REGISTRATION INFORMATION

FORM B

Application for Registration under Mutual Recognition

Notification to the Teacher Registration Board of the Northern Territory under Section 19 of the *Mutual Recognition Act 1992 (Cth)* or Section 18 of the *Trans-Tasman Mutual Recognition Act 1997 (Cth)*

Information for registration under Mutual Recognition

1. Information for teachers applying under the Mutual Recognition Acts

The mutual recognition principle

The Mutual Recognition Principle is that a person who is registered for an occupation* in the first State** is entitled to registration in the second state, for the equivalent occupation.

*An occupation is defined as a profession that may be carried on by registered persons only
**State includes an Australian State or Territory and New Zealand

To qualify for registration in the Northern Territory under the Mutual Recognition Principle, you must:

- complete Application Form B, provide the documentation requested on the form and pay the Initial Registration Fee (Application Fee) of $105;

AND

- provide evidence that you are currently registered with a teaching registration authority in an Australian State or Territory if you are applying for registration in the Northern Territory under the *Mutual Recognition Act 1992 (Cth)*

OR

- provide evidence that you are currently registered in New Zealand if you are applying for registration in the Northern Territory under the *Trans-Tasman Mutual Recognition Act, 1997 (Cth)*.

You will be **deemed registered** with a condition (See Part 3) in the Northern Territory from the date your completed application is received by the Northern Territory Teacher Registration Board. This permits you to teach, once you have paid the application fee.

The Board then has one month to decide whether to grant (with or without conditions), postpone (for up to six months) or refuse your **substantive registration** (see Part 3). During this time, the TRB will take steps to verify the accuracy of the registration information you have provided by contacting the relevant teacher registration authority/ies.

Once the Board has verified the accuracy of the information you have provided, the Board will notify you in writing (email) when a decision is made to grant, postpone or refuse **substantive registration**.

If you are granted substantive registration, there will be a **condition** (see Part 3) placed on your substantive registration relating to the payment of the **application fee** (see Part 4). This will be lifted once you have paid the fee, after which time you will be sent a registration card.

2. The *Teacher Registration (Northern Territory) Act*

The *Teacher Registration (Northern Territory) Act 2004*, establishes the TRB. The purpose of the Act is to register teachers in the Northern Territory, to regulate the teaching profession and for related purposes.

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.

Under the Mutual Recognition Principle a teacher registered in the first State is entitled to registration in the Northern Territory based on their registration in the first State. Once the teacher has substantive registration in the Northern Territory, they have the same rights and obligations as any other registered teacher. However, if the registration authority in the first State takes action against the teacher on disciplinary grounds, the TRB may also take action against that teacher.

3. Levels of registration

Deemed registration: Deemed registration is granted when you first lodge your **completed application** under the Mutual Recognition Principle. However, it is a condition that you must pay the application fee before you can undertake duties as a teacher.

Substantive registration: Substantive registration is the equivalent to registration as a teacher under the Act. Substantive registration is granted within one month of being granted deemed registration if all requirements are satisfied. The condition that you must pay the application fee to undertake the duties of a teacher still applies.

Conditions of registration: If a condition has been placed on your registration by your current teacher registration authority, the TRB may also impose the condition on your registration as a teacher in the Northern Territory.

4. Fees for registration

The Board requires all applicants for registration to pay the annual tax-deductible Initial Registration Fee of $105 before the application can be processed.

- 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.
- An Initial Registration Fee of $105 applies in the first year of registration. Thereafter, the Registration Fee of $75 is paid annually.
- 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.

The registration fee supports the work undertaken by the Board to administer provisions of the *Teacher Registration (Northern Territory) Act 2004* and to promote the teaching profession and professional standards for teachers.

5. 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.

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

6. Privacy Statement and Permission to Release Information

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, status 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.

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 this notice.

Any release of information will be strictly within the confidentiality provisions of the *Teacher Registration (Northern Territory) Act 2004* and the *Information Act 2005*.

7. 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:

- 'I hereby certify this to be a true and correct copy of the original document which has been sighted by me.'
- Print his or her full name, profession and position
- Sign and date the copy
- Print their address and contact number
- Stamp with official stamp if the organisation has one.

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

8. Statutory Declaration

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 declaration may be committing a criminal offence.

9. Lodging your application

Please mail your application to:

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

Inquiries within Australia
Phone: (08) 8999 4197

Inquiries outside Australia
Phone: 61 8 8999 4197

Faxed or emailed applications will not be processed.

Incomplete applications will not be processed.

The Board is unable to waive requirements for documents.

You are not permitted to undertake the duties of a teacher until you have:

- **lodged a completed application form**
- **paid your application fee; and**
- **received formal approval of your registration in writing by email from the Teacher Registration Board, once your registration in another State or New Zealand has been confirmed.**

updated 6 October 2009

Form B: Application for Teacher Registration under Mutual Recognition

1. PERSONAL DETAILS

Family Name						
Given Names						
Preferred Name (if applicable)						
All Previous Names (including all given, surname 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 clearly states the following: 'I hereby certify this to be a true and correct copy of the original document which has been sighted by me.' The person certifying the document must provide his or her full name, profession and position, signature, date, address, contact number & stamp with official stamp if the organisation has one.

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

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

updated 6 October 2009

2. 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
- An Initial Registration Fee of $105 applies in the first year of registration and an Annual Registration Fee of $75 is paid for subsequent years.
- The Registration Fee may be tax deductible depending on your circumstances. Ask your Tax Agent or the Australian Taxation Office.
- Applications will not be processed unless the Initial Registration Fee is paid.
- 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	**$105**	**$180**	**$255**	**$330**	**$405**

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. MUTUAL RECOGNITION

Which teacher registration authority are you registered with?

I am currently registered as a teacher in:

Jurisdiction	**Teacher Registration Authority**	**Tick**
Queensland	Queensland College of Teachers	
Victoria	Victorian Institute of Teaching	
South Australia	Teachers Registration Board of South Australia	
Tasmania	Teacher Registration Board Tasmania	
Western Australia	Western Australian College of Teaching	
New Zealand	New Zealand Teachers Council	

Please ensure you include all jurisdictions where you are currently registered.

Note: Mutual recognition currently does not apply to New South Wales and the Australian Capital Territory.

ATTACH a certified copy of all your **current registration certificate/s**.

Mutual recognition applies between Australian and New Zealand teacher registration authorities. Under Mutual Recognition you do not have to provide copies of academic transcripts.

Mutual Recognition means that the Teacher Registration Board accepts the assessment of your qualifications made in another State. It also means that other States will accept your qualifications.

4. PERMISSION TO RELEASE INFORMATION

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.

Name of Applicant _____

Signature of Applicant Date

Any release of information will be strictly within the confidentiality provisions of the *Teacher Registration (Northern Territory) Act,* the *Mutual Recognition Act 1992 (Cth),* the *Trans-Tasman Mutual Recognition Act 1997* and the *Information Act 2005.*

5. DECLARATIONS REGARDING DISCIPLINARY ACTION

If any registration authority has, on disciplinary grounds or in anticipation of criminal or disciplinary proceedings,

a) cancelled your registration

b) suspended your registration as a teacher

c) placed a condition on your registration as a teacher

the Board may also cancel or suspend your registration as a teacher or impose the same condition on your registration.

You are required to answer the following questions so that the Board can establish whether action has been taken against you by any teacher registration authority.

Please note the Board is authorised to request any registration authority to supply this information.

Are you the subject of any disciplinary proceedings in any Australian State or Territory or in New Zealand, including preliminary investigations or action that might lead to disciplinary proceedings, in relation to your occupation as a teacher?	**Yes** ☐	**No** ☐
Has your registration in any Australian State or Territory or in New Zealand been cancelled or suspended as result of disciplinary action?	**Yes** ☐	**No** ☐
Have you been personally prohibited from carrying on the occupation of teaching in any Australian State or Territory or in New Zealand as a result of any criminal, civil or disciplinary proceedings in any Australian State or Territory or in New Zealand?	**Yes** ☐	**No** ☐
Is your occupation as a teacher subject to any special conditions as a result of criminal, civil or disciplinary proceedings in any Australian State or Territory or in New Zealand?	**Yes** ☐	**No** ☐
If yes, please specify any special conditions to which you are subject when carrying out your occupation as a teacher.		

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

6. STATUTORY DECLARATION

I, _____

(Full name of applicant)

of _____

(Full address of applicant)

do solemnly and sincerely declare as follows:

1. I am seeking registration as a teacher with the Northern Territory Teacher Registration Board in accordance with the Mutual Recognition Principle.
2. I am currently registered as a teacher in _____
   If more than one, name all jurisdictions in which you have current teacher registration.

   My registration number is/numbers are _____
3. I am not the subject of disciplinary proceedings in any Australian State or Territory or in New Zealand, including any preliminary investigations or actions that might lead to disciplinary proceedings in relation to my registration as a teacher.
4. My registration as a teacher in any Australian State or Territory or in New Zealand has not been cancelled or is not currently suspended as a result of disciplinary action.
5. I have not been personally prohibited from carrying on my occupation as a teacher in any Australian State or Territory or in New Zealand as a result of criminal, civil or disciplinary proceedings in any Australian State or Territory or in New Zealand.
6. My registration as a teacher is subject only to the special conditions (if any), listed in Part 5 of this notification, as a result of criminal, civil, or disciplinary proceedings in any Australian State or Territory or New Zealand.
7. I consent to the Teacher Registration Board of the Northern Territory making inquiries of, and exchanging information, with any registration authority in any Australian State or Territory or New Zealand regarding my activities as a teacher or other matters relevant to this notice.
8. The copy of my current registration certificate/s is a complete and accurate copy of the original/s.
9. I understand that under the terms of the *Teacher Registration (Northern Territory) Act*, my name and registration status, including the type of registration, will appear on the public register of teachers.

And I make this solemn declaration by virtue of the *Oaths Act* and conscientiously believing the statements contained in this declaration to be true in every particular.

NOTE: 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 at _____ by _____

(Place) (Signature of applicant)

the _____ day of _____

(Day) (Month and year)

before me _____

(Full name of witness legibly written, typed or stamped)

Signed _____ Phone _____

(Signature of witness) (Business hours telephone of witness)

This declaration may be witnessed before any person who has attained the age of 18 years.

7. QUALIFICATIONS

It will assist the Board if you provide the following information about your **preservice** teacher education qualification/s and other completed tertiary qualifications.

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

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**

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)

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?	☐
Have you attached certified documentary evidence of: – All name changes? – Date and place of birth? – Current registration certificate/card?	 ☐ ☐ ☐
Have you had these documents certified as accurate copies of the originals, on every page, by an authorised person? (See Documentary Evidence for full details)	☐
Have you signed the Permission to Release Information statement?	☐
Have you signed the Declaration section?	☐
Has the Statutory Declaration section been witnessed?	☐
Have you attached the 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

Please mail your application to:

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

Inquiries within Australia
Phone: (08) 8999 4197

Inquiries outside Australia
Phone: +61 8 8999 4197

Faxed or emailed applications will not be accepted.

Incomplete applications will not be processed.

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.*