



Kunsill dwar il-Professjoni tal-Għalliema f'Malta Council for the Teaching Profession

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To all Heads of Schools (State and Non-State)

Submission of the complete record of criminal conviction (*Fedina Penali*) with Applications for a Teacher's Warrant

Earlier this year, the Fourth Schedule of Chapter 77 of the Laws of Malta, the Conduct Certificates Ordinance was amended allowing for the Council for the Teaching Profession to request a complete record of criminal convictions (*fedina penali*) from persons applying for a permanent warrant, temporary warrant or for the renewal of a temporary warrant.

The Council has therefore resolved that as from this scholastic year 2019/2020, teachers applying for a teacher's warrant be it permanent, temporary or a renewal are to submit the complete record of criminal convictions (*fedina penali*) instead of the police conduct certificate previously requested.

Applicants are to grant authorisation to the Council to access their complete record of criminal convictions (*fedina penali*). This written authorisation is to be granted by the applicant at the Police Headquarters in Floriana or at the Police Station in Victoria (Gozo). Applicants will be properly guided and do not need to prepare an authorisation letter beforehand. Applicants will be given proof of the authorisation in the form of a receipt. Applicants are requested to attach the said receipt to the duly completed warrant application form. In the case of **applications from State Schools teachers** applying online for a temporary warrant or for the renewal of a temporary warrant, the receipt should be scanned and sent to ctpmalta@gov.mt or be presented at our offices at MEDE in Floriana.

The complete record of criminal convictions (*fedina penali*) will then be collected from the Police Headquarters in Floriana by the Council for the Teaching Profession.

Applicants can access their complete record of criminal convictions (*fedina penali*) at the CTP's office upon request.

The Council shall process and retain such documentation pursuant to the General Data Protection Regulations (GDPR) and the Public Service Management Code (PSMC) regulations.

Please do not hesitate to request any further clarification or guidance on this matter, should you require.

I wish you a fruitful and successful scholastic year.

Yours sincerely,

Dr Mateja Farrugia B.A., M.A. (Fin. Serv.), LL.D.
President of Council

