



Application for Renewal of ELT Permit

Section A: Particulars

1. ELT Permit Number:
2. Surname:
3. Name:
4. Gender:
5. Nationality:
6. ID Card Number:
7. Date of Birth:
8. Telephone Number:
9. Mobile Number:
10. Email:
11. Address:
12. Town:
13. Country:
14. Post Code:

Non-EU nationals

15. Work Permit Number:
16. Work Permit Expiry Date:
17. Passport Number:
18. Passport Expiry Date:

Section B: Declaration by Director of Studies (where applicable)

a) Individual:

OR

b) Organisation:

School's Name:

Director's First Name:

Director's Family Name:

School Email:

Director's ID Card Number:

Date:

Tick *a* or *b* as applicable.

I hereby declare that.....

a) is currently employed as a full-time/part-time teacher at the above school.

b) is being offered full-time/part-time employment as a teacher at the above School provided that the necessary approval is obtained from the ELT Council.

.....

Date

.....

**Signature of Director of Studies
& School Stamp**

Section C: Payment

Fee of €20 is applicable. Cash payments are not accepted.

*Cheques are to be made payable to the **Permanent Secretary, MEDE.***

Should you wish to pay by bank transfer, please find details below:

Central Bank of Malta

Cashier Malta Government

IBAN: MT55MALT011000040001EURCMG5001H

Sort Code: MALTMTMT

Please state ELT Permit Renewal on the transfer details and e-mail us the transfer code and bank account holder name and surname.

I understand that the personal data provided on this form will be processed in accordance with the principles of General Data Protection Regulation ((EU) 2016/679)) and the Data Protection Act (CAP440). Personal data will not be shared with third parties without your consent unless authorized by law, or processed for reasons incompatible from those for which it was originally collected. You have the right to access the information being kept about you at any time. For more information please refer to our Data Protection and Retention Policies found here: eltcouncil.gov.mt

I, the undersigned, hereby apply for the renewal of my ELT Permit in terms of Legal Notice 221 of 2015 and declare that the following information is true and correct.

.....

Date

.....

Applicant's Signature

NOTES:

1. ELT Permits will only be renewed following approval of CPD hrs by the ELT Council as per CPD legal requirements outlined in the CPD policy.
2. As per Legal Notice 221 of 2015, ELT permits will only be renewed upon presentation of 32hrs of CPD over four consecutive years. All CPD hours must be approved and in line with ELT Council CPD policy available on our website eltcouncil.gov.mt. A minimum of 20hrs out of the total CPD hours should be specifically in ELT Methodology and Language Awareness.
3. All applications are to be addressed to:

ELT Council

Education Information Centre
Ministry for Education and Employment (MEDE),
Great Siege Road,
Floriana, VLT 2000.
Telephone Number: 2598 2741/2766
E-mail: info.eltcouncil@gov.mt

NB: The ELT Council may use this information in order to take any necessary action in pursuance of full compliance with Chapter 518 of the Laws of Malta.

Issued March 2019