



TEACHING COUNCIL OF ZAMBIA
**CONTINUING PROFESSIONAL DEVELOPMENT
SERVICE PROVIDER RECOGNITION FORM**

PART 1: ASSESSMENT OF THE RECOGNITION

1. Name of Organisation.....
.....
2. Physical Address.....
.....
.....
3. Postal Address.....
.....
.....
4. E-Mail Address.....
5. Website.....
6. Institution Mobile No(S).....
7. District.....Province.....
8. Legal/statutory Registration.....
.....
.....

9. CPD Provider Status/ Program(s) being applied for (**circle your choice**)

- (a) Training Program as a Registered CPD Program;
- (b) Institution as a Registered CPD Service Provider;
- (c) Organisation as a Registered CPD Service Provider
- (d) An Association as Registered CPD Service Provider
- (e) Group of Experts as Registered CPD Service Providers
- (f) An Expert as a Registered CPD Service Provider

Objectives of the CPD Service(s).....

10. Target Group(s).....

11. Duration/Frequency of the CPD Training.....

12. Area of Training Focus.....

13. Mode(S) of Training (*Proposed*)

- (a).....
- (b).....
- (c).....

11. Forms of Assessing Participants (*Proposed*)

- (a).....
- (b).....
- (c).....

12. Forms of verification of end of course participant performance (*proposed*).

- (a).....
- (b).....
- (c).....

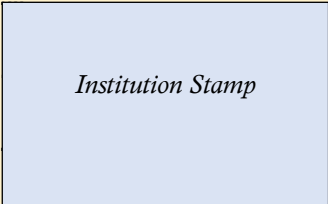
13. Participant fee(s) and Use *(If Any)*

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Applicant Endorsement (Name).....

Position.....

Signature.....Date.....



ATTACHMENTS TO THE APPLICATION

1. *Proof of Statutory/Professional Registration;*
2. *CPD Course Outline;*
3. *Evidence of CPD experience through previous CPD activities conducted;*
4. *Institution/Association CPD Policy Document;*
5. *List of Staff and their Qualifications.*

Note: Continuing Professional Development courses/support services to be recognised should focus on updating and enhancing teacher competencies in the following competence areas:

1. **Pedagogy**
Demonstration of knowledge and competencies in the use of different methods of teaching;
2. **Subject Content of the Teaching Area**
Command of the subject matter in the subject of or level of specialisation;
3. **Management and Administration**
Competencies to manage oneself, others, resources, time and facilities;
4. **Professional Knowledge and Ethics**
Demonstrate competencies and knowledge of education policies, legal provisions in education and adherence to the code of ethics in the teaching profession;
5. **Digital Literacy & Teaching with Technology**
Demonstration of competencies in the use of technology to teach and or administer;
6. **Crosscutting Issues**
Demonstration of knowledge of crosscutting issues that affect education.
7. **Research**
Demonstration understanding of the relevance of education research and the ability to undertake research, related research processes and concepts.