

### APPLICATION FORM D INFORMATION GUIDE

INFORMATION FOR PROVISIONALLY REGISTERED TEACHERS APPLYING TO TRANSITION TO FULL REGISTRATION

#### Application

A teacher with Provisional Registration in the Northern Territory may apply to the Teacher Registration Board of the Northern Territory (the TRB or the Board) for Full Registration under the provisions of the *Teacher Registration (Northern Territory) Act* (the Act)

The application must be:

- made in the approved form; and
- accompanied by the prescribed documents.
- accompanied by the prescribed fee, if applying in Term 4 of the school calendar year

#### Who should complete FORM D?

A provisionally registered teacher may transition to full registration if they:

- have the prescribed professional experience and currency of practice for Full Registration;
- have completed the prescribed number of professional development hours in accordance with the Professional Development Framework
- are able to teach in accordance with the *Australian Professional Standards for Proficient Teachers*;
- have been granted Full Registration in another jurisdiction since being granted Provisional Registration in the Northern Territory
- have been granted Proficient Teacher status in NSW, since being granted Provisional Registration in the Northern Territory,
- have not been disqualified from registration/accreditation in another jurisdiction; and,
- have not been disqualified from registration by the Board.

#### Application processing and assessment

The office of the Board makes every effort to ensure that applications are processed expeditiously, however it may take longer to process an application if:

- the application is incomplete;
- additional resources are needed to assess the application; or
- the application is submitted during peak recruitment periods.

Once the application has been processed and presented to the Board for decision, the applicant will be notified of the outcome.

#### PHONE

1800 110 302 (Toll free)  
+ 61 08 8944 9388

#### WEBSITE

[www.trb.nt.gov.au](http://www.trb.nt.gov.au)

#### EMAIL

[trbregistration@trb.nt.gov.au](mailto:trbregistration@trb.nt.gov.au)

#### POSTAL ADDRESS

GPO Box 1675  
DARWIN NT 0801

### The Board may seek further information

To decide whether an applicant is eligible for registration, the Board may:

- (a) with the permission of the applicant – seek information about the applicant from a referee for the applicant; and
- (b) consider any information given by the referee.

In addition, the Board may require the applicant to give the Board any further information it considers necessary to decide the application.

To enable the Board to properly consider your application and record accurate information in the Register of Teachers, you are strongly encouraged to complete all sections of Application FORM D **as they apply to you**.

## 1. PERSONAL DETAILS

Please ensure you provide:

- personal details including all previous names.
- e-mail address (as this is the preferred mode of communication)

Applicants who have changed their name are required to provide evidence of all previous names and name changes.

**Documentary evidence of all previous names and name changes** if changed legally (officially) includes marriage certificate, decree nisi, deed poll, change of name document.

**For assumed names** (i.e., where not changed legally or officially), a Statutory Declaration explaining the date the name was assumed must be provided.

Applicants with identity documents in a language other than English are required to provide an official translation into English.

**Translations into English** must be prepared and certified as correct by an official translation service or an accredited translator.

### Privacy statement

The personal information you provide on Application Form D is required by the Act.

The personal information you provide will be used to:

- assess your eligibility for Full Registration;
- ensure the Register of Teachers is current;
- give effect to the statutory functions and administration of the TRB; and enable the TRBNT to contribute to the Australian Teacher Workforce Data project (ATWD).

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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 where necessary for the Board to perform its functions.

An extract of the Register of Teachers is available online to allow members of the public to inspect it. For the protection of your private information only your name, registration number, category of registration, term of registration and financial expiry date will be available on the Online Register. Personal details will not appear on the Online Register.

The TRBNT is contributing to the Australian Teacher Workforce Data project (ATWD) and will disclose information about teachers registered in the Northern Territory to the Australian Institute of Health and Welfare (AIHW) for the purposes of the ATWD. The ATWD will only include linked, de-identified data to be used for reporting and research purposes. AIHW will never disclose the personal information it receives from the TRBNT and the use of personal information is subject to the AIHW Act 1987 and the Privacy Act 1988 (Cth).

Teachers will not be identifiable in any reports on ATWD data. Further information is available at: <https://www.aitsl.edu.au/research/australian-teacher-workforce-data-strategy>

## 2. EVIDENCE OF FULL REGISTRATION IN ANOTHER JURISDICTION

Teachers who have been granted Full Registration or Proficient Teacher status in another jurisdiction, since being granted Provisional Registration in the Northern Territory should fill in this section. Once you have completed this section, **proceed to Section 7.**

## 3. PROFESSIONAL EXPERIENCE AND CURRENCY OF PRACTICE

Please complete **Table 1** to show how many days (full-time or part-time) of relevant teaching service you have completed in Australia or New Zealand in the past 5 years.

If you do not have at least **180 days** relevant full-time service (or the equivalent part-time service) in Australia or New Zealand during the last five years you are not eligible for Full Registration. Do not submit Form D until you have gained 180 days relevant service in Australia or New Zealand.

**‘Relevant service’ means:**

- Service as a Principal of a school/Service as a classroom teacher in a school;
- Undertaking duties that include:
  - the delivery of an educational program designed to implement an approved curriculum; or
  - the assessment of student participation in an educational program designed to implement an approved curriculum; or
  - the administration, at any level, of an educational program designed to implement an approved curriculum.

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**'Approved curriculum' means** any of the following:

- the Australian Curriculum;
- the Early Years Learning Framework;
- the Northern Territory Certificate of Education and Training;
- a curriculum that:
  - is implemented at a place outside of the Territory; and
  - is equivalent to the curriculum mentioned in paragraph (c);
  - the International Baccalaureate;
  - the Australian Steiner Curriculum Framework;
  - the Cambridge IGCSE;
  - another curriculum approved by the Minister by *Gazette* notice.

**'Relevant service' does not include:**

- duties performed as support staff (for example, teacher's aide, teacher's assistant, student teacher or unpaid volunteer).
- service in TAFE, childcare centres or universities unless specifically related to approved school-based curriculum.

**NB:** At least 180 days relevant full-time service (or the equivalent part-time service) in Australia or New Zealand in the past 5 years is required for Full Registration. Evidence of relevant service must be provided with your application in order to satisfy the Board that you are eligible for Full Registration.

**A record of service/statement of service** is an official document on the employer's letterhead which indicates your period of service with the employer (including your employment status – full- time, part-time, permanent, casual – and start and finish dates).

The Board may make contact with the other teacher registration / accreditation authorities in Australia and New Zealand in order to verify your good standing as a teacher in that jurisdiction.

Please indicate if you have other teaching service that does not count as service for Full Registration. If so, complete Table 2 and provide details of all other teaching appointments in Australia and overseas, including relief teaching but not including practice teaching. Include all other service completed over your entire teaching career. Applicants who have taught outside of Australia and New Zealand and have not provided the Board with a 'Letter of Good Standing' from that country may be asked to provide the Board with a 'Letter of Good Standing' from the relevant registration authority of that country.

**A letter of good standing** is a statement that a teacher is held in good stead in a particular jurisdiction. Sometimes this letter is called a 'Letter of Good Conduct' or a 'Statement of Professional Standing' or similar. The Board will contact you if this letter is required.

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### 4. PROFESSIONAL DEVELOPMENT REQUIREMENTS

Section 36(3) of the Act provides that if registration is granted, it is subject to the condition that the teacher comply with the requirements of the Professional Development Framework approved by the Board.

You must provide evidence that you have met the minimum requirements of the Professional Development Framework by submitting a **Professional Development Log**, aligned to the Australian Professional Standards for Teachers.

**All registered teachers are required to complete at least 100 hours of relevant professional development activities within a five-year period (equating to approximately 20 hours per year).**

### 5. RECOMMENDATION REPORT; DECISION AND COMMENTS OF THE SCHOOL BASED PANEL

The Recommendation Report of the school-based panel needs to be completed and signed by the panel members then forwarded to your current Principal / former Principal / Supervisor / Line Manager (or their delegate), in Australia or New Zealand only, for his/her endorsement.

The Board will accept this section of the form by fax, e-mail or post from the Principal / Supervisor / Line Manager / Delegate if necessary (e.g., if you no longer work at that school, you can ask your former Principal to submit this section of the form to the Board by fax, e-mail or post).

**\*\*** There is no need to supply the evidence that you submitted to the panel in order to verify your proficiency against the *Australian Professional Standards for Proficient Teachers*. Rather, you should keep your evidence for a minimum of 12 months as the Board may randomly audit teachers to verify evidence of their proficiency.

### 6. PROFICIENCY TO TEACH – PRINCIPAL ENDORSEMENT

The school-based panel will present their recommendation to the Principal / former Principal / Supervisor / Line Manager (or their delegate) to endorse the decision and comments of the school-based panel. The person should be prepared to substantiate the endorsement if contacted.

**\*\*The person who has endorsed the recommendation report CAN NOT be a contributing school-based panel member.**

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### 7. SAFE NT – WORKING WITH CHILDREN CLEARANCE/NATIONAL POLICE CHECK

To transition from Provisional to Full Registration, the Board requires the results of a current National Police Check (not older than 2.5 years at the date of receipt of this application [FORM D] and a current Northern Territory Working with Children Clearance (WWCC) also called an Ochre Card, conducted by SAFE NT.

You can check this on your TRB Online Services under Current Registration Details.

<https://trbaccount.ntschoools.net/Login.aspx>.

**\*A Current police check means the issue date is not more than 2.5 years prior to the date when your application for teacher registration was lodged.**

**\*A valid Northern Territory WWCC means it has not expired or been revoked or cancelled.**

**If you do not hold a current SAFE NT Working with Children Clearance/National Police Check:**

Please apply to SAFE NT for a WWCC, as a National Police check is conducted as part of the WWCC process, it is recommended that you provide your permission to SAFE NT to release your National Police check results directly to the Board when you apply for the WWCC by:

- Online application – tick the box to ‘Notify the Teachers Registration Board’ and confirm your consent
- Hard copy application – sign the ‘Teachers only’ release under Section D.

To apply go to the [SAFE NT website](#)

**The specified purpose of the check must be for ‘Employment’ as a ‘Teacher’.**

If the purpose of the check is not correctly specified, the check will not be accepted for teacher registration in the Northern Territory.

Once your **National Police Certificate** has been issued, please post either the original or a certified hard copy to the Board.

To apply go to the [SAFE NT website](#)

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### 8. OVERSEAS CRIMINAL HISTORY CHECK

If you have lived overseas for 12 months or more, since being granted Provisional Registration, you must provide a criminal history clearance from any jurisdiction/country in which you have lived for 12 months or more. **Overseas police checks must cover the applicant's entire period of residency in all applicable countries.**

Please click [here](#) to apply for an overseas criminal history check from overseas countries. The Board receives the results from these checks directly from the provider.

Or

Please visit the [Department of Immigration and Citizenship](#) website for information on the process for sourcing the required criminal history checks from overseas countries:

Please provide evidence of your application for an overseas criminal history check if you are unable to supply the results of the check at the time of application and if you anticipate delays.

### 9. DECLARATIONS

Please read each question carefully and answer truthfully. If you are unsure about the information you are required to disclose, please visit:

<https://www.trb.nt.gov.au/registration/eligibility-registration#FitnessandPropriety> for more information.

If you answer 'Yes' to any question you must provide full details in a letter marked 'Confidential' and addressed to the Director of the Board. You are encouraged to seek independent legal advice, particularly in relation to spent convictions.

Answering 'Yes' to any of the questions will not automatically result in your application being rejected. Each application is considered on its merits.

### 10. PERMISSION TO RELEASE INFORMATION

You are being asked to give permission to the Teacher Registration Board of the Northern Territory or its delegates to make enquiries, to seek or to exchange information with any teacher registration authority/employer/relevant institution concerning your registration to teach or any other matter relating to your 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.

You are also being asked to give permission for your name, registration number, category of registration and financial expiry date to be available to the public on the Online Register of Teachers via the TRB website, once Full Registration has been granted.

The Board may make inquiries or exchange information with any teacher registration authority, employer or relevant institution concerning your registration to teach or other matters related to your registration. Once you are registered, your name, registration number, category and financial expiry date, will appear publically on the online Register of Teachers via the Board's website.

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Release of any information will be strictly within the confidentiality provisions of the Act and the relevant privacy legislation.

### 11. STATUTORY DECLARATION

Please read the Statutory Declaration carefully.

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, Affidavits and Declarations Act 2010*, and the *Teacher Registration (Northern Territory) Act 2004* as per section 73A Penalties apply.

### 12. PAYMENT OF NEXT YEARS ANNUAL REGISTRATION FEE

For teachers whose term of registration is expiring at the end of the current year and are submitting this application in Term 4, to remain registered from 1 January next year you will need to pay your annual fee now.

You may complete your payment details in this application.

- 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.
- Registration fees are **non-refundable**.

Under section 40A (2) of the Act, **if a registered teacher fails to pay the registration fee by the date it is due, the teacher's registration ceases on the day after that date.**

Please note that fees are subject to increase annually as of 1 July in line with the Consumer Price Index as set by the Territory Revenue Office in accordance with the *Revenue Unit Act 2009* (Cth).

## PROVIDING FALSE OR MISLEADING STATEMENTS

Section 73 of the *Teacher Registration (Northern Territory) Act* (the Act) provides that a person in connection with an application for registration or in providing information or giving evidence under this Act must not:

- make a statement knowing it to be false or misleading; or
- omit any matter knowing that without that matter the information is misleading.

**Maximum penalty: 100 penalty units.**

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## PROVIDING DOCUMENTARY EVIDENCE

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

**Photocopies or scanned copies are not acceptable.**

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

ISSUE	DOCUMENTARY EVIDENCE	MUST BE SUPPLIED
Identity and name changes	Documentary evidence of birth name (e.g., Birth Certificate or extract)	Applicants who have changed their name legally (officially) but not yet advised the Board
	Statutory Declaration regarding names assumed and on what dates	Applicants who have assumed a new name but not yet advised the Board
	Official translation of documents into English	Prospective employees with ID documents in another language
Professional Experience and Currency of Practice	Evidence of relevant teaching service in Australia or New Zealand in the past 5 years (i.e., statements of service)	All applicants
Fit and Proper	Evidence of a valid Working with Children Clearance (Ochre Card) Current National Police Check (within 2.5 years)	All applicants
Competence	Recommendation Report of school-based panel	All applicants
Good Character and/or Competence	Letter to the Director, providing full details of the circumstances of the issue	Prospective employees who answered "Yes" to any of the questions in Section 4 (Declarations)
Professional Development Requirement	Professional Development Log aligned to the Australian Professional Standards for Teachers, indicative of period of service	All applicants

## HOW TO CERTIFY DOCUMENTS

Only photocopies of documents certified as true copies by a **Justice of the Peace, Commissioner for Oaths, NT Police Officer, Notary Public, or TRBNT staff** are accepted.

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
- Include JP number if applicable

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

### LODGING YOUR APPLICATION

#### HOW TO COMPLETE THE PROCESS:

Step 1: Print completed form.

Step 2: Attach all certified copies

Step 3: Lodge complete application with the Board by post or in person

#### PLEASE MAIL YOUR APPLICATION TO:

Teacher Registration Board of the Northern Territory

GPO Box 1675

Darwin NT 0801

AUSTRALIA

#### OR YOU MAY LODGE YOUR APPLICATION IN PERSON TO:

Teacher Registration Board of the Northern Territory

Level 4, 22 Harry Chan Avenue, Darwin 0800

**Emailed applications will not be processed.**

**Incomplete applications will not be processed.**

**Electronic signatures will not be accepted.**

**The Board is unable to waive requirements for documents.**

#### **Inquiries within Australia**

Phone: (08) 8944 9388

Toll-free: 1800 110 302

#### **Inquiries outside Australia**

Phone: +61 8 8944 9388

#### **PHONE**

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### APPLICATION FORM D

APPLICATION FOR PROVISIONALLY REGISTERED TEACHERS TO TRANSITION TO FULL REGISTRATION

#### 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	<input type="checkbox"/>	Female	<input type="checkbox"/>

Date of Birth						
Place of Birth	Town		State		Country	

#### Contact Details

Telephone BH		Telephone AH		Mobile	
Email					

#### Residential Address




Street or PO Box							
Suburb		State		Country		Postcode	

#### Postal Address

Street or PO Box							
Suburb		State		Country		Postcode	

#### CHANGE OF NAME

If you have changed your name and not advised the Board, please provide documentary evidence of the name change.

		No. of pages attached
	If you have changed your name legally (officially), <b>ATTACH certified copies</b> of documentary evidence of the name change. For example, <b>marriage certificate decree nisi, deed poll, change of name document.</b>	
	If you have not changed your name legally (i.e. an assumed name) <b>ATTACH</b> an original <b>Statutory Declaration</b> of the name change and the date of the name change	
	If applicable, <b>ATTACH evidence of official translation into English</b> of any change of name documents not in the English language	

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	YES	NO
Are you applying to have your Full Registration in Queensland, South Australia, Tasmania, Western Australia, Victoria, Australian Capital Territory, or New Zealand recognised in the Northern Territory?		
Are you applying to have your Proficient Teacher status with NESA (New South Wales Education and Standards Authority) recognised in the Northern Territory?		

Please refer to the FORM D guide attached to this form for details on how to correctly certify documents.

## 2. EVIDENCE OF FULL REGISTRATION IN ANOTHER JURISDICTION

If you answered **NO** to both of the above please go on to **Section 3**.

If you answered **YES** to either of the above, please provide evidence of your Full Registration or Proficient Teacher status below.

	No. of pages attached
 <p>If applicable, <b>ATTACH</b> a <b>certified photocopy</b> of your <b>current registration certificate/s or current registration card</b> to evidence your Full Registration in Queensland, South Australia, Tasmania, Western Australia, Victoria, Australian Capital Territory or New Zealand</p>	
 <p>If applicable, <b>ATTACH</b> a <b>certified photocopy</b> of your Accreditation Report for Proficient Teacher status with NESA NSW</p>	

If you are applying to have your Full Registration or Proficient Teacher status recognised in the Northern Territory, please go on to **Section 7**.

## 3. PROFESSIONAL EXPERIENCE AND CURRENCY OF PRACTICE

**Table 1: Relevant service in Australia or New Zealand during the last five years**

Complete **Table 1** to show all service in Australia or New Zealand as a teacher, principal or performing other duties during the last 5 years that counts as service for Full Registration:

Position	School/Institution or Employing Authority	State or Country	Full-time or Hours Per Week	Dates From - To	Total No. of Days

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		No. of pages attached
	If applicable, <b>ATTACH</b> a separate page if more space is required due to extensive teaching experience. Table teaching service completed in the last 5 years only.	
	<b>ATTACH EVIDENCE</b> of relevant service in order to satisfy the Board that you are eligible for Full Registration. At least <b>180 days</b> relevant full-time service (or the equivalent part-time service) in Australia or New Zealand in the past 5 years is required for Full Registration.	
Do you have overseas service as a teacher or principal in the last 5 years?		<div>Yes</div> <input type="checkbox"/>
		<div>No</div> <input type="checkbox"/>


If **NO**, go on to **Section 4**.

If **YES**, please provide details in **Table 2**

**Table 2: Overseas Teaching Service**


Position	School/Institution or Employing Authority	State & Country	Full-time or Hours Per Week	Dates From - To	Total No. of Days

Applicants who have taught outside Australia or New Zealand in countries that have a mandatory system of teacher registration are required to provide the Board with a 'Letter of Good Standing' from the relevant registration authority of that country.

		No. of pages attached
	If applicable, <b>ATTACH</b> a <b>letter of good standing</b> from all relevant overseas teacher registration authorities or <b>evidence of having applied</b> for the letter of good standing if you are unable to supply it when lodging your application and you anticipate delays.	

## 4. PROFESSIONAL DEVELOPMENT REQUIREMENT

The Teacher Registration Board (Northern Territory) Act has embedded the requirement that all Northern Territory (NT) teachers adhere to the Professional Development Framework to promote and encourage the consistent and continuous professional development of teachers. All registered teachers are required to meet the minimum requirement of the framework. A teacher is required to complete 100 hours of professional development over 5 years (equating to 20 hours per year). You are required to document your professional development in a log aligned to the Australian Professional Standards for Teachers

		No. of pages attached
	<b>ATTACH</b> a copy of your <b>Professional Development Log</b>	

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### 5. RECOMMENDATION REPORT: DECISION AND COMMENTS OF SCHOOL-BASED PANEL

Full name of Provisionally Registered Teacher	
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**PLEASE NOTE:**

The Panel **must** list the evidence provided to demonstrate **meeting the Standard**.  
This form **will not be accepted** if hand-written. A Word version of this report is available on our website if required.  
A panel member **CAN NOT** endorse the panel's decision in section 6

Australian Professional Standards for Teachers		Evidence Provided by Applicant to Panel	Panel Judgement	Panel Comment
Professional Knowledge	1 Know students and how they learn		Meets Standard <input type="checkbox"/> Does not meet Standard <input type="checkbox"/>	
	2 Know the content and how to teach it		Meets Standard <input type="checkbox"/> Does not meet Standard <input type="checkbox"/>	
Professional Practice	3 Plan for and Implement effective teaching and learning		Meets Standard <input type="checkbox"/> Does not meet Standard <input type="checkbox"/>	
	4 Create and maintain supportive and safe learning environments		Meets Standard <input type="checkbox"/> Does not meet Standard <input type="checkbox"/>	
	5 Assess, provide feedback and report on student learning		Meets Standard <input type="checkbox"/> Does not meet Standard <input type="checkbox"/>	
Professional Engagement	6 Engage in professional learning		Meets Standard <input type="checkbox"/> Does not meet Standard <input type="checkbox"/>	
	7 Engage professionally with colleagues, parents & carers, and the community		Meets Standard <input type="checkbox"/> Does not meet Standard <input type="checkbox"/>	
Name of school / cluster / group	Name of Panel Member	TRB No.	Signature of Panel Member	Date Recommendation Made

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DARWIN NT 0801

## Australian Professional Standards for Proficient Teachers

Professional Knowledge	Know students and how they learn	<p><b>1.1 Physical, social and intellectual development and characteristics of students</b> Use teaching strategies based on knowledge of students' physical, social and intellectual development and characteristics to improve student learning</p> <p><b>1.2 Understand how students learn</b> Structure teaching programs using research and collegial advice about how students learn</p> <p><b>1.3 Students with diverse linguistic, cultural, religious and socioeconomic backgrounds</b> Design and implement teaching strategies that are responsive to the learning strengths and needs of students from diverse linguistic, cultural, religious and socioeconomic backgrounds</p> <p><b>1.4 Strategies for teaching Aboriginal and Torres Strait Islander students</b> Design and implement effective teaching strategies that are responsive to the local community and cultural setting, linguistic background and histories of Aboriginal and Torres Strait Islander students</p> <p><b>1.5 Differentiate teaching to meet the specific learning needs of students across the full range of abilities</b> Develop teaching activities that incorporate differentiated strategies to meet the specific learning needs of students across the full range of abilities</p> <p><b>1.6 Strategies to support full participation of students with disability</b> Design and implement teaching activities that support the participation and learning of students with disability and address relevant policy and legislative requirements</p>
	Know the content and how to teach it	<p><b>2.1 Content and teaching strategies of the teaching area</b> Apply knowledge of the content and teaching strategies of the teaching area to develop engaging teaching activities</p> <p><b>2.2 Content selection and organisation</b> Organise content into coherent, well-sequenced learning and teaching programs</p> <p><b>2.3 Curriculum, assessment and reporting</b> Design and implement learning and teaching programs using knowledge of curriculum, assessment and reporting requirements.</p> <p><b>2.4 Understand and respect Aboriginal and Torres Strait Islander people to promote reconciliation between Indigenous and non-Indigenous Australians</b> Provide opportunities for students to develop understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages.</p> <p><b>2.5 Literacy and numeracy strategies</b> Apply knowledge and understanding of effective teaching strategies to support students' literacy and numeracy achievement</p> <p><b>2.6 Information and Communication Technology (ICT)</b> Use effective teaching strategies to integrate ICT into learning and teaching programs to make selected content relevant and meaningful</p>
Professional Practice	Plan for and implement effective teaching and learning	<p><b>3.1 Establish challenging learning goals</b> Set explicit, challenging and achievable learning goals for all students</p> <p><b>3.2 Plan, structure and sequence learning programs</b> Plan and implement well-structured learning and teaching programs or lesson sequences that engage students and promote learning</p> <p><b>3.3 Use teaching strategies</b> Select and use relevant teaching strategies to develop knowledge, skills, problem solving and critical and creative thinking</p> <p><b>3.4 Select and use resources</b> Select and/or create and use a range of resources, including ICT, to engage students in their learning</p> <p><b>3.5 Use effective classroom communication</b> Use effective verbal and non-verbal communication strategies to support student understanding, participation, engagement and achievement</p> <p><b>3.6 Evaluate and improve teaching programs</b> Evaluate personal teaching and learning programs using evidence, including feedback from students and student assessment data, to inform planning</p> <p><b>3.7 Engage parents/ carers in the educative process</b> Plan for appropriate and contextually relevant opportunities for parents/ carers to be involved in their children's learning.</p>
	Create and maintain supportive and safe learning environments	<p><b>4.1 Support student participation</b> Establish and implement inclusive and positive interactions to engage and support all students in classroom activities</p> <p><b>4.2 Manage classroom activities</b> Establish and maintain orderly and workable routines to create an environment where student time is spent on learning tasks</p> <p><b>4.3 Manage challenging behaviour</b> Manage challenging behaviour by establishing and negotiating clear expectations with students and address discipline issues promptly, fairly and respectfully</p> <p><b>4.4 Maintain student safety</b> Ensure students' wellbeing and safety within school by implementing school and/ or system, curriculum and legislative requirements.</p> <p><b>4.5 Use ICT safely, responsibly and ethically</b> Incorporate strategies to promote the safe, responsible and ethical use of ICT in learning and teaching</p>
	Assess, provide feedback and report on student learning	<p><b>5.1 Assess student learning</b> Develop, select and use informal and formal, diagnostic, formative and summative assessment strategies to assess student learning</p> <p><b>5.2 Provide feedback to students on their learning</b> Provide timely, effective and appropriate feedback to students about their achievement relative to their learning goals</p> <p><b>5.3 Make consistent and comparable judgements</b> Understand and participate in assessment moderation activities to support consistent and comparable judgements of student learning</p> <p><b>5.4 Interpret student data</b> Use student assessment data to analyse and evaluate student understanding of subject/content, identifying interventions and modifying teaching practice</p> <p><b>5.5 Report on student achievement</b> Report clearly, accurately and respectfully to students and parents/carers about student achievement, making use of accurate and reliable record</p>
Professional Engagement	Engage in professional learning	<p><b>6.1 Identify and plan professional learning needs</b> Use the Australian Professional Standards for Teachers and advice from colleagues to identify and plan professional learning needs</p> <p><b>6.2 Engage in professional learning and improve practice</b> Participate in learning to update knowledge and practice, targeted to professional needs and school and/or system priorities.</p> <p><b>6.3 Engage with colleagues and improve practice</b> Contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge and practice</p> <p><b>6.4 Apply professional learning and improve student learning</b> Undertake professional learning programs designed to address identified student learning needs</p>
	Engage professionally with colleagues, parents & carers and the community	<p><b>7.1 Meet professional ethics and responsibilities</b> Meet codes of ethics and conduct established by regulatory authorities, systems and schools</p> <p><b>7.2 Comply with legislative, administrative and organisational requirements</b> Understand the implications of and comply with relevant legislative, administrative, organisational and professional requirements, policies and processes</p> <p><b>7.3 Engage with the parents/carers</b> Establish and maintain respectful collaborative relationships with parents/ carers regarding their children's learning and wellbeing</p> <p><b>7.4 Engage with professional teaching networks and broader communities</b> Participate in professional and community networks and forums to broaden knowledge and improve practice</p>

### 6. PROFICIENCY TO TEACH – PRINCIPAL ENDORSEMENT

The following section is to be completed by a person who has supervised you in your capacity as a teacher (in Australia or New Zealand only) in the past 5 years and may include:

- your current principal or his/her delegate (if you are currently teaching in Australia/New Zealand); or,
- your former principal or his/her delegate (if you are not currently teaching in Australia/New Zealand); or,
- your supervisor / line manager (in the case of corporate staff working in Australia/New Zealand); or,
- your line manager (in the case of principals working in Australia/New Zealand).

The Principal / Supervisor / Line Manager (or Delegate) **must hold Full Registration** as a teacher in the NT (or hold equivalent registration as a teacher in another state of Australia or New Zealand), and **CAN NOT be a contributing school-based panel member in Section 5.**

The role of the Principal / Supervisor / Line Manager (or Delegate) is to endorse the decision and comments of the school-based panel (see Recommendation Report). The person should be prepared to substantiate the endorsement if contacted.

A copy of the Australian Professional Standards for Proficient Teachers is provided on the preceding page, or visit the TRB website <https://www.trb.nt.gov.au/australian-professional-standards-teachers> or the AITSL website <https://www.aitsl.edu.au/teach/standards>

I, _____	
(Full name of Principal / Supervisor / Line Manager / Delegate)	(Position Held)
of _____	
(Name of School or Work Unit)	(Location)
certify that I have supervised _____	
(Full name of prospective employee)	
between the dates of _____ and _____ being a period of _____ years and _____ months and that to the best of my knowledge, information and belief, he/she is able to teach in accordance with the <i>Australian Professional Standards for Teachers, at the Proficient Career Stage</i> being a document that I have read and understand. I fully endorse the decision and comments of the school-based panel (see Recommendation Report). I understand that I may be contacted by the Teacher Registration Board or its delegates to verify this information.	

Signature of Principal / Supervisor / Line Manager / Delegate		E-mail Address	
Date		Telephone (BH)	

**PLEASE NOTE: the person endorsing this recommendation cannot be a contributing school-based panel member**

### 7. AUSTRALIAN CRIMINAL HISTORY CHECK

To transition from Provisional to Full Registration, the Board requires the results of a current National Police Check (not older than 2.5 years at the date of receipt of this application [FORM D] and a current Northern Territory Working with Children Clearance (WWCC) also called an Ochre Card, conducted by SAFE NT.

You can check this on your [TRB Online Services](#) under Current Registration Details.

The Board may have the results of a current National Police Check (NPC) on file for you. To check, log into your TRB Online Services account to view your NPC Issued date under Current Registration Details.



TRB Online Services <https://trbaccount.ntschoools.net/Login.aspx>

Record the Issue Date of your last National Police Check here	/ /
Record the Expiry date of your current Working with Children (Ochre Card)	/ /

If your NPC issue date falls within the last 2.5 years, go onto **Section 8**.

If your NPC issue date is older than 2.5 years, you must apply to SAFE NT for a current National Police Check. **The specified purpose of the check must be for 'Employment' as a 'Teacher'.** If the purpose of the check is not correctly specified, the check will not be accepted. In this instance you would be required to reapply for a subsequent National Police Check to satisfy the Board's requirements.

Apply for a National Police Check online through SAFE NT: <https://forms.pfes.nt.gov.au/safent/>

		No. of pages attached
	<b>ATTACH a certified photocopy of your National Police Certificate, for the purpose of 'Employment' as a 'Teacher' issued by SAFE NT</b>	
	<b>ATTACH a certified photocopy of your current Working with Children (Ochre) Card.</b>	

#### PHONE

1800 110 302 (Toll free)  
+ 61 08 8944 9388

#### WEBSITE

[www.trb.nt.gov.au](http://www.trb.nt.gov.au)

#### EMAIL

[trbregistration@trb.nt.gov.au](mailto:trbregistration@trb.nt.gov.au)

#### POSTAL ADDRESS

GPO Box 1675  
DARWIN NT 0801

### 8. OVERSEAS CRIMINAL HISTORY CHECK

Since being granted Provisional Registration in the Northern Territory, have you lived overseas for 12 months or more?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If **NO**, go on to **Section 9**.

If **YES**, you must complete the table below and provide a criminal history clearance from each country.



Please click [here](#) to apply for an overseas criminal history check from overseas countries. The Board receives the results from these checks directly from the provider.

Or

Please visit the [Department of Immigration and Citizenship](#) website for information on the process for sourcing the required criminal history checks from overseas countries:


Overseas countries in which I have lived for 12 months or more since being granted Provisional Registration in the Northern Territory	Period of Residence	
	From	To

All overseas criminal history clearances must cover the entire period of residence in the above listed countries.

	No. of pages attached
 <b>ATTACH</b> evidence of having applied for the relevant criminal history check/s (e.g., <b>photocopy of receipt</b> or completed application form). All documents must be in English or officially translated into English.	
 <b>ATTACH</b> a certified photocopy of the criminal history check/s results from any <b>applicable overseas country</b> . Applicants with police clearances in a language other than English must supply certified photocopies of <u>both</u> the original [untranslated] document and official English translation.	

### 9. DECLARATIONS

1. Have you been refused registration, licensing or classification as a teacher in Australia or in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Have you had your registration, licensing or classification as a teacher or any other entitlement to teach cancelled, disqualified, suspended or withdrawn in Australia or in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are there, or have there been any conditions been imposed on your registration as a teacher, either in the Territory or elsewhere?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Have you ever been dismissed or resigned from a teaching position in Australia or in any other country following allegations by your employer of your misconduct or incompetence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5. In relation to your employment as a teacher in Australia or in any other country: are you currently, or have you ever been, the subject of disciplinary action (which involves formal notification e.g. a letter) either from an employer and/or from a teacher regulatory authority?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Have you <b>ever</b> been convicted or found guilty of a <b>notifiable</b> offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Have you ever been charged with a <b>notifiable</b> offence, whether or not you have been found guilty, or are there any charges in relation to any offence pending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

		No. of pages attached
	If you answered <b>Yes</b> to any of the above questions, please provide full details addressing the situation in support of your good character. This information may be placed in a sealed envelope marked 'Confidential' and addressed to the Director.	

#### A notifiable offence means:

An offence against a law in force in the Northern Territory if the penalty may be imposed on an individual for the offence includes imprisonment for a period of 12 months or more; or

An offence outside the Northern Territory if the penalty may be imposed on an individual for the offence includes imprisonment for a period of 12 months or more.

For information on teacher notification obligations, visit [Teacher notification obligations](#)

#### PHONE

1800 110 302 (Toll free)  
+ 61 08 8944 9388

#### WEBSITE

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[trbregistration@trb.nt.gov.au](mailto:trbregistration@trb.nt.gov.au)

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### 10. PERMISSION TO RELEASE INFORMATION

- (a) I hereby authorise the 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 2004. 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 acknowledge my name, registration number, category of registration and financial expiry date will be available to the public on the online Register of Teachers via the Board's website.
- (c) I give permission for my de-identified individual registration information to be provided to the Australian Institute of Health and Welfare for the purposes of the Australian Teacher Workforce Data Strategy.

Name of Applicant		Signature of Applicant		Date / /
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### 11. STATUTORY DECLARATION

The statutory declaration is to be witnessed by a person over the age of 18 years

I, \_\_\_\_\_  
(Full name of applicant)

of \_\_\_\_\_  
(Full residential address of applicant)

do solemnly and sincerely declare that I have completed and read this 'Application for Full Registration from Provisionally Registered teachers' form and I conscientiously believe that the information I have provided, and the documents I have submitted, to both the school-based panel and the Teacher Registration Board, are true in every particular. And I make this solemn declaration by virtue of the *Oaths, Affidavits and declarations Act 2010* acknowledging that a person wilfully making a false statement in a statutory declaration is liable to a penalty.

Declared by \_\_\_\_\_  
(Signature of Applicant) \_\_\_\_\_  
(Town/Place)

this \_\_\_\_\_ day of \_\_\_\_\_,  
(Date) (Month) (Year)

before me \_\_\_\_\_  
(Full name of witness)

Signed \_\_\_\_\_ Phone \_\_\_\_\_  
(Signature of witness) (Business hours telephone of witness)

### 12. PAYMENT

For teachers whose **term of registration is expiring at the end of the current year** and are submitting this application in Term 4, **to remain registered from 1 January** next year you will need to **pay your annual fee now**.

You may complete your payment details in this application.

- 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.
- Registration fees are non-refundable.

Under section 40A(2) of the Act, if a registered teacher fails to pay the registration fee by the date it is due, the teacher's registration ceases on the day after that date.

Please note that fees are subject to increase annually as of 1 July in line with the Consumer Price Index as set by the Territory Revenue Office in accordance with the *Revenue Unit Act 2009* (Cth).

Registration required for year(s): please tick		2026	2027	2028
Total:		\$108 <input type="checkbox"/>	\$216 <input type="checkbox"/>	\$324 <input type="checkbox"/>
Payment Total	\$	for Years (please specify number of years)		
(RTM 35R999 134131)				
Personal Cheque <input type="checkbox"/>	Bank Cheque <input type="checkbox"/>	Money Order <input type="checkbox"/>	VISA <input type="checkbox"/>	MasterCard <input type="checkbox"/>
Card Number				
Name on Card:			Card Expiry:	
Signature:			Date:	

### HOW TO HAVE A DOCUMENT CERTIFIED

Only photocopies of documents certified as true copies by a **Justice of the Peace, Commissioner for Oaths, NT Police Officers, Public Notary** or **TRBNT staff** are accepted.

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
- Include JP number if applicable

Please note, the Board only accept the original certified copy that the certifier has physically signed on with a wet signature. Copies of certified copies of documents will not be accepted.

**Your application will not be processed unless copies of all documents are correctly certified.**

### PRIVACY STATEMENT

The personal information you provide on Application Form D is required under the Act. The personal information you provide will be used to:

- assess your eligibility for Full Registration;
- ensure the Register of Teachers is current;
- give effect to the statutory functions and administration of the TRB; and
- enable the TRBNT to contribute to the Australian Teacher Workforce Data project (ATWD), as discussed below.

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 where necessary for the Board to perform its functions.

An extract of the Register of Teachers is available online to allow members of the public to inspect it. For the protection of your private information only your name, registration number, category of registration and financial expiry date will be available on the Online Register. Personal details will not appear on the Online Register.

The TRBNT is contributing to the Australian Teacher Workforce Data project (ATWD) and will disclose information about teachers registered in the Northern Territory to the Australian Institute of Health and Welfare (AIHW) for the purposes of the ATWD. The ATWD will only include linked, de-identified data to be used for reporting and research purposes. AIHW will never disclose the personal information it receives from the TRBNT and the use of personal information is subject to the *AIHW Act 1987* and the *Privacy Act 1988* (Cwth). Teachers will not be identifiable in any reports on ATWD data. Further information is available at <https://www.aitsl.edu.au/research/australian-teacher-workforce-data-strategy>

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### APPLICANTS CHECKLIST

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

Have you completed FORM D in full, or the relevant sections to your registration status?	<input type="checkbox"/>
Is the Recommendation Report of the school-based panel in Section 3 completed in full including what evidence was presented as demonstration of proficiency against the Australian Professional Standards for Proficient Teachers?	<input type="checkbox"/>
Has your Principal / Supervisor / Line Manager / Delegate completed Section 5?	<input type="checkbox"/>
Have you attached your Professional Development Log?	<input type="checkbox"/>
Have you attached a copy of your valid ochre card?	<input type="checkbox"/>
Have you completed the Declarations? (Section 9)	<input type="checkbox"/>
Did you sign the Statutory Declaration before a witness aged 18 or over? (Section 11)	<input type="checkbox"/>
Have you attached a letter to the Director (if applicable)?	<input type="checkbox"/>
Have you attached documentary evidence of relevant teaching service? (Statement of Service (from relevant employer/s)	<input type="checkbox"/>
Have you attached documentary evidence of all name changes (if applicable)?	<input type="checkbox"/>
Have you included payment (if applicable)?	<input type="checkbox"/>
Have you had relevant documents translated into English (if applicable)?	<input type="checkbox"/>
Have you had these documents certified as accurate copies of the originals, on every page, by an authorised person?	<input type="checkbox"/>

**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:	Or you may lodge your application in person to:
<p>Teacher Registration Board of the Northern Territory</p> <p>GPO Box 1675 Darwin NT 0801</p> <p>Level 4, 22 Harry Chan Avenue Darwin 0800</p>	

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

**DISCLAIMER** The information on this form and its associated guide is subject to change without notice. All care has been taken to ensure that the information 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 and forms are available from the Board's office or [website](http://www.trb.nt.gov.au).

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