

ECE User Request



This ESL 51 form should only be used by ECE Registered Teachers who need access to Education Council Online to apply for or approve teacher certification. The person who requires access should complete Part 1 and Part 2 to enable them to apply for a new, or update their existing Education Sector Logon user account.

Part 1: Education Sector Logon (ESL) Account User's details

*Fields denoted with an asterisk are mandatory

Education Sector Logon Username (if known)	Title (Mr, Mrs, Ms etc)		
Given Names*			
Preferred Name	Family Name*		
Date of Birth* (dd/mm/yyyy)	Gender*	Male <input type="checkbox"/> Female <input type="checkbox"/> Other <input type="checkbox"/>	
Organisation Service ID*	Work Contact Phone		
Organisation Name*			
Email Address*			
EC Online Services Access Role*	EC Teacher <input type="checkbox"/> EC Professional Leader <input type="checkbox"/>		

Education Council (EC) Online Services Access Role Information

EC Teacher – Teachers can apply for or renew registration or a practising certificate online

EC Professional Leader – Professional Leaders can confirm sections of a teacher's application online

Part 2: ESL Account User's declaration

This section must be completed by the staff member in Part 1

- I declare that all information included in this application and any Evidence of Identity (EOI) documents provided are valid and correct (refer to page 2 for appropriate EOI documents).
- The personal information we are collecting from you now is needed so that we can establish your identity and provide you with an ESL account. The information will be used for these purposes and may be shared with other agencies so that they can operate education sector applications. Your information will not be used or disclosed for any other purposes unless permitted or required by law. You do not have to provide this information but we may not be able to provide you with an ESL logon if you don't. The information collected will be held by the Ministry of Education and you have the right under the Privacy Act 1993 to request access to and correction of this information.

Account User's signature*

Account User's name (please print full name)*

Date*

Part 3: ESL Authoriser / Delegated Authoriser confirmation

This section must be completed by the ECE Service Provider Contact or Delegated Authoriser

- I authorise EC Online Services access for this user requested in Part 1 of this form for our ECE Centre.
- I confirm that the Evidence of Identity (EOI) documents presented are proof of the applicant's identity.
- Please refer to Education Sector Evidence of Identity Information on page 2 for appropriate EOI documents.

ESL Authoriser's Signature*

Date*

ESL Authoriser's Name (please print full name)*

ECE User Request



Where to send this completed ESL 51 form:

You should scan and e-mail (or post) this completed ESL 51 form to the Education Service Desk.			
Email:	Service.desk@education.govt.nz	Post:	Education Service Desk, Ministry of Education, PO Box 1666, Wellington 6140
Phone:	0800 422 599		

ESL Authoriser / Delegated Authoriser Information

Your ECE Service Provider Contact is the Education Sector Logon (ESL) Authoriser at your ECE Service.

Your ECE Service Provider Contact can delegate authorising responsibility to the Professional Leader on their behalf for their ECE Service to approve ESL user access requests to Education Council (EC) Online Services for staff at your ECE Service (which the delegate would do via part 3 of the ECE User Request (ESL 51 Form)).

If the ECE Service Provider Contact does want to delegate authorising responsibility to the Professional Leader on their behalf for their ECE Service the Education Council (EC) Online Services – ECE Delegated Authoriser Request (ESL 50 Form) needs to be completed by the Professional Leader and ECE Service Provider Contact.

If you don't know who your ECE Service Provider Contact is please contact the Education Service Desk.

Evidence of Identity Information

Generally you will need to provide two forms of identification as proof of who you are (e.g. your NZ Birth Certificate or Passport) and some other document (such as NZ Driver Licence) which provides supporting evidence of your personal details which you have filled out in Part 1: Account Users details, ESL 51 Form.

Your ECE Service Provider Contact or delegate must confirm they have seen the original of both your EOI documents by signing your Education Sector Request form, Part 3: Authorisers Confirmation, ESL 51 Form.

You can use a combination of Evidence of Identity documents, for example:

One document from the following list:

- NZ Passport
- Overseas Passport
- NZ Emergency Travel Document
- NZ Refugee Travel Document
- NZ Certificate of Identity
- NZ Certificate of Identity (Immigration Act 1987)
- NZ Firearms Licence / Firearms Dealer's Licence
- NZ Birth Certificate
- NZ Citizenship Certificate

PLUS

One document from the following list:

- International Driving Permit
- NZ Driver Licence
- Teacher's Registration (i.e. practising certificate)
- Confirmation of Permit Status
- Community Services Card
- Electoral Roll Record
- Student identity card
- Employee identity card
- 18+ Card (must be current)
- A current utility bill (e.g. power, phone)

Has your Name changed?

If the Evidence of Identity documents you show your ECE Service Provider Contact or delegate includes a name that you have changed (e.g. by marriage or deed poll) you will need to also include one of the following documents as certification of that name change:

- NZ Marriage Certificate
- NZ Civil Union Certificate
- Change of Name by Deed Poll

OR

- New Zealand Divorce Papers
- Certificate of Annulment
- Change of Name by Statutory Declaration