



## TCZ Practising Certificate Online Application Procedure

Check it on TCZ website [www.tcz.ac.zm](http://www.tcz.ac.zm) or use the direct link [www.tcz.ac.zm/certification/](http://www.tcz.ac.zm/certification/)

### Steps: (details)

Check the fee according to category you want to pay and apply for

(1) Deposit the fee at either NATSAVE (TCZ deposit slip) or ZANACO (bill Muster)

(2) Open the TCZ practising certificate link [www.tcz.ac.zm/certification](http://www.tcz.ac.zm/certification)

(3) Subscribe

- Enter your TCZ number
- Enter your NRC, Non Zambian Passport Number
- Create your own password (better mixed letters & numbers more secure that way)
- Confirm your password
- Click Subscribe

(4) Click on Teacher Login

- Enter your TCZ number
- Enter password
- Click login

(5) Select Apply for certification

- Select option served
- Select number of years served
- Select qualifications
- Select class
- Upload your passport size photo
- Upload the photo of your signature
- Upload the computer printed deposited slip
- Type the reference number on the computer printed deposited slip. If more than one ref no use the slash (/) to separate the numbers. e.g. 47348000000000/236790000099900
- Click Apply

\*Note Important\* The Good news is that all the teachers with the TCZ number can apply for

\*practicing certificate\* even if they have not yet received the registration certificates