FORM A REGISTRATION INFORMATION

Information on applying for registration

The *Teacher Registration (Northern Territory) Act*

Teacher registration was introduced in the Northern Territory on 13 September 2004 when the *Teacher Registration (Northern Territory) Act* (the *Act*) came into operation. The objective of the Act is to ensure that only persons who are fit and proper, and who are appropriately qualified, are employed as teachers in the Territory. The objective is achieved by the establishment of the Teacher Registration Board (the TRB or the Board) to register persons as teachers and to facilitate the continuing competence of teachers in the Territory.

Teaching in the Territory

The Act defines "teacher" to mean a person who is qualified to program and deliver a course of instruction at a school and to assess the work of students in relation to that course of instruction.

A person who is registered as a teacher in the Northern Territory can undertake the duties of a teacher in any school in the Northern Territory.

Since the commencement of sections 72 and 73 of the Act on 1 February 2005 it is an offence to employ an unregistered teacher and it is an offence to teach when unregistered. The penalty for each offence is 50 penalty units (currently $5 500).

Requirements for registration

An applicant is entitled to registration if the Board is satisfied that the applicant is a fit and proper person. A person is ‘fit and proper’ if he or she:

- meets the prescribed educational qualifications;
- is competent to teach (including having a good command of the English language);
- is of good character as determined by the Board; and,
- is not disqualified, in the Territory or elsewhere, from registration as a teacher.

Minimum Academic Requirements

The minimum requirement for registration in the Northern Territory is:

- a four year Degree of Education that includes a minimum of 45 supervised practice teaching days, or
- four years of completed tertiary programs including a bachelor degree plus a Diploma of Education or other initial teacher education program of at least one year that includes a minimum of 45 supervised practice teaching days.

A person may apply to the Board for registration if he or she has successfully completed an accredited course for registration in the Territory or successfully completed a course outside the Territory that the Board considers is at least substantially equivalent to an accredited course for registration.

Competence to teach

An applicant is deemed 'competent to teach' if he or she has:

- recently completed an appropriate initial teacher education program including a minimum of 45 supervised practice teaching days, or
- completed an appropriate initial teacher education program and is an experienced classroom teacher.

The Board may require an applicant to provide evidence of completion of 45 supervised practice teaching days, or evidence of competence as an experienced classroom teacher, in order to consider an application for registration.

English language requirement

An applicant is deemed to have a good command of the English language if he or she has graduated from an initial teacher education program at a tertiary institution in Australia, New Zealand, English-speaking Canada, the Republic of Ireland, United Kingdom (England, Scotland, Wales and Northern Ireland) and the United States of America.

Applicants who do not qualify under the above exemption list are required to sit for one of the English language tests approved by the Board. The tests are:

- the International English Language Testing System (IELTS),
- the International Second Language Proficiency Ratings (ISLPR), and
- the Professional English Assessment for Teachers (PEAT).

IELTS tests are administered at centres in over 110 countries. A full list of centres is available on the IELTS website at www.ielts.org. Most centres conduct a testing session at least once a month. Results are available within two weeks of the test.

To sit the IELTS test in the Northern Territory applicants can contact:

Susana Lu-Dizon
AU 120 - IELTS Administrator
Centre for Access and ESL
Charles Darwin University
Darwin NT 0909
AUSTRALIA
Phone: 61-8-8946 6878
Fax: 61-8-8946 7144
Email: susana.lu-dizon@cdu.edu.au
Web: www.cdu.edu.au

Good Character

In determining whether a person who is an applicant for registration is of good character, the Board must obtain a criminal history check in relation to the person and take into account any finding of guilt or charge made against him or her.

The Board must take into account any behaviour of the person that does not satisfy a standard of behaviour generally expected of a teacher, is improper or otherwise not in accordance with a code of ethics developed and promulgated by the Board, or shows that the person is unfit to be a teacher.

All applicants for teacher registration (except those applying under the Mutual Recognition scheme – using Form B) must complete a criminal history check at the time of applying for registration.

Disqualified teachers

A person who has been disqualified, in the Territory or elsewhere, from registration as a teacher is not entitled to registration as a teacher in the Northern Territory.

The Board may require an applicant to provide evidence of good standing as a registered teacher in another jurisdiction in order to consider an application for registration.

Fees for registration

The Board requires all applicants for registration to pay a registration fee. All applicants for registration [except for graduates from Charles Darwin University (CDU) and Batchelor Institute of Indigenous Tertiary Education (BIITE)] pay an Initial Registration Fee of $115 and an Annual Registration Fee of $75 for subsequent years. Graduates from CDU and BIITE pay an Initial Registration Fee of $75 and an Annual Registration Fee of $75 for subsequent years. The Initial Registration Fee must be paid before an application is processed. The Registration Fee may be tax deductible depending on your circumstances. Please ask your Tax Agent or the Australian Taxation Office.

The registration fee supports the work undertaken by the Board to administer the provisions of the *Teacher Registration (Northern Territory) Act* and to promote the teaching profession and professional standards for teachers.

Completing your application

To enable the Board to record accurate information on the Register of Teachers, you are strongly encouraged to complete all sections of the application form as they apply to you.

Section 1: Personal Details

Please provide your personal details including all previous names. Please provide an e-mail address as e-mail is the preferred mode of communication by the Board.

Privacy statement

The personal information you provide on the application form is required by the Act.

The personal information provided by you will be used to:

- assess your eligibility for registration;
- maintain the Public Register of Teachers; and
- give effect to the statutory functions and administration of the TRB.

If you do not provide the Board with the personal information requested on the application form, we may not be able to process your application.

The personal details you have provided may be disclosed only where necessary for the Board to perform its functions.

Members of the public may inspect the Register of Teachers. For the protection of your private information only your name, registration number and expiry date will be available on the public register. Personal details will not appear in the register that is made available for public inspection.

Section 2: Payment Options

- Registration is for a calendar year – 1 January to 31 December. There is no pro-rata rate for part year, except for applications received between October and December. People applying during those months will be granted registration for the remainder of that year and all of the following year.
- Payment may be made to cover a minimum of **one** calendar year to a maximum of **five** calendar years.
- Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.
- For applications lodged from overseas, payments must be made in Australian dollars.
- The Board cannot accept cash and does not have EFTPOS facilities but it can accept VISA, MasterCard, money orders and bank cheques.
- Personal cheques are not recommended and, if submitted, will take longer to process.

Section 3: Current School Appointment in the Northern Territory

If you have been offered a teaching position in the Northern Territory please record the details here.

The Board meets at least 9 times per year to consider applications for registration. The Director is empowered by the Act to grant interim registration between Board meetings. If you require interim registration pending the next meeting of the Board, please indicate here.

You are not permitted to commence teaching until registration has been granted.

Section 4: Australian Citizenship / Residency / Work Visa Requirement

Answering questions in this section is optional. The information is gathered for statistical purposes only and the answers you supply will not affect the outcome of your application.

Section 5: English language requirement

The Board will accept the results of a Board approved language proficiency test (academic modules) undertaken by the applicant within 12 months from the date the Board receives the application.

In IELTS a score of 7 indicates a Good User who has operational command of the language and generally handles complex language well and understands detailed reasoning. The Board requires that the applicant be awarded 7 or higher in each of the academic modules of Listening, Speaking, Reading and Writing.

In ISLPR a score of 4 means Vocational Proficiency - can use English fluently and accurately on all levels - personal, social, and in situations pertinent to their own 'vocational' fields. The Board requires that the applicant be awarded 4 or higher in each of the macroskills of Listening, Speaking, Reading and Writing.

In PEAT, Band A means that a candidate's English proficiency is of a standard which would enable the candidate to teach and interact effectively and confidently in a school setting. The Board requires a test result of Band A in all four components of Listening, Speaking, Reading and Writing. PEAT is the property of the New South Wales Department of School Education and is administered by the Institute of Languages, the University of New South Wales.

Any costs associated with the English language tests will be the responsibility of the applicants.

Please attach a certified copy of your most recent assessment.

Section 6: Qualifications

You must provide the Board with certified copies of your Academic Transcripts. An Academic Transcript is an official statement from the institution at which you studied which shows the units you completed for a degree/diploma and a statement indicating the completion of the degree/diploma. Please provide documents for all degrees and diplomas that validate your four-year teaching status.

Section 7: Record of Teaching Service

Please provide details of all teaching appointments in Australia and overseas. If you require more space please supply your CV or similar.

Section 8: Character Reference

This section needs to be completed by a person of good standing in the community who has known you for at least 12 months and is not your partner or related to you by birth or marriage. The Board will accept this section of the form by fax or post from your character referee if necessary (e.g., if you have moved to Darwin and you don't know anyone in Darwin, then you can contact your referee in another state or country and ask them to submit this section of the form to the Board by fax or post).

Section 9: Permission to release information

The TRB may make inquiries or exchange information with any teacher registration authority/employer/relevant institution concerning your registration to teach or other matters related to your registration.

Any release of information will be strictly within the confidentiality provisions of the *Teacher Registration (Northern Territory) Act* and the *Information Act 2005*.

Section 10: Criminal History Checks

The Board will be unable to process your application until your Criminal History Record has been received.

Privacy Statement

Information received through these processes will be stored in secure files at the office of the Board in accordance with Board policy. They will be used only for the purposes of registration as required under the legislative provisions for confidentiality.

Australian Criminal History Checks

If you are currently living in Australia or have ever lived in Australia you must arrange for the Board to be provided with an original National Police Certificate issued by the NT Police.

The NT Police has established a new business unit that has sole responsibility for criminal history record checks for employment purposes in the NT. This unit is called SAFE-NT (Screening Assessment For Employment NT).

The following changes now apply to the process for applying for a National Police Certificate via SAFE-NT:

- A new, clearer and self-explanatory Criminal History Check Application Form (PF095)
- You must show 100 points of identification (ID) to be verified by an authorised person
- You need to attach a certified photocopy of one piece of photo ID to the form
- In **Section A** of the form indicate that you are seeking a Name Check only, for which the fee is $50
- In **Section C** of the form indicate that you need an Employment Check for the occupation of Teacher and tick 'Yes' to indicate that you will be working with vulnerable people (as the term "vulnerable persons" used in the *Criminal Records (Spent Convictions) Act* includes children)
- You must complete **Section D** and nominate (tick 'Yes') for the original results of the check to go directly to the Teacher Registration Board of the Northern Territory:
  Postal Address: GPO Box 1675, Darwin, NT, 0801
  Phone: (08) 8999 4197
  Position title: The Director
- If you reside in the NT you can lodge your application in person at SAFE-NT or any NT Police Station
- If you do not reside in the NT you are able to mail your completed application to SAFE-NT

NB: the Board will only accept the original results of a criminal history check received directly from the NT Police.

For more information call SAFE-NT on 1800 723 368 (1800 SAFE NT), email safent.police@nt.gov.au or visit www.nt.gov.au/safent.

Overseas Criminal History Checks

If you have lived overseas you must provide an original criminal history clearance from any jurisdiction in which you have lived for 12 months or more in the last 10 years or since attaining the age of 18 years. Applicants in this category are encouraged to contact the Board to discuss your individual circumstances and the Board's requirements. Please visit the Department of Immigration and Citizenship website for information on the process for sourcing the required criminal history clearances from overseas countries. Special arrangements apply to applicants who have resided in the UK and are seeking a UK criminal history clearance for teacher registration/employment purposes only, and you are encouraged to contact the Board for further information.

Section 11: Declarations

Please read each question carefully and answer truthfully.

If you answer 'yes' to any question you must provide full details in a letter marked 'Confidential' and addressed to the Director.

Your signature on the Statutory Declaration **must** be witnessed by a person over the age of 18 years.

Please note that a person making a false statement in a statutory declaration may be committing a criminal offence under the *Oaths Act*. Penalties apply.

Providing Documentary Evidence

All documents you supply to support your application must be the original or a certified copy of the original.

The documentary evidence required to accompany your application includes the following:

Documentary Evidence	Must be supplied by
Birth Certificate, extract of Birth Certificate or passport	All applicants
Documentary evidence of all names and name changes	All applicants who have changed their name
Academic transcripts	All applicants
Evidence of the number of supervised practice teaching days you completed as part of your teaching qualification	All applicants who completed their teaching qualification in a country other than Australia or New Zealand
A current Australian criminal history check issued by the NT Police	All applicants who are currently living in Australia or have ever lived in Australia
Overseas criminal history check/s	Applicants who have lived overseas for 12 months or more in the last 10 years or since attaining the age of 18 years
English language test results (IELTS, ISLPR or PEAT) undertaken within the last 12 months	Applicants whose preservice teaching qualification is not from Australia, English-speaking Canada, Ireland, New Zealand, the United Kingdom or the United States of America
Official translation of original documents into English	All applicants whose documents are in a language other than English
Evidence of good standing as a teacher in a country other than Australia or New Zealand	All applicants who have been registered as a teacher in another country or who have taught in a country in which teacher registration exists (other than Australia or New Zealand)

In addition, applicants who answered ‘Yes’ to any of the questions in Section 11 (Declarations) are required to provide full details in a letter marked ‘Confidential’ and addressed to the Director.

How to have a document certified

Documents can be certified by a government official, e.g. a school principal, public notary, Justice of the Peace or Commissioner of Oaths.

She or he must check the original and the copy to see that the original has not been altered and that the copy is an exact copy and then must make the following written statement on every page:

- 'This is a true copy of the original document sighted by me.'
- sign and date the copy
- print their address, phone number, profession and position
- stamp with official stamp if the organisation has one.

Your application will not be processed unless all your documents are correctly certified.

Lodging your application

Please mail your application to:

Teacher Registration Board of the Northern Territory
GPO Box 1675
Darwin NT 0801
AUSTRALIA

Faxed or emailed applications will not be processed.

Incomplete applications will not be processed.

The Board is unable to waive requirements for documents.

Inquiries within Australia
Phone: (08) 8999 4197

Inquiries outside Australia
Phone: +61 8 8999 4197

updated 6 October 2009

TRB

TEACHER REGISTRATION BOARD
of the Northern Territory

Form A

Application for Teacher Registration in the Northern Territory

1. PERSONAL DETAILS

Family Name						
Given Names						
Preferred Name (if applicable)						
All Previous Names including given and family names						
Title, e.g. Mr/Mrs/Ms/Miss/Dr			**Male** ☐	**Female** ☐		
Date of Birth						
Place of Birth	**Town**		**State**		**Country**	

Postal Address

Street or PO Box							
Suburb		**State**		**Country**		**Postcode**	

Contact Details

Telephone BH	**Telephone AH**	**Mobile**
Email		
Have you applied for registration with the Teacher Registration Board of the Northern Territory previously?	**No** ☐	**Yes** ☐

ATTACH a **certified photocopy** of your birth certificate/extract of birth certificate or passport entry indicating place and date of birth. A **driver's licence or a baptismal certificate** is **not acceptable**.

No. of pages attached ☐

ATTACH certified photocopies of documentary evidence of all names, name changes**, for example, marriage certificate, decree nisi, deed poll or statutory declaration of the name change where not legally changed for** all names that appear on official documents.

No. of pages attached ☐

Documentary Evidence

All documentary evidence must be in the form of certified photocopies of original documents. Photocopies of certified copies or faxed versions of certified copies are not acceptable. A certified copy is a photocopy of the original document, which has been signed and dated on each page by a government official, for example, your principal, a public notary or Justice of the Peace, confirming that they have sighted the original**.**

*Guidelines for **Certification of Documents** can be found on the TRB website.*

updated 6 October 2009

2. (a) PAYMENT OPTIONS FOR APPLICANTS

(Applicants who have graduated from an initial teacher education program at either Charles Darwin University or the Batchelor Institute of Indigenous Tertiary Education please refer to Section 2(b) of this form for payment options)

Please note the following:

- Registration is for a calendar year – 1 January to 31 December. There is no pro-rata rate for part year, except for applications received between October and December. People applying during those months will be granted registration for the remainder of that year and all of the following year.
- All applicants for registration must pay the Initial Registration Fee of $115 before your application can be processed.
- The Annual Registration Fee is $75.
- The registration fees may be tax deductible depending on your circumstances. Ask your Tax Agent or the Australian Taxation Office.
- Payment may be made to cover a minimum **one** calendar year period to a maximum **five** calendar year period.
- Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.
- For applications lodged from overseas, payment must be in Australian dollars.
- Personal cheques are not recommended and, if submitted, will take longer to process.

Name of Applicant	

Registration required for year(s):	**2010** **1**	**2011** **2**	**2012** **3**	**2013** **4**	**2014** **5**
Total	**115.00**	**190.00**	**265.00**	**340.00**	**415.00**

Payment Total	**$**	**for**		**years** (please specify number of years)

(RTM 35R999999 134131)

Personal Cheque ☐	**Bank Cheque** ☐	**Money Order** ☐	**VISA** ☐	**MasterCard** ☐

Card Number																

Name of Card Holder	**Expiry Date**

Signature	**Date**

ATTACH cheque or money order here if applicable.

2. (b) PAYMENT OPTIONS FOR GRADUATES FROM CHARLES DARWIN UNIVERSITY (CDU) AND THE BATCHELOR INSTITUTE OF INDIGENOUS TERTIARY EDUCATION (BIITE)

Please note the following:

- Registration is for a calendar year – 1 January to 31 December. There is no pro-rata rate for part year, except for applications received between October and December. People applying during those months will be granted registration for the remainder of that year and all of the following year.
- All applicants for registration must pay the annual registration fee of $75 before your application can be processed.
- Graduates of an initial teacher education program from CDU and BIITE are exempt from the Initial Registration Fee.
- The registration fee may be tax deductible depending on your circumstances. Ask your Tax Agent or the Australian Taxation Office.
- Payment may be made to cover a minimum **one** calendar year period to a maximum **five** calendar year period.
- Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.
- For applications lodged from overseas, payment must be in Australian dollars.
- Personal cheques are not recommended and, if submitted, will take longer to process.

This payment option is for applicants who have graduated from an initial teacher education program at either Charles Darwin University or Batchelor Institute of Indigenous Tertiary Education only

Name of Applicant	

Registration required for year(s):	**2010** **1**	**2011** **2**	**2012** **3**	**2013** **4**	**2014** **5**
Total	**75.00**	**150.00**	**225.00**	**300.00**	**375.00**

Payment Total	**$**	**for**		**years** (please specify number of years)

(RTM 35R999999 134131)

Personal Cheque ☐	**Bank Cheque** ☐	**Money Order** ☐	**VISA** ☐	**MasterCard** ☐

Card Number																

Name of Card Holder	**Expiry Date**

Signature	**Date**

ATTACH cheque or money order here if applicable.

3. CURRENT SCHOOL APPOINTMENT IN THE NORTHERN TERRITORY
(if applicable)

Name of School/Institution	
Commencement date	
Full-time ☐ **Part-time** ☐ **Relief** ☐	
Nature of appointment if not classroom teacher	

Interim Registration **If you require interim registration pending the next meeting of the Board, please indicate here.**	**Yes**	☐	**No**	☐

Answering questions in Section 4 is optional. Information is for statistical purposes only.

4. AUSTRALIAN CITIZENSHIP / RESIDENCY / WORK VISA REQUIREMENT

Are you an Australian citizen?	**Yes**	☐	**No**	☐
Do you identify as of Aboriginal or Torres Strait Islander descent?	**Yes**	☐	**No**	☐
If you are **not an Australian citizen:**				
Are you a New Zealand citizen?	**Yes**	☐	**No**	☐
Do you hold permanent resident status in Australia?	**Yes**	☐	**No**	☐
Do you hold a visa to work in Australia?	**Yes**	☐	**No**	☐

5. ENGLISH LANGUAGE REQUIREMENT

Did you complete your **preservice teaching** qualification in one of these countries: Australia, English-speaking Canada, Ireland, New Zealand, United Kingdom or United States of America?	**Yes**	☐	**No**	☐

If **YES** go on to Section 6.

If NO you must satisfy the Board that you are proficient in the English language.
Please answer the following:

Have you undertaken an English language test approved by the Board within the last 12 months?	**Yes**	☐	**No**	☐
International English Language Testing System (IELTS)	**Yes**	☐	**No**	☐
International Second Language Proficiency Ratings (ISLPR)	**Yes**	☐	**No**	☐
Professional English Assessment for Teachers (PEAT)	**Yes**	☐	**No**	☐

ATTACH a certified copy of your most recent assessment.

If your qualifications are not from Australia, English-speaking Canada, Ireland, New Zealand, United Kingdom or United States of America, you will need to satisfy the Board that you can communicate in English at a professional level, by undertaking an approved English language test.

Approved tests are the International English Language Testing System (IELTS) for which a minimum score of 7 is required for each module, the International Second Language Proficiency Ratings (ISLPR) for which a minimum score of 4 is required and the Professional English Assessment for Teachers (PEAT).

6. QUALIFICATIONS

Please indicate your **preservice** teacher education qualification/s.

Name of Course	Institution	State or Country	Year of Completion	Length of Course

ATTACH certified evidence of **qualification/s**, including **official academic records**. Please include documents for all degrees and diplomas that validate your **four-year** teaching status.

No. of pages attached

Obtaining Academic Records

An academic record is a statement of the units completed **for a degree/diploma and a** statement indicating the completion **of the degree/diploma. An academic record can be obtained from the institution at which you studied. Links to various Australian university websites are provided on the TRB website to assist you in obtaining your academic record.**

Overseas Qualifications

If your academic records and documents are in a language other than English, you must supply original **documents along with translations that are prepared and certified as correct by an official translation service or an accredited translator. Original documents will be returned to you.**

Please complete one of the questions below.

1. How many Supervised Practice Teaching days did you complete as part of your teaching qualification? _____ **Days**

OR

2. How many years of teaching have you completed? _____ **Years**

A minimum of 45 days practice teaching, or appropriate teaching experience, is required for registration.

NB: If you completed your degree in a country other than Australia or New Zealand, you may be required to provide written evidence of the number of Supervised Practice Teaching days completed.

Have you completed any other tertiary qualifications, for example, Graduate Diploma? **Yes** ☐ **No** ☐

If **YES**, please provide details:

Name of Qualification	**Name of Institution**	**State or Country**	**Year Completed**	**Length of Course** (full-time equiv)

ATTACH certified evidence of **qualification/s**, including **official academic records**.

No. of pages attached ☐

7. RECORD OF TEACHING SERVICE (including relief but excluding practice teaching)

Position	**School/Institution or Employing Authority**	**State or Country**	**Full-time or Hours Per Week**	**Date From**	**Date To**

Please complete this section as accurately as you can but you may provide just one entry for such things as periods of service with one employer and relief teaching.

8. CHARACTER REFERENCE

The following character reference is to be completed by a person of good standing in the community, in the Northern Territory or elsewhere, **who has known you for at least 12 months**, and **is not your partner or related to you** by birth or marriage. The person should be prepared to substantiate the reference if contacted by the Board.

I, _____

(Full name of referee)

of _____

(Full address of referee)

certify that I have known _____

(Full name of applicant)

for a period of ☐ years and that to the best of my knowledge, information and belief, he/she is of good character and, in my opinion, is a fit and proper person to be registered as a teacher in the Northern Territory.

Signature of Referee _____ Telephone (BH) _____

Date _____ _____

9. PERMISSION TO RELEASE INFORMATION

(a) I hereby authorise the Teacher Registration Board or its delegates to make enquiries, to seek or to exchange information with any teacher registration authority/employer/relevant institution concerning my registration to teach or any other matter relating to my registration that arises under the *Teacher Registration (Northern Territory) Act*. Such exchange of information would include the exchange of information pursuant to any reciprocal information sharing agreement made with any other teacher registration authority.

(b) I give my permission, if relevant, for Batchelor Institute of Indigenous Tertiary Education or Charles Darwin University to release my academic records to the Board.

Signature of Applicant _____ Date _____

Any release of information will be strictly within the confidentiality provisions within the *Teacher Registration (Northern Territory) Act* and the *Information Act 2005.*

10. CRIMINAL HISTORY CHECKS

All applicants must complete a criminal history check at the time of applying for registration.

AUSTRALIAN CRIMINAL HISTORY CHECK

- If you are currently living in Australia or have ever lived in Australia you must provide the Board with an original **National Police Certificate** issued by the NT Police. Please complete the *Criminal History Check - Application* form [PF095] available on the TRB website. You **must** complete Section D of the form and nominate (tick "Yes") for the original results of the check to go directly to the Teacher Registration Board at GPO Box 1675, Darwin, NT, 0801. A name check only is required for which the fee is **$50.00**.

Australian criminal history check submitted

Yes ☐

Date …/…/…

OVERSEAS CRIMINAL HISTORY CHECK

- Have you lived overseas for 12 months or more in the last 10 years or since attaining the age of 18 years?

Yes ☐ You must provide an original criminal history check from any jurisdiction in which you have lived for 12 months or more in the last 10 years or since attaining the age of 18 years. Please refer to the TRB website for further information.

Overseas criminal history check included (if applicable)

Yes ☐

Information received through these processes will be stored in secure files at the office of the Board. They will be used only for the purposes of registration as required under the privacy legislation.

11. (a) DECLARATIONS

1.	Have you ever had your registration, licensing or classification as a teacher or any other entitlement to teach cancelled or suspended or withdrawn in Australia or in any other country?	**Yes**	☐	**No**	☐
2.	Have you ever been refused registration, licensing or classification as a teacher in Australia or in any other country?	**Yes**	☐	**No**	☐
3.	Have you ever been dismissed from a teaching position in Australia or in any other country?	**Yes**	☐	**No**	☐
4.	Have you ever been, or are you currently, the subject of disciplinary proceedings, or any other action that might lead to such proceedings, in relation to your employment in Australia or in any other country?	**Yes**	☐	**No**	☐
5.	Have you **ever** been convicted or found guilty of **any** offence?	**Yes**	☐	**No**	☐
6.	Have you **ever** been charged with **any** offence, whether or not you have been found guilty?	**Yes**	☐	**No**	☐
7.	Are there any charges in relation to any offence pending?	**Yes**	☐	**No**	☐

If you answered **Yes** to any of the above questions, please provide full details. This information may be placed in a sealed envelope marked 'Confidential' and addressed to the Director.

No. of pages attached ☐

If you are unsure about the information you are required to disclose, please see **Registration Information** on our website**.**

11. (b) DECLARATIONS

I, _____
(Full name of applicant)

of _____
(Full address of applicant)

do solemnly and sincerely declare that I have completed and read this Application for Teacher Registration form and I conscientiously believe that the information I have provided is true in every particular. And I make this solemn declaration by virtue of the *Oaths Act* acknowledging that a person wilfully making a false statement in a statutory declaration is liable to a penalty of $2000 or imprisonment for 12 months, or both.

Declared by _____ at _____
(Signature of applicant) (Place)

this _____ day of _____
(Day) (Month and year)

before me _____
(Full name of witness)

Signed _____ Phone _____
(Signature of witness) (Business hours telephone of witness)

(To be witnessed by a person over the age of 18 years.)

This is your *checklist* – please use it to ensure you have completed all sections of your application form, but do not include it with your application.

Have you completed the form in full?	☐
Has your character referee completed Section 8?	☐
Have you signed the Permission to Release Information statement? (Section 9)	☐
Have you completed the Criminal History Check section? (Section 10)	☐
Have you applied for the required Criminal History Checks? (Section 10)	☐
Have you completed the Declarations? (Section 11a)	☐
Did you sign the Declaration before a witness aged 18 or over? (Section 11b)	☐
Have you attached:	
– documentary evidence of your date and place of birth?	☐
– documentary evidence of all name changes?	☐
– documentary evidence of residency status (if applicable)?	☐
– recent English language proficiency assessment results (if applicable)?	☐
– documentary evidence of all academic records as required?	☐
– overseas Criminal History Clearance (if applicable)?	☐
– evidence of having applied for a current criminal history check? (e.g., payment receipt, lodgement receipt, copy of *Criminal History Check - Application* form, etc.)	☐
Have you had these documents certified as accurate copies of the originals, on every page, by an authorised person?	☐
Have you attached the teacher registration fee payment?	☐

Please do not submit your application until all sections of the form have been completed and all required documents are attached.

Lodging Your Application

Your application and payment may be mailed to:

Teacher Registration Board of the Northern Territory
GPO Box 1675
Darwin NT 0801

We are unable to accept applications lodged by fax or e-mail.

DISCLAIMER The information on this form is subject to change without notice. All care has been taken to ensure that the information on this form is correct. No responsibility will be accepted or taken by the Board for information that may have changed since the time of printing. Up-to-date information is available from the Board's office or website.

Teacher Registration became law in the Northern Territory in accordance with the *Teacher Registration (Northern Territory) Act 2004*