

Requirements to Teach English as a Foreign Language

Eligibility Requirements

In order to qualify for an ELT Permit, a person shall be at least eighteen (18) years of age and shall be required to possess the following qualifications:

- (a)(i) a Test for English Language Teachers (TELT) certificate issued by the Council or a comparable qualification in English not inferior to Grade C at Advanced level at National Qualifications Framework level four (4), and a certificate in the methodology of teaching English language to speakers of other languages, approved by the Council or comparable or higher qualifications in English language awareness, proficiency and methodology from a recognised institution approved by the Council;
- or*
- (a)(ii) an international certificate at National Qualifications Framework level five (5) in English language teaching to speakers of other languages or a higher qualification from a recognised institution as approved by the Council;
- (b) a SEPTT certificate at Band three (3) or higher, issued by the Council or any other speaking proficiency test certificate at a level deemed sufficient by the Council;
- (c) a police conduct certificate of good conduct issued within the last month prior to the application and maintain such certification to be provided on demand throughout the tenure of the post of English Language Teacher;
- (d) be a Maltese citizen or an EU citizen. Third country nationals must be in possession of an employment licence in order to work in Malta.

Eligibility Requirements for a Temporary ELT Permit

A person who is not eligible for an ELT Permit according Legal Notice 221 of 2015 as described above, but who is at least eighteen (18) years of age and satisfies the requirements listed under point a, c and d above, may apply for a Temporary ELT Permit.

A Temporary ELT Permit is valid for three (3) months, is not renewable, and the individual cannot teach beyond its validity date. To upgrade the Temporary ELT permit to a regular one, the individual must present the SEPTT certificate at Band three (3) or four (4) and payment.

How to apply for a New or a Temporary ELT Permit?

The applicant must submit the respective application form together with copies of the certificates as per above mentioned criteria and payment/proof of payment of administrative fee to the ELT Council by email/post. Please note that payment is not applicable for Temporary ELT Permits.

Office Address: ELT Council – Room 318
Ministry for Education, Sport, Youth, Research and Innovation
Great Siege Road
Floriana - FRN1810
Malta
or
Email address: info.eltcouncil@gov.mt
or
through the online application form.
Please [click here](#) to access the online application form

Eligibility Requirements for a Renewal of ELT Permit

As per Legal Notice 221 of 2015, ELT Permits will only be renewed upon presentation of thirty-two (32) hours of CPD, done during the last four (4) years prior to application. All CPD hours must be approved and in line with ELT Council CPD Policy. A minimum of twenty (20) hours should be specifically in ELT Methodology and Language Awareness.

Eligibility Requirements for a Temporary Renewal of ELT Permit

A Temporary ELT Permit Renewal can be issued on the condition that the applicant has successfully attended at least sixteen (16) hours of approved CPD within the last preceding four (4) years.

How to apply for a Renewal or a Temporary Renewal of an ELT Permit?

The applicant must submit an ELT Permit Renewal Form together with copies of approved CPD Certificates and payment of the administrative fee (payment is not applicable for Temporary Renewal of ELT Permits) by post to:

ELT Council – Room 318
Ministry for Education, Sport, Youth, Research and Innovation
Great Siege Road
Floriana - FRN1810
Malta

or

via email: info.eltcouncil@gov.mt

or

through the online application form.

Please [click here](#) to access the online application form.

Fees

For the issuing of an ELT Permit	€15
For the issuing of a Temporary ELT Permit	N/A
For the Renewal of an ELT Permit	€20
For the Temporary Renewal of an ELT Permit	N/A

Payment Details

Kindly note that cash and cheque payments are not accepted.

To pay by bank transfer, please find details below:

ELT Council
IBAN: MT50VALL22013000000040024768061
Sort Code: VALLMTMT

Please state the application name on the transfer details, and email us the transfer code and bank account holder details on info.eltcouncil@gov.mt



Processing of Applications

For a New ELT Permit or an ELT Permit Renewal, on the day of application, the ELT Council will issue an acknowledgment letter, with which the applicant will be able to work. The official certificate will be issued after one (1) month. The applicant will receive the certificate via Blockcerts and by post.

For a temporary ELT Permit or a Temporary Permit Renewal, on the day of application, the ELT Council will only issue an acknowledgment letter, so the individual will be able to work for the stipulated period.

Appeals

The applicant aggrieved by the decision of the ELT Council has the right to appeal said decision with [the Office of the Ombudsman](#) in the form of a letter, by email or by the appropriate complaint [form](#), which provide all the necessary information. Any person aggrieved with a decision of the entity is encouraged to seek legal advice.

Any refusal to grant a permit and/or licence or suspension, cancellation or withdrawal of the such permit and/or licence, does not preclude one from applying again with the ELT Council where circumstances have changed.

Note

A list of declaration to be made in advance if the service provider moves to another country (Directive 2013/55/EU Article 7; Appendix 1)

Contact Details

ELT Council – Room 318,
Ministry for Education, Sport, Youth, Research and Innovation,
Great Siege Road, Floriana - FRN1810, Malta
Tel: 2598 1240/1241/1242/1243/1244
Email: info.eltcouncil@gov.mt
Web: www.eltcouncil.gov.mt

APPENDIX 1

Declaration pursuant to Article 7 concerning the temporary provision of services

1. This declaration concerns:

A first provision of services in the host Member State (please complete sections 2 to 7)

An annual renewal of the declaration¹ (please complete sections 2 to 5 and 8 to 10)

2. Identity of applicant:

2.1 First name(s) and surname(s) _____

2.2 Nationality(ies): AT BE CY CZ DE DK EE EL ES FI FR HU HR IE IT LT LV LU MT NL PL PT SI SK SE UK BG RO IS LI NO

Other(s) _____

2.3 Passport number or Identity card number:

Country _____

Country _____

Country _____

2.4 Gender: Male / Female

2.5 Date of birth: _____

2.6 Place of birth: _____

Town: AT BE CY CZ DE DK EE EL ES FI FR HU HR IE IT LT LV LU MT NL PL PT SI SK SE UK BG RO IS LI NO

Other _____

2.7 Contact details in Member State of establishment:

Address: _____

Telephone (with dialling codes): _____

Fax (with dialling codes): _____

E-mail: _____

2.8 Contact details in the host Member State:

Address: _____

Telephone (with dialling codes): _____

Fax (with dialling codes): _____

E-mail: _____

3. Profession concerned:

3.1 Profession pursued in the Member State in which you are established:

3.2 Please state the professional activities² for which you will be providing services on a temporary basis in the host Member State:

¹ Please attach a copy of the previous declaration and of the first declaration made.

² Please indicate the title of the profession in the language of the Member State(s) in which you are established and in the language of the host Member State.

4. Legal establishment in one or more Member States³:

For the purposes of this declaration, “legal establishment” refers to the pursuit of the profession in compliance with the rules relating to professional qualifications, including the related training conditions, and all the rules specific to the pursuit of the profession. Legal establishment precludes any prohibition, albeit temporary, from pursuing the profession.

4.1 Are you legally established in a Member State(s) to pursue the profession referred to in 3.13

Yes / No

If you answered yes, in which Member State are you legally established?

[AT](#) [BE](#) [CY](#) [CZ](#) [DE](#) [DK](#) [EE](#) [EL](#) [ES](#) [FI](#) [FR](#) [HU](#) [HR](#) [IE](#) [IT](#) [LT](#) [LV](#) [LU](#) [MT](#) [NL](#) [PL](#) [PT](#) [SI](#) [SK](#) [SE](#) [UK](#) [BG](#) [RO](#) [IS](#) [LI](#) [NO](#)

If no, please explain: _____

4.2 Is this profession regulated in the Member State(s) in which you are established?

Yes / No

If it is regulated, please go to question 4.4.

Any comments: _____

4.3 If the profession referred to in 3.1 is not regulated in the Member State(s) in which you are established and you have not undergone regulated education and training leading to the profession in 3.1, have you acquired for that profession professional experience of at least two years during the last ten years on the territory of that Member State(s)?

Yes / No

Any comments: _____

Declaration pursuant to Article 7 concerning the temporary provision of services

4.4 Do you belong to a professional association or an equivalent body?

Yes / No

If your answer was yes, please indicate which one, giving the relevant contact details and your registration number.

Are you subject to authorisation or supervision by a competent administrative authority?

Yes / No

If your answer was yes, please indicate which one, giving the relevant contact details and your registration or licence number

5. Professional insurance

5.1 Do you have any insurance cover or other means of personal or collective protection with regard to professional liability arising from the pursuit of the profession referred to in 3.1?

Yes / No

If yes, please provide the following details of your insurance cover:

Name of the insurance company: _____

Number of contract: _____

Limit of indemnity _____

5.2. Does the insurance cover referred to in 5.1 include protection for the practice of the professional activities in the host Member State?

Yes / No

Any comments: _____

Declaration pursuant to Article 7 concerning the temporary provision of services

³ If you are established in more than one Member State, please supply the information for each of the Member States in question.

6. Supporting documents annexed to this declaration (if requested)

6.1. Please tick the document(s) which accompany this declaration:

- Proof of nationality
- Attestation(s) of legal establishment
- Evidence of professional qualifications
- Proof of two-year professional experience⁴
- Evidence of no criminal convictions

7. I confirm that the information I have provided in this declaration is correct and that I intend to provide services on a temporary and occasional basis.

Signed _____

Date _____

8. Renewal Information⁹

8.1. What period(s) did you provide services in the host Member State?

From / / to / /

From / / to / /

From / / to / /

From / / to / /

From / / to / /

From / / to / /

Any comments: _____

8.2. Please indicate the professional activities carried out during the periods you provided services.

9. Other comments such as any changes to the supporting documentation referred to in 6.1

10. I confirm that the information I have provided in this renewal declaration is correct and that I intend to provide services on a temporary and occasional basis.

Signed _____

Date _____

⁴ This information will be retained by the competent authority to monitor service provision.