TRB

TEACHER REGISTRATION BOARD
of the Northern Territory

Information for Authorisation to Employ an Unregistered Person as a Teacher in the Northern Territory

Teacher Registration Board of the Northern Territory

September 2007

Northern Territory Government

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1 The Teacher Registration (Northern Territory) Act 2004

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.

Part 5 of the Act establishes the conditions under which authorisations to employ unregistered persons as teachers may be granted, the obligations of the employer and the obligations of the unregistered person.

2 Levels of authorisation

Authorisation: Authorisation allows the Principal of a school to employ an unregistered person as a teacher under agreed conditions for no longer than a calendar year.

All responsibility to the Board in relation to authorisation to employ an unregistered person to teach lies with the Principal.

Normally persons employed under authorisation are subject to the *Teacher Registration (NT) Act 2004* in all matters.

Interim authorisation: The Director TRB may grant interim authorisation to employ an unregistered person as a teacher if satisfied the criteria set down in Sections 42 and 43 of the Act are met and the applicant is entitled to authorisation.

The Principal may employ the unregistered person as a teacher once interim authorisation has been granted.

3 Fees for authorisation

The Board requires all applicants for authorisation (the employing agency) to pay an annual fee before the application can be processed. An Initial Registration Fee of $115 must be paid by all new applications for authorisations. Repeat authorisations pay an Annual Authorisation Fee of $75 per calendar year.

- Authorisation is for a calendar year – 1 January to 31 December. There is no pro-rata rate for part year.
- Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.
- The Board cannot accept cash and does not have EFTPOS facilities but it can accept VISA and MasterCard, money orders and bank cheques.
- Personal cheques are not recommended and, if submitted, will take longer to process.

Once an authorisation is granted, no further fees are payable for that person in a calendar year, even where employment is in more than one educational site.

The authorisation 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.

4 Information for applicants for authorisation to employ unregistered persons in the Northern Territory

Under Part 5 of the *Teacher Registration (Northern Territory) Act 2004*, there is provision for an employer to apply for authorisation to employ an unregistered person to teach in a Northern Territory school.

The Board, in making its decision to grant authorisation, will take into account whether it is satisfied that the unregistered person in relation to whom an application for authorisation is made is: a fit and proper person; is competent to teach the subject specified in the application at the level specified; and, that the person will be appropriately supervised to safeguard learning outcomes.

All applications for authorisation will be considered on merit and the Board reserves the right not to grant authorisation.

- An authorisation to employ an unregistered person will specify:
- the school or schools at which the person is to teach
- the subject the person is to teach and the level at which the subject is to be taught; and
- the period, not extending later than the end of the current school year, for which the authorisation is granted.

Applications for an authorisation to employ an unregistered person are the responsibility of the employer, and must be made for each person who will be teaching under the provision.

All responsibility to the Board in relation to authorisation to employ an unregistered person to teach lies with the Principal.

The Principal is required to complete a **statement of supervision arrangements** that outlines the circumstances under which the person will be employed to teach, indicating how they will ensure that the unregistered person is appropriately supervised to safeguard children and children's learning outcomes.

The Teacher Registration Board has identified five broad categories under which it will consider granting a school authorisation to employ an unregistered person and are a guide to applicants.

In **Category 1** are experienced teachers, frequently three-year trained, who do not meet registration requirements.

In **Category 2** are persons who have expertise in fields such as music or language, but do not meet qualification requirements for registration.

In **Category 3** are persons who are qualified to deliver VET in Schools courses, but do not meet registration requirements.

In **Category 4** are persons who have incomplete qualifications and no teaching experience.

In **Category 5** are persons accounted for by other circumstances.

The process for granting authorisation is as follows.

- The prospective **employer**, usually the Principal for the school at which the person is to be employed, completes **Application Form C Part A** including the statement of supervision arrangements and pays the fee of $60

  and

- the prospective **employee** completes **Application Form C Part B** providing all certified documentation as requested on the form.

Once the Board receives the application, it will be assessed based on the provisions of the Act and taking into account the guidelines the Board provides for assessing potential employees in each of the five categories

Category 1

This category covers people who have a teaching qualification that is less than four years and who are experienced teachers.

Category 1(a) covers applicants who have a three-year Bachelor of Teaching, or equivalent, qualification.

When assessing these applications the following will be taken into consideration:

- whether the person is enrolled or intends to enrol in further study
- supervision and support available including occupational health and safety provisions.

In assessing all other applications in this category the following will be taken into consideration:

- whether the prospective employee has five years or more of teaching experience
- whether five years or more have lapsed since the person's last sustained teaching experience
- whether the person intends to or is enrolled for further study
- whether the potential employment is compatible with previous experience.

Category 2

This category covers people who have specific knowledge and skills required for a particular teaching/instruction role, most commonly music and language. When assessing these applications the following will be taken into consideration:

- skills and knowledge required for the position
- level of education reached by the prospective employee and any higher education or VET qualifications completed
- number of hours of employment proposed
- the size of the group of students who the prospective employee will be teaching
- potential availability of a registered teacher in that area of knowledge.

Category 3

This category covers people with VET qualifications who are required to deliver specific VET subjects in schools. When assessing these applications the following will be taken into consideration:

- skills, qualifications and experience required for the position
- whether the prospective employee has Certificate IV Workplace Training and Assessment
- supervision and support available including occupational health and safety provisions
- number of hours of employment;
- number of students the prospective employee will be instructing/teaching.

Category 4

This category covers people in the final stages of completing a qualification that would lead to registration. When assessing these applications the following will be taken into consideration:

- that the number of units completed includes all practicum, curriculum, methodology, assessment and reporting, and behaviour management units
- supervision and support available including occupational health and safety provisions.

Generally, the Board does not support employment in this category.

Category 5

This category covers people not covered in other categories and will mostly be people who meet qualification requirements but cannot establish competency and currency of practice. When assessing these applications the following will be taken into consideration:

- all of the above
- professional development to be provided
- level of mentoring to be provided.

Persons employed from Categories 2 and 3 may not act as relief teachers except in the subject areas for which they have been granted permission to teach.

Once the Board has assessed the application, the applicant, usually the Principal, will be advised of the outcome.

If successful, the Board will advise the Principal that they must abide by the **statement of supervision arrangements** and let the Board know in advance of any intention to alter the agreed supervisory arrangements, and that the authorisation is only granted until the end of the calendar year or a lesser period as specified in the authorisation.

There is no appeal against unsuccessful applications, but the Board may be asked to reconsider its decision.

Repeat applications

Authorisations are only granted for a single calendar year, or a lesser period of time as specified in the authorisation. If a repeat authorisation to employ an unregistered person is being sought, a new application, completed in full, must be made to the Board.

While employees who are the subject of an application for repeat authorisations must complete Part B of the application form, they will not be required to submit certified documents unless their circumstances have changed.

Normally, these employees are subject to the same criminal history check requirements as registered teachers, provided they have been in unbroken employment, excluding semester breaks and have completed the declarations on Form C Part B and there are no matters of concern in that declaration.

Upgrading to four-year qualifications

Normally, the Board expects that persons employed under authorisation will be taking steps to upgrade to a four-year qualification suitable for registration in the Northern Territory, and may be asked for proof of enrolment in an appropriate course and for evidence that progress is being made in the course of study.

5 Completing your Application for Authorisation to Employ an Unregistered Person

To enable the Board to record accurate information, both the prospective employer and the prospective employee are strongly encouraged to complete all sections of the application form as they apply to each.

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

The Board meets to consider applications approximately every six weeks and the Director may grant Interim Registration [hot link]. However, while the Board makes every effort to ensure that applications are processed expeditiously, it may take up to 14 days to process a complete application and longer if the application is incomplete, if additional resources are needed to assess the application, or if the application is submitted during the peak recruitment periods.

The following advice relates to the completion of Part A of the application

The Supervision Statement – Part A

The Statement of Supervision Arrangements requires the employing authority to:

- outline supervisory and mentoring arrangements
- indicate the areas of work the mentor will be responsible for oversighting
- identify the class or classes the unregistered employee will be teaching and how provision will be made for children with special needs
- describe the physical environment in which the employee will be teaching and indicate the proximity of the mentor and other support staff
- outline explicitly how and when the employee will be informed of occupational health and safety requirements and legal obligations and how fulfilment of these will be monitored
- outline the strategies to be employed to encourage professional learning.

The statement of supervision is binding and the Board must be approached for approval of any changes to the circumstances under with the unregistered person is being employed.

The following advice relates to the completion of Part B of the application to be completed by prospective employee

1 Personal Details, Privacy Statement and Permission to Release Information

The personal information the prospective employee provides on the application form is required by the Act.

The personal information will be used to:

- assess your eligibility for authorisation to be employed as an unregistered person
  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 the application.

The personal details provided may be disclosed only where necessary for the Board to perform its functions. You agree to this in **Section 5, Part B of Form C** by signing the 'Permission to Release Information'.

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

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

Persons who are employed under authorisation are not included in the Register of Teachers.

2 Determination of good character

Under Section 13 of the *Teacher Registration (Northern Territory) Act 2004*, the Board is obliged to determine if applicants who are prospective employees under an authorisation are of good character.

In determining whether a person is of good character, the Board must:

- obtain a criminal history check current at the time of application in relation to the person and take into account any finding of guilt or charge made against him or her

  and

- 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.

If the Board, in taking into account the matters referred to in Section 13, subsection (1) of the Act, is not satisfied that the person is of good character, it must give the person an opportunity to appear before it.

The person, when appearing before the Board, may be accompanied by any other person, but is not entitled to be represented.

Criminal history checks

All applicants for employment under authorisation in the Northern Territory must provide a **current** national criminal history check (CHC) to the Teacher Registration Board on application. The check covers all Australian States and Territories and is undertaken through Crim Trac Agency.

To ensure that all people registered or authorised to teach are of good character, teachers have been excluded from the *Criminal Records (Spent Convictions) Act 2005*. This means that the Board, when requesting criminal history checks, will be given all information irrespective of when an offence was committed.

An indictable offence is any offence for which a person can be charged. Failure to disclose this information in Part B Section 7 (a) of Form C may mean that you have committed an offence under *Oaths Act NT 2000*.

The disclosure of a criminal record does not mean that you will be automatically refused employment under authorisation. The Board considers criminal histories with reference to: the nature of the offence; whether a conviction has been recorded; any sentence imposed by the courts; the number of offences; and the time that has elapsed since the offences.

- All persons who are applying for employment under authorisation, who have not been in continuous employment will be required to submit a CHC at the time a new application is made.
- Where the applicant has resided in Australia for less than twelve months, an original CHC from their former country of residence must be submitted with the application form.
- Australian residents who have lived overseas must provide an original criminal history check from a jurisdiction in which they lived for 12 months or more in the preceding 10 years or since attaining the age of 18 years.

The Board will be unable to process an application until the required CHCs have been received.

Northern Territory residents should complete the Authority to Release Criminal History consent form. This form is submitted at a police station – you will need identification and to pay a fee of $30.

Please submit the receipt or a copy of the receipt for a CHC with your application.

Inquiries and disciplinary action

Section 7b of Part B on Form C requires you to advise the Board if currently or in the past you have been the subject of disciplinary action and if you have ever been:

- refused registration or authorisation
- had your registration or authorisation suspended
- had conditions imposed on your registration or authorisation

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 and authorisation as required under the legislative provisions for confidentiality.

3 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.

The official 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 name, 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.

4 Statutory Declaration

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

It is an offence to make a false declaration and you are liable to a penalty of $2000 or imprisonment for 12 months, or both under the *Oaths Act NT 2000*.

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 applications will not be processed.

Incomplete applications will not be processed.

The Board is unable to waive requirements for documents, and may require additional documents beyond the published requirements for this application form.

You are not permitted to undertake the duties of a teacher until your employer has received formal advice that the school has been granted authorisation to employ you, the unregistered person, as a teacher.

Form C

Authorisation to Employ an Unregistered Person as a Teacher in the Northern Territory

This application is in two parts.

Part A is to be completed by the prospective employer, usually the Principal of the school in which a person will be employed to teach.

All responsibility to the Teacher Registration Board in relation to an authorisation to employ an unregistered person as a teacher lies with the Principal.

In circumstances where the person may be employed to teach the same subject in a number of schools, each principal is responsible to the Teacher Registration Board for ensuring that the person is supervised to safeguard learning outcomes as per the statement/s on page 4 of this application.

The person will be covered by the one payment. Applicants applying for initial authorisation pay a fee of $115. Repeat authorisations pay a fee of $75. This fee is paid by the employing agency and is to accompany this application to the Teacher Registration Board.

Part A of the application form must be completed by each principal who has a responsibility for supervising an unregistered person.

Part B is to be completed by the prospective employee.

If you need assistance in completing this application please contact the office of the Teacher Registration Board on (08) 8999 4197

updated 6 October 2009

FORM C: PART A: TO BE COMPLETED BY PROSPECTIVE EMPLOYER

1. DETAILS OF SCHOOL APPOINTMENT IN THE NORTHERN TERRITORY

Name of Principal
Name of School/Institution/ Cluster/Group
Address of School/Institution

Contact Details

Telephone BH	**Mobile**
Email	
Name of Prospective Employee	

What is the nature of the appointment requested?

Full-time ☐	**Part-time** ☐	**Contract from / / to / /**	**Relief** ☐

List the curriculum area/s in which the person will teach.

Phase of Schooling (Early Childhood/Primary/ Middle Years/ Senior Secondary)	Learning Areas	Hours Per Week

List any previous service authorised under this provision in this calendar year.

Name of School/Institution	Nature of Appointment

FORM C: PART A: TO BE COMPLETED BY PROSPECTIVE EMPLOYER

2. PAYMENT OPTIONS

Name of Employing Agency	

Name of Employee	

Initial Authorisation Payment	**$115.00**	**(RTM 35R999999 134131)**
Repeat Authorisation Payment	**$75.00**	**(RTM 35R999999 134131)**

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

Card Number																

Name of Card Holder	**Expiry Date**

Signature	**Date**

Payment can be made by bank cheque, money order, VISA or MasterCard. Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.

A fee is payable for an Authorisation to Employ an Unregistered Person as a Teacher and must be paid before the application can be processed. The Initial Authorisation Fee is $115 per calendar year. The Repeat Authorisation Fee is $75 per calendar year.

The Authorisation Fee may be tax deductible depending on your circumstances. Ask your Tax Agent or the Australian Taxation Office.

Where authorisation is granted, no further fees are payable for that person in a calendar year, even where employment is in more than one educational site.

FORM C: PART A: TO BE COMPLETED BY PROSPECTIVE EMPLOYER

3. STATEMENT OF SUPERVISION ARRANGEMENTS

Indicate the name and position of the person who will be the employee's mentor and indicate the frequency of the planned meetings.					
Name		**Position**		**Meetings**	
Indicate the areas of work that the mentor will be responsible for oversighting.					
Programming ☐	Behaviour Management ☐	Curriculum Delivery ☐	Assessment ☐		
Describe the class or classes the employee will be teaching, and indicate how provision will be made for children with special needs.					
Describe the physical environment in which the employee will be teaching and indicate the proximity/accessibility of the mentor and other support staff.					
Indicate specifically how and when the employee will be informed of occupational health and safety requirements and legal obligations. Also indicate how and when the fulfilment of these will be monitored.					
Indicate the strategies to be employed to encourage professional learning.					
Signature of Principal ……. Date ……..					
Signature of supervising teacher/mentor ……. Date ……...					

Supervision of Unregistered Person

You are required to make a statement outlining the circumstances under which the person named above is to be employed to teach and indicate how you will ensure that person is appropriately supervised to safeguard children and children's learning outcomes. Comprehensive details of supervision arrangements will facilitate the processing of this application. Please provide this information in the sections above.

FORM C: PART B: TO BE COMPLETED BY PROSPECTIVE EMPLOYEE

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		

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**.

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.**

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.' Print their full name, profession and position, 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.*

2. PREVIOUS TEACHER REGISTRATION STATUS

If you have been a registered teacher, please indicate with which registration authority _____

FORM C: PART B: TO BE COMPLETED BY PROSPECTIVE EMPLOYEE

3. QUALIFICATIONS

Have you completed a university higher education award, e.g. BA, BSc? Yes ☐ No ☐

If **YES**, please answer the following:

Name of Course	Institution	State or Country	Completion Date	Length of Course (full-time equiv)

ATTACH **certified evidence** of **qualification**, including **official academic record**. Please include documents for all degrees and diplomas which validate your qualification.

Are you currently enrolled in an initial teaching qualification, for example, B Ed, Grad Dip Ed or are you enrolled to upgrade to a four-year teacher education qualification? Yes ☐ No ☐

If **YES**, please answer the following:

Name of Course	Institution	State or Country	Anticipated Completion Date	Length of Course (full-time equiv)

ATTACH **certified evidence** of **enrolment** and/or **current academic record.**

Obtaining Academic Records

An academic record is a statement of the units completed for a degree and a statement indicating the completion of the degree. An academic record can be obtained from the institution at which you studied. Should you be unable to obtain a copy of your academic record, please complete the statutory declaration on the Teacher Registration Board website documenting your attempts to contact your institution and attach it to your application, or contact the office of the Board.

Overseas Qualifications

If your academic records and documents are in a language other than English, you must supply certified documents in the original language along with translations, which are prepared and certified as correct by an official translation service or an accredited translator.

Please complete **one** of the questions below.

If you are enrolled or have participated in a teacher education course, how many supervised practice teaching days have you completed? _____ **Days**

OR

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

FORM C: PART B: TO BE COMPLETED BY PROSPECTIVE EMPLOYEE

4. RECORD OF TEACHING SERVICE (if applicable)

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.

5. 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 authorisation to teach or any other matter relating to my authorisation to teach 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 _____

6. CRIMINAL HISTORY CHECK

A criminal history check is required if this is your first time to be employed under authorisation or if there has been a break in your employment under authorisation. Criminal history checks must be current, i.e., conducted at or around the time of submitting this application.

AUSTRALIAN CRIMINAL HISTORY CHECKS

- 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

___ / ___ / ___

OVERSEAS CRIMINAL HISTORY CHECK

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

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.

FORM C: PART B: TO BE COMPLETED BY PROSPECTIVE EMPLOYEE

7. (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 of **any** indictable or other offence?	Yes	☐	No	☐
6.	Have you **ever** been charged with **any** indictable or other offence?	Yes	☐	No	☐
7.	Are there any charges in relation to an indictable or other 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.

7. (b) DECLARATIONS

Please note that a false declaration may lead to cancellation of authorisation.

I, _____

(Full name of applicant)

of _____

(Full address of applicant)

do solemnly and sincerely declare that I have completed and read this Part B of the Authorisation to Employ an Unregistered Person as a Teacher 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 the 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 _____ Business hours telephone no. _____

(Signature of witness)

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

Please complete this *checklist* to ensure that all sections of this application form have been completed.

Have Parts A and B been completed in full?	☐
Has the Payment Option form (Part A Section 2) been completed by the prospective employer?	☐
Has the Statement of Supervision Arrangements been completed and signed?	☐
Have you signed the Permission to Release Information statement? (Section 5)	☐
Have you completed the Criminal History Check section? (Section 6)	☐
Have you applied for the required Criminal History Checks? (Section 6)	☐
Have you completed the Declarations? (Section 7a)	
Did you sign the Declaration before a witness aged 18 or over? (Section 7b)	☐
Has the documentary evidence been attached for: – documentary evidence of your date and place of birth? – documentary evidence of all name changes? – 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 these documents been certified as accurate copies of the originals, on every page, by an authorised person?	☐

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

Lodging the Application

The 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 email.

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 Teacher Registration Board of the Northern Territory for information that may have changed since the time of printing. Up-to-date information is available from the Board's office or website www.trb.nt.gov.au

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