals



Teaching Council of Aotearoa New Zealand

Home Registration & Certification Professional Responsibility

## Hapori Matatū | Online Community

Search...

**Apply Now**

### Registration & Certification

A practising certificate can only be renewed up to three months before the expiry date.

If the 'Apply online' button is not available, please come back when your practising certificate is within three months of expiring.

Please click 'Apply online' to renew or apply for one of the following:

- Tiwhikete Whakaakoranga Tōmua | Provisional Practising Certificate
- Tiwhikete Whakaakoranga Tūturu | Full Practising Certificate (Category One)
- Tiwhikete Whakaakoranga Pūmau | Full Practising Certificate (Category Two)

You can view your previous draft or completed applications below.

If you do not see your application displayed below, please try clearing your cache history (press both Control and F5 function buttons simultaneously on your keyboard Ctrl+F5). Please contact the Customer Support Team on +64 (04) 471 0852 if you require help with this.

## Accessing your application for a Limited Authority to Teach

Log into your My Rawa account and select the Limited Authority to Teach (LAT) tile.

**I want to**

- Maintain my practising certificate**  
Renew your practising certificate, change your practising certificate type, or register to teach.  
☑
- Submit a report**  
If you're concerned about someone's conduct or competence, you can share your concerns by making a report or complaint directly.  
☑
- Manage my endorsements**  
If you are a Principal, Professional Leader or have endorser authority, you can endorse kaiako | teacher applications for practising certificates based on your professional judgment.  
☑
- Limited Authority to Teach (LAT)**  
Start or manage your application.  
☑
- View my profile**  
See your profile details or download your practising certificate.  
→
- Ask for support**  
Have questions? Get in touch - we're here for you.  
→

You will be taken to the Hapori Matatū home page, where you can select **Go to LAT applications**.

Teaching Council of Aotearoa New Zealand

Home Applications Professional Responsibility

# Hapori Matatū | Online Community

Search...

**Welcome to Hapori Matatū | Online Community**

Once you have successfully completed your application you will then be able to:

- Submit Limited Authority to Teach (LAT) applications online
- Track the status of online applications
- Make payments (e.g. certification fees) online either using credit card or internet banking (via POLI)
- Submit self-reporting and complaint forms
- Manage and update profile information

**Apply for your Limited Authority to Teach Application**

Use this service to start or manage your Limited Authority to Teach (LAT) application. You can begin a new application, return to a saved draft, or check the status of applications you've already submitted.

**Go to LAT applications**

You will be taken to the **Applications** tab, where you can select **Start a new LAT application** to enter the LAT application form.

Teaching Council of Aotearoa New Zealand

Home Applications Professional Responsibility

# Hapori Matatū | Online Community

Search...

## Limited Authority to Teach Application

### Apply for a Limited Authority to Teach

Use this service to start or manage your Limited Authority to Teach (LAT) application. You can begin a new application, return to a saved draft, or check the status of applications you've submitted.

Draft applications are automatically deleted 21 days after they are created.





[Start a new LAT application](#)

## Continuing a draft application

The system will automatically save the information you have entered at certain points, then your draft application can be reopened and completed later. A draft application will be deleted if it has not been edited in 21 days.





To find your draft application, log into My Rawa and select the **Maintain my practising certificate** or **Limited Authority to Teach (LAT)** tile, depending on your application type.

### I want to

<b><u>Maintain my practising certificate</u></b> Renew your practising certificate, change your practising certificate type, or register to teach. 	<b><u>Submit a report</u></b> If you're concerned about someone's conduct or competence, you can share your concerns by making a report or complaint directly. 	<b><u>Manage my endorsements</u></b> If you are a Principal, Professional Leader or have endorser authority, you can endorse kaiako   teacher applications for practising certificates based on your professional judgment. 
<b><u>Limited Authority to Teach (LAT)</u></b> Start or manage your application. 	<b><u>View my profile</u></b> See your profile details or download your practising certificate. →	<b><u>Ask for support</u></b> Have questions? Get in touch - we're here for you. →

OR

### I want to

<b><u>Maintain my practising certificate</u></b> Renew your practising certificate, change your practising certificate type, or register to teach. 	<b><u>Submit a report</u></b> If you're concerned about someone's conduct or competence, you can share your concerns by making a report or complaint directly. 	<b><u>Manage my endorsements</u></b> If you are a Principal, Professional Leader or have endorser authority, you can endorse kaiako   teacher applications for practising certificates based on your professional judgment. 
<b><u>Limited Authority to Teach (LAT)</u></b> Start or manage your application. 	<b><u>View my profile</u></b> See your profile details or download your practising certificate. →	<b><u>Ask for support</u></b> Have questions? Get in touch - we're here for you. →

You will be taken to Hapori Matatū, where you can see the heading **My draft applications**. Select the application number - **APP-xxxxxx** - of the draft that you would like to edit.



The screenshot shows the 'Registration & Certification' section of the Hapori Matatū Online Community. It includes a search bar, a heading for 'Registration & Certification', and instructions on how to apply. Below this is a table titled 'MY DRAFT APPLICATIONS' with columns for Application Number, Application Status, Created Date, and Last Modified Date. The application number 'APP-665056' is highlighted with a red box.

Application Number	Application Status	Created Date	Last Modified Date
APP-665056	Draft	10/02/2026, 4:18 pm	10/02/2026, 4:21 pm
APP-666924	Draft	18/02/2026, 11:04 am	18/02/2026, 2:36 pm

Select **Edit Application** to be taken back into your draft, where you can start updating the application.



The screenshot shows the details of the application 'APP-665056'. It includes the applicant's name 'Karen Williams', the record type 'Online Application', and a red box around the 'Edit Application' button. Below this are fields for Applicant Name, Application Number, Applicant Registration Number, and Application Status.

Application  
APP-665056

Applicant  
Karen Williams

Record Type  
Online Application

**Edit Application**

Applicant Name  
Karen Williams

Application Number  
APP-665056

Applicant Registration Number  
459996

Application Status  
Draft

**Note:** Although you may have already completed part of the application, you will be taken back to the start of the application so you can check or update the information you have already entered. Simply select the **Save and next** button on each page to navigate through the application.

The screenshot shows the 'Application and renewals' page for the Teaching Council of Aotearoa New Zealand. At the top left is the council's logo. The page title is 'Application and renewals' and there is an 'Exit application' button at the top right. A progress bar below the title shows the following steps: Introduction (highlighted), Personal details, Time spent overseas, Employment, Declarations and consent, Endorsement, Practising certificate, and Payment. The main content area is titled 'Getting started' and includes instructions on how to complete the application, such as 'Complete this application if you need to renew your teaching practising certificate.' and 'It should take you about 10 minutes.' A 'Current status' box on the right displays the user's name as 'Al Fou'i', registration number '401909', certificate type 'Tūturu/Full 1', and expiry date '30 April 2023'. Below this, there are sections for 'Before you start', 'You need the following:', 'You may also need:', and 'How this application works', each with a list of items and expandable arrows. A 'Start application' button is located at the bottom left of the page.

Teaching Council of Aotearoa New Zealand

Application and renewals

Exit application

Introduction Personal details Time spent overseas Employment Declarations and consent Endorsement Practising certificate Payment

### Getting started

Complete this application if you need to renew your teaching practising certificate.

It should take you about 10 minutes.

Your application will be saved every time you click on 'Next and save' at the bottom of each page.

#### Before you start

Read the following information carefully to make sure you have everything you need before you begin your application.

**You need the following:**

- > Your personal details
- > Endorsement
- > Your teaching experience details
- > A credit/debit card or internet banking details to pay the fee

**You may also need:**

- > Overseas travel records
- > Trans-Tasman Mutual Recognition Act (TTMRA) registration
- > Evidence you have met the induction and mentoring programme requirements
- > Uploading supporting documents

#### How this application works

You will need to select an application type i.e. practising certificate or authorisation. The fee and levy payment is required at the end of the process before submitting your application.

- > What is the fee and levy?

When your application is approved, you can view, download or print your practising certificate from 'My Details' in your profile.

Check out the [Teaching Council Teacher Registration, Practising Certificates and Limited Authority to Teach policy](#).

Start application

**Current status**

Name:  
Al Fou'i

Registration number:  
401909

Practising certificate type:  
Tūturu/Full 1

Practising certificate expiry date:  
30 April 2023

## Changing the professional leader that will endorse your application and/or verify your identity

**Note:** For guidance on who can endorse a practicing certificate, please refer to the [Endorser Guidelines](#).

A teacher can change a selected endorser or identity referee after they have applied, provided the application status is **Awaiting Endorsement/Verification**.

To find your **registration and/or practising certificate application case**, log into My Rawa and select the **Maintain my practising certificate** tile.

**I want to**

- Maintain my practising certificate**  
Renew your practising certificate, change your practising certificate type, or register to teach.  
[Link icon]
- Submit a report**  
If you're concerned about someone's conduct or competence, you can share your concerns by making a report or complaint directly.  
[Link icon]
- Manage my endorsements**  
If you are a Principal, Professional Leader or have endorser authority, you can endorse kaiako | teacher applications for practising certificates based on your professional judgment.  
[Link icon]
- Limited Authority to Teach (LAT)**  
Start or manage your application.  
[Link icon]
- View my profile**  
See your profile details or download your practising certificate.  
[Arrow icon]
- Ask for support**  
Have questions? Get in touch - we're here for you.  
[Arrow icon]

You will be taken to Hapori Matatū where you will see the heading **My submitted applications**. Select the application case number of the application you would like to update.

Hapori Matatū | Online Community

Search...

[Apply Now](#)

### Registration & Certification

A practising certificate can only be renewed up to three months before the expiry date.

If the 'Apply online' button is not available, please come back when your practising certificate is within three months of expiring.

Please click 'Apply online' to renew or apply for one of the following:

- Tiwhikete Whakaakoranga Tōmua | Provisional Practising Certificate
- Tiwhikete Whakaakoranga Tūturu | Full Practising Certificate (Category One)
- Tiwhikete Whakaakoranga Pūmau | Full Practising Certificate (Category Two)

You can view your previous draft or completed applications below.

If you do not see your application displayed below, please try clearing your cache history (press both Control and F5 function buttons simultaneously on your keyboard Ctrl+F5). Please contact the Customer Support Team on +64 (04) 831 9567 if you require help with this.

**MY SUBMITTED APPLICATIONS**

Case Number	Subject	Status	Date/Time Opened
00397371	Mira Solen - Renew Tūturu   Full - 2026-03-05	Awaiting Endorsement/Verification	5/03/2026, 9:49 am

[View All](#)

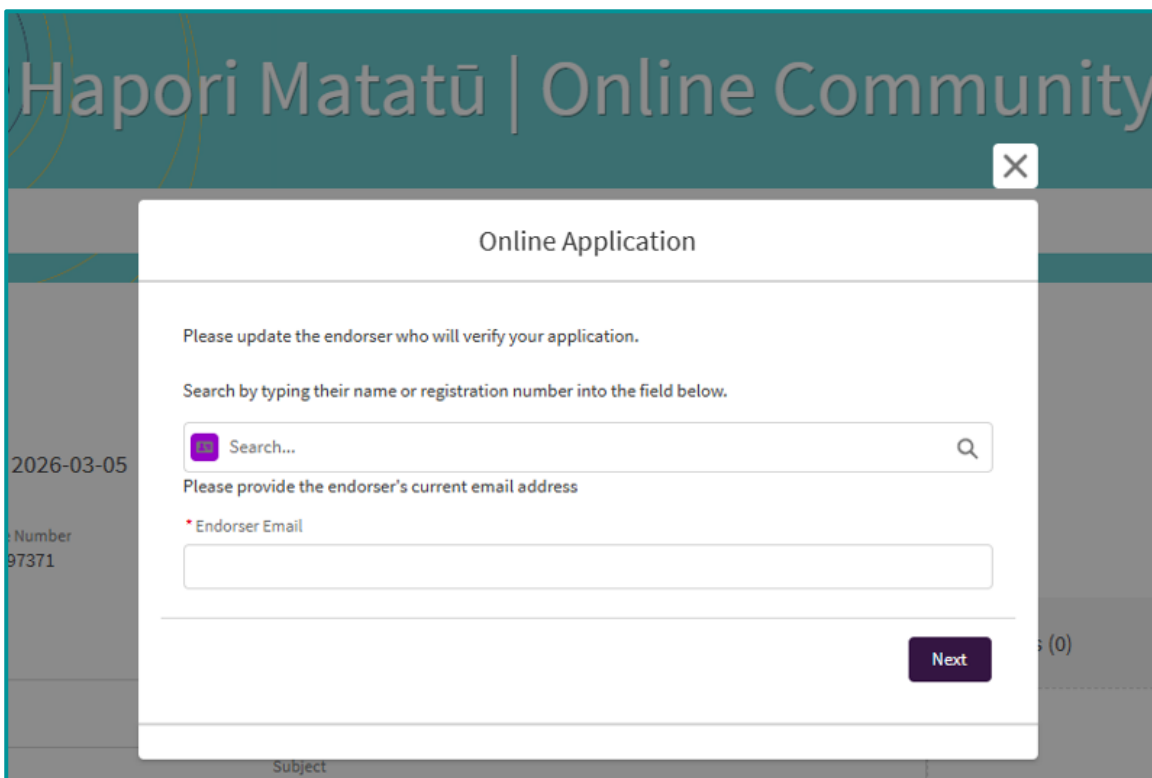
**Note:** If you have professional leader access to Hapori Matatū, you will need to select the **Applications** tile in Hapori Matatū before you see **My submitted applications**.

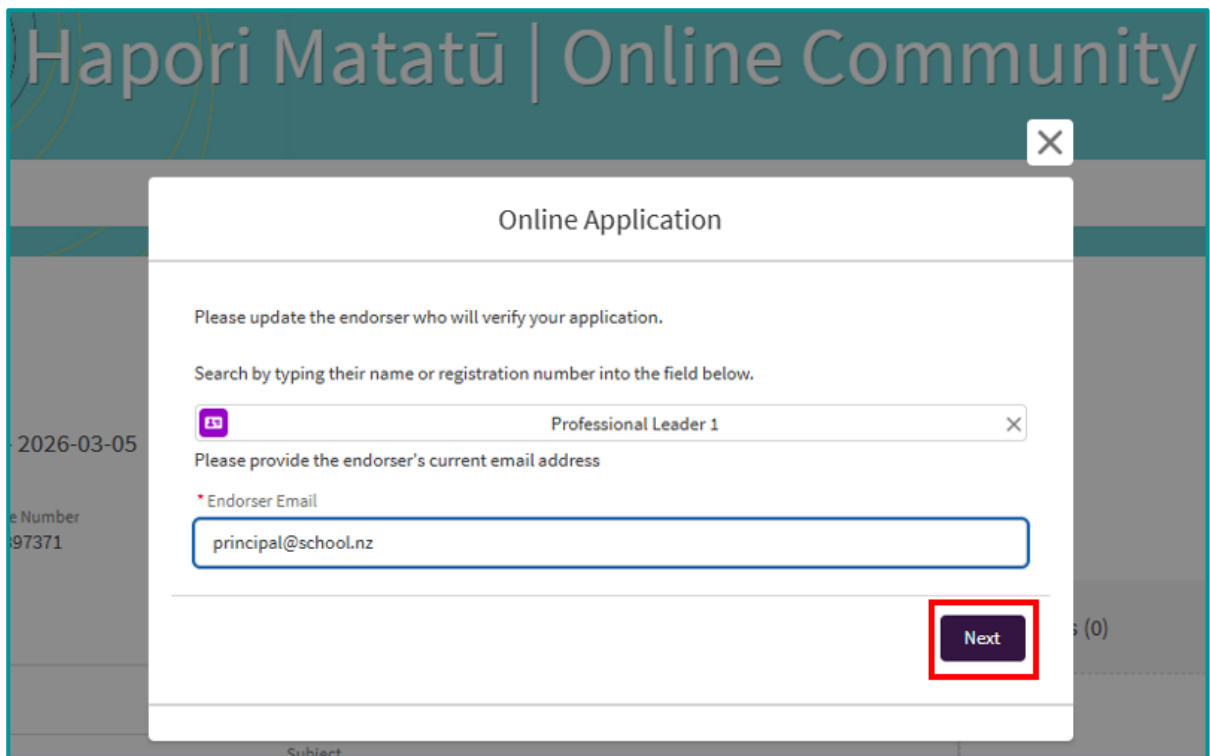
In your application case, select **Update Endorser/Referee**.



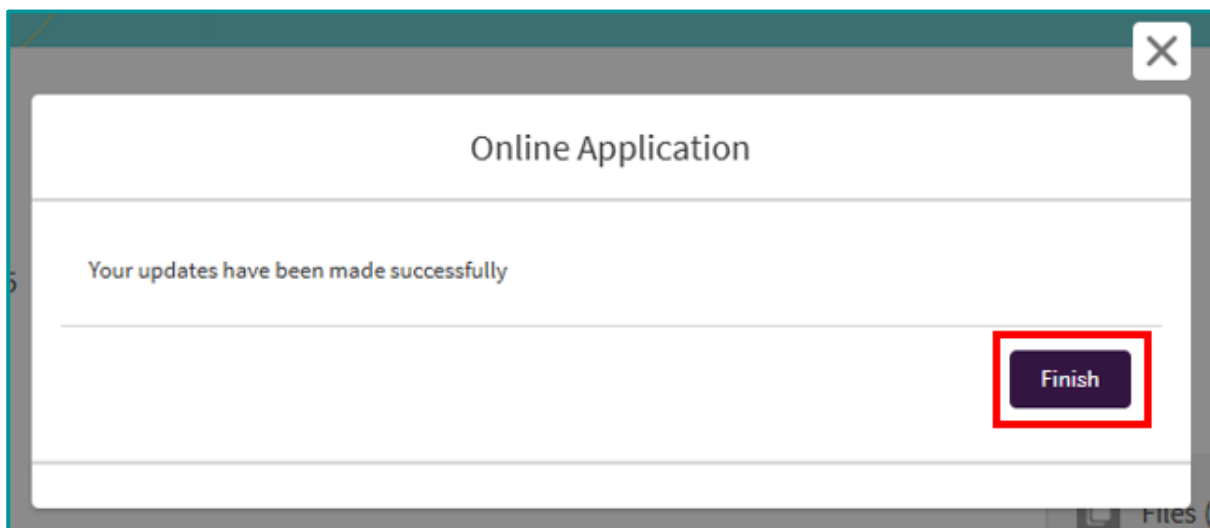
In the pop-up screen that appears, enter your new endorser or identity referee's name and email address, then select **Next**.

**Note:** Please ensure that the endorser's name has been selected from the dropdown menu once you've completed your search. You'll know you have successfully selected their name when you see an 'x' to the right of the box, instead of a magnifying glass.





You will see a pop-up screen that lets you know your update has been successful. Select **Finish** to return to your application case.



Once you have finished updating your endorser or identity referee, they will be sent an email letting them know that they can log into their account to complete the endorsement or identity verification.

To find your LAT application case, log into My Rawa and select the **Limited Authority to Teach (LAT)** tile.

**I want to**

- Maintain my practising certificate**  
Renew your practising certificate, change your practising certificate type, or register to teach.  
☑
- Submit a report**  
If you're concerned about someone's conduct or competence, you can share your concerns by making a report or complaint directly.  
☑
- Manage my endorsements**  
If you are a Principal, Professional Leader or have endorser authority, you can endorse kaiako | teacher applications for practising certificates based on your professional judgment.  
☑
- Limited Authority to Teach (LAT)**  
Start or manage your application.  
☑
- View my profile**  
See your profile details or download your practising certificate.  
→
- Ask for support**  
Have questions? Get in touch - we're here for you.  
→

You will be taken to the Hapori Matatū home page, where you can select **Go to LAT applications**.

Teaching Council of Aotearoa New Zealand

Home Applications Professional Responsibility

# Hapori Matatū | Online Community

Search...

Welcome to Hapori Matatū | Online Community

Once you have successfully completed your application you will then be able to:

- Submit Limited Authority to Teach (LAT) applications online
- Track the status of online applications
- Make payments (e.g. certification fees) online either using credit card or internet banking (via POLi)
- Submit self-reporting and complaint forms
- Manage and update profile information

Apply for your Limited Authority to Teach Application

Use this service to start or manage your Limited Authority to Teach (LAT) application. You can begin a new application, return to a saved draft, or check the status of applications you've already submitted.

**Go to LAT applications**

You will be taken to the **Applications** tab, where you will see the heading **My submitted applications**. Select the case number of the application you would like to update.

## Limited Authority to Teach Application

**Apply for a Limited Authority to Teach**

Use this service to start or manage your Limited Authority to Teach (LAT) application. You can begin a new application, return to a saved draft, or check the status of applications you've submitted.

Draft applications are automatically deleted 21 days after they are created.

[Start a new LAT application](#)

### MY SUBMITTED APPLICATIONS

Case Number	Subject	Status	Date/Time Opened
00397372	Craig LatHolder2 - 1 Year Limited Authority to Teach - 2026-03-05	Awaiting Endorsement/Verification	5/03/2026, 10:29 am

[View All](#)

In the application case, select **Update Endorser/Referee**.

## Hapori Matatū | Online Community

Search...

[Update Endorser/Referee](#)

[Apply for extension](#)

**Case**  
Craig LatHolder2 - 1 Year Limited Authority to Teach - 2026-03-05

Status	Case Number	Case Record Type	LAT Reason
Awaiting Endorsement/Verification	00397372	Online Application	Skill Shortage

Application submitted date  
5/03/2026

Currently With  
Endorser & Identity Referee

Contact Name  
[Craig LatHolder2](#)

Description

Subject  
Craig LatHolder2 - 1 Year Limited Authority to Teach - 2026-03-05

Case Origin  
Online

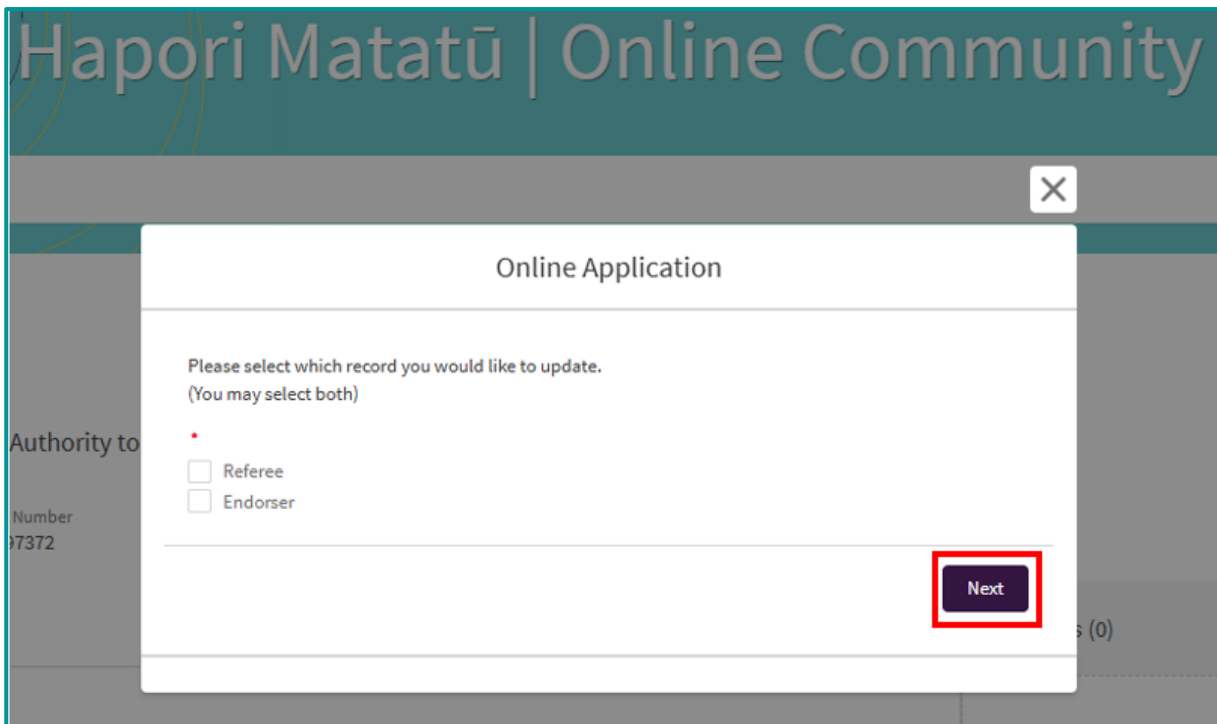
Files (0)

[Upload Files](#)

Or drop files

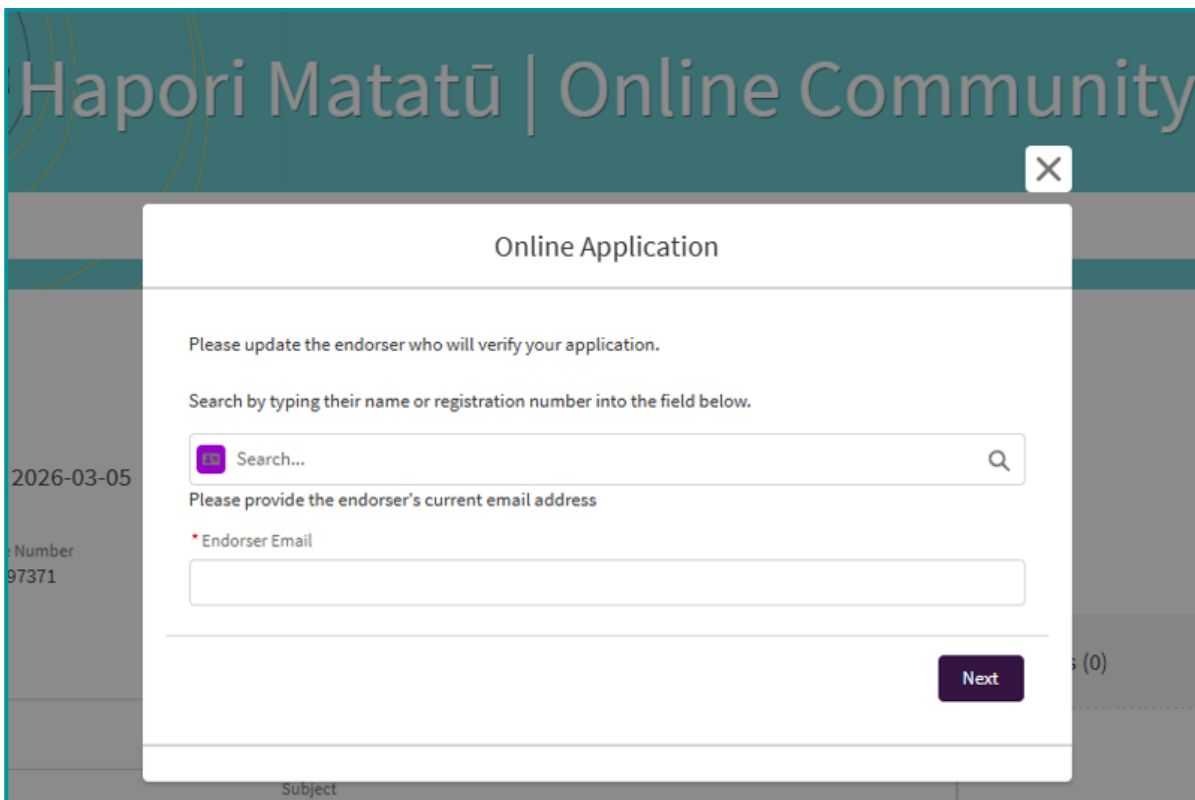
Case Comments (0)

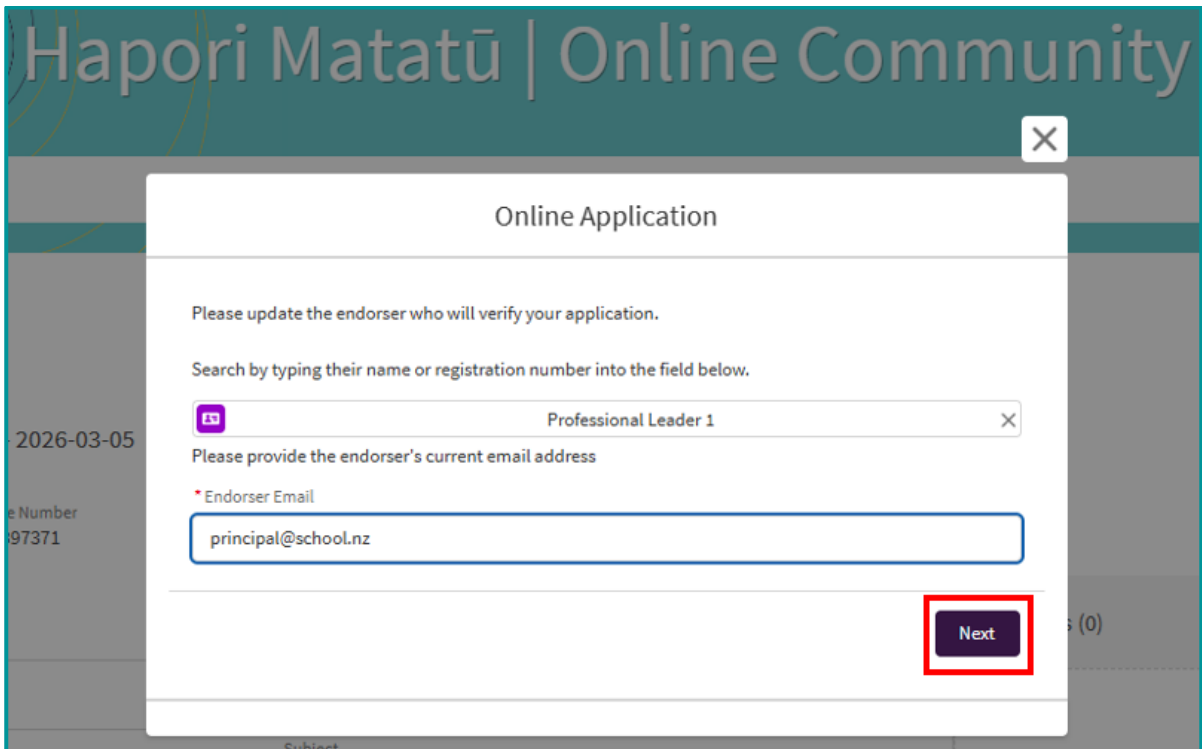
In the pop-up screen, choose whether you would like to update your endorser or your identity referee (or both), and select **Next**.



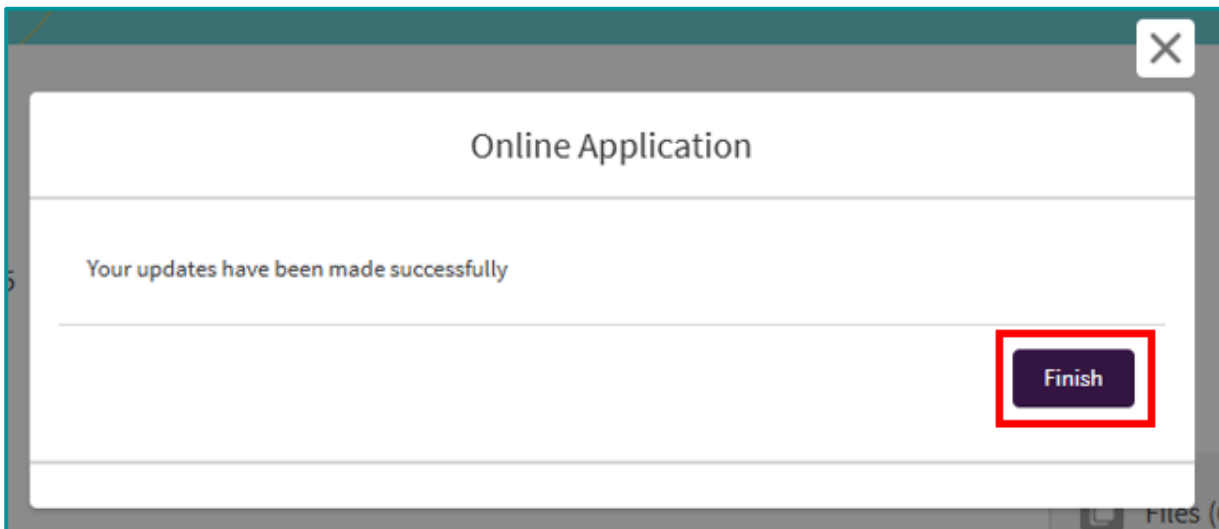
In the pop-up screen that appears, enter your new endorser or identity referee's name and email address, then select **Next**.

**Note:** Please ensure that the endorser's name has been selected from the dropdown menu once you've completed your search. You will know you have successfully selected their name when you see an 'x' to the right of the box, instead of a magnifying glass.





You will see a pop-up screen that lets you know your update has been successful. Select **Finish** to return to your application case.



Once you have finished updating your endorser and/or identity referee, they will be sent an email letting them know that they can log into their account to complete the endorsement and/or identity verification.

**Note:** If your endorser or identity referee is unable to complete your endorsement or identity verification online via Hapori Matatū, they can find PDF versions of the endorsement and proof of identity forms in the [Application forms](#) page of the Teaching Council website. Once completed, the PDF form can be emailed to [sfendorsement@teachingcouncil.nz](mailto:sfendorsement@teachingcouncil.nz).

## Requesting an extension to teach

An extension to teach allows you to continue teaching lawfully in a **kura or school** if your practising certificate or LAT has expired and your renewal application is still being processed.

You can teach for up to 20 half-days without a current certificate. Beyond that, you must apply for an extension to this grace period.

### Extension requests for beginning teachers, existing teachers, and LAT holders

To find your registration and/or practising certificate application case, log into My Rawa and select **Maintain my practising certificate**.

The screenshot shows a grid of six options under the heading "I want to". The first option, "Maintain my practising certificate", is highlighted with a red border. The other options are "Submit a report", "Manage my endorsements", "Limited Authority to Teach (LAT)", "View my profile", and "Ask for support". Each option includes a brief description and a small icon (checkbox or arrow).

I want to		
<b><u>Maintain my practising certificate</u></b> Renew your practising certificate, change your practising certificate type, or register to teach. <input type="checkbox"/>	<b><u>Submit a report</u></b> If you're concerned about someone's conduct or competence, you can share your concerns by making a report or complaint directly. <input type="checkbox"/>	<b><u>Manage my endorsements</u></b> If you are a Principal, Professional Leader or have endorser authority, you can endorse kaiako   teacher applications for practising certificates based on your professional judgment. <input type="checkbox"/>
<b><u>Limited Authority to Teach (LAT)</u></b> Start or manage your application. <input type="checkbox"/>	<b><u>View my profile</u></b> See your profile details or download your practising certificate. →	<b><u>Ask for support</u></b> Have questions? Get in touch - we're here for you. →

To find your LAT application case, log into My Rawa and select **Limited Authority to Teach (LAT)**.

The screenshot shows the same "I want to" menu as above, but with the "Limited Authority to Teach (LAT)" option highlighted with a red border. The other options remain the same.

I want to		
<b><u>Maintain my practising certificate</u></b> Renew your practising certificate, change your practising certificate type, or register to teach. <input type="checkbox"/>	<b><u>Submit a report</u></b> If you're concerned about someone's conduct or competence, you can share your concerns by making a report or complaint directly. <input type="checkbox"/>	<b><u>Manage my endorsements</u></b> If you are a Principal, Professional Leader or have endorser authority, you can endorse kaiako   teacher applications for practising certificates based on your professional judgment. <input type="checkbox"/>
<b><u>Limited Authority to Teach (LAT)</u></b> Start or manage your application. <input type="checkbox"/>	<b><u>View my profile</u></b> See your profile details or download your practising certificate. →	<b><u>Ask for support</u></b> Have questions? Get in touch - we're here for you. →

You will be taken to Hapori Matatū where you will see the heading **My submitted applications**. Select your application case number.

**Hapori Matatū | Online Community**

Search... 🔍

[Apply Now](#)

### Registration & Certification

A practising certificate can only be renewed up to three months before the expiry date.

If the 'Apply online' button is not available, please come back when your practising certificate is within three months of expiring.

Please click 'Apply online' to renew or apply for one of the following:

- Tiwhikete Whakaakoranga Tōmua | Provisional Practising Certificate
- Tiwhikete Whakaakoranga Tūturu | Full Practising Certificate (Category One)
- Tiwhikete Whakaakoranga Pūmau | Full Practising Certificate (Category Two)

You can view your previous draft or completed applications below.

If you do not see your application displayed below, please try clearing your cache history (press both Control and F5 function buttons simultaneously on your keyboard Ctrl+F5). Please contact the Customer Support Team on +64 (04) 831 9567 if you require help with this.

**MY SUBMITTED APPLICATIONS**

Case Number	Subject	Status	Date/Time Opened
00397371	Mira Solen - Renew Tūturu   Full - 2026-03-05	Awaiting Endorsement/Verification	5/03/2026, 9:49 am

[View All](#)

Select **Apply for extension**.

**Note:** An extension to teach can only be requested once your current practising certificate has expired - the button will remain greyed out before that point.

**Hapori Matatū | Online Community**

Search... 🔍

[Update Endorser/Referee](#)

[Apply for extension](#)

**Case**  
Mira Solen - Renew Tūturu | Full - 2026-03-05 + Follow

Status	Case Number	Case Record Type	LAT Reason
Awaiting Endorsement/Verification	00397371	Online Application	

Application submitted date  
5/03/2026

Currently With  
**Endorser**

Contact Name  
Mira Solen

Description

Subject  
Mira Solen - Renew Tūturu | Full - 2026-03-05


Priority  
**Medium**

Case Origin  
Online

**Files (0)**  
[Upload Files](#)  
Or drop files

**Case Comments (0)**

Select **Teacher** as your role-type, read the declarations that pop up, then select **Start extension request**.



Extension request
X Exit

---

## Getting started

Complete this form if you need an extension to teach.

If you have everything ready as listed below, it should take up to 5 minutes to complete.

 You cannot legally teach after 20 half days in a school calendar year if your practising certificate has expired without an extension.

### Before you start

Read the following information carefully to make sure you have everything you need before you begin your extension request.

### Your role

\*What is your role?

Teacher

Principal or acting principal

#### Application details

Name:  
**Mira Solen**

Application type:  
**Renew Tūturu | Full**

Application number:  
**00397371**

Application case status:  
**Awaiting Endorsement/Verification**

Current expiry date:  
**11 November 2025**

Start extension request

Enter your principal's name, email address, and school, as they will need to approve your extension request. Tick the authorisation for the Teaching Council to contact your principal about the extension and select **Next**.


**Note:** The extension request needs to be approved by the principal at the kura or school that you intend to teach at while covered by the extension to teach. If you are relief teaching in multiple kura or schools, only one principal's approval is required.

## Extension Request

Please provide the following information for your extension request.

### Principal details

Your principal needs to approve your extension request.

 If your principal does not display, please contact us at [enquiries@teachingcouncil.nz](mailto:enquiries@teachingcouncil.nz).

#### Principal's registration number

\* Search by registration number or the name of the principal

\* Principal's school email address

#### School or kura setting details

\* Search for school or kura setting

### Authorisation

You need to authorise your extension request.

This authorisation also allows the Teaching Council to provide information about your extension to any future principal wanting to employ you.

\* I, Mira Solen:

Give authorisation for the Teaching Council to liaise with the principal I have selected regarding my extension request including any requirements that have not been met.

Previous

Next

Complete the declaration and statements of consent, then select **Submit**.

**Note:** If you answer **Yes** to having convictions or pending charges, you will need to provide an explanation and supporting documents related to this.

### Declaration

You need to review and answer the following question. If you answer 'yes,' you will need to:

- provide an explanation, and
- upload any supporting documents.

\* Do you have any convictions, pending charges, adverse notes on my police record(s), or I am part of a current police investigation concerning your actions?

Yes  No

### Statements of consent

You need to review and agree to all of the following statements.

\* I, Mira Solen:

- Certify that the information submitted in this application is true and correct to the best of my knowledge.
- Further understand that any false statements may result in denial or revocation of the certificate issued for this application.

You will see a page confirming that your extension to teach request has been successfully submitted.

# Extension request submitted

Thank you for submitting your extension request.

## What happens next

- The principal you have selected will receive an email to approve your extension to teach request.
- If we need any clarification from you to assist with your extension, we'll be in touch by email.
- You can track the status of your extension request by viewing the [Extension Request Case](#).
- Once the extension request has been finalised, you will receive an approval email.

## Extension requests for tumuaki and principals

To find your practising certificate application case, log into My Rawa and select **Maintain my practising certificate**.

**I want to**

- Maintain my practising certificate**  
Renew your practising certificate, change your practising certificate type, or register to teach.
- Submit a report**  
If you're concerned about someone's conduct or competence, you can share your concerns by making a report or complaint directly.
- Manage my endorsements**  
If you are a Principal, Professional Leader or have endorser authority, you can endorse kaiako | teacher applications for practising certificates based on your professional judgment.
- Limited Authority to Teach (LAT)**  
Start or manage your application.
- View my profile**  
See your profile details or download your practising certificate.  
→
- Ask for support**  
Have questions? Get in touch - we're here for you.  
→

You will be taken to Hapori Matatū, where you can select **Applications**.

**Hapori Matatū | Online Community**

Search...

**Registration and Certification**

As a teacher or professional leader select **Applications** to:

- view or complete your own practising certificate application;
- track the progress of your application online.

As a professional leader select **Approval Requests** to approve and complete:

- teacher application endorsements;
- teacher proof of identity verification;
- teacher extension requests.

If you do not see your application displayed below, please try clearing your cache history (press both Control and F5 function buttons simultaneously on your keyboard Ctrl+F5). Please contact the Customer Support Team on +64 (04) 831 9567 if you require help with this.

- Applications**
- Approval Requests**
- LAT Approvals**

Select your application case number under **My submitted applications**.

Hapori Matatū | Online Community

Search...

Apply Now

### Registration & Certification

A practising certificate can only be renewed up to three months before the expiry date.

If the 'Apply online' button is not available, please come back when your practising certificate is within three months of expiring.

Please click 'Apply online' to renew or apply for one of the following:

- Tiwhikete Whakaakoranga Tōmua | Provisional Practising Certificate
- Tiwhikete Whakaakoranga Tūturu | Full Practising Certificate (Category One)
- Tiwhikete Whakaakoranga Pūmau | Full Practising Certificate (Category Two)

You can view your previous draft or completed applications below.

If you do not see your application displayed below, please try clearing your cache history (press both Control and F5 function buttons simultaneously on your keyboard Ctrl+F5). Please contact the Customer Support Team on +64 (04) 831 9567 if you require help with this.

**MY SUBMITTED APPLICATIONS**

Case Number	Subject	Status	Date/Time Opened
00397371	Mira Solen - Renew Tūturu   Full - 2026-03-05	Awaiting Endorsement/Verification	5/03/2026, 9:49 am

View All

Select **Apply for extension**.

**Note:** An extension to teach can only be requested once your current practising certificate has expired - the button will remain greyed out before that point.

Hapori Matatū | Online Community

Search...

Update Endorser/Referee

Apply for extension

Case: Mira Solen - Renew Tūturu | Full - 2026-03-05

+ Follow

Status	Case Number	Case Record Type	LAT Reason
Awaiting Endorsement/Verification	00397371	Online Application	

Application submitted date: 5/03/2026

Currently With Endorser: \_\_\_\_\_

Contact Name: Mira Solen

Description: \_\_\_\_\_

Subject: Mira Solen - Renew Tūturu | Full - 2026-03-05

Priority: Medium

Case Origin: Online

Files (0)

Upload Files

Or drop files

Case Comments (0)

Select **Principal or acting principal** as your role-type, read the declarations that pop up, then select **Start extension request**.

Teaching Council of Aotearoa New Zealand Extension request ✕ Exit

### Getting started

Complete this form if you need an extension to teach.

If you have everything ready as listed below, it should take up to 5 minutes to complete.

**!** You cannot legally teach after 20 half days in a school calendar year if your practising certificate has expired without an extension.

#### Before you start

Read the following information carefully to make sure you have everything you need before you begin your extension request.

#### Your role

\* What is your role?

Teacher  Principal or acting principal

#### Application details

Name: Mira Solen

Application type: Renew Tūturu | Full

Application number: 00397371

Application case status: Awaiting Endorsement/Verification

Current expiry date: 11 November 2025

**Start extension request**

Enter your school or kura and upload an [Extension for tumuaki | principal form](#) that has been completed by your Board of Trustees chairperson. Tick that you authorise the Teaching Council to contact the board chair regarding your extension request and select **Next**.

### Extension Request

Please provide the following information for your extension request.

#### Your school or kura setting

\* Search for school or kura setting

#### Board chair endorsement

As you are a principal, a board chair needs to endorse your extension request.

**i** The board chair will need to download and complete the [extension request form](#).

\* Upload your completed extension request form.

Or drop files

#### Authorisation

\* I, Mira Solen:

Give authorisation for the Teaching Council to liaise with the board chair I have selected regarding my extension request including any requirements that have not been met.

Complete the declaration and statements of consent, then select **Submit**.

**Note:** If you answer **Yes** to having convictions or pending charges, you will need to provide an explanation and supporting documents related to this.

### Declaration

You need to review and answer the following question. If you answer 'yes,' you will need to:

- provide an explanation, and
- upload any supporting documents.

\* Do you have any convictions, pending charges, adverse notes on my police record(s), or I am part of a current police investigation concerning your actions?

Yes  No

### Statements of consent

You need to review and agree to all of the following statements.

\* I, Mira Solen:

- Certify that the information submitted in this application is true and correct to the best of my knowledge.
- Further understand that any false statements may result in denial or revocation of the certificate issued for this application.

You will see a page confirming that your extension to teach request has been successfully submitted.

## Extension request submitted

Thank you for submitting your extension request.

### What happens next

- If we need any clarification from you to assist with the processing of your extension, we'll be in touch by email.
- You can track the status of your extension request by viewing the [Extension Request Case](#).
- Once the extension request has been finalised, you will receive an approval email.

## Checking on the progress of a submitted application

Once you have submitted your application, you can see what stage of processing it is up to at any time.

To find your **registration and/or practising certificate application case**, log into My Rawa and select the **Maintain my practising certificate** tile.

The screenshot shows a dashboard titled "I want to" with six tiles. The first tile, "Maintain my practising certificate", is highlighted with a red border. It contains the text: "Renew your practising certificate, change your practising certificate type, or register to teach." and a checkmark icon. Other tiles include "Submit a report", "Manage my endorsements", "Limited Authority to Teach (LAT)", "View my profile", and "Ask for support".

You will be taken to Hapori Matatū where you will see the heading **My submitted applications**. Your application case status will be listed here.

**Note:** if you have professional leader access to Hapori Matatū, you will need to select the **Applications** tile before you see **My submitted applications**.

The screenshot shows the "Hapori Matatū | Online Community" page. It features a search bar, an "Apply Now" button, and a "Registration & Certification" section. The "Registration & Certification" section includes text about renewing certificates and a list of application types. Below this is a table titled "MY SUBMITTED APPLICATIONS" with the following data:

Case Number	Subject	Status	Date/Time Opened
00397371	Mira Solen - Renew Tōturu   Full - 2026-03-05	Awaiting Endorsement/Verification	5/03/2026, 9:49 am

To find your **Limited Authority to Teach** application case, log into My Rawa and select the **Limited Authority to Teach** tile.

**I want to**

- Maintain my practising certificate**  
Renew your practising certificate, change your practising certificate type, or register to teach.
- Submit a report**  
If you're concerned about someone's conduct or competence, you can share your concerns by making a report or complaint directly.
- Manage my endorsements**  
If you are a Principal, Professional Leader or have endorser authority, you can endorse kaiako | teacher applications for practising certificates based on your professional judgment.
- Limited Authority to Teach (LAT)**  
Start or manage your application.
- View my profile**  
See your profile details or download your practising certificate.
- Ask for support**  
Have questions? Get in touch - we're here for you.

You will be taken to the Hapori Matatū home page, where you can select **Go to LAT applications**.

Teaching Council of Aotearoa New Zealand

Home Applications Professional Responsibility

# Hapori Matatū | Online Community

Search...

Welcome to Hapori Matatū | Online Community

Once you have successfully completed your application you will then be able to:

- Submit Limited Authority to Teach (LAT) applications online
- Track the status of online applications
- Make payments (e.g. certification fees) online either using credit card or internet banking (via POLi)
- Submit self-reporting and complaint forms
- Manage and update profile information

Apply for your Limited Authority to Teach Application

Use this service to start or manage your Limited Authority to Teach (LAT) application. You can begin a new application, return to a saved draft, or check the status of applications you've already submitted.

**Go to LAT applications**

You will be taken to the **Applications** tab, where you will see the heading **My submitted applications**. Your application case status will be listed here.

Teaching Council of Aotearoa New Zealand

Home Applications Professional Responsibility

# Hapori Matatū | Online Community

Search...

## Limited Authority to Teach Application

### Apply for a Limited Authority to Teach

Use this service to start or manage your Limited Authority to Teach (LAT) application. You can begin a new application, return to a saved draft, or check the status of applications you've submitted.

Draft applications are automatically deleted 21 days after they are created.

[Start a new LAT application](#)

#### MY SUBMITTED APPLICATIONS

Case Number	Subject	Status	Date/Time Opened
00397372	Craig LatHolder2 - 1 Year Limited Authority to Teach - 2026-03-05	Awaiting Endorsement/Verification	5/03/2026, 10:29 am

[View All](#)

Alternatively, you can ask our friendly chatbot, Miromiro, by selecting the **What is my application status** button. Miromiro is located in the lower left-hand corner of the [Teaching Council website](#).

Teaching Council of Aotearoa New Zealand

Search About us News & Advocacy My Login

Become a teacher  
Kia uru hei kaiako

Maintain my practising certificate  
Taku twhikete, kia tōmua, kia pōmāu, kia tōturu

Grow my practice  
Taku whakaakoranga - whakapakariri, kia tupu

Code and Standards  
Ko ngā Tikanga Matatika me ngā Paerewa

For Principals and Leaders  
Mo ngā Tumauki me ngā kaiako hei Rauhua

For teacher education providers  
Mo ngā Kaiwhakarato Whakangungu Kaiako

## Strengthening the mana of teaching, so teachers can change lives.

We provide essential support and guidance for teachers across Aotearoa. Discover how we help you navigate your professional journey.

[PLAY VIDEO](#)

### Find a teacher or LAT

Teacher or Limited Authority to teach:  Your name:  or Registration number:  [Search the register](#)

### Start your professional tasks

Kia ora! I'm Miromiro and I'm here to help you. Click to ask me a question.

## Application status types

Below is an explanation of the different application status types:

**Awaiting Endorsement/Verification** – your nominated professional leader needs to complete your endorsement and/or identity verification.

**Awaiting Manual EOI** – you need to provide a completed [Proof of Identity](#) form.

**Awaiting Pending Police Response** - we have applied for your New Zealand Police vet and we are waiting for this to be returned.

**Ready for Processing** - your application is now with our Registration team. A registration officer will acquire your application and begin working on your case.

**In Progress** - a registration officer is working on the initial assessment of your case. They will reach out to you if they need any further information or documentation.

**Pending** - a registration officer is waiting on further information or documentation. This may be an internal check, or they may have contacted you via email. Please check your email, including the junk mail folders to see whether they have reached out to you.

**Complete** – your application has been approved, and an approval email has been sent to you. You can now download your new online practising certificate from your My Rawa account profile.

# Professional leader approvals

## Practising certificate endorsement

If you are a professional leader and have been nominated to endorse a teacher's practising certificate application, you will receive an email notification about this. If you are also a registered teacher, you can log into My Rawa and navigate from there to Hapori Matatū to complete the endorsement online. If you are an unregistered professional leader, you will need to complete a [paper-based endorsement form](#).

**Note** - to complete practising certificate endorsements in Hapori Matatū, you need to have professional leader access assigned to your My Rawa account. Please [contact us](#) if you need your access type updated.

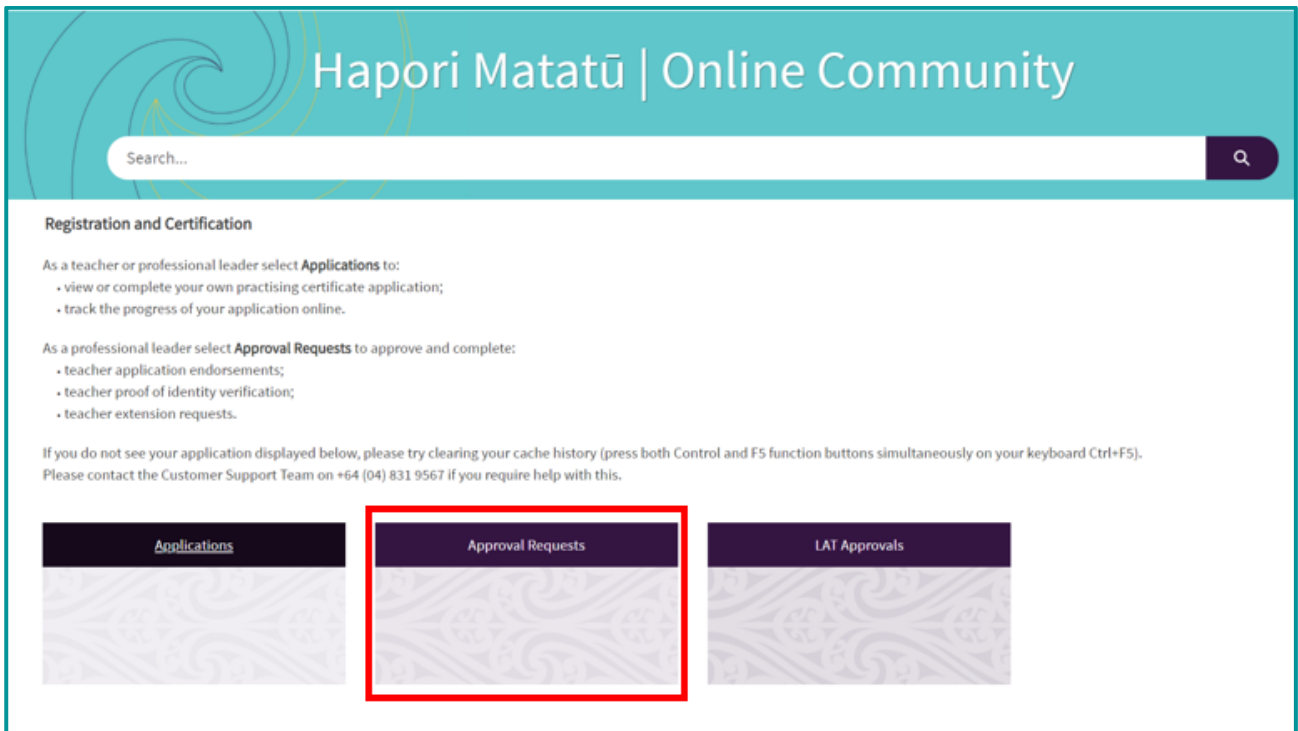
**Note** - for guidance on who can endorse a practicing certificate, please refer to the [Endorser Guidelines](#).

Log into your My Rawa account and select **Manage my endorsements**.

The image shows a grid of six options under the heading "I want to". The option "Manage my endorsements" is highlighted with a red border. Each option includes a title, a brief description, and a small icon (checkbox or arrow).

I want to		
<b>Maintain my practising certificate</b> Renew your practising certificate, change your practising certificate type, or register to teach. ☑	<b>Submit a report</b> If you're concerned about someone's conduct or competence, you can share your concerns by making a report or complaint directly. ☑	<b>Manage my endorsements</b> If you are a Principal, Professional Leader or have endorser authority, you can endorse kaiako   teacher applications for practising certificates based on your professional judgment. ☑
<b>Limited Authority to Teach (LAT)</b> Start or manage your application. ☑	<b>View my profile</b> See your profile details or download your practising certificate. →	<b>Ask for support</b> Have questions? Get in touch - we're here for you. →

This will take you to the **Registration & Certification** tab, where you can select **Approval Requests**.



Select the down arrow next to **All** to change the list view to **My Endorsement Approvals**.



Select the endorsement number - **ENDORSE-xxxxxx** - to view the endorsement details.

Hapori Matatū | Online Community

Search...

Use the arrow (next to recently viewed) to select one of the following;

- my endorsement approvals (teacher applications awaiting endorsement);
- my extension approvals (teacher extensions awaiting approval);
- my ID approvals (teacher proof of identity awaiting confirmation).

Application Endorsements  
My Endorsement Approvals

1 Item • Sorted by Application Endorsement Number • Filtered by All application endorsements - 4 more filters applied • Updated a few seconds ago

Application Endorsement Number	Applicant	Registration Number	Date Requested	Current PC Expiry Date
ENDORSE-31828	Zane BetaTest	378183	1/02/2021	30/03/2021

Select **Endorse Application**.

Hapori Matatū | Online Community

Search...

Application Endorsement  
ENDORSE-31828

Record Type  
Tūturu | Full Renewal

Endorse Application

DETAILS    RELATED

Application Endorsement Number ENDORSE-31828	ECR id
Complete <input type="checkbox"/>	Conflict of Interests
Cancelled <input type="checkbox"/>	Conflict of Interests Reasons
Applicant Zane BetaTest	Registration Number 378183
Date Requested 1/02/2021	Current PC Expiry Date 30/03/2021

In the pop-up screen that appears, read the information provided then select **Next**.

### Approve Endorsement

---

#### Endorse Application

This section begins the process of endorsement by the professional leader (principal, centre manager/owner, Chief Executive, or person holding a similar position).

For more information on endorsing teacher application forms please see our [Endorser Guidelines](#)

#### Senior Teacher with Endorser Delegation

Professional leaders can choose a senior staff member (or members) to complete the endorsement process for teachers in their setting. Staff given this authority will need to have their My Rawa account updated to give them 'professional leader' access. Please contact the Teaching Council to request this. To be eligible for endorser delegation, senior teachers need to hold a Tūturu | Full (Category One) or Pūmau Full (Category Two) Practising Certificate.

#### Professional leader endorsement

Please provide an endorsement as a member of the Professional Learning Network (PLN).

Please note that as the nominated endorser you will need to be employed in a principal, tumuaki or ECE professional leader (for example centre manager) role and hold a current Tūturu | Full (Category One) Practising Certificate.

For details regarding the Professional Growth Cycle for principals, tumuaki and ECE professional leaders please visiting the following link: <https://teachingcouncil.nz/fags/fags-professional-growth-cycle/#principals>

Next

Your role type and school may be prepopulated, but these can be edited if necessary. Select **Yes** or **No** to whether there is a perceived conflict of interest between yourself and the person you are endorsing, then select **Next**.

### Approve Endorsement

---

#### Endorse Application

Name of Teacher: NewUATUser Four old

\* What is your role at your education organisation?

Principal ▼

What education organisation do you work for?

ED Banks Avenue School ✕

\* Is there a perceived conflict of interest with NewUATUser Four old? ⓘ

No ▼

Previous Next

If you selected **Yes** to there being a perceived conflict of interest, write a short explanation of this, then download and complete the [Conflict of Interest](#) form. Scan and upload the form to the endorsement. Select **Next**.

## Approve Endorsement

---

### Endorse Application

Name of Teacher: NewUATUser Four old

\* What is your role at your education organisation?  
Principal

What education organisation do you work for?  
ED Banks Avenue School

Is there a perceived conflict of interest with NewUATUser Four old? **Yes**

\* Please provide a brief explanation about your Conflict of Interest

If you have a conflict of Interest or perceived conflict of interest with the teacher, please upload the completed Conflict of Interest form.

You can download a copy of the form here.

Please upload the completed Conflict of Interest and Secondary endorser forms below.

Files (0) Attach a new file

Upload Files Or drop files

FILE NAME	FILE TYPE	UPLOADED ON
-----------	-----------	-------------

Previous Next

Complete the endorsement form by selecting **Yes** or **No** for each statement. If you answer **No**, please add any comments and/or upload supporting documents. You can also select **I want to discuss the endorsement** if you would like to be contacted by a member of our Registration team about endorsing the teacher.

Once all questions have been answered and you have uploaded supporting information (where applicable), select **Submit Endorsement**.

**Note:** There are different endorsement questions for each application type. Below is an example of endorsement questions for a Tūturu | Full (Category One) Practising Certificate renewal application.


### Approve Endorsement

---

**Teacher endorsement:**  
As part of teacher endorsement, comments are required if you select 'No' to any of the questions below (or 'I want to discuss this endorsement').

- My judgement is based upon professional conversations I have had with the teacher and other relevant people where appropriate.  
 Yes  
 No
- The teacher has completed satisfactory professional development  
 Yes  
 No
- The teacher has continued to develop and practise te reo me ngā tikanga Māori while practising as a teacher.  
 Yes  
 No
- The teacher meets the standards as required for this practising certificate application:  
 Yes  
 No  
 I want to discuss this endorsement

You may upload documents

 Files (0)Attach a new File

FILE NAME	FILE TYPE	UPLOADED ON
-----------	-----------	-------------

## Limited Authority to Teach endorsement

If you are a professional leader and have been nominated to endorse a LAT application, you will receive an email notification about this. You can log into My Rawa and navigate from there to Hapori Matatū to complete the endorsement online.

**Note:** To complete endorsements in Hapori Matatū, you need to have professional leader access assigned to your My Rawa account. Please [contact us](#) if you need your access type updated.

**Note:** Only tumuaki and principals are eligible to endorse LAT applications. Unlike practising certificate endorsements, a LAT endorsement cannot be completed by a senior staff member with endorser delegation.

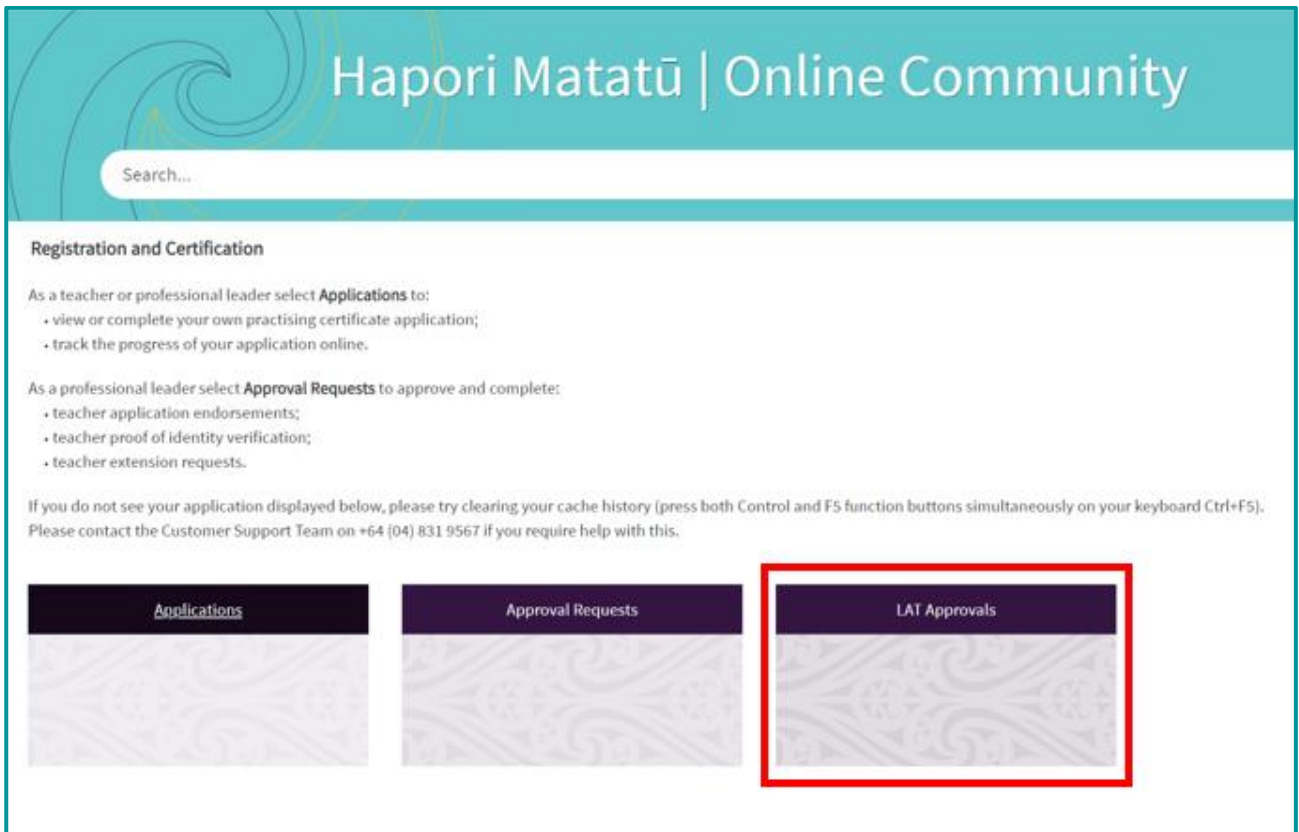
**Note:** When endorsing a LAT application, please also check your **Approval requests** inbox for an identity verification request if this is the applicant's first LAT application.

Log into your My Rawa account and select the **Manage my endorsements** tile.

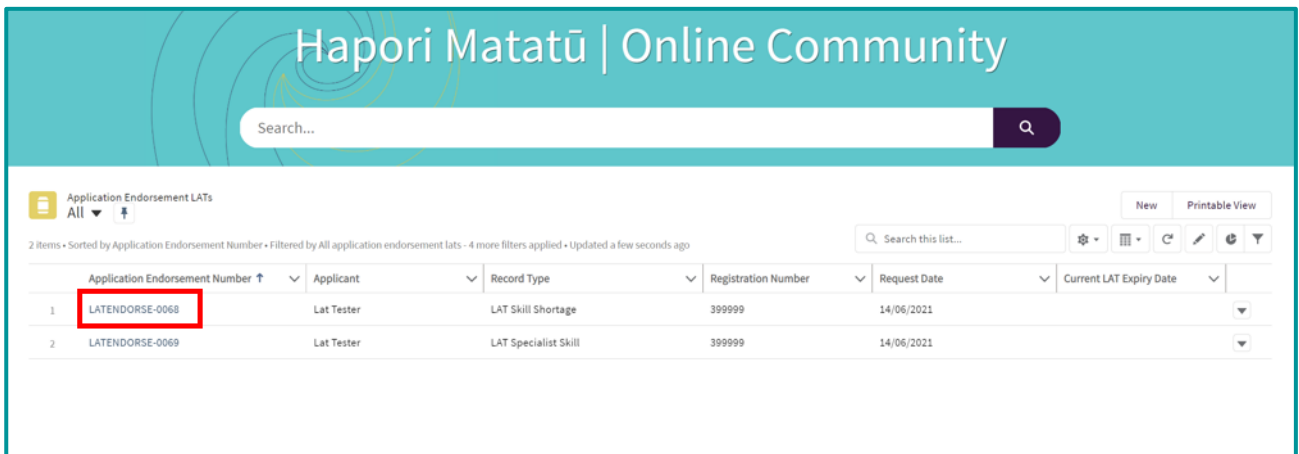
The image shows a dashboard titled "I want to" with six tiles. The "Manage my endorsements" tile is highlighted with a red border. Each tile contains a title, a brief description, and a small icon (checkbox or arrow).

I want to		
<b>Maintain my practising certificate</b> Renew your practising certificate, change your practising certificate type, or register to teach. ☑	<b>Submit a report</b> If you're concerned about someone's conduct or competence, you can share your concerns by making a report or complaint directly. ☑	<b>Manage my endorsements</b> If you are a Principal, Professional Leader or have endorser authority, you can endorse kaiako   teacher applications for practising certificates based on your professional judgment. ☑
<b>Limited Authority to Teach (LAT)</b> Start or manage your application. ☑	<b>View my profile</b> See your profile details or download your practising certificate. →	<b>Ask for support</b> Have questions? Get in touch - we're here for you. →

This will take you to the **Registration & Certification** tab, where you can select **LAT Approvals**.



Select the endorsement number - **LATENDORSE-xxxx** - to view the LAT endorsement.



Select **Endorse Application**.

The screenshot shows the top navigation bar with the text "Hapori Matatū | Online Community" and a search bar. Below the navigation bar, a button labeled "Endorse Application" is highlighted with a red box. The main content area displays the details for "Application Endorsement LAT LATENDORSE-0068". The details are organized into two columns under the heading "Information". The left column includes fields for "Application Endorsement Number" (LATENDORSE-0068), "Applicant" (Lat Tester), "Registration Number" (399999), "LAT reason" (Skill Shortage), "Request Date" (14/06/2021), and "Complete". The right column includes fields for "Current LAT Expiry Date", "Conflict of Interest", "Conflict of Interest Reasons", "Nature Of Col", and "Management Of Col". At the top right of the details section, there are buttons for "Change Record Type", "Submit for Approval", and "Clone". A message below these buttons states "Chatter isn't enabled or the user doesn't have Chatter access."

In the pop-up screen that appears, read the information provided then select **Next**.

The screenshot shows a pop-up screen titled "Limited Authority To Teach Approval". The content includes the following text:  
**Limited Authority to Teach (LAT) Endorsement Approval**  
Name of applicant: Lat Tester  
Application type: 1 Year Limited Authority to Teach  
  
The applicant has applied for a LAT under the Skill Shortage category. Skills that are in short supply are positions which should be filled by a certificated teacher but there are currently no such teachers available because of supply issues. The need for these positions must be demonstrated by an employer.  
  
In this category you are likely to be granted a LAT for one year.  
  
If the applicant has selected this application type incorrectly, please contact our Customer Support Team on 04 471 0852.  
  
The following information and documents are needed:  

- list of the applicant's teaching subjects
- the applicant's role size
- the applicant's start date
- a testimonial of why the applicant has been selected for this role

  
At the bottom right of the screen, there are two buttons: "Previous" and "Next". The "Next" button is highlighted with a red box.

Your role type and school may be prepopulated but can be edited if necessary. Select **Yes** or **No** to whether there is a perceived conflict of interest between yourself and the person you are endorsing. If you selected **Yes** to there being a perceived conflict of interest, write a short explanation of this, then download and complete the [Conflict of Interest](#) form. Scan and upload the form to the endorsement. Select **Next**.

### Limited Authority To Teach Approval

---

**Limited Authority to Teach (LAT) Endorsement Approval**

**Name of LAT applicant:** Lat Tester

\* What is your role at your education organisation?

Professional Leader

What education organisation do you work for?

Northland School

\* Is there a perceived conflict of interest with Lat Tester?

No

[Previous](#) [Next](#)

### LAT endorsement – skill shortage

Confirm that this applicant qualifies for a Skill Shortage LAT and answer the questions relating to the role the LAT applicant is being employed for, including the start date, the relevant skills of the applicant, the subjects they will be teaching, and the role size. Select **Next**.

#### Limited Authority To Teach Approval

**Applicant's Role**

\* I confirm that the applicant qualifies for the LAT under the Skill Shortage category. i

Yes

\* Applicant's intended start date:

18/06/2021

\* Their skills are:

Music teacher- brass

\* List the teaching subjects the applicant will teach:

- Maths
- Media Studies
- Music Core
- Music Instrument - Brass
- Music Instrument - Guitar

\* What is the teaching role size?

0.3

Other comments?

Previous Next

Provide a testimonial for the applicant and upload evidence of the skill shortage. Select **Submit** to complete the endorsement.

**Note:** The file-upload section of this endorsement is a compulsory section, therefore a document must be uploaded before the endorsement can be successfully submitted.


### Limited Authority To Teach Approval

**Testimonial**


*\*Please provide a testimonial detailing the skill shortage.*

I confirm there is a shortage of certificated teachers with these skills in our region.

**Please upload evidence of the skill shortage (e.g. copies of advertisements to find a registered teacher). If you do not have evidence, please upload your testimonial on school letterhead.**

 **Files (0)**

Attach a new File  

 **Upload Files** Or drop files

FILE NAME	FILE TYPE	UPLOADED ON
-----------	-----------	-------------

Previous

Submit

### LAT endorsement – specialist skill

Confirm that this applicant qualifies for a Specialist Skill LAT and answer the questions relating to the role the LAT applicant is being employed for, including the start date, the relevant skills of the applicant, the subjects they will be teaching, and the role size.

Click the **Next** button.

### Limited Authority To Teach Approval

**Applicant's Role**

\* I confirm that the applicant qualifies for the LAT under the Specialist Skill category. ⓘ

Yes

\* Applicant's intended start date:

28/03/2026

\* Their specialist skills are:

Experience with performance and composition in their instruments.

\* List the teaching subjects the applicant will teach:

- Music Core
- Music Instrument - Brass
- Music Instrument - Guitar**
- Music Instrument - Piano
- Music Instrument - Percussion

\* What is the teaching role size?

1.0

Other comments?

Previous **Next**

Review the **applicant's self-reflection**, confirm that you have read this and add any comments.

Click the **Submit** button to complete the LAT endorsement.

### Limited Authority To Teach Approval

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**Describe how you plan to uphold the values of [Ngā Tikanga Matatika](#) | [the Code](#) of Professional Responsibility in your daily practice.**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**Please tell us how your subject area is discussed in the [The New Zealand Curriculum](#) or [Te Marautanga o Aotearoa](#) and how you will, or have, applied it in practice.**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

**What assessment tools or strategies are you familiar with and how will you use them to understand learner progress and guide your teaching decisions? What you would like to implement in your practice.**

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

I confirm that I have read the above self-reflection.

You may add a comment on the self-reflection if you wish.

I confirm that I am the professional leader and I agree to my registration number and name being published on the Limited Authority to Teach List on the Council's website as the endorser of the above named person.

## Extension to teach approval

An extension to teach allows teachers to continue teaching lawfully in a kura or school if their practising certificate or Limited Authority to Teach (LAT) has expired and their application is still being processed. Extension to teach requests need to be approved by the employing tumuaki or principal.

To approve an extension to teach request for a staff member, log into your My Rawa account and select **Manage my endorsements**.

**I want to**

- Maintain my practising certificate**  
Renew your practising certificate, change your practising certificate type, or register to teach.  
☑
- Submit a report**  
If you're concerned about someone's conduct or competence, you can share your concerns by making a report or complaint directly.  
☑
- Manage my endorsements**  
If you are a Principal, Professional Leader or have endorser authority, you can endorse kaiako | teacher applications for practising certificates based on your professional judgment.  
☑
- Limited Authority to Teach (LAT)**  
Start or manage your application.  
☑
- View my profile**  
See your profile details or download your practising certificate.  
→
- Ask for support**  
Have questions? Get in touch - we're here for you.  
→

This will take you to the **Registration & Certification** tab, where you can select **Approval Requests**.

**Hapori Matatū | Online Community**

Search...

**Registration and Certification**

As a teacher or professional leader select **Applications** to:

- view or complete your own practising certificate application;
- track the progress of your application online.

As a professional leader select **Approval Requests** to approve and complete:

- teacher application endorsements;
- teacher proof of identity verification;
- teacher extension requests.

If you do not see your application displayed below, please try clearing your cache history (press both Control and F5 function buttons simultaneously on your keyboard Ctrl+F5). Please contact the Customer Support Team on +64 (04) 831 9567 if you require help with this.

**Applications**   **Approval Requests**   **LAT Approvals**

Select the down arrow next to **All** to change the list view to **My extension approvals**.

Hapori Matatū | Online Community

Search...

Use the arrow (next to recently viewed) to select one of the following;

- my endorsement approvals (teacher applications awaiting endorsement);
- my extension approvals (teacher extensions awaiting approval);
- my ID approvals (teacher proof of identity awaiting confirmation).

Application Endorsements

All

1 item • Search lists...

seconds ago

Search this list...

New Printable View

Registration Number Date Requested Current PC Expiry Date

123470 19/03/2026

List Views

- All (Pinned list)
- My Completed/Cancelled Approvals
- My Endorsement Approvals
- My Extension Approvals**
- My ID Approvals
- Recently Viewed

Select the endorsement number - **ENDORSE-xxxxxx** - of the extension approval request you would like to approve.

Hapori Matatū | Online Community

Search...

Use the arrow (next to recently viewed) to select one of the following;

- my endorsement approvals (teacher applications awaiting endorsement);
- my extension approvals (teacher extensions awaiting approval);
- my ID approvals (teacher proof of identity awaiting confirmation).

Application Endorsements

My Extension Approvals

1 item • Sorted by Application Endorsement Number • Filtered by All application endorsements - 5 more filters applied • Updated a few seconds ago

Search this list...

New Printable View

Application Endorsement Number ↑	Applicant	Registration Number	Date Requested	Current PC Expiry Date
1 <b>ENDORSE-196253</b>	Craig LatHolder2	123470	19/03/2026	

Select **Endorse Extension**.

The screenshot shows the top of the Hapori Matatū | Online Community website. A search bar at the top contains the text 'Endorse Extension' and is highlighted with a red box. Below the search bar, the results for 'Application Endorsement ENDORSE-196253' are displayed. The record type is 'Extension Approval'. There are two tabs: 'DETAILS' (selected) and 'RELATED'. Under 'DETAILS', the following information is shown:

- Date Requested: 19/03/2026
- Applicant details:
  - Applicant: Craig LatHolder2
  - Registration Number: 123470
  - Current PC Expiry Date: (blank)
- Endorsement:
  - Endorser: Mira Solen
  - Endorser Email: principal@school.nz

Select your role type and answer **Yes** or **No** to whether you endorse the extension request, then select **Submit**.

The screenshot shows the 'Endorse Extension' form. The title 'Endorse Extension' is centered at the top. Below the title, there are two main sections:

- Extension request information:** A text block explaining that an extension allows a teacher to be lawfully employed while their application is processed. Below this is a warning box with a yellow triangle icon: "By law a teacher can continue to be employed in any teaching position without a practising certificate or LAT for up to 20 half-days in a year. Beyond this, the teacher will need to be granted an extension to teach."
- Teacher's details:** A grey box containing the following information:
  - Name: Craig LatHolder2
  - Registration Number: 123470
  - Current Expiry Date: (blank)

Below these sections is the **Endorsement of extension request** section, which contains two questions:

- \* What is your role? (with buttons for 'Principal or acting principal' and 'Other')
- \* Do you endorse this extension request? (with buttons for 'Yes' and 'No')

Both the question area and the 'Submit' button at the bottom right are highlighted with red boxes.

## Identity verification

If you are a New Zealand registered and certificated professional leader and have been nominated to verify a teacher's identity, you will receive an email notification. You need to be able to log into My Rawa and Hapori Matatū to complete the online identity verification.

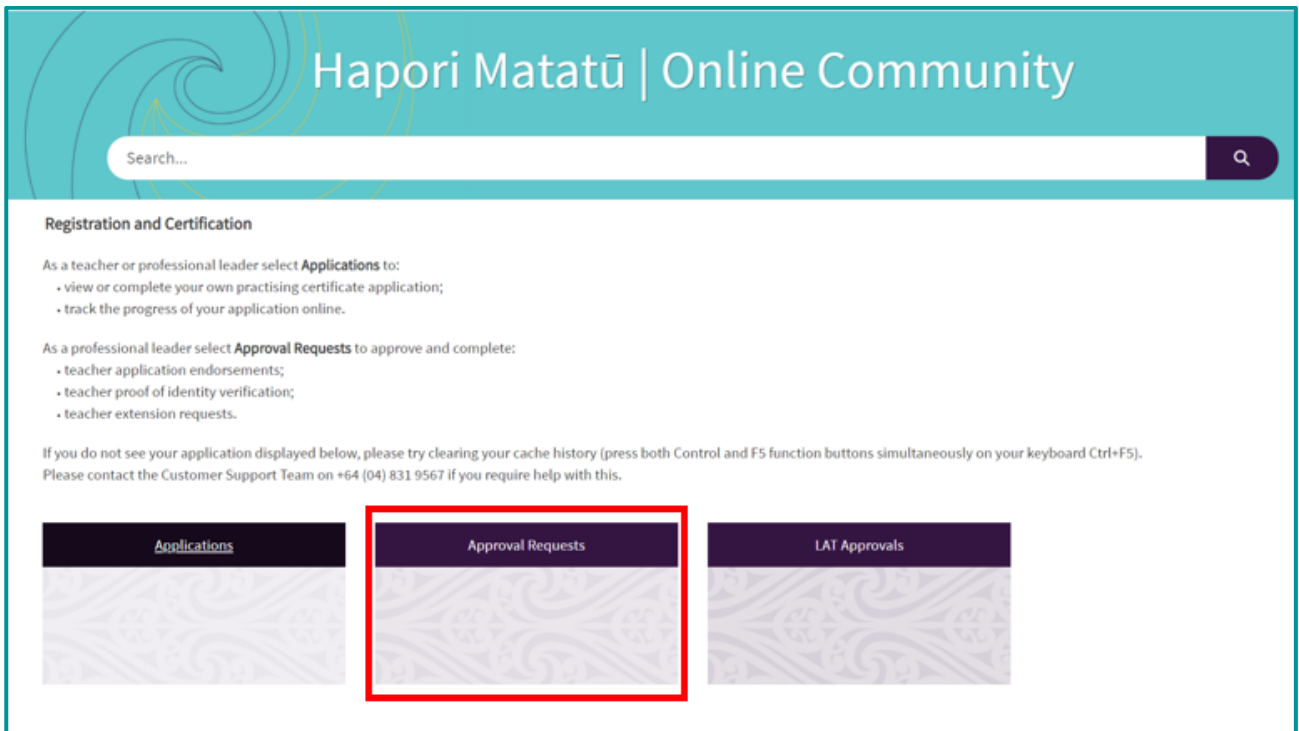
**Note:** To complete endorsements and identity verifications in Hapori Matatū, you need to have professional leader access assigned to your My Rawa account. Please [contact us](#) if you need your access type updated.

Log into your My Rawa account and select **Manage my endorsements**.

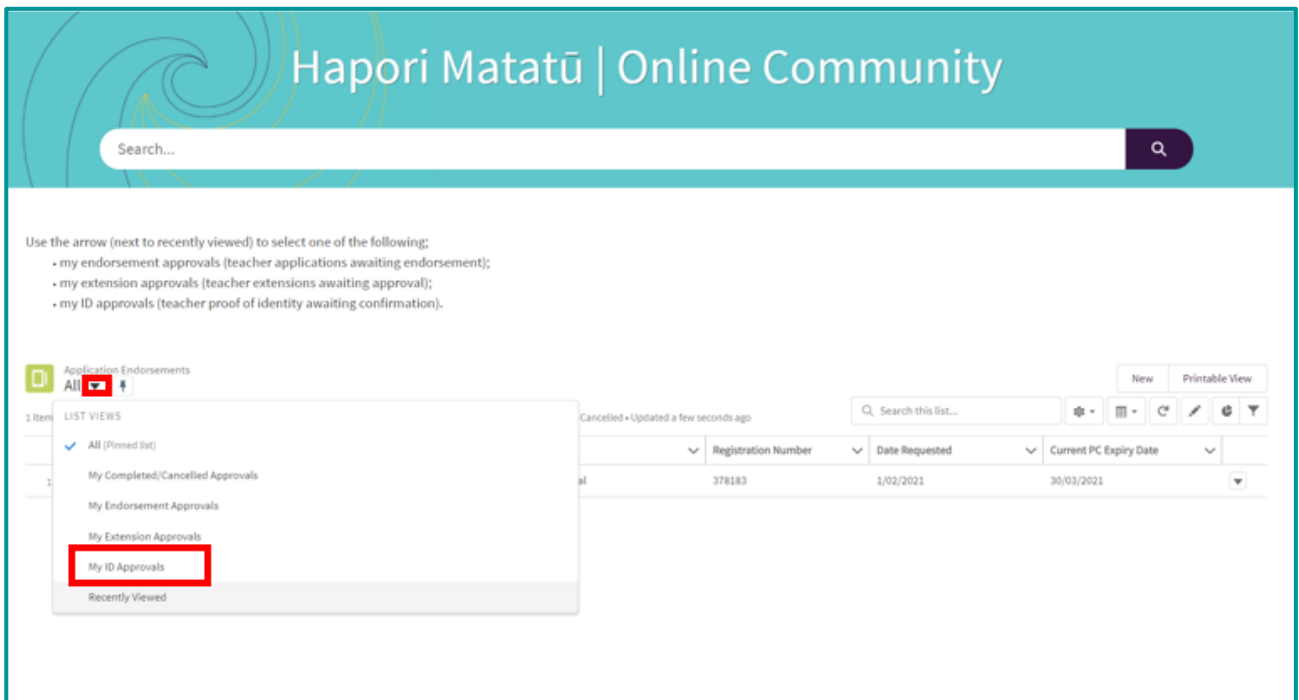
### I want to

<p><b><u>Maintain my practising certificate</u></b></p> <p>Renew your practising certificate, change your practising certificate type, or register to teach.</p> <p>☑</p>	<p><b><u>Submit a report</u></b></p> <p>If you're concerned about someone's conduct or competence, you can share your concerns by making a report or complaint directly.</p> <p>☑</p>	<p><b><u>Manage my endorsements</u></b></p> <p>If you are a Principal, Professional Leader or have endorser authority, you can endorse kaiako   teacher applications for practising certificates based on your professional judgment.</p> <p>☑</p>
<p><b><u>Limited Authority to Teach (LAT)</u></b></p> <p>Start or manage your application.</p> <p>☑</p>	<p><b><u>View my profile</u></b></p> <p>See your profile details or download your practising certificate.</p> <p>→</p>	<p><b><u>Ask for support</u></b></p> <p>Have questions? Get in touch - we're here for you.</p> <p>→</p>

This will take you to the **Registration & Certification** tab, where you can select **Approval Requests**.



Select the down arrow next to **All** to change the list view to **My ID Approvals**.



Select the endorsement number - **ENDORSE-xxxxxx** - to view the identity verification details.

## Hapori Mataatū | Online Community

Search...

Use the arrow (next to recently viewed) to select one of the following;

- my endorsement approvals (teacher applications awaiting endorsement);
- my extension approvals (teacher extensions awaiting approval);
- my ID approvals (teacher proof of identity awaiting confirmation).

Application Endorsements  
My ID Approvals

11 Items • Sorted by Application Endorsement Number • Filtered by All application endorsements - 6 more filters applied • Updated a few seconds ago

	Application Endorsement Number ↑	Applicant	Registration Number	Date Requested	Current PC Expiry Date	
1	<b>ENDORSE-11303</b>	Lorraine Ann Taylor old	400403	17/12/2020	8/12/2021	▼
2	ENDORSE-11377	NewUatUser One	400101	18/01/2021	25/03/2021	▼
3	ENDORSE-11378	NewUatLATUser LATOne		18/01/2021		▼
4	ENDORSE-11414	NewUatUser Four old	400406	27/01/2021	31/12/2020	▼

Select **Verify Identity**.

## Hapori Mataatū | Online Community

Search...

Application Endorsement  
**ENDORSE-11303**

Record Type  
Proof of Identity - Full

**Verify Identity**

**DETAILS** RELATED

Application Endorsement Number ENDORSE-11303	ECR Id
Complete <input type="checkbox"/>	Registration Number 400403
Cancelled <input type="checkbox"/>	Current PC Expiry Date 8/12/2021
Applicant Lorraine Ann Taylor old	
Current Applicant Name Lorraine Ann Taylor	
Date Requested 17/12/2020	

Answer all the questions for the primary and secondary identity documents then select **Submit** to complete the identity verification.

## Approve Endorsement

---

**Verify Identity**

An identity referee must be a School Principal, ECE Centre Manager or an ITE Head of Programme.

The identification documents presented to you in person by the teacher must be originals, current and issued by an authorised agency\*. If names or other identity information differs on any documents, please confirm you have sighted acceptable\*\* evidence of a name change.

\*Need to present the table to the right (Category A & Category B)

\*\*a Marriage Certificate is acceptable (not a Particulars of Marriage).

Identity verification for Lorraine Ann Taylor old

**Primary identification document: New Zealand Passport**

\* I have sighted the original primary identity document listed.

Yes  
 No

\* I confirm the identity document is current (the expiry date, where applicable, is greater than today's date)

Yes  
 No

**Secondary identification document: Inland Revenue Number**

\* I have sighted the original secondary identity document listed.

Yes  
 No

\* I confirm the identity document is current (the expiry date, where applicable, is greater than today's date)

Yes  
 No

\* I confirm the person in the photographic identity document is the person named above.

Yes  
 No

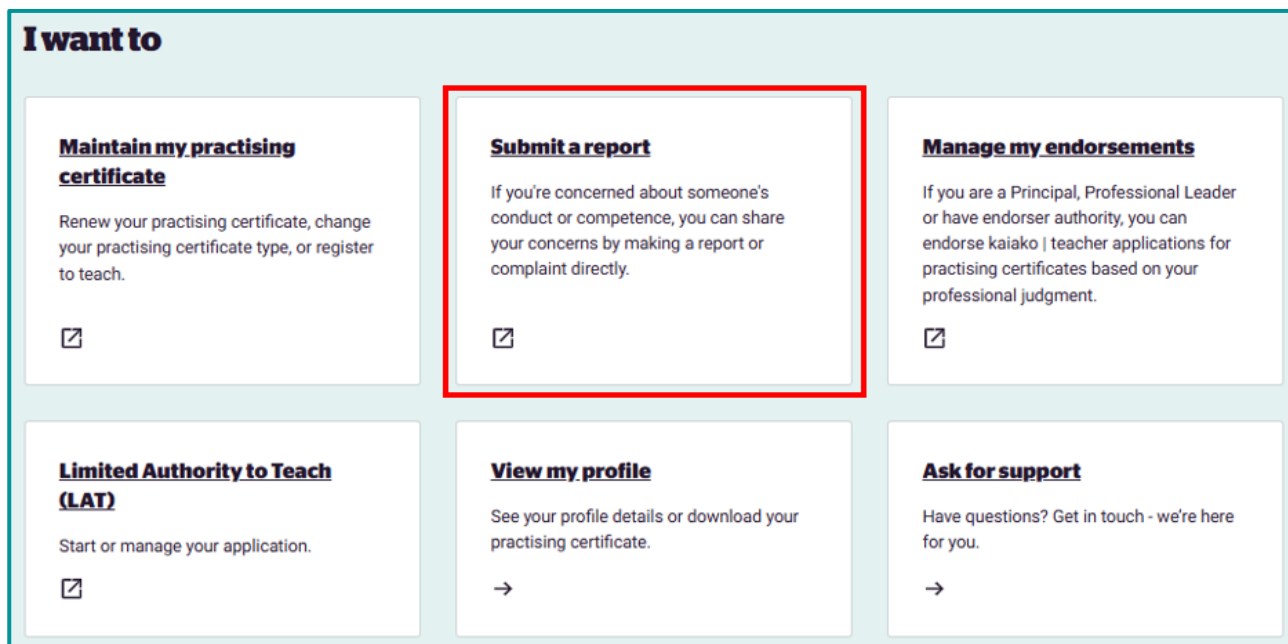
[Previous](#)[Submit](#)

# Reporting conduct and competence concerns

If you are a teacher or a professional leader, you can use the reporting function in Hapori Matatū to alert us to a situation where we need to investigate (a complaint), or when you must advise the Teaching Council you have been convicted of an offence (self-report). If you are a professional leader, you can also complete and submit a mandatory report.

## Submit a report

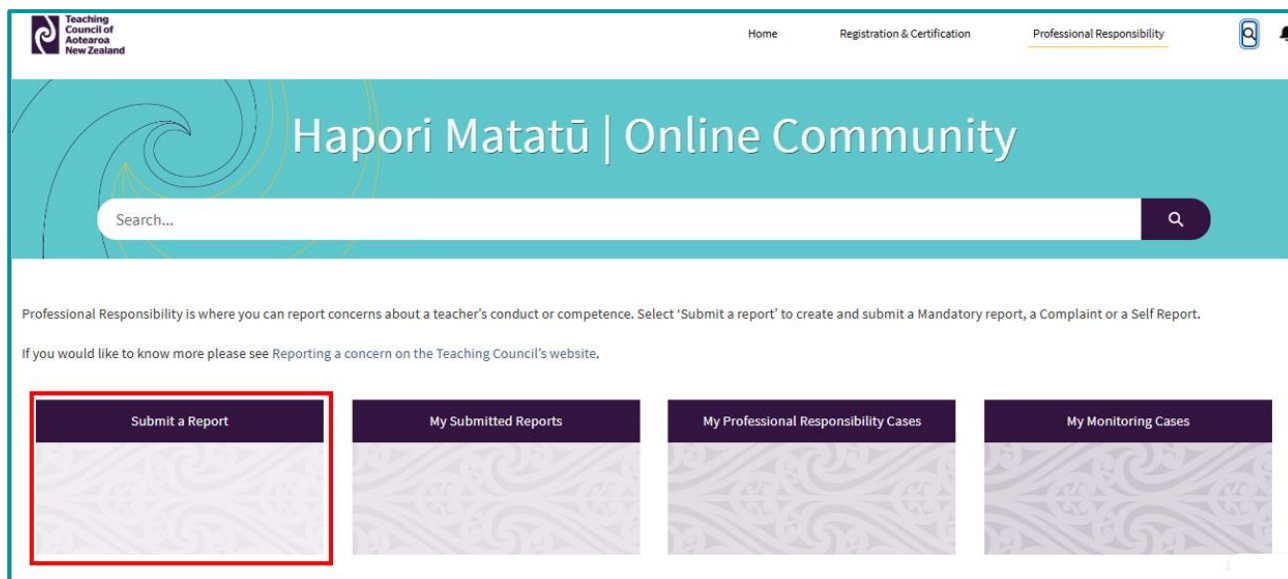
Log into your My Rawa account and select **Submit a report**.



The screenshot shows a dashboard titled "I want to" with six cards. The "Submit a report" card is highlighted with a red border. The cards are:

- Maintain my practising certificate**: Renew your practising certificate, change your practising certificate type, or register to teach. Includes a checkmark icon.
- Submit a report**: If you're concerned about someone's conduct or competence, you can share your concerns by making a report or complaint directly. Includes a checkmark icon.
- Manage my endorsements**: If you are a Principal, Professional Leader or have endorser authority, you can endorse kaiako | teacher applications for practising certificates based on your professional judgment. Includes a checkmark icon.
- Limited Authority to Teach (LAT)**: Start or manage your application. Includes a checkmark icon.
- View my profile**: See your profile details or download your practising certificate. Includes a right arrow icon.
- Ask for support**: Have questions? Get in touch - we're here for you. Includes a right arrow icon.

You will be taken to the **Professional Responsibility** tab in Hapori Matatū, where you can select **Submit a report**.



The screenshot shows the "Professional Responsibility" page in Hapori Matatū. The page header includes the Teaching Council of Aotearoa New Zealand logo and navigation links for Home, Registration & Certification, and Professional Responsibility. The main heading is "Hapori Matatū | Online Community" with a search bar. Below the heading, there is a paragraph explaining that Professional Responsibility is where you can report concerns about a teacher's conduct or competence. Below this, there are four buttons: "Submit a Report", "My Submitted Reports", "My Professional Responsibility Cases", and "My Monitoring Cases". The "Submit a Report" button is highlighted with a red border.

Select whether you would like to submit a complaint report, a mandatory report, or a self-report, then select **Next**.

Hapori Matatū | Online Community

Search...

**What form should I use?**  
The type of form you use depends on who you are, and what you want to tell us about.

\* Choose one of the following options ⓘ

- Complaint Report
- Mandatory Report
- Self-Report

Next

Read the information on the introductory page, then select **Next** to start filling out the report form.

Introduction Your details Teacher's details Choose type Details Other matters Who else can we c... Upload files Review and declar... Submit

## Mandatory Report

### When to use this form

If you are an employer or someone making a report on behalf of the employer (e.g. a principal, tumuski, centre manager) complete this form to report:

- a resignation,
- a dismissal,
- a complaint about a former employee,
- an alleged serious misconduct or
- a failure to meet the required level of competence.

### About this form

It should take you about 15 minutes.  
You can save at certain points of your report and come back to it at any time.

### Before you get started

If you are an employer submitting a Mandatory Report, please do not send the Council confidential settlement agreements or provide other information, the supply of which would be unlawful. Information such as this is unable to be taken into consideration and will not be used.

Please consider the scope of the information provided with a Mandatory Report – it should relate only to the specific situation that warranted the report in the first place.

You will need the following information and documents:

- your position title and the name of your school, kura or centre;
- the name or registration number of the teacher you are reporting; and
- the name and contact details of other people who can provide evidence about the issue.

You will need other details depending on the situation you are reporting:

- a resignation
- a dismissal
- a complaint about a former employee
- an alleged serious misconduct
- a failure to meet the required level of competence

Make sure your account contact details are up-to-date so that we can contact you.

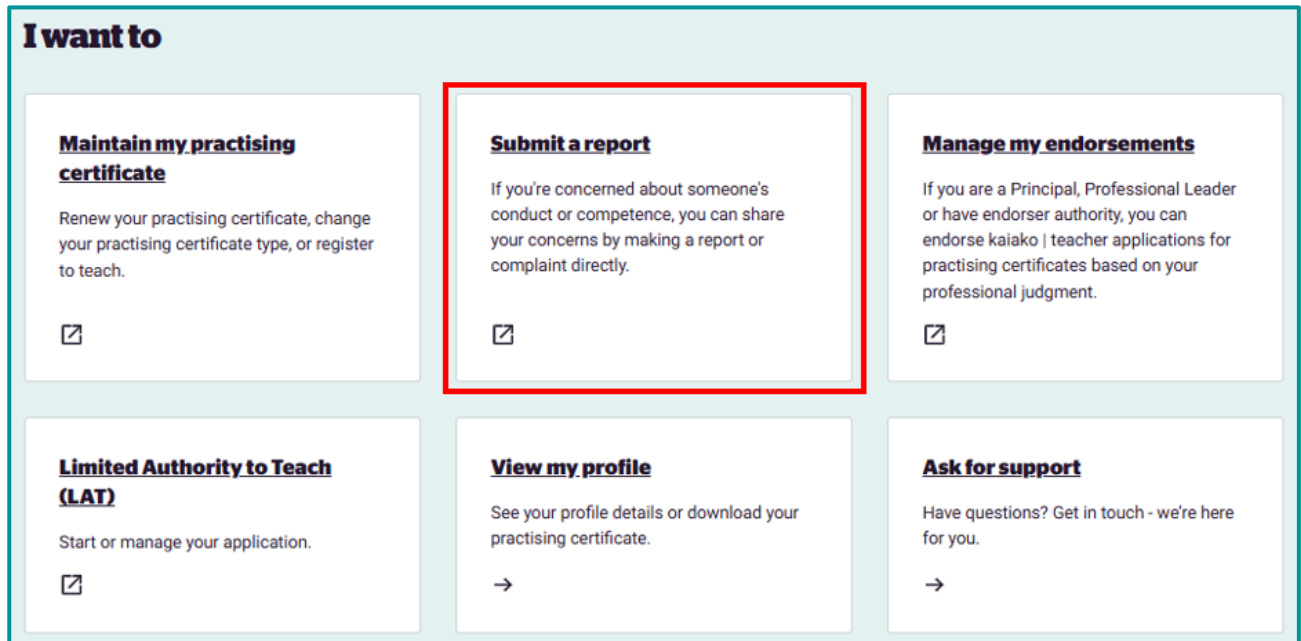
### What happens next

- Your report will be considered by the Council's Triage committee.
- If the Council has jurisdiction over the matter raised, then the Triage committee will decide whether any further action is required.
- The teacher will be advised of the report and may be asked to respond.
- You will be advised when a decision has been made.
- We are unable to indicate a timeframe at this stage.

Previous Next

## Editing a draft report

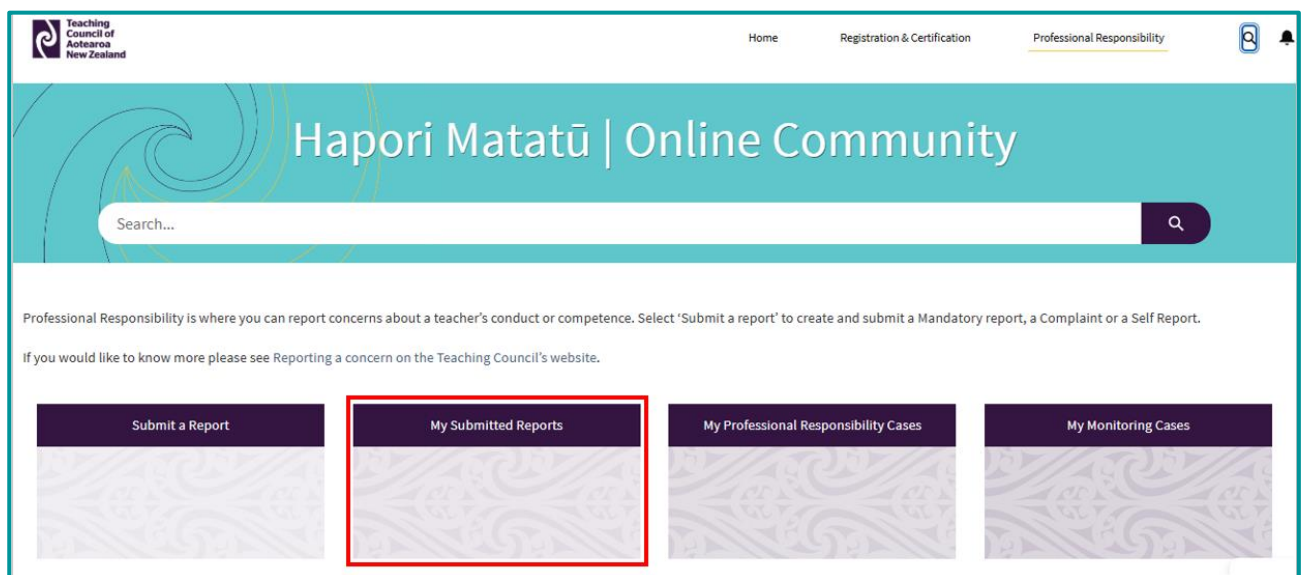
Log into your My Rawa account and select **Submit a report**.



**I want to**

- Maintain my practising certificate**  
Renew your practising certificate, change your practising certificate type, or register to teach.  
☑
- Submit a report**  
If you're concerned about someone's conduct or competence, you can share your concerns by making a report or complaint directly.  
☑
- Manage my endorsements**  
If you are a Principal, Professional Leader or have endorser authority, you can endorse kaiako | teacher applications for practising certificates based on your professional judgment.  
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- Limited Authority to Teach (LAT)**  
Start or manage your application.  
☑
- View my profile**  
See your profile details or download your practising certificate.  
→
- Ask for support**  
Have questions? Get in touch - we're here for you.  
→

You will be taken to the **Professional Responsibility** tab in Hapori Matatū, where you can select **My Submitted Reports**.



Teaching Council of Aotearoa New Zealand

Home Registration & Certification Professional Responsibility

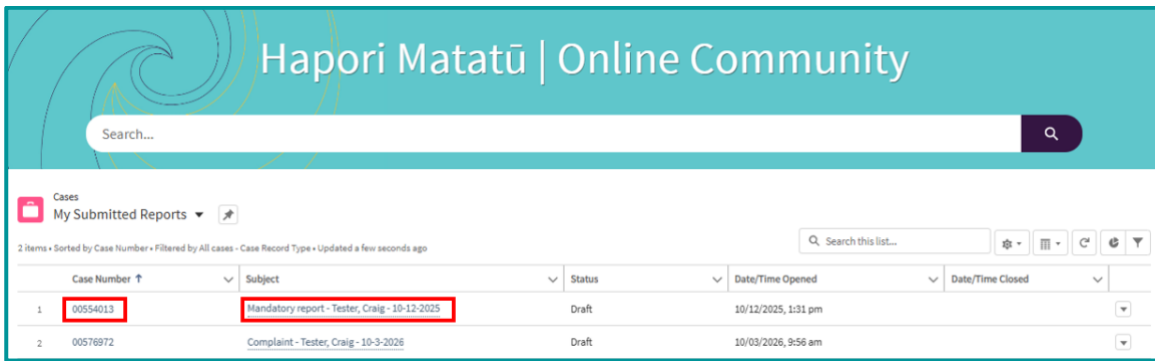
# Hapori Matatū | Online Community

Search...

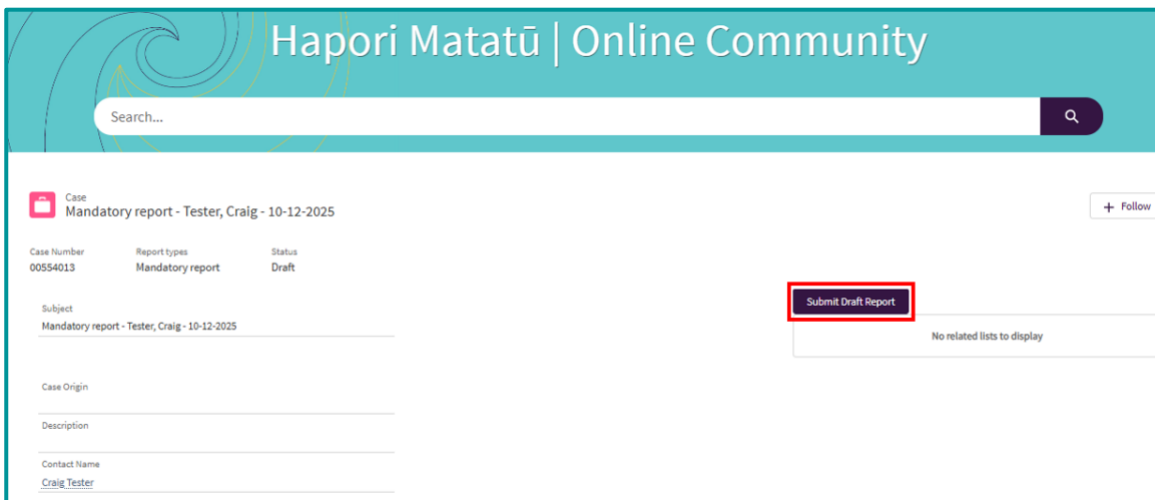
Professional Responsibility is where you can report concerns about a teacher's conduct or competence. Select 'Submit a report' to create and submit a Mandatory report, a Complaint or a Self Report.  
If you would like to know more please see Reporting a concern on the Teaching Council's website.

- Submit a Report
- My Submitted Reports**
- My Professional Responsibility Cases
- My Monitoring Cases

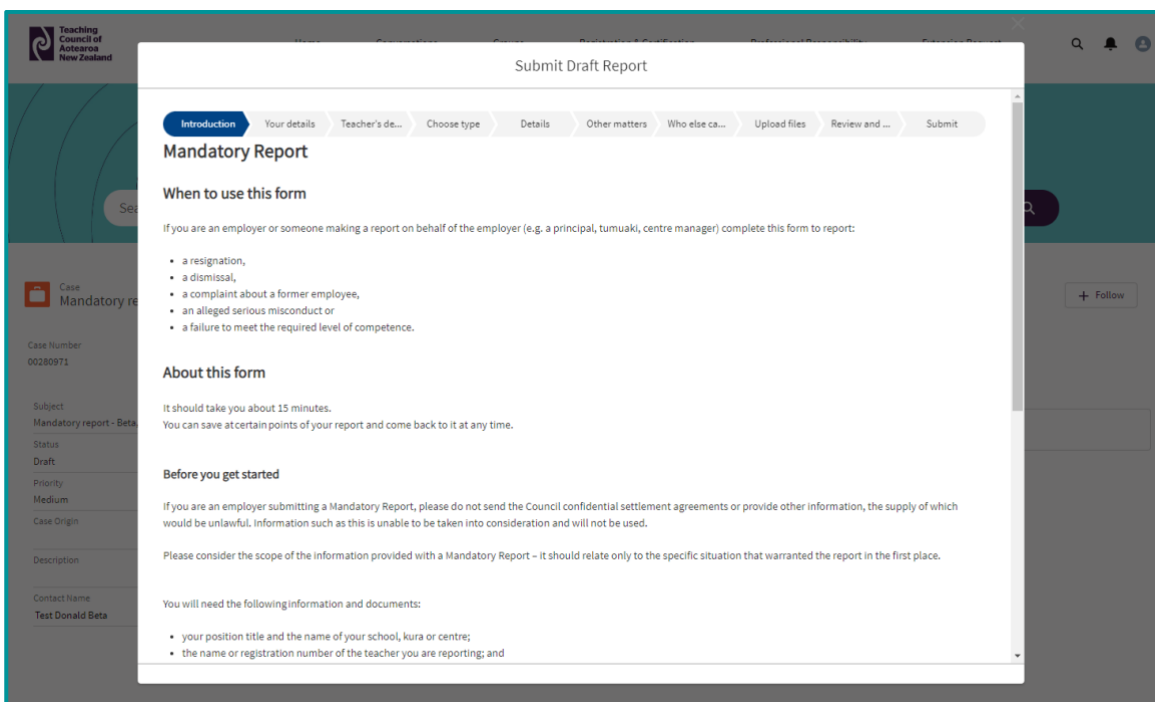
Click the case number or subject of the draft report you would like to edit.



Select **Submit Draft Report**.



You will be taken into the draft report, where you can make any changes that need to be made before submitting this to the Teaching Council.





**Teaching  
Council of  
Aotearoa  
New Zealand**

**Visit:** Level 11, 7 Waterloo Quay, Pipitea, Wellington 6011, NZ

**Post:** PO Box 5326, Wellington 6140, NZ

**Phone:** +64 4 471 0852

**Email:** [enquiries@teachingcouncil.nz](mailto:enquiries@teachingcouncil.nz)