

Fact Sheet

Evidencing Eligibility Requirements to Transition to Full Registration in the NT

Professional experience and currency of practice

To be eligible for full registration you need to have **completed the equivalent of 100 days full time service** as a teacher, principal or other [equivalent practice](#). Your ability to meet this criterion is determined by evidence of your service. The service you completed must be in accordance with the requirements set out in Regulation 6 of the *Teacher Registration (Northern Territory) Regulations 2004* (the Regulations) for you to be eligible.

Evidence may include the following:

- a. A **statement of employment** from a current employer
- b. A **statement of service** from a previous employer in the last five years
- c. For relief teachers only: a currency of practice letter/s detailing all days worked for the employer/s (school/s) over the 5-year period and/or
- d. **Relief teacher records** that have been verified by the principal or their delegate

You will be required to submit this evidence with your application to the Teacher Registration Board.

For reference, there are approximately 100 days of service in a calendar year, under full time employment.

If you require support in calculating your service days, please do not hesitate to contact the office on (08) 89 449 388 or email trbregistration@trb.nt.gov.au.

Compliance with conditions imposed on your registration

To be eligible for full registration you must demonstrate that you **have complied with all conditions on your registration**, including the condition that applies to all teachers to **comply with the requirements of the Professional Development Framework (the Framework)**.

Your compliance with the professional development condition is determined by the information provided in your professional development log.

The Framework has been developed to provide guidance for all Northern Territory teachers around working individually and collaboratively to improve the quality of their teaching practice. To ensure you meet the requirements of record keeping, the Board recommends teachers' pay particular attention to pages 7 and 12 of the Framework.

The Board has available a variety of resources to support teachers to meet the requirements of the Framework, including online professional learning sessions. Please visit www.trb.nt.gov.au for more information.

Evidence must include the following:

A PD log that:

- contains at least 20 hours of relevant professional learning undertaken per calendar year of registration (e.g. if you have been registered for 2 years, your PD logs must contain at least 40 hours of relevant PD)
- demonstrates development against of the Australian Professional Standards for teachers
- includes a broad range of relevant PD that has been completed
- meets the record keeping requirements outlined on page 12 of the Framework.

If you are unsure how to meet any other conditions that may be imposed on your registration, please contact the office on (08) 89 449 388 or email trbregistration@trb.nt.gov.au for more information.

Other eligibility requirements

The Board must decide whether an applicant for full registration is a fit and proper person to teach. This means that the Board must be satisfied that you are honest, of good character and conduct yourself in a way that meets the standard of behaviour expected of a teacher.

Your fitness and propriety will be **determined by your responses to the declaration questions in your application**, your **criminal history check** and the **validity of your working with children clearance** (Ochre Card).

To transition to full registration, you must:

- have a National Police Check that is no older than 2.5 years and
- have a valid Ochre Card

You can check this by accessing your [MyTRB Online Services Account](#).

The Board may confirm this information against its own records, with other regulatory bodies or any other relevant person or entity.

Evidence must include the following:

- a copy of your current Ochre Card must be provided with your application

If you are unsure whether you meet these requirements, please contact the office on (08) 89 449 388 or email trbregistration@trb.nt.gov.au.