

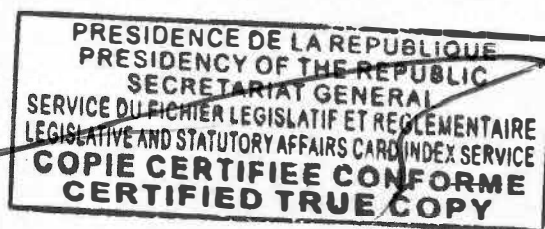
Decree No. 2023/434 OF 04 OCT 2023
to lay down the organization and functioning of
Government Teacher Training Colleges.-

THE PRESIDENT OF THE REPUBLIC,

- Mindful of** the Constitution;
- Mindful of** Law No. 98/4 of 14 April 1998 to lay down guidelines for education in Cameroon;
- Mindful of** Law No. 2004/22 of 22 July 2004 to lay down the rules relating to the organization and functioning of private education in Cameroon;
- Mindful of** Law No. 2010/2 of 13 April 2010 on the protection and promotion of persons with disabilities;
- Mindful of** Law No. 2018/10 of 11 July 2018 governing vocational training in Cameroon;
- Mindful of** Law No. 2018/12 of 11 July 2018 relating to the fiscal regime of the State and other public entities;
- Mindful of** Law No. 2019/24 of 24 December 2019 to institute the General Code of Regional and Local Authorities;
- Mindful of** Decree No. 94/199 of 7 October 1994 to lay down the general rules and regulations of the Public Service, as amended and supplemented by Decree No. 2000/287 of 12 October 2000;
- Mindful of** Decree No. 2000/359 of 5 December 2000 to lay down the special rules and regulations of the corps of National Education civil servants;
- Mindful of** Decree No. 2001/41 of 19 February 2001 to lay down the organization of government schools and the powers of school administrators;
- Mindful of** Decree No. 2012/267 of 11 June 2012 to organize the Ministry of Secondary Education;
- Mindful of** Decree No. 2012/268 of 11 June 2012 to organize the Ministry of Basic Education,

HEREBY DECREES AS FOLLOWS:

CHAPTER I
GENERAL PROVISIONS



ARTICLE 1: This decree lays down the organization and functioning of government teacher training colleges.

ARTICLE 2: (1) Government teacher training colleges shall be category one educational institutions comprising:

- Government teacher training colleges, abbreviated to GTTC;
- Government technical teacher training colleges, abbreviated to GTTTC.

(2) Teacher training shall be the exclusive responsibility of the State. However, any private education organization may be authorized to set up a teacher training college, after due approval by the Minister in charge of teacher training.

(3) The conditions and procedures for granting the approval referred to in (2) above shall be laid down by a separate instrument of the Prime Minister.

ARTICLE 3: (1) Teacher training colleges shall be responsible for:

- the initial training of pre-school, nursery, primary, post-primary, as well as technical and vocational secondary school teachers;
- the continuing training, including further training, retraining and specialization of trainers in these levels of education, pedagogic supervisors and school administration officials, in conjunction with partner ministries;
- applied pedagogical research.

(2) Teacher training colleges may, in strict compliance with the regulations in force, carry out production activities to ensure the effective acquisition of competences by learners, which is the purpose of the professionalization of teaching.

ARTICLE 4: Depending on their specific duties, teacher training colleges shall be created and opened as:

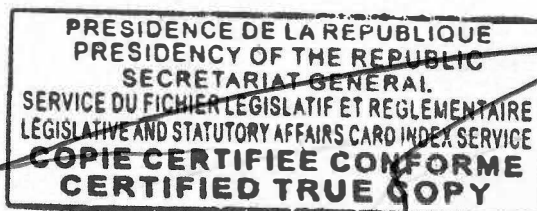
- traditional teacher training colleges;
- bilingual teacher training colleges;
- specialized teacher training colleges.

ARTICLE 5: (1) Traditional teacher training colleges shall train teachers for the schools referred to in Article 3 above.

(2) Bilingual teacher training colleges shall train teachers to teach in the two official languages in the schools referred to in Article 4 above.

(3) Specialized teacher training colleges shall train teachers with specific specialities, including:

- early childhood education;



- inclusive education;
- any other specialty deemed necessary by the Minister in charge of teacher training.

CHAPTER II **CREATION, UPGRADING, OPENING AND CLOSING OF** **TEACHER TRAINING COLLEGES**

ARTICLE 6: Government teacher training colleges shall be created or upgraded by decree of the Prime Minister and shall be under the authority of the Minister in charge of teacher training.

ARTICLE 7: (1) Teacher training colleges shall be opened by decision of the Minister in charge of teacher training.

(2) The decision to open a teacher training college shall specify the training sections, fields and specialties.

(3) Any new training section, field or speciality shall be opened by decision of the Minister in charge of teacher training.

ARTICLE 8: A teacher training college shall be closed by decree of the Prime Minister.

CHAPTER III **ADMINISTRATION OF TEACHER TRAINING COLLEGES**

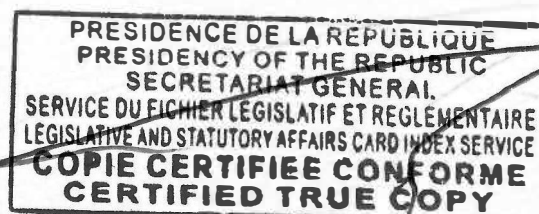
SECTION I **MANAGEMENT OF TEACHER TRAINING COLLEGES**

ARTICLE 9: (1) The teacher training college shall be under the authority of a Principal, assisted by a Vice-Principal, where necessary, both appointed by order of the Minister in charge of teacher training.

(2) Where the Principal is unavoidably absent, the Vice-Principal shall automatically deputize. Where the latter is also absent or where the College does not have a Vice-Principal, the Principal shall designate a Service Head to deputize.

ARTICLE 10: (1) The Principal shall be responsible for the technical, administrative, financial and pedagogic management of the teacher training college. As such, he/she shall:

- ensure the smooth running of the school year;
- prepare and implement research programmes, under the supervision of the relevant pedagogic inspectorate;
- establish partnerships with socio-professional circles;
- ensure compliance with rules and regulations of the teacher training college;



- implement the instructions of the Minister in charge of teacher training, and the decisions of the School Council;
- chair all council meetings with the exception of the School Council;
- present the administrative account to the School Council;
- prepare and present the draft budget to the School Council;
- negotiate and sign any contract or agreement on behalf of the teacher training college, after due notice to the School Council;
- organize part-time lectures as decided by the School Council;
- manage the staff of the teacher training college;
- ensure compliance with timetables and programmes;
- ensure proper conduct of teaching and training courses;
- ensure the safety of persons and property, hygiene and sanitation, and environmental preservation in the teacher training college;
- organize systematic medical check-ups for student teachers;
- ensure the dissemination of school laws and regulations;
- ensure the quality of school catering;
- take out school insurance policies for student teachers.

(2) The Principal shall represent the teacher training college in all acts of civil life and in court.

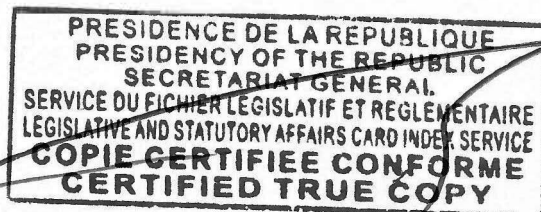
I- SERVICES OF TEACHER TRAINING COLLEGES

ARTICLE 11: The Management of each teacher training college shall comprise the following services:

- the Studies and Internships Service;
- the Student Affairs and Documentation Service;
- the Administrative and Financial Affairs Service;
- the Equipment, Infrastructure and Maintenance Service;
- the School Sports Service.

ARTICLE 12 : (1) Under the authority of a service head, the Studies and Internships Service shall be responsible for organizing and monitoring:

- teaching;
- sandwich training;
- continuing training;
- pedagogical research;
- discipline.



(2) The Studies and Internships Service shall comprise:

- the Teaching, Training and Research Bureau;

- the Internships and Partnership Bureau;
- the Discipline Bureau.

ARTICLE 13: (1) Under the authority of a service head, the Student Affairs and Documentation Service shall be responsible for:

- keeping and updating files relating to student teachers' affairs;
- organizing examinations and other evaluations for student teachers, in conjunction with the Studies and Internships Service;
- monitoring activities relating to students' life and assistance;
- the Library and Records;
- reproducing and disseminating all pedagogic materials.

(2) The Student Affairs and Documentation Service shall comprise the:

- Student Affairs Bureau;
- Students' Life and Assistance Bureau;
- Information and Documentation Bureau.

ARTICLE 14: (1) Under the authority of a service head, the Administrative and Financial Affairs Service shall be responsible for the administrative and financial management of the school.

(2) The Head of the Administrative and Financial Affairs Service shall be the revenue officer.

(3) He shall keep the accounts of the teacher training college. Such accounts shall be subject to various audits by the relevant State services.

(4) The Administrative and Financial Affairs Service shall comprise:

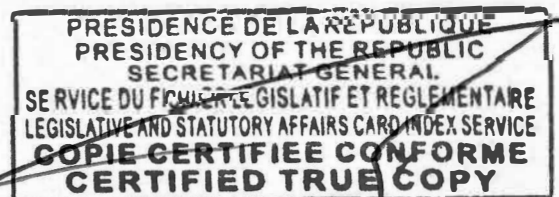
- the General Affairs Bureau;
- the Financial Affairs Bureau.

ARTICLE 15: (1) Under the authority of a service head, the Equipment, Infrastructure and Maintenance Service shall be responsible for:

- managing workshops, specialized halls and work materials;
- organizing and monitoring practical work;
- maintaining equipment and infrastructure.

(2) The Equipment, Infrastructure and Maintenance Service shall comprise:

- the Equipment and Maintenance Bureau;
- the Infrastructure Bureau.



ARTICLE 16: Under the authority of a service head, the School Sports Service shall be responsible for organizing sports and physical education lessons and school competitions in and out of the teacher training college.

In this regard, it shall:

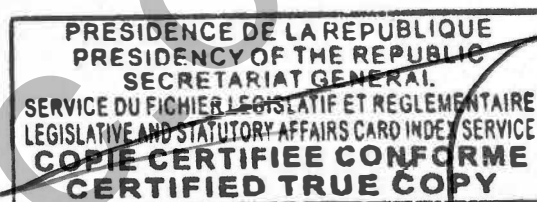
- develop the practice of sports and physical activities;
- prepare students for national or international school competitions.

ARTICLE 17: The Minister in charge of teacher training may, as and when necessary, create new services and bureaus, according to the specialties or teacher training colleges referred to in Article 4 of this decree.

II- MANAGEMENT BODIES OF TEACHER TRAINING COLLEGES

ARTICLE 18: Each teacher training college shall have the following management bodies:

- School Council;
- General Assembly;
- Staff Meeting;
- Coordinators' Meeting;
- Class Council;
- Disciplinary Board;
- Student teachers' Representative Council.



ARTICLE 19: (1) The School Council shall be the supervisory, deliberative, control and evaluation body of the functioning of the teacher training college.

(2) It shall:

- approve the school's budget and accounts, as well as its staff, infrastructure, equipment and didactic material needs;
- ensure the rational use of human, material and financial resources;
- ensure compliance with standards, and evaluate the performance of the teacher training college.

(3) It shall also monitor the implementation of its resolutions and, as appropriate, order an audit of the school's account.

ARTICLE 20: The School Council shall be composed of ex-officio members and elected members.

(1) Ex-officio members shall be as follows:

- the Divisional Delegate in charge of nursery and primary education or his/her representative;

- the Divisional Delegate in charge of teacher training or his/her representative;
- the Principal of the teacher training college;
- a representative of the Ministry in charge of finance;
- a representative of the council where the teacher training college is located;
- service heads of the teacher training college.

(2) Elected members shall be as follows:

- 1 (one) representative of the administrative staff;
- 2 (two) representatives of student teachers, including one female student teacher;
- 2 (two) teachers' representatives;
- 1 (one) representative of student teachers' parents.

(3) However, the Chairperson of the School Council may invite any natural or legal person, on account of their competence in agenda items, to take part in the Council deliberations in an advisory capacity.

ARTICLE 21: (1) The School Council shall be convened in ordinary session by its Chairperson at the beginning of each term. Members may be represented by proxies who must be members of the said Council.

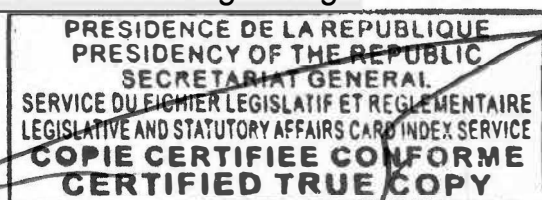
(2) The School Council may be convened in extraordinary session as and when necessary, on the initiative of its Chairperson or at the request of 2/3 of its members.

(3) The Chairperson of the Council shall be elected at an extraordinary School Council meeting convened by the Divisional Delegate in charge of teacher training.

(4) The Council may validly sit only when at least 2/3 of its members are present. Its decisions shall be taken by a simple majority of votes. In the event of a tie, the Chairperson shall have the casting vote.

(5) The Principal of the teacher training college shall provide secretarial services during Council meetings. In this capacity, he shall draft meeting reports which he shall co-sign with the Council Chairperson. The said reports shall be forwarded through official channels to the Regional Delegate of the Ministry in charge of teacher training.

ARTICLE 22: The Chairperson of the School Council shall be elected in a one-round, single-candidate secret ballot from among the members of the said Council for a one-year term of office renewable twice. He shall not be a student teacher or a staff member of the Teacher Training College.



ARTICLE 23: (1) The General Assembly shall consist of all the staff in service in the teacher training college. It shall be a forum for information and discussion on issues relating to school life.

(2) The General Assembly shall be chaired by the Principal, who shall designate one of the service heads to provide secretarial services.

(2) The General Assembly shall meet at the beginning of each term when convened by the Principal.

ARTICLE 24: (1) The Staff Meeting shall be made up of all the teachers of the same subject, a group of subjects or a specialty. It shall be responsible for examining pedagogic and material issues related to the implementation of curricula.

(2) The Staff Meeting shall be chaired by a Subject Coordinator.

(3) The Staff Meeting shall meet as and when necessary and at least once per term, when convened by its Chairperson.

ARTICLE 25: (1) The Coordinators' Meeting shall be composed of all the Subject Coordinators of the teacher training college. It shall be responsible for:

- evaluating the school's pedagogic activities;
- monitoring the acquisition of skills and competences by learners.

(2) The Coordinators' Meeting shall be chaired by the Principal of the school. A service head shall provide secretarial services.

(3) The Coordinators' Meeting shall hold as and when necessary and at least once per term, when convened by the Principal.

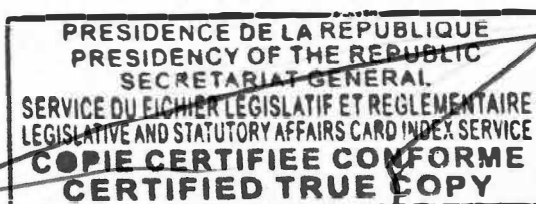
ARTICLE 26: (1) The Class Council shall include all service heads of the teacher training college and teachers of the same class. It shall be responsible for examining:

- pedagogic and educational issues concerning the life of the class;
- each student teacher's education.

(2) At the end of each year, the end-of-year Class Council shall decide on promotion to the next class, repetition of the class or dismissal of student teachers.

(3) The Class Council shall be chaired by the Principal. The Head of the Studies and Internships Service shall provide secretarial services.

(4) The Class Council shall meet once per term when convened by the Principal.



ARTICLE 27: (1) Convened as and when necessary, and chaired by the Principal, the Disciplinary Board shall be composed of:

- the Head of the Studies and Internships Service;
- the Head of the Student Affairs and Documentation Service;
- the Class Master;
- a student teachers' representative;
- a teachers' representative;
- an administrative staff representative.



(2) The Disciplinary Board shall:

- rule on serious misconduct by student teachers within the school, during internship or in a practising school;
- submit reasoned proposals for the expulsion of student teachers to the Minister in charge of teacher training.

(3) The disciplinary procedure before the Disciplinary Board shall be adversarial. The Disciplinary Board's rules of procedure shall be laid down the Rules and Regulations of the teacher training college.

ARTICLE 28: (1) The Student Teachers' Representative Council shall be made up of all the class representatives of the teacher training college. The Student Teachers' Representative Council shall express its opinion and make proposals on matters relating to the academic work and discipline of student teachers and to the life of the teacher training college.

(2) The Student Teachers' Representative Council shall be chaired by a peer-elected student teachers' representative. A student teachers' representative shall provide secretarial services for the Council.

(3) An official of the Administration, chosen by the Principal, shall attend Council sessions as observer.

(4) The Student Teachers' Council shall meet at least twice a year and as appropriate, when convened by the Principal.

(5) At the end of its session, the President of the Council shall submit a report to the Principal.

CHAPTER IV **RESOURCES OF TEACHER TRAINING COLLEGES**

ARTICLE 29: (1) The resources of teacher training colleges shall include:

- recurrent and investment budget allocations included in the budget of the Ministry in charge of teacher training;
- compulsory statutory contributions from regional and local authorities;
- contributions from other partners of the educational community;
- revenue generated from:
 - annual required contributions from student teachers;
 - official examination and competitive examination registration fees;
 - users' contributions to operating costs;
 - proceeds of activities carried out by student teachers;
 - compensation for services rendered by the school;
 - proceeds of various penalties;
- donations and legacies approved by the competent authorities, in accordance with the regulations in force.

(2) All the financial resources referred to in paragraph (1) above shall be included in the budget of the teacher training college.

(3) The Principal of the teacher training college shall manage school appropriations. He shall be the authorizing officer of expenditure.

ARTICLE 30: The financial resources of teacher training colleges shall be public funds managed in accordance with the rules provided for by the financial regime of the State and other public entities. However, funds from international conventions and agreements shall be managed according to the procedures provided for by such conventions and agreements.

CHAPTER V

ADMISSION TO TEACHER TRAINING COLLEGES

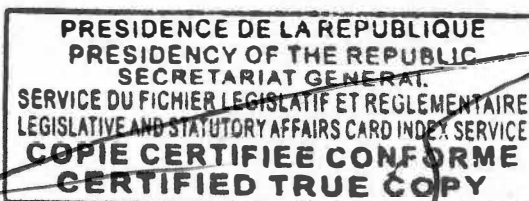
ARTICLE 31: (1) Teacher training colleges shall train Cameroonian citizens.

(2) Teacher training colleges may also admit foreign students.

ARTICLE 32: (1) Admission to teacher training colleges shall be through a competitive entrance examination.

(2) The competitive examination referred to in paragraph (1) above shall concern:

- State employees aged 50 (fifty) years at most, for internal candidates;
- young citizens of both sexes aged between 17 years at least and 32 years at most as at 1 January of the year of the examination, who fulfil the conditions laid down by the Minister in charge of teacher training, as external candidates.



(3) Candidates presented by companies, non-governmental organizations and other institutions as well as foreign candidates shall be admitted on the basis of their qualifications.

(4) Admission for continuing training shall be based on application file review.

(5) Each year, the Minister in charge of teacher training shall determine the number of spots available and lay down the requirements for the competitive examination and admission to teacher training colleges.

ARTICLE 33: (1) Candidates for training in teacher training colleges who are civil servants shall be required to present an authorization to sit for the competitive examination issued by the competent authority.

(2) Admission of company personnel shall be subject to authorization by their employers.

ARTICLE 34: (1) At the end of the competitive examination, a jury designated by the Minister in charge of teacher training shall deliberate and draw up a list of candidates deemed to have been admitted to teacher training colleges.

(2) The Minister in charge of teacher training shall publish the results of the said competitive examination.

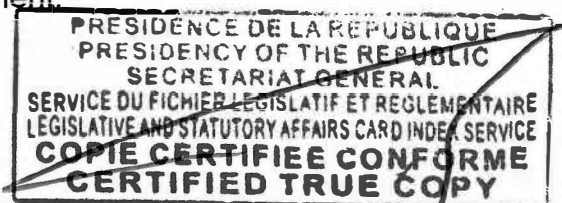
(3) As and when necessary, the Minister in charge of teacher training shall designate a jury to review application files and propose to him/her the list of candidates who qualify for continuing training.

ARTICLE 35: Any candidate who, after having been admitted to a teacher training college, fails to report to the teacher training college within 30 (thirty) days of the date of start of training, shall be considered to have given up his/her place, except in case of a duly justified major impediment.

CHAPTER VI **TRAINING**

ARTICLE 36: Teacher training colleges shall provide:

- initial training;
- continuing training;
- applied pedagogical research.



SECTION I **INITIAL TRAINING**

ARTICLE 37: Initial training shall last 2 (two) years, for candidates holding a second cycle completion certificate in general or technical secondary education, or an equivalent certificate.

ARTICLE 38: (1) The course content and teaching methods shall be laid down by a separate instrument of the Minister in charge of teacher training.

(2) The curricula, developed in collaboration with partner ministries and socio-professional circles, shall be revised and adapted according to pedagogical, technological and socio-economic trends.

(3) Training in teacher training colleges shall be organized according to the annual school calendar issued by the Minister in charge of teacher training.

ARTICLE 39: (1) The work and progress of student teachers shall be assessed by the level of competences acquired as attested to by the marks obtained in school, during internship and in practising schools.

(2) Marks awarded to student teachers shall be recorded in the report booklets of the teacher training college kept by the school administration.

ARTICLE 40: (1) To be promoted to the next class, the learner must show proof of acquisition of competences equivalent to an overall average of at least 12/20.

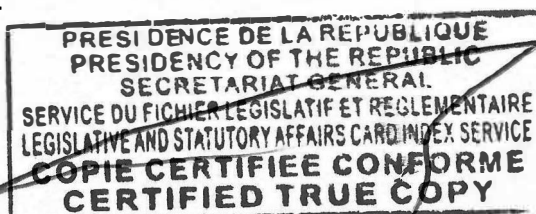
(2) Other deliberation criteria shall be laid down by the Rules and Regulations of the teacher training college.

ARTICLE 41: (1) At the end of their training, student teachers who score an average mark of at least 12/20 in the end-of-course examination shall be awarded:

- the Teachers' Grade One Certificate (*CAPIEMP*), for general education;
- the Technical Teachers' Grade One Certificate (*CAPIET*), for technical education;
- the various certificates shall specify the fields of specialization of the graduates, for specialized teacher training.

(2) The regulations of the "*CAPIEMP*" and "*CAPIET*" examinations shall lay down the conditions for obtaining these certificates.

ARTICLE 42: The Teachers' Grade One Certificate (*CAPIEMP*) and the Technical Teachers' Grade One Certificate (*CAPIET*) shall be issued by the Minister in charge of teacher training.



SECTION II **CONTINUING TRAINING**

ARTICLE 43: The types and duration of continuing training shall be laid down according to the training needs expressed or identified.

ARTICLE 44: (1) Teaching during continuing training shall include specific and general competences, organized into modules.

(2) Training shall be provided in school, during internship or in a practising school, depending on the competence to be acquired.

ARTICLE 45: Each continuing training course shall lead to the award of a certificate by the Minister in charge of teacher training. The certificate shall specify the competences acquired by the learner.

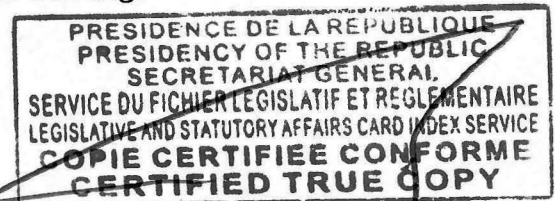
SECTION III **APPLIED PEDAGOGICAL RESEARCH**

ARTICLE 46: Teacher training colleges shall offer applied pedagogical research geared towards improving classroom practices in order to support the initial and continuing training of teachers.

ARTICLE 47: Applied pedagogical research methods shall be laid down by a separate instrument of the Minister in charge of teacher training.

CHAPTER VII **STUDENTS AND STAFF**

SECTION I **STUDENT TEACHERS**



ARTICLE 48: Teacher training college trainees shall undergo the training and evaluation provided for by the curricula in force.

ARTICLE 49: Every learner in a teacher training college shall be required to comply with the rules and regulations of the teacher training college, and to pay the school fees fixed by an instrument of the Minister in charge of teacher training.

SECTION II **STAFF**

ARTICLE 50: Teacher training colleges shall have the following staff:

- administrative staff assigned to or placed at the disposal of the teacher training college;
- teaching staff assigned to or placed at the disposal of the teacher training college;

- part-time staff recruited as appropriate. Such staff shall be paid on the basis of a part-time contract signed with the teacher training college concerned.

CHAPTER VIII **MISCELLANEOUS, TRANSITIONAL AND FINAL PROVISIONS**

ARTICLE 51: The following shall have the rank and prerogatives of:

- **Central Administration Sub-Director**, the Principal of the Teacher Training College;
- **Central Administration Service Head**, the Vice-Principal and Service Heads;
- **Central Administration Bureau Head**, the various Bureau Heads.

ARTICLE 52: The State may grant study facilities to student teachers, depending on available resources.

ARTICLE 53: Student teachers undergoing training as at the date of signature of this decree shall maintain their status regarding the duration of the training and the payment of fees.

ARTICLE 54: Separate instruments shall, as appropriate, lay down conditions for the implementation of this decree.

ARTICLE 55: All previous provisions repugnant hereto, in particular those of Decree No. 80/195 of 9 June 1980 to lay down the rules and regulations governing teacher training colleges, are hereby repealed.

ARTICLE 56: This decree shall be registered, published according to the procedure of urgency and inserted in the Official Gazette in English and French./- »

