Statutory Instrument No. 113 of 2025

BOTSWANA TEACHING PROFESSIONALS COUNCIL ACT
(Act No. 22 of 2019)

BOTSWANA TEACHING PROFESSIONALS COUNCIL REGULATIONS, 2025

(*Published on 12th September, 2025*)

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IN EXERCISE of the powers conferred on the Minister of Child Welfare and Basic Education by section 49 of The Botswana Teaching Professionals Council Act, the following Regulations are hereby made —

PART I — *Preliminary*

Citation

1. These Regulations may be cited as the Botswana Teaching Professionals Council Regulations, 2025.

Interpretation

2. In these Regulations unless the context otherwise requires —

"BOTEPCO" means Botswana Teaching Professionals Council;

"Chairperson" means the chairperson of the Council appointed under section 6 of the Act;

"Code" means the code of professional ethics or conduct for teachers contemplated in sections 5 (*g*) and 49 (2) (*d*);

"learner" means a pupil or student at any school;

"licence" means a licence of registration issued under regulation 8;

"parent" means any natural parent or guardian whether by customary law or otherwise and any person legally entitled to have custody of a learner;

"register" means a register of teachers kept and maintained in accordance with section 33 of the Act; and

"stakeholder" means an individual, member of community or organisation that is affected by the professional conduct of a teacher.

PART II — *Requirements for Registration and Licencing of Teachers*

Registration and licensing requirements

3. (1) A person who wishes to practice as a teacher in any school within Botswana shall —

(*a*) apply to the Council to be registered and issued with a teaching licence; and

(*b*) possess the relevant qualifications as may be determined by the Council.

(2) A person shall not qualify for registration if he or she has —

Cap. 08:13

(*a*) been convicted of a sexual offence under the Sexual Offenders Registry Act;

(*b*) committed an offence against a learner;

(*c*) been convicted of a criminal offence which renders such person unfit to be a teacher; or

(*d*) committed any offence that may lead to disciplinary action by the Council.

Application for registration

4. (1) A person trained as a teacher in Botswana or outside Botswana who wishes to be registered as a teacher under these Regulations shall apply to the Council in Form A set out in Schedule 1 and such application shall be accompanied by an application fee as set out in Schedule 2.

(2) An application under subregulation (1) shall be accompanied by —

(*a*) a certificate of good conduct or Police clearance;

(*b*) a certified copy of a teaching qualification from a recognised institution;

(*c*) a certified copy of an identity card or passport; and

(*d*) any other documents as the Council may determine.

(3) An applicant who wishes to be admitted to the register shall satisfy the Council —

(*a*) that the qualification he or she possesses meets the education, training and qualification criteria for admission to the register by one or more of the following routes —

(i) primary;

(ii) pre-primary;

(iii) secondary;

(iv) further education; or

(v) any other; and

(*b*) that he or she has satisfied the Council that he or she is a fit and proper person to be admitted to the register.

(4) All applicants who meet the criteria set out in regulation (3), shall be granted conditional registration pending successful completion of supervised professional practice as set down by the Council.

(5) The Council may register an applicant subject to such conditions as the Council considers appropriate, including an applicant who was previously removed from the register for failure to comply with a condition of registration.

(6) Where the Council declines to register an applicant, the Council shall communicate the reasons for refusal in writing within thirty days.

Issuance and validity of licence

5. The Council shall upon a successful application for registration issue a teaching licence in Form B set out in Schedule 1 to an applicant and such licence shall be valid for a period in accordance with section 30 of the Act.

Renewal of licence

6. A person who wishes to apply for a renewal may apply to the Council for renewal of licence in Form C set out in Schedule 1 and shall pay a fee set out in Schedule 2.

Duplicate licence

7. A person whose licence is lost or destroyed may apply for a duplicate licence in Form D set out in Schedule 1 and shall pay a fee set out in Schedule 2.

Cancellation of licence

8. (1) The Council shall cancel a teaching licence —

(*a*) following the removal from the Register in terms of regulation 15;

(*b*) where the Council has reason to believe that the licence was obtained through fraud, misrepresentation, forgery, other unlawful means; or

(*c*) cancel a licence issued as a mistake.

(2) A person whose teaching licence has been cancelled by the Council shall be informed in the manner set out in section 34 of the Act.

Offences and fines relating to licences

9. A person commits an offence when they —

(*a*) practice without a teaching licence;

(*b*) deface, amend or erase any entry in the teaching licence;

(*c*) having been removed from the Register continue to teach and use the teaching licence for teaching or any other purpose; or

(*d*) use another person's licence for any purpose.

PART III — *Register*

Particulars of register

10. (1) The Council shall keep a Register of teachers which shall contain —

(*a*) full names, physical, postal and email address;
(*b*) national identity card or passport number;
(*c*) date of birth;
(*d*) gender;
(*e*) nationality;
(*f*) academic and professional qualification;
(*g*) serial numbers of both academic and professional certificates;
(*h*) year of qualification and institution;
(*i*) category of registration;
(*j*) validity date;
(*k*) registration number;
(*l*) serial number of teaching licence; and
(*m*) current registration status.

(2) For the purposes of this regulation, the Council may require a teacher to submit any other information as may be required from time to time.

Inspection of register

11. (1) Any person may inspect the register physically at the Council offices or by logging into the Council's website upon payment of a fee set out in Schedule 2.

(2) The Council shall ensure that the following information from the register is made available for public inspection at the Council offices physically and on the Council's website —

(*a*) name of registered person under which they carry out professional duties as a teacher;
(*b*) route of registration;
(*c*) category of registration;
(*d*) annual validity date; and
(*e*) any other information as the Council may deem necessary in the public interest.

Obtaining copy of register

12. The Registrar may upon request provide a copy of an entry or extract of the register during an inspection upon payment of a fee set out in Schedule 2.

Correction of register

13. (1) A registered teacher shall ensure that the information recorded in a register in relation to his or her registration is accurate and up to date.

(2) A person registered as a teacher may view his or her registration details online and shall be entitled to edit the following details —

(*a*) employment details; and
(*b*) such further details as the Council may approve from time to time.

(2) Where a registered teacher wishes to amend information recorded in the register, to include details concerning such registered teacher's names or qualifications, the registered teacher is required to provide documentary evidence of the change in details and the requirements under regulation 3.

(3) Where an application for amendment of a registered teacher's information in the register results in a change of information contained in his or her teaching licence, the Council shall issue an updated licence to the registered teacher in question.

Removal from register

14. (1) The Council may, after due process, remove from the Register the name of a teacher in accordance with section 34 of the Act.

(2) A teacher whose name is removed from the Register following a disciplinary process shall be notified in the manner specified in section 34 (2) of the Act.

(3) A person whose name has been removed from the Register and who has not lodged an appeal against such decision, shall surrender the licence of Registration to the Council with immediate effect.

(4) A person whose appeal has been heard and dismissed shall surrender the teaching licence with immediate effect.

Re-instatement to register

15. (1) A person who wishes to be reinstated to the Register shall apply to the Council in Form E set out in Schedule 1.

(2) A teacher whose name has been removed from the Register shall only be eligible to apply for re-instatement to the Register after a period not exceeding 12 months from the date of such removal.

Review of decision to refuse re-instatement to register

16. A teacher whose application for re-instatement to the Register has been denied may apply for review of the decision to the Committee chair at a fee set out in Schedule 2.

Offences in relation to registration

17. A person commits an offence during the registration process where he or she —

(*a*) procures or attempts to procure the entry of any name on the Register by willfully making or producing or causing to be made or produced, either orally or in writing, any declaration, certificate or representation which he knows to be false or fraudulent;

(*b*) willfully aids, perpetuates or in any way assists another person to be in registration under false pretence; or

(*c*) commits any other act or omission relating to registration which constitutes an illegal act under the Act or any other written law.

(2) A person who commits an offence under this regulation is liable to a fine not exceeding P5000 or imprisonment for a term not exceeding 12 months, or both.

PART V — *Teacher Professional and Performance Standards*

Professional and performance standards

18. A teacher who is registered with the Council and issued with a teaching licence shall adhere to teaching professional and performance standards.

Demonstration of professional knowledge and understanding

19. A teacher who is registered with the Council and issued with a teaching licence shall —

(*a*) have an in-depth broad critical understanding of the Botswana education sector policies and programs;

(*b*) have detailed knowledge and understanding of implementing curriculum reforms including the development of such a curriculum;

(*c*) conduct him or herself in a professional manner with all stakeholders;

(*d*) undertake a Teaching Continuing Professional Development Programme prescribed by the Council;

(*e*) demonstrate pedagogy and content knowledge; and

(*f*) understand the principles of assessment, recording and reporting.

Compliance with professional skills and practice

20. A teacher who is registered with the Council and issued with a teaching licence shall comply with professional teaching standards and competencies.

Adherence to professional values

21. A teacher who is registered with the Council and issued with a teaching licence shall adhere to professional values.

PART V — *Disciplinary Proceedings*

Disciplinary Proceedings

22. (1) The Disciplinary Committee shall in determining each disciplinary case —

(*a*) inform the teacher concerned in writing within 21 days on the nature of the allegation made against the teacher and afford him or her reasonable time to present his or defence;

(*b*) accord the teacher the opportunity to seek legal representation of his or her choice at his or her expense; and

(*c*) act on general evidence or statements relating to the character or conduct of the teacher concerned, provided that the Disciplinary Committee shall not be bound by the strict rules of evidence.

(2) Any disciplinary action or punishment under this regulation shall not be a bar to a criminal charge or process under any written law.

(3) The Disciplinary Committee shall where minors are involved as witnesses, take necessary safeguards to protect their rights in accordance with the Children's Act.

Cap. 28:04

(4) The Disciplinary Committee may take disciplinary action against a teacher whose criminal proceedings are pending before a court of law or who has been acquitted or convicted by a court of law for an offence which the Council is handling.

(5) The Disciplinary Committee shall in arriving at its decision regarding a teacher's disciplinary case, not be bound by the finding of any Court in criminal proceedings relating to the teacher's disciplinary case.

(6) The Disciplinary Committee shall where the charge or allegations made against the teacher involve acts or omissions constituting an offence under any written law, liaise with other law enforcement agencies in that regard.

Offences that may lead to disciplinary action

23. The Disciplinary Committee may take disciplinary action against a teacher who breaches the Code of Ethics.

Reporting

24. (1) A person having any allegations of misconduct against a teacher many report the allegation to —

(*a*) the head of school;

(*b*) the accounting officer; or

(*c*) any other government law enforcing agency.

(2) In addition to reporting any of the offices mentioned above, nothing stops any person from seeing the assistance of a non-state agency in relation to the matter complained of.

Mode of reporting

25. (1) Any person with information that a teacher has engaged in professional misconduct or any conduct contravening these Regulations may lodge a complaint in writing, clearly indicating the nature of the complaint and such complaint shall be addressed to the accounting officer.

(2) Where the person making the allegations lodges a verbal complaint, the person to whom the report is made shall cause the complainant to record and sign a statement of the complaint.

Investigation process

26. The Council shall upon receiving an allegation on a teacher's professional misconduct institute investigations either directly or through its investigators.

Process of disciplinary action

27. The Council or the Disciplinary Committee shall —

(*a*) serve the teacher with a letter of disciplinary action specifying the actual allegations made against him or her;
(*b*) where the Disciplinary Committee issues a letter of disciplinary action, it shall deliver two copies of the letter to the Regional director for onward transmission to the Council's headquarters;
(*c*) avail to the teacher any documents that the Council may use against him or her during the hearing of the disciplinary case; and
(*d*) reserve the right to amend the notice of disciplinary action constituting the charge.

Invitation to disciplinary panel

28. The Disciplinary Committee shall invite a teacher on disciplinary action for the hearing of discipline case in writing at least 21 days before the date of hearing which shall be sent through —
(*a*) the teacher's last known address;
(*b*) hand delivery; or
(*c*) any other mode that the Council may use from time to time.

Place of disciplinary proceedings

29. (1) The Disciplinary Committee shall in accordance with section 37 of the Act, consider all the evidence, the investigation report and determine each case of disciplinary action whenever it is alleged that a registered teacher should be disciplined in accordance with these Regulations.

(2) The disciplinary proceedings shall be administered at the Council's headquarters or at a place to be determined by the Committee.

(3) The Disciplinary Committee may by way of administrative circular determine the offences or category of offences to be heard at the Council's headquarters.

Procedure during disciplinary hearing

30. (1) The Council shall in determining any disciplinary matter before it —
(*a*) require the teacher to take oath or affirm;
(*b*) inform the teacher of the professional offence alleged against him or her and require him or her to respond to the allegations;
(*c*) accord the teacher an opportunity to present his or her defence;
(*d*) invite the person designated as a discipline officer for that purpose to present the case against the teacher; and
(*e*) accord the teacher an opportunity to mitigate before the determination is rendered.

(2) Where the teacher denies the allegation, the discipline panel shall —
(*a*) examine the Council's witnesses and allow the teacher to cross-examine the witnesses; and
(*b*) allow the teacher to give any statement or submission in mitigation.

Powers of council

31. The Council shall, for the purpose of dealing with any disciplinary matter before it, have powers to —
(*a*) administer oaths; and
(*b*) invite a relevant person to attend, give evidence and produce any relevant documents.

Determinations

32. (1) The Disciplinary Committee shall within 28 days from the hearing date, inform the teacher of its decision regarding the teacher's disciplinary case and shall give reasons for its decision.

(2) The Disciplinary Committee may after hearing a teacher, determine that a teacher is guilty or not guilty of the offence.

(3) Removal of a teacher from the Register shall be effected by the Council.

SCHEDULE

BOTEPCO
BOTSWANA TEACHING PROFESSIONALS COUNCIL

SCHEDULE 1
Form A
(*Regulation 4*)
TEACHER REGISTRATION APPLICATION FORM

New Application:…..... Updating Details:…..…..

A. BIO DATA		
Sn	**Information**	**Complete in block letters**
1	Surname	
2	Forenames	
3	National ID/Passport Number (non-citizens)	
4	Date of Birth	
5	Place of Birth	
6	Sex	
7	Nationality	
8	Postal Address	
9	Physical Address	
10	Email	
11	Mobile Number	
12	Marital Status	
13	Name of next of kin	
14	Nature of relationship	
15	Next of kin contact number	

B. APPLICANT'S DETAILS

1. Citizen ☐ Non-Citizen ☐
2. Status: ☐ Unemployed ☐ Employed
3. Categories of Practice:
   ☐ Pre-Primary ☐ Primary ☐ Secondary ☐ Education Administrator

   3.1 Sub-categories:
   ☐ Teacher Aide ☐ Student Teacher ☐ Tutor ☐ Special Education

   ☐ Educational Support Services

   (*This includes guidance and counseling, counseling, social work.*)

C. EMPLOYMENT DETAILS (Where applicable)

Sn	Information	Complete in block letters	
1	If employed, indicate years in service		
2	Name of current station/institution		
3	Type of institution (tick)	Private ☐	Public ☐
4	Region		
5	District		
6	City/Town/Village		

D. EDUCATION AND PROFESSIONAL QUALIFICATIONS

All the qualifications indicated below must be attached to the application and must be verified by the issuing institutions if they are locally obtained and by the Botswana Qualifications Authority (BQA) if foreign obtained.

Sn	Level	Qualification	Awarding Institution	Year of Qualification	Teaching Subjects (not applicable to Teacher Aides, Early Childhood and Primary School Teachers)
1	Certificate				
2	Diploma				
3	Post Grad. Diploma				
4	Degree				
5	Post Grad. Certificate				
6	Masters				
7	PhD				
8	Other				

E. ARE YOU LIVING WITH ANY FORM OF DISABILITY

Yes ☐ No ☐

If yes specify:

F. DECLARATION ON CONVICTION OF ANY OFFENCE

(*a*) Have you been convicted of a criminal offense against a learner/a minor.
Yes ☐ No ☐

If yes give full details

(*b*) Have you been convicted of a criminal offence?
Yes ☐ No ☐

If yes give details

(*c*) Have you ever had a teaching licence revoked, suspended, invalidated, cancelled or denied by any teaching council or any authority?

(*d*) Are you currently the subject of any review, inquiry or investigations by any teaching council or any authority?

If yes, please attach a letter giving full details and any official documentation available regarding the matter.

G. ATTACHMENTS

The following documents are mandatory and must be attached to this application:
(*a*) Certified copy of *omang* or passport (for non-citizens)
(*b*) Verification of qualification from BQA.
(*c*) Proof of payment of Registration fee.

H. DECLARATION

I, _____ hereby declare that the information I have provided in this application form is true and correct to the best of my knowledge and belief. I understand that providing false or misleading information may result in the refusal of my application or the cancellation of my registration.

I consent to the Council collecting and verifying this information and I authorise the Council to share this information with other relevant organisations, such as employers and educational institutions.

Agree ☐ Disagree ☐

(Signature) _____

Date: _____

NB:

1. Processing of the application will be done within 30 days;
2. You will receive electronic feedback once your application has been processed;
3. Once registered and licensed, the teacher has full responsibility of ensuring it is renewed before it expires in accordance with the Regulations.

Return the completed form with the necessary attachments to:

C.1158

BOTEPCO
BOTSWANA TEACHING PROFESSIONALS COUNCIL

Form B
(Regulation 5)
TEACHING LICENCE

NAME	CATEGORY OF PRACTICE
SURNAME	SUB-CATEGORY OF PRACTICE
OMANG NO.	
TEACHING LICENCE NO.	
LICENCE ISSUE DATE	
LICENCE EXPIRY DATE	

KEY

CATEGORY NO.	**REFERENCE**
1	Pre-primary
2	Primary
3	Secondary
4	Education Administrator
SUB-CATEGORY NO.	
A	Teacher
B	Teacher Aide
C	Student Teacher
D	Tutor
E	Special Education
F	Educational Support Services
G	Retired

0123456 affliated to

Registrar's Signature

_____

IFTRA

BOTEPCO
BOTSWANA TEACHING PROFESSIONALS COUNCIL

Form C
(*Regulation 6*)
LICENCE RENEWAL APPLICATION FORM

A. APPLICANT'S DETAILS

1. First Names: _____ Surname: _____
2. Registration Number: _____
3. Status: ☐ Unemployed ☐ Employed
4. Categories of Practice:
   ☐ Pre-Primary ☐ Primary ☐ Secondary ☐ Education Administrator
   4.1 Sub-categories:
   ☐ Teacher Aide ☐ Student Teacher ☐ Tutor ☐ Special Education
   ☐ Educational Support Services

   (*This includes guidance and counseling, counseling, social work.*)

B. DECLARATION ON CONVICTION OF ANY OFFENCE

(*a*) Have you ever been convicted of, or entered a plea of guilty or no contest to, or criminal offense against a learner/a minor. Yes ☐ No ☐
If yes give full details,

(*b*) Have you been convicted of, or entered a plea of guilty or no contest to, or a criminal offense of possession of and or of drugs use. Yes ☐ No ☐
If yes give full details,

C. TEACHER PROFESSIONAL STANDARDS AND COMPETENCES

I confirm that I have complied with the Teacher Professional Standards and Competences on all the prescribed categories. Yes ☐ No ☐

D. PROFESSIONAL CONDUCT

I confirm that I have complied with the Code of Ethics on all the prescribed categories of the Code of Ethics. Yes ☐ No ☐

C.1160

E. DECLARATION
I, _____ hereby declare that the information I have provided in this application form is true and correct to the best of my knowledge and belief. I understand that providing false or misleading information may result in the rejection of my application and/or cancellation of my registration. I consent to the Council collecting and verifying this information as submitted. Signature: _____ Date: _____ **NB:** Processing of the duplicate application will be done within 30 days; You will receive feedback once your application has been processed; Return the completed form with the necessary attachments to:

BOTEPCO
BOTSWANA TEACHING PROFESSIONALS COUNCIL

Form D
(*Regulation 7*)
DUPLICATE LICENCE APPLICATION FORM

A. APPLICANT'S DETAIL

1. First Names: _____ Surname: _____
2. Registration Number: _____
3. Status: ☐ Unemployed ☐ Employed
4. Categories of Practice:
   ☐ Pre-Primary ☐ Primary ☐ Secondary ☐ Education Administrator
   4.1 Sub-categories:
   ☐ Teacher Aide ☐ Student Teacher ☐ Tutor ☐ Special Education
   ☐ Educational Support Services

   (*This includes guidance and counseling, counseling, social work.*)

B. DECLARATION ON CONVICTION OF ANY OFFENCE

(*a*) Have you ever been convicted of, or entered a plea of guilty or no contest to, or criminal offense against a learner/a minor. Yes ☐ No ☐
If yes give full details,

(*b*) Have you been convicted of, or entered a plea of guilty or no contest to, or a criminal offense of possession of and or of drugs use. Yes ☐ No ☐
If yes give full details,

(*c*) Are you currently the subject of any review, inquiry, investigation, or appeal of alleged misconduct that could warrant discipline or termination by your employer. Please note that this includes any open investigation by or pending proceeding with a child protection agency and any pending criminal charges.
If yes, please attach a letter giving full details and any official documentation available regarding the matter.

C. REASONS FOR APPLYING FOR A DUPLICATE LICENCE

i. State the reason(s) for applying for the Duplicate

ii. Please attach a sworn affidavit to your application.

C.1162

D. DECLARATION
I, _____ hereby declare that the information I have provided in this application form is true and correct to the best of my knowledge and belief. I understand that providing false or misleading information may result in the rejection of my application and/or cancellation of my registration. I consent to the Council collecting and verifying this information as submitted. Signature: _____ Date: _____ **NB:** Processing of the duplicate application will be done within 30 days; You will receive feedback once your application has been processed; Return the completed form with the necessary attachments to:

BOTEPCO
BOTSWANA TEACHING PROFESSIONALS COUNCIL

Form E
(*Regulation 15*)
RE-INSTATEMENT OF NAME TO THE REGISTER APPLICATION FORM

A. APPLICANT'S DETAILS

9. First Names: _____ Surname: _____
10. Registration Number: _____
11. Status: ☐Unemployed ☐Employed
12. Categories of Practice:
☐Pre-Primary ☐Primary ☐Secondary ☐ Education Administrator
4.1 Sub-categories:
☐Teacher Aide ☐Student Teacher ☐ Tutor ☐Special Education
☐Educational Support Services

(*This includes guidance and counseling, counseling, social work.*)

B. DECLARATION ON CONVICTION OF ANY OFFENCE

(*a*) Have you ever been convicted of, or entered a plea of guilty or no contest to, or criminal offense against a learner/a minor. Yes ☐ No ☐
If yes give full details,

(*b*) Have you been convicted of, or entered a plea of guilty or no contest to, or a criminal offense of possession of and or of drugs use. Yes ☐ No ☐
If yes give full details,

(*c*) Have you ever had a teaching licence revoked, suspended, invalidated, cancelled or denied by any teaching council or any authority?
If yes, please attach a letter giving full details and official documentation of the action taken.

(*d*) Are you currently the subject of any review, inquiry or investigations by any Teaching Council or any Authority?

If yes, please attach a letter giving full details and any official documentation available regarding the matter.

C.1164

C. DECLARATION
I, _____ hereby declare that the information I have provided in this application form is true and correct to the best of my knowledge and belief. I understand that providing false or misleading information may result in the rejection of my application and/or cancellation of my registration. I consent to the Council collecting and verifying this information as submitted. Signature: _____ Date: _____ **NB:** 1. Processing of the duplicate application will be done within 30 days. 2. You will receive feedback once your application has been processed. Return the completed form with the necessary attachments to:

BOTEPCO
BOTSWANA TEACHING PROFESSIONALS COUNCIL

SCHEDULE 2
FEES
(*Regulation 4, 6, 7, 11, 12, 16*)

REGISTRATION & LICENSING FEES (BWP)					**LICENCE RENEWAL FEES (BWP)**			
Categories of Registration	**Citizen**	**Non-Citizen**	**Citizen 5 Years Cycle**	**Non-Citizen 3 Years Cycle**	**Citizen**	**Non-Citizen**	**Citizen 5 Years Cycle**	**Non-Citizen 3 Years Cycle**
Pre-Primary School Teacher	P50	P120	P250	P360	P50	P100	P250	P300
Primary School Teacher	P50	P120	P250	P360	P50	P100	P250	P300
Secondary School Teacher	P50	P120	P250	P360	P50	P100	P250	P300
Education Administrator (School Leadership)	P50	P120	P250	P360	P50	P100	P250	P300

Other Fees Related to Registration and Licensing Fee

Change of Registration Categories Fees	P350.00
Application for Duplicate License Fees	P50.00
Inspection of the hard copy Register Fees	P100.00
Copy of extract of Register	P2 per page

NONO KGAFELA-MOKOKA,
Minister of Child Welfare and Basic Education.