



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

Our Ref. No. NTC/LIC/RT/356/2/53  
Your Ref. No.

Ministry Branch Post Office  
P.O. Box MB 247  
Accra

8<sup>th</sup> July, 2022

Dear Sir/ Madam,

**SENSITIZATION OF NON-PROFESSIONAL TEACHERS ON ISSUANCE OF  
TEMPORARY CERTIFICATION**

The National Teaching Council (NTC) has been mandated by the Education Regulatory Bodies Act 2020, Act 1023 to regulate the teaching profession. As part of its functions, the Council issues licence to persons who meet their standards and desire to teach. Since March 2021, the Council has been on a nationwide issuance of licence to professional qualified teachers.

Cognisant that the Act also mandates the Council to issue temporary certificates to non-professional teachers, the Council intends to commence the registration and issuance of temporary certificate to such teachers in the pre-tertiary education system (both public and private), as without the temporary certification they will have no legal authorization to teach.

In view of this, the Council is embarking on sensitization for all non-professional teachers in the **Greater Accra Region** on registration and training that will lead to the issuance of the temporary certificates.

The following should be noted:

- Each school should be represented by the proprietor, the head of the institution (both public and private) and one other non-professional teacher.
- Participants will be responsible for their transportation, feeding and accommodation where necessary.
- Venue for the program is Odogono Senior High School.

Detailed schedule for the program is attached as appendix.

Thank you.

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**Lawrence Sarpong (Mr.)**  
**Deputy Registrar, Operations, NTC**

For: **Registrar, NTC**

## **Distribution**

1. The Director-General, Ghana Education Service
2. The President, Conference of Assisted Secondary Schools (CHASS)
3. The General Secretary, Ghana National Association of Teachers (GNAT)
4. The President, National Association of Graduate Teachers (NAGRAT)
5. The President, Coalition of Concerned Teachers (CCT)
6. The President, Ghana National Council of Private Schools (GNACOPS)
7. The President, Independent Schools and Teachers Council, Ghana
8. The President, National Council of Private School Teachers
9. The President, National Union of Private Schools

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Email: **[info@ntc.gov.gh](mailto:info@ntc.gov.gh)** Website: **[www.ntc.gov.gh](http://www.ntc.gov.gh)** Telephone: **0552828853**

Office Location: *Institute Drive, Opposite University of Ghana City Campus, Adabraka*

Digital Address: **GA-076-6021**

SENSITIZATION OF NON-PROFESSIONAL TEACHERS IN GREATER ACCRA REGION.					
DISTRICT	NO. OF SCHOOLS	VENUE	TIME	DATE	
Ablekuma Central	65	Odogono SHS, Accra	9am – 11am	14 <sup>th</sup> July, 2022	
Ablekuma North	95	Odogono SHS, Accra	9am – 11am	14 <sup>th</sup> July, 2022	
Ablekuma South	33	Odogono SHS	9am – 11am	14 <sup>th</sup> July, 2022	
Ablekuma West	117	Odogono SHS	9am – 11am	14 <sup>th</sup> July, 2022	
Accra Metropolitan	50	Odogono SHS	1pm -3pm	14 <sup>th</sup> July, 2022	
Ada East	31	Odogono SHS	1pm -3pm	14 <sup>th</sup> July, 2022	
Ada West	39	Odogono SHS, Accra	1pm -3pm	14 <sup>th</sup> July, 2022	
Adentan Municipal	163	Odogono SHS, Accra	1pm -3pm	14 <sup>th</sup> July, 2022	
Ashaiman Municipal	128	Odogono SHS, Accra	9am – 11am	15 <sup>th</sup> July, 2022	
Ayawaso Central	23	Odogono SHS, Accra	9am – 11am	15 <sup>th</sup> July, 2022	
Ayawaso East	23	Odogono SHS, Accra	9am – 11am	15 <sup>th</sup> July, 2022	
Ayawaso North	22	Odogono SHS, Accra	9am – 11am	15 <sup>th</sup> July, 2022	
Ayawaso West	104	Odogono SHS, Accra	9am – 11am	15 <sup>th</sup> July, 2022	
Ashaiman Municipal	128	Odogono SHS, Accra	1pm – 3pm	15 <sup>th</sup> July, 2022	
Ayawaso Central	23	Odogono SHS, Accra	1pm – 3pm	15 <sup>th</sup> July, 2022	
Ayawaso East	23	Odogono SHS, Accra	1pm – 3pm	15 <sup>th</sup> July, 2022	
Ayawaso North	22	Odogono SHS, Accra	1pm – 3pm	15 <sup>th</sup> July, 2022	
Ayawaso West	104	Odogono SHS, Accra	1pm – 3pm	15 <sup>th</sup> July, 2022	
Ga Central	183	Odogono SHS, Accra	9am – 11am	18 <sup>th</sup> July, 2022	
Ga East	171	Odogono SHS, Accra	9am – 11am	18 <sup>th</sup> July, 2022	
Ga North	93	Odogono SHS, Accra	9am – 11am	18 <sup>th</sup> July, 2022	
Ga South	209	Odogono SHS, Accra	9am – 11am	18 <sup>th</sup> July, 2022	
Korle Klottey	12	Odogono SHS, Accra	1pm – 3pm	19 <sup>th</sup> July, 2022	

Kpone Katamanso	213		Odogono SHS, Accra	1pm – 3pm	19 <sup>th</sup> July, 2022
La Dade Kotopon	41		Odogono SHS, Accra	1pm – 3pm	19 <sup>th</sup> July, 2022
La Nkwantanang Madina	144		Odogono SHS, Accra	9.am – 11.am	20 <sup>th</sup> July, 2022
Ningo Prampram	102		Odogono SHS, Accra	9.am – 11.am	20 <sup>th</sup> July, 2022
Okaikwei North	38		Odogono SHS, Accra	9.am – 11.am	20 <sup>th</sup> July, 2022
Shai Osudoku	48		Odogono SHS, Accra	9.am – 11.am	20 <sup>th</sup> July, 2022
Tema Central	1		Odogono SHS, Accra	1pm – 3pm	20 <sup>th</sup> July, 2022
Tema Metropolitan	102		Odogono SHS, Accra	1pm – 3pm	20 <sup>th</sup> July, 2022
Tema West	174		Odogono SHS, Accra	1pm – 3pm	20 <sup>th</sup> July, 2022
Weija Gbawe	150		Odogono SHS, Accra	9am – 11am	21 <sup>st</sup> July, 2022
Weija Gbawe	1		Odogono SHS, Accra	9am – 11am	21 <sup>st</sup> July, 2022
Ledzekuku Krowor	201		Odogono SHS, Accra	9am – 11am	21 <sup>st</sup> July, 2022