

# GHANA EDUCATION SERVICE

In case of reply the number  
and date of this letter should be quoted



REPUBLIC OF GHANA

HEADQUARTERS  
Ministry Branch Post Office  
P. O. Box M.45  
Accra

My Ref.No. GES/DDG(MS)/28/24/288

Email: [ddgmssecretariat@ges.gov.gh](mailto:ddgmssecretariat@ges.gov.gh)

20<sup>th</sup> November, 2024

## ALL REGIONAL DIRECTORS

### **RE: RENEWAL AND ISSUANCE OF NEW LICENCE TO ALL PROFESSIONAL TEACHERS**

Reference is made to the letter from the National Teaching Council (NTC) on the above subject-matter.

The National Teaching Council as mandated by Section 60(d) of the Education Regulatory Bodies Act 2020 (Act 1023) to register teachers who satisfy the conditions for the issuance of the appropriate licence. The Council began the registration and licensing of teachers in 2021. The Licences issued were valid for three (3) years and are therefore due for renewal.

The Council plans to roll out the renewal of all Licences starting from the Greater Accra Region on the Monday, 25<sup>th</sup> November, 2024. The complete schedule for the nationwide implementation shall be published in due course.

#### **As part of the processes, teachers are implored to note that:**

1. The design of the licence card has changed, making room for additional information on the teacher such as subject specialism and category.
2. All teachers will be issued new cards irrespective of whether their cards have expired or not.
3. The possession of the new card does not mean the teacher is in good standing.
4. Any teacher whose licence has expired presently will have to satisfy all conditions for renewal of teacher's registration including the required CPD points.
5. To verify the registration status of a teacher, a QR code has been introduced on the licence card. Thus, when scanned, it will indicate whether the teacher's registration has expired or he/she is in good standing.
6. All teachers must visit the NTC portal ([www.tpg.ntc.gov.gh](http://www.tpg.ntc.gov.gh)) to update their profile. They may use this link: <https://ntc.gov.gh/licence-update/> as a guide.

All teachers are advised to take their Professional Learning Communities (PLC) and Continuous Professional Development (CPD) programmes seriously to enable them gain the points for renewal; of their registration.

**For the avoidance of doubt, a teacher's: -**

1. Licence card shall be valid for five (5) years.
2. Registration shall be valid for one (1) year and shall expire on the 31<sup>st</sup> December, each year.
3. Renewal of licence card does not mean automatic renewal of registration (note that the registration is fundamental in defining the professional status of every teacher.

Management is requesting Regional Directors to kindly bring this information to the attention of all teachers through their respective Metro/Municipal/District Directors of Education for Compliance.



**STEPHEN KWAKU OWUSU**  
**DEPUTY DIRECTOR-GENERAL (MS)**  
**FOR: DIRECTOR-GENERAL**

cc: The Chairman, Ghana Education Service Council, Accra  
The Director-General, GES, Hqtrs, Accra  
The Deputy Director-General (Q&A), GES, Hqtrs, Accra  
The Ag. Director, HRMD, GES, Hqtrs, Accra  
The Ag. Director, Schools & Instructions Division, GES, Hqtrs, Accra  
The Registrar, NTC, Accra