

NATIONAL TEACHING COUNCIL
REGISTRATION FOR GHANA TEACHER LICENSURE EXAMINATION
(2022 GTLE 2)

1. Introduction

The National Teaching Council is mandated by Education Regulatory Bodies Act 2020 (ACT 1023) to regulate the teaching profession in Ghana. As part of the Council's regulatory functions, it is mandated to conduct examination for licensing of people who desire to teach.

The purpose of the Licensing Examination is to enable qualified teachers acquire a professional licence and prepare teachers to meet the demands of the National Teachers' Standards of possessing the minimum knowledge, skills, values, and attitudes necessary to deliver effectively in schools.

2. Eligibility for the Licensure Examination.

- i. Candidates who wrote the traditional Ghana Teacher Licensure Examination (i.e., Essential Professional Skills, Literacy and Numeracy) but were unsuccessful in some papers may register to re-sit.
- ii. All Prospective candidates who hold Diploma in Basic Education (DBE) and are desirous of becoming professional teachers may register to sit.

3. Indexing Process

For the purposes of registration, all fresh candidates must go through the indexing process below:

- i. Visit <https://indexing.ntc.gov.gh> to check your status to determine whether your data have been uploaded onto the portal by your training institution before starting the indexing process.
- ii. If a prospective candidate's details have been uploaded, he/she shall be indexed before registering for the Ghana Teacher Licensure Examination.
- iii. An indexing fee is Fifty Ghana Cedis (GH¢50.00).
- iv. Payment can be made at any branch of **Prudential Bank Ltd nationwide or** mobile money payment can be made through the short code ***772*51#** across all networks by using your college or university index number.
- v. After successful payment, you will receive a message on your phone which contains your **name**, indexing number and further instructions.
- vi. If you do not receive indexing number, you can use your *momo* or bank transaction ID to visit <https://indexing.ntc.gov.gh> to retrieve your indexing number by clicking on 'Retrieve Your Indexing Number' button.
- vii. Use the indexing number to register for Ghana Teacher Licensure Examination.

4. Registration Process

- i. Fresh candidates are required to pay **GHC 450.00** to register for the examination.

- ii. Candidates who are re-sitting a paper are to pay **GHC 150.00**.
- iii. Candidates who are re-sitting **two (2) papers** are to pay **GHC 210.00**.
- iv. Candidates who are re-sitting all **three (3) papers** are to pay **GHC 385.00**.
- v. Payment can be made at any branch of **Prudential Bank Ltd nationwide** or mobile money payment can be made through the short code ***772*51#** across all networks.
- vi. Where payment is made at the bank, candidates must remember to take their **Pin and Serial Number** from the bank.
- vii. Log on to **exams.ntc.gov.gh**
- viii. Enter your e-voucher **Serial number** and **Pin**
- ix. Fill in all the fields and remember to upload your **passport-size photograph**.

5. NOTCES OF REMINDER

NOTE I

The ongoing registration for the 2023 Ghana Teacher Licensure Examination (GTLE) 3 is for re-sit candidates. **However, any diplomate who wants to register as a fresh candidate may do so but there will be no opportunity for re-sit.** Due to the GTLE reforms which was implemented this year, the Council gave three chances to candidates who are associated with the traditional GTLE (Essential Professional Skills, Literacy and Numeracy) to redeem themselves. This ongoing registration for 2023 GTLE 3 is the last of the three chances. After this examination, there will be no examination for the traditional subjects in 2024 and beyond. Any degree holder who has referral in the traditional GTLE and wishes to write GTLE again must start afresh with the Subject-Based Ghana Teacher Licensure Examination (SBGTLE) dispensation from 2024. However, any diplomate who has referrals in the traditional GTLE and wishes to write SBGTLE must first obtain a degree.

NOTE II

- i. A prospective candidate should make payment only when his/her details have been uploaded onto the indexing portal by their training institutions.
- ii. A prospective candidate will not be able to pay for indexing at the bank or via the short code if he/she does not have a minimum qualification of degree in education and his/her details have not been uploaded onto the examination portal.
- iii. Re-sit candidates will not go through the indexing process before registration.

NOTE III

- i. Any person who is not qualified or does not have his/her details on the examination portal and go ahead to make any payment will not have a refund of the money.
- ii. NTC will not accept any request for change of photograph after the examination.
- iii. Review information provided before submitting.
- iv. Print Summary of the inputs made.
- v. Read the examination regulations and check the box before submission.
- vi. Candidates should keep their **Pin and Serial Numbers** secured after registration for further use.

- vii.** Candidates must complete their online registration not later than **31st October 2023**
- viii.** There will be no extension in the time for registration beyond the **31st October 2023 deadline.**

NOTE IV

- i. Dress code should be formal or professional.
- ii. No baby at the examination hall.
- iii. Announcement for registration of re-sit candidates for SBTLE shall be made very soon.

Date for Examination:

16th - 17th November 2023

REGISTRAR

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