

APPLICATION FORM A INFORMATION GUIDE

INFORMATION ABOUT APPLYING FOR REGISTERED TEACHERS

Application

A person may apply to the Teacher Registration Board of the Northern Territory (the TRB or the Board) for registration under the provisions of the *Teacher Registration (Northern Territory) Act* (the Act) if he or she holds the prescribed qualifications for registration and is not disqualified from registration by the Board.

The application must be:

- made in the approved form; and
- accompanied by the prescribed documents; and
- accompanied by the prescribed fee.

Who Should Complete Application Form A?

An applicant who is not currently accredited with the New South Wales Education Standards Authority, or currently registered as a teacher in Queensland, Victoria, Tasmania, South Australia, Western Australia, Australian Capital Territory or New Zealand who has:

- a four-year degree in education OR
- completed four years of full-time study including a degree and a minimum of 1 year teacher education course

[NB: An applicant, who is currently accredited with the New South Wales Education Standards Authority or currently registered as a teacher in Queensland, Victoria, Tasmania, South Australia, Western Australia, Australian Capital Territory or New Zealand is likely to be eligible to apply for registration under the Mutual Recognition Principle and, if so, should complete **Application Form B.**]

Application Processing and Assessment

Applications are assessed and prepared for the Board to consider for registration at one of its scheduled meetings.

Please allow up to 15 working days for an initial assessment of your application for registration. Applicants from overseas or who have overseas qualifications will normally require a longer assessment period.

If your application is successful, you will be granted either Provisional Registration (for a term of 3 years) or Full Registration (for a term of 5 years), with or without a condition.

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 provide further information it considers necessary to inform its decision.

GUIDE TO COMPLETING APPLICATION FORM A

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 A as they apply to you.

Section 1: Personal Details

Please provide your personal details including all previous names. As email is the preferred mode of communication by the Board, your email address will be required.

If you have previously applied for registration (or an employer has applied for authorisation to employ you as a teacher) with the Teacher Registration Board of the Northern Territory, please indicate here and provide your TRB registration number (if known). You may not need to provide all required documentary evidence if you have been previously registered or granted authorisation by the TRB.

Please contact the TRB office for advice.



All applicants must provide evidence of their birth name and current name.

Evidence of birth name includes a certified copy of a **birth certificate** or **extract of birth certificate**. A baptismal certificate is not acceptable.


Evidence of current name must include photo ID, for example a certified copy of a current passport, Australian driver's licence or any other official licence or photo ID card.



Applicants who have changed their name are required to provide documentary 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 A is required under the Act. The personal information you provide will be used to:

- assess your eligibility for Provisional or Full Registration;
- ensure the Register of Teachers is current;
- give effect to the statutory functions and administration of the TRBNT; 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>

Section 2: Payment Options for Applicants

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- Registration is for a calendar year – 1 January to 31 December. There is no pro-rata rate for part year, except for applications received between October and December. People applying during these months will be granted registration for the remainder of that year and all of the following year.
 - Payment may be made to cover a minimum of **one** calendar year to a maximum of **three** calendar years
 - Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.
 - For applications lodged from overseas, payments must be made in Australian dollars.

- The Board cannot accept cash and does not have EFTPOS facilities but it can accept VISA, MasterCard, money orders and bank cheques.
- Personal cheques are not recommended and, if submitted, will take longer to process.
- Registration fees are **non-refundable**.
- Please note that fees are subject to increase annually as of 1 July in line with the CPI as set by the Territory Revenue Office in accordance with the *Revenue Unit Act 2009*.

Section 3: Qualifications

All applicants must provide the Board with their **final academic transcript/s**. Please provide original documents or [certified](#) copies for all degrees and diplomas that make up your four-year teaching status.

A **final academic transcript** is an official statement from the institution at which you studied which shows the units you attempted **for a qualification**, the level and the grade or pass mark achieved for each unit and a statement indicating the **completion of the qualification**. A final academic transcript can be obtained from the institution at which you studied. Links to various Australian university websites are provided on the [TRB website](#) to assist you in obtaining your academic transcript.

Applicants who have completed an initial teacher education program accredited by the TRB or another teacher registration authority in Australia or New Zealand are not required to provide evidence of completion of 45 supervised practice teaching days (see lists of approved courses on the website of each individual teacher registration authority – links are available from the TRB website www.trb.nt.gov.au/links). All other applicants, however, must provide evidence of completion, as part of their qualification, of 45 supervised practice teaching days in a school. In some instances this information will appear on your final academic transcript, in which case you do not need to provide additional evidence.

If you are required to provide evidence of practice teaching days and your final academic transcript does not indicate how many supervised practice teaching days you completed as part of your qualification, the Board will accept:

- (a) an original **official letter** from the University, on University letterhead;
- (b) a copy of the relevant page of the University **handbook**; or
- (c) the link to the relevant page of the University **website**.

Applicants with academic transcripts and documents *in a language other than English* must supply certified photocopies of both the **original [untranslated] documents** and **official English translation**.

Translations into English must be prepared and certified as correct by an official translation service or an accredited translator. Australian translation services can be viewed on our website www.trb.nt.gov.au

Section 4: Professional Experience and Currency of Practice

Please indicate whether you have service in Australia or New Zealand during the last 5 years that counts as service for Full Registration. If so, 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.

'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.

‘Approved curriculum’ means a curriculum approved by the Minister responsible for the administration of the NT Education Act (or the equivalent in another jurisdiction).

Do not include duties performed as support staff (for example, teacher’s aide, teacher’s assistant, student teacher or unpaid volunteer).

Do not include service in TAFE, childcare centres or universities unless specifically related to approved school-based curriculum.

Please indicate whether, in your opinion, you are eligible for Full Registration or Provisional Registration. 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 allow the Board to determine which category applies to you.

Applicants with relevant teaching service in Australia and New Zealand in the past 5 years must provide evidence of this experience (i.e., certified copies of official records or statements of service issued by the employer) as part of their application for registration.

A **record of service** or **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 other teacher registration or accreditation authorities in Australia and New Zealand in order to verify the good standing of teachers who have taught in Australia and New Zealand.

Please indicate if you have other teaching service. 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.

Please provide a separate page if more space is required.

Additionally, applicants who have taught outside of Australia and New Zealand required to provide the Board with a ‘Letter of Good Standing’ from the relevant registration authority or their previous employer of that country.

A **Letter of Good Standing** is a statement that verifies a teacher is competent to teach, there were no disciplinary proceedings whilst teaching and they are held in good stead in a particular jurisdiction/employer. Sometimes this letter is called a ‘Letter of Good Conduct’ or a ‘Statement of Professional Standing’ or similar.

If you are unable to provide a Letter of Good Standing at the time of application, evidence of your request to the registration authority will be required.

Section 5: Competence to Teach

Please answer the questions to determine whether you need to complete this section. For example, applicants who are recent graduates are not required to complete this section.

Applicants who are experienced teachers and are applying for Full Registration will be required to have this section completed by their current Principal (or delegate), their former Principal (or delegate) or line manager in Australia or New Zealand only.

The Board will accept this section of the form by fax, e-mail or post from the Principal if necessary (e.g., if you have moved to the Territory, you can contact your former school and ask them to submit this section of the form to the Board by fax, e-mail or post).

Section 6: English language requirement

The English language proficiency assessment is not required provided the four years of required higher education study in English (or qualifications assessed as comparable) have been undertaken in Australia, Canada, Ireland, New Zealand, the United Kingdom or the United States of America.

If you have completed your qualifications for registration in another country (other than those listed above), it is a requirement that you have undertaken and passed an approved language test within the last 2 years. For more information regarding the minimum English proficiency scores please visit the [TRB website](#)

Please indicate the score you achieved in each part of the test and the Overall Band Score (if applicable).

Please attach a certified copy of your **most recent assessment**.

Section 7: Criminal History Checks

The Board is unable to process your application until the results of a Criminal History Check has been received.

The results of a **Criminal History Check** are an official record issued by the law enforcement authority of a particular jurisdiction which details any convictions and findings of guilt (releasable history) recorded against your name.

Privacy Statement

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

Australian Criminal History Checks

If you are currently living in Australia or have ever lived in Australia, you must arrange for the Board to be provided with the results of a current criminal history check conducted by the NT Police.

Current means the police check issue date is not more than 3 months before or 3 months after the date when your application for teacher registration is received.

SAFE NT is the business unit of the NT Police that has sole responsibility for conducting Australian criminal history checks and issuing Working With Children Clearances (Ochre Cards) for employment purposes in the NT. SAFE NT is located at 77 Smith Street, Darwin. Ph 1800 723 368. E-mail: safent.police@nt.gov.au.

It is mandatory for teachers to hold an NT Working With Children Clearance (WWCC) for employment purposes, as well as a criminal history check for teacher registration purposes.

A national criminal history record check is conducted as part of the WWCC process therefore it is recommended that you provide permission to SAFE NT to release your criminal history record details to the Board when applying for your 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

If you have a current WWCC (Ochre Card) or National Police Certificate that was issued **more than 3 months** prior to the date of lodging your teacher registration application, you must apply to SAFE NT for a new 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 for teacher registration in the Northern Territory. In this instance you would be required to reapply for a subsequent National Police Check to satisfy the Board's requirements.

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

Overseas Criminal History Checks

Since attaining the age of 18 years, if you have lived overseas you must provide a criminal history clearance from any jurisdiction/country in which you have lived for 12 months or more in the last 10 years. **Overseas police checks must cover the applicant's entire period of residency in all applicable countries.**

Please visit the **Department of Immigration and Citizenship** website for information on the process for sourcing the required criminal history clearances from overseas countries:

<http://www.border.gov.au/Trav/Citi/Appl/What-documents-do-you-need/good-character-and-offences>

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 lodging your application and you anticipate delays.

Section 8: Declarations

Please read each question carefully and answer truthfully. If you are unsure about the information you are required to disclose, please see [Registration information](#) on our website.

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

Section 9: Permission to release information

The TRB 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 publicly on the Online Register of Teachers via the TRB website.

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

Section 10: 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 Act*. Penalties apply.

Section 11: Australian Citizenship / Residency / Work Visa

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

Section 12: Current or Expected School Appointment in the NT

Please indicate whether you have been offered a teaching position in the Northern Territory. If so, please record the details on page 25.

The Board meets at least 9 times per year to consider applications for registration. The TRB Director is empowered by the Act to issue Interim Certificates of Registration between Board meetings.

An **Interim Certificate of Registration** is a document issued to the teacher that will allow you to teach up until the next Board meeting without being in breach of the Act.

If you require an Interim Certificate of Registration pending the next Board meeting, please indicate here.

You are not permitted to commence teaching until registration has been granted at a Board meeting or you have been issued with an Interim Certificate of Registration.

Section 74 of the *Teacher Registration (Northern Territory) Act* (the Act) provides that a person in connection with an application for registration under the Act must not:

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

Penalty: 50 penalty units

PROVIDING DOCUMENTARY EVIDENCE

All documents you supply to support your application must be the original or a certified copy of the original. Photocopies, faxed or scanned copies are not acceptable.

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

Issue	Documentary Evidence	Must be supplied by
	Documentary evidence of birth name (e.g., Birth Certificate or extract)	All applicants
	Documentary evidence of current name, including photograph (e.g., current passport)	All applicants
	Documentary evidence of all previous names and name changes (e.g., marriage certificate, deed poll)	Applicants who have changed their name legally (officially)
	Statutory Declaration regarding names assumed and on what dates	Applicants who have assumed a new name
	Official translation of documents into English	Applicants with ID documents in another language
Qualifications	Final academic transcript/s	All applicants
	Evidence of the number of supervised practice teaching days you completed as part of your teaching qualification	Applicants who completed a teaching qualification that is not accredited and the number of practicum days <u>not</u> shown on your final
	Official translation of documents into English	Applicants with qualification documents in a language other than English
Professional Experience and Currency of Practice	Evidence of relevant teaching service (statements of service)	Applicants with relevant teaching service in Australia or New Zealand in the past 5
	Evidence of good standing as a registered teacher in a country other than Australia or New Zealand	Applicants who have taught outside of Australia and New Zealand in a country with a mandatory system of teacher
	Evidence of a request for a Letter of Good Standing from an overseas registration authority	Applicants who are unable to supply a letter of good standing with their application

	Official translation of documents into English	Applicants with documents in a language other than
English Proficiency	English language test results (IELTS or ISLPR) undertaken and passed within the last 2 years	Applicants whose qualifications for registration are not from Australia, Canada, Ireland, New Zealand, the UK or USA
Good Character	Results of a current Australian criminal history check conducted by SAFE NT. NB: "Current" means the results issued within 3 months of lodging your application for registration.	Applicants who are currently living in Australia or have ever lived in Australia.
	Overseas criminal history check/s	Applicants who have lived overseas for 12 months or more in the last 10 years or since
	Evidence of having applied for criminal history check/s	Applicants who are unable to supply all relevant criminal history checks along with their application for registration
	Official translation of documents into English	Applicants with criminal history clearance in a language other than
Good Character and/or Competence	Letter to the Director, providing full details of the circumstances of the issue	Applicants who answered 'Yes' to any of the questions in Section 8 (Declarations)

Only photocopies of documents certified as true copies by a Justice of the Peace, Commissioner for Oaths, 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

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

*Guidelines for **Certification of Documents** can be found on the [TRB website](#).*

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

Faxed or emailed applications will not be processed.

Incomplete applications will not be processed.

The Board is unable to waive requirements for documents.

Inquiries within Australia

Toll-free: 1800 110

FORM A: APPLICATION FOR TEACHER REGISTRATION IN THE NORTHERN TERRITORY

1. PERSONAL DETAILS

Family Name					
Given Names					
Preferred Name (if applicable)					
All Previous Names including given and family names					
Title, e.g. Mr/Mrs/Ms/Miss/Dr		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>

Date of Birth						
Place of Birth	Town		State		Country	






Contact Details

Telephone BH		Telephone AH		Mobile	
Email					

Postal Address

Street or PO Box							
Suburb		State		Country		Postcode	

Have you applied for registration with the Teacher Registration Board of the Northern Territory previously? Your TRB No.: _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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		No. of pages attached
	ATTACH a certified photocopy of your birth certificate or extract of birth certificate indicating the name given to you at birth plus the place and date of your birth. A baptismal certificate is not acceptable .	
	ATTACH a certified photocopy of photo identification indicating your current name (e.g., current passport). If you do not have a current passport, then a current Australian driver's licence or other official licence or photo ID card.	
	If applicable, ATTACH certified photocopies of documentary evidence of all previous names and name changes if changed legally (officially). For example, marriage certificate, decree nisi, deed poll, change of name document .	
	If applicable, ATTACH an original Statutory Declaration of the name change and the date of the name change where not legally changed (i.e., all assumed names).	
	If applicable, ATTACH a certified photocopy of official translation into English of any identity documents not in the English language.	

2. (a) PAYMENT OPTIONS FOR APPLICANTS

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


Please note the following:

- Registration is for a calendar year – 1 January to 31 December. There is no pro-rata rate for part year, except for applications received between October and December. People applying during these months will be granted registration for the remainder of that year and all of the following year.
- All applicants for registration must pay the Initial Registration fee of \$138 which is comprised of the registration fee for the applicant's first registration year (\$90) plus the application processing fee (\$48).
- Registration fees may be tax deductible depending on your circumstances. Ask your Tax Agent or the Australian Taxation Office.
- Payment may be made to cover a minimum one year period to a maximum three year period.
- Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.
- For applications lodged from overseas, payment must be in Australian dollars.
- Personal cheques are not recommended and, if submitted, will take longer to process.
- Registration fees are non-refundable.

Name of Applicant:	
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Registration required for year(s): Please tick:	Oct 2019 - Dec 2020 1	2021 2	2022 3
Total	\$138 <input type="checkbox"/>	\$228 <input type="checkbox"/>	\$318 <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 of Card Holder						Card Expiry Date			
Signature						Date			

	ATTACH cheque or money order here if applicable.
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2. (b) PAYMENT OPTIONS FOR GRADUATES FROM CHARLES DARWIN UNIVERSITY (CDU) AND THE BATCHELOR INSTITUTE (BI)

Please note the following:


- Registration is for a calendar year – 1 January to 31 December. There is no pro-rata rate for part year, except for applications received between October and December. People applying during these months will be granted registration for the remainder of that year and all of the following year.
- All applicants for registration must pay the annual registration fee of \$90 before your application can be processed.
- Graduates of an initial teacher education program from CDU and BI are exempt from the Initial Application Fee.
- Registration fees may be tax deductible depending on your circumstances. Ask your Tax Agent or the Australian Taxation Office.
- Payment may be made to cover a minimum one year period to a maximum three year period.
- Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.
- For applications lodged from overseas, payment must be in Australian dollars.
- Personal cheques are not recommended and, if submitted, will take longer to process.
- Registration fees are non-refundable.

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

Name of Applicant:	
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Registration required for year(s): Please tick:	Oct 2019 - Dec 2020 1	2021 2	2022 3
Total	\$90 <input type="checkbox"/>	\$180 <input type="checkbox"/>	\$270 <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 of Card Holder						Card Expiry Date			
Signature						Date			

	ATTACH cheque or money order here if applicable.
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3. QUALIFICATIONS

Please indicate your teaching qualification/s. [See next table for non-teaching qualifications.]

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



		No. of pages attached
	ATTACH a certified photocopy of your final academic transcript/s for all teaching qualifications. A final academic transcript includes a statement indicating the completion of the qualification. Please include final academic transcripts for all qualifications that make up your four years of Higher Education.	
	If applicable, ATTACH a certified photocopy of translation into English of any qualification documents not into English.	

Please complete the question below:

How many Supervised Practice Teaching days did you complete in a school as part of your teaching qualification?		Days
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A minimum of 45 days practice teaching is required for registration.


NB: If you completed a teaching qualification that has not been accredited by the TRB or another teacher registration authority in Australia or New Zealand, and your final academic transcript does not indicate how many supervised practice teaching days you completed as part of your qualification, you are required to provide written evidence from the University.

		No. of pages attached
	If applicable, ATTACH evidence from the University of the number of supervised practice teaching days you completed in a school as part of your teaching qualification. For example, an original official letter from the University on University letterhead, or a copy of the relevant page of the University handbook , or the link to the relevant page of the University website .	
	If applicable, ATTACH a certified photocopy of official translation into English of any University documents not in the English language.	

Have you completed any other tertiary qualifications, for example, undergraduate degree, undergraduate diploma, postgraduate diploma?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If **YES**, please provide details:

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

		No. of pages attached
	If applicable, ATTACH a certified photocopy of your final academic transcript/s . Please include documents for all courses completed that validate your four-year teaching status.	
	If applicable, ATTACH a certified copy of translation into English of any qualification documents not in English.	

4. PROFESSIONAL EXPERIENCE AND CURRENCY OF PRACTICE

Do you have service in Australia or New Zealand as a teacher, Principal or performing other duties during the last five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If **NO**, go on to **next page**.


If **YES**, please provide details of relevant service completed in the past 5 years in **Table 1** below:

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

Please indicate whether, in your opinion, you are eligible for Full Registration or Provisional Registration.

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 allow the Board to determine which category applies to you.

In my opinion, I am eligible for:	Full Registration <input type="checkbox"/>	Provisional Registration <input type="checkbox"/>
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		No. of pages attached
	ATTACH certified evidence of all relevant teaching service in Australia or New Zealand in the past 5 years including official records or statements of service issued by your employer.	

Do you have *other service* as a teacher, Principal or performing other duties? For example, service over 5 years ago or service overseas?

Yes No

If **NO**, go on to **Section 5**. If **YES**, please provide details in **Table 2** below:

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



		No. of pages attached
	If applicable, ATTACH a separate page if more space is required – due to extensive teaching experience. Include all service completed over your entire teaching career.	
	If applicable, ATTACH a Letter of Good Standing from a relevant overseas teacher registration authority or your previous employer OR evidence of having applied for the Letter of Good Standing if you are unable to supply it when lodging your application and you anticipate delays. [See Section 4 of 'Guide to Completing Application Form A' for more information].	

If you have not recorded teaching service in the last 5 years (Table 1) the Board may request you to provide your current resume.

5. COMPETENCE TO TEACH

Please answer the following:

Have you graduated recently? [in the previous year or current year]	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you currently certified as a Highly Accomplished or Lead Teacher? [if so, attach evidence as outlined below]	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you applying for Provisional Registration? [because you have not completed 180 days of relevant teaching service in Australia or New Zealand in the past 5 years]	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

		No. of pages attached
	If applicable, ATTACH a certified photocopy of your Accreditation Report for Professional Competence issued by the New South Wales Education Standards Authority (NESA) and signed by the Teacher Accreditation Authority.	
	If applicable, ATTACH a certified photocopy of your Highly Accomplished or Lead Teacher certificate.	

If you answered **YES** to any of the above, you are not required to complete this section. Please go on to **Section 6**.

If you answered **NO** to all of the above, the following section is to be completed by your current principal or his/her delegate, your former principal or their delegate, or line manager in Australia or New Zealand only. The person should be prepared to substantiate the reference if contacted.

A copy of the *Australian Professional Standards for Proficient Teachers* is provided on the following page and on the TRB website <http://www.trb.nt.gov.au/professional-standards-and-ethics>

I, _____, _____
(Full name of Principal / Line Manager / Delegate) (Position held)

of _____, _____
(Name of school or work unit) (Location)

certify that I have supervised _____
(Full name of applicant)

between the dates ____ / ____ / ____ 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 *Australian Professional Standards for Proficient Teachers*, being a document that I have read and understand. I understand that I may be contacted by the Teacher Registration Board or its delegates to verify this information.

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

Australian Professional Standards for Proficient Teachers

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

6. ENGLISH LANGUAGE REQUIREMENT

Did you complete your qualifications for registration (being a total of four years of completed studies) in English in one of these countries: Australia, Canada, Ireland, New Zealand, the United Kingdom or United States of America?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If **YES**, go on to **Section 7**.

If **NO**, you must satisfy the Board that you are proficient in the English language.


The Board requires the results of an English language proficiency test completed in the last two years.

You must undertake **one** of the following tests and achieve the relevant minimum required score prior to applying for teacher registration.

English Language Test	Minimum Required Score for Teacher Registration
International English Language Testing System (IELTS) - Academic Format	Overall band score of 7.5 across all four parts of the test provided there is: <ul style="list-style-type: none"> • No score below 7 in Reading and Writing • No score below 8 in Speaking and Listening
International Second Language Proficiency Ratings (ISLPR) – Professional Registration Test	A score of 4 or higher in each of the macro skills of Listening, Speaking, Reading and Writing.

Please indicate the score you achieved in each part and your Overall Band Score (if applicable):

Listening		Speaking		Reading		Writing		Overall	
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	ATTACH a certified copy of your English language proficiency assessment.
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7. CRIMINAL HISTORY CHECKS

AUSTRALIAN CRIMINAL HISTORY CHECK

If you are currently living in Australia or have ever lived in Australia you must arrange for the Board to be provided with the results of a current police check conducted by SAFE NT. Current means the police check issue date is not more than 3 months prior to the date when your application for teacher registration is received.

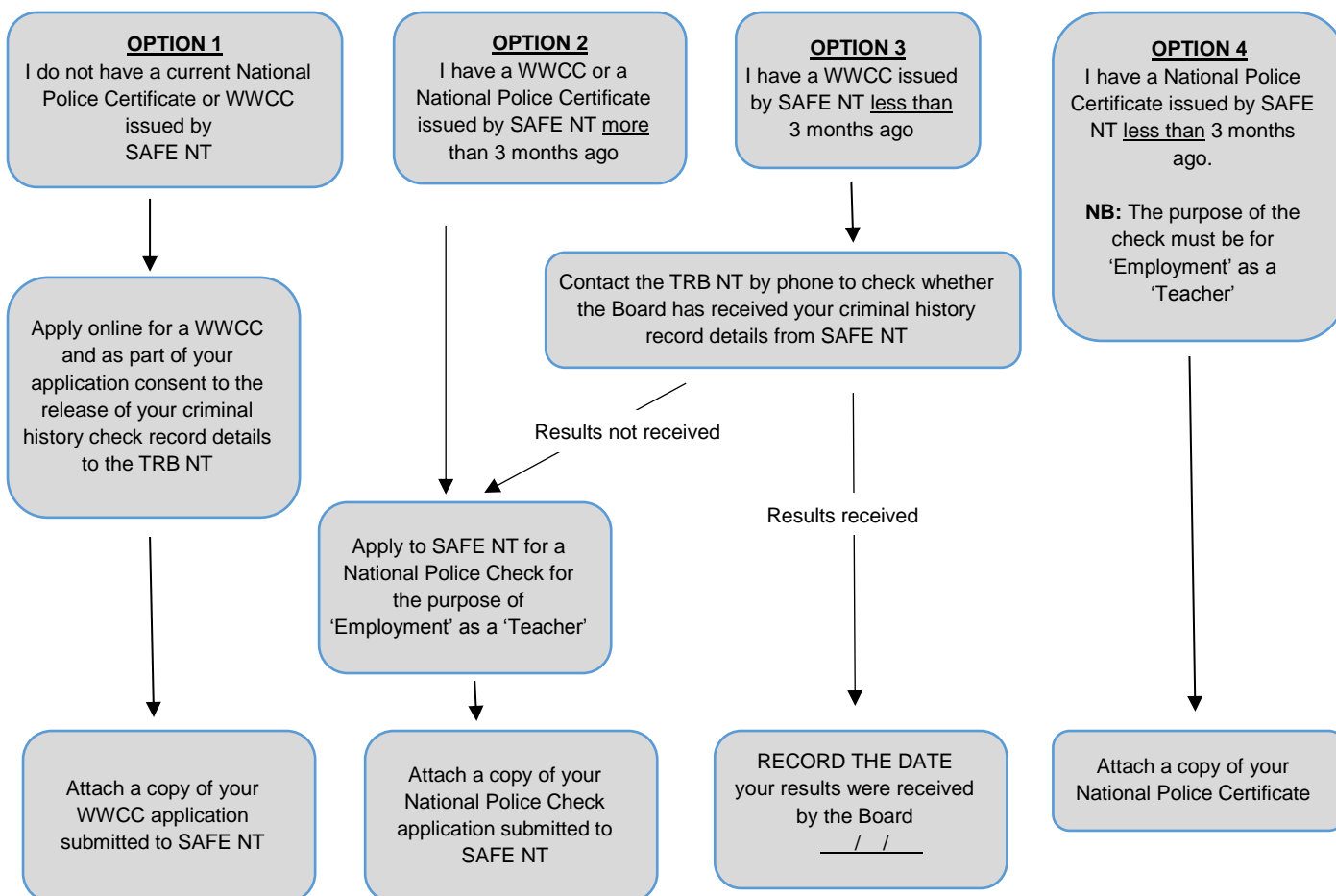
It is mandatory for teachers to hold an NT Working with Children Clearance (WWCC) for employment purposes as well as a criminal history check for teacher registration.


A national criminal history record check is conducted as part of the WWCC process therefore it is recommended that you provide permission to SAFE NT to release your criminal history record details to the Board when applying for your 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

If you have a current WWCC (Ochre Card) or National Police Certificate that was issued **more than 3 months** prior to the date of lodging your teacher registration application, you must apply to SAFE NT for a new 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 results will not be accepted for teacher registration in the Northern Territory. In this instance you would be required to reapply for a subsequent National Police Check to satisfy the Board's requirements.

Select the option applicable to you, complete the relevant action and attach the required information.



		No. of pages attached
	ATTACH a copy of your Working with Children Clearance application or your National Police Check application or a certified copy of your National Police Certificate	

OVERSEAS CRIMINAL HISTORY CHECK

Since attaining the age of 18 years, have you lived overseas for 12 months or more in the last 10 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If **NO**, go on to Section 8.



If **YES**, you must complete the table below and provide a criminal history clearance from each jurisdiction in which you have lived for 12 months or more in the last 10 years.

Please visit the **Department of Immigration and Citizenship** website for information on the process for sourcing the required criminal history clearances from overseas countries:

<http://www.border.gov.au/Trav/Citi/App/What-documents-do-you-need/good-character-and-offences>

Overseas countries in which I have lived for 12 months or more in the last 10 years since attaining the age of 18 years	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
	ATTACH evidence of having applied for the relevant criminal history check/s (e.g., photocopy of receipt or completed application form). All documents must be in English or officially translated into English.	
	ATTACH a certified photocopy of the criminal history check/s results from any applicable overseas country. 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.	

8. DECLARATIONS

1. Have you ever 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 ever had your registration, licensing or classification as a teacher or any other entitlement to teach cancelled or suspended or withdrawn or have you ever been disqualified from registration as a teacher in Australia or in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are there, or have there ever been, any conditions 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. 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 as a teacher in Australia or in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6. Have you ever been convicted or found guilty of any offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Have you ever been charged with any 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
	If you answered Yes 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	

If you are unsure about the information you are required to disclose, please see [Registration Information](#) on our website and seek independent legal advice.

9. PERMISSION TO RELEASE INFORMATION

- (a) I hereby authorise 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 my registration to teach or any other matter relating to my registration that arises under the *Teacher Registration (Northern Territory) Act*. Such exchange of information would include the exchange of information pursuant to any reciprocal information sharing agreement made with any other teacher registration authority.
- (b) I give my permission, if relevant, for Batchelor Institute or Charles Darwin University to release my academic records to the Board.
- (c) I give permission for my 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 registered.
- (d) 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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10. STATUTORY DECLARATION - to be witnessed by a person over the age of 18 years

I, _____
(Full name of applicant)

of _____
(Full address of applicant)

do solemnly and sincerely declare that I have completed and read this Application for Teacher Registration in the Northern Territory form and I conscientiously believe that the information I have provided, and the documents I have submitted, are true in every particular. And I make this solemn declaration by virtue of the Oaths Act acknowledging that a person wilfully making a false statement in a statutory declaration is liable to a penalty.

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

this _____ day of _____, _____
(Date of month) (Month) (Year)

before me _____
(Full name of witness)

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

11. AUSTRALIAN CITIZENSHIP / RESIDENCY / WORK VISA

Answering questions in Section 11 is optional. Information is for statistical purposes only.

Are you an Australian citizen?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you identify as being of Aboriginal or Torres Strait Islander descent?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If you are not an Australian citizen:				
Are you a New Zealand citizen?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you hold permanent resident status in Australia?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you hold a visa to work in Australia?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

12. CURRENT OR EXPECTED SCHOOL APPOINTMENT IN THE NT

Have you been offered a teaching appointment in the NT?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If **NO**, go on to the **Checklist** on the following page.

If **YES**, please provide the name of the school at which you will be teaching.

Name of School/Institution					
Commencement date					
Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>	Relief	<input type="checkbox"/>
Nature of appointment if not classroom teacher					

Interim Certificate of Registration

If you require an Interim Certificate of Registration to allow you to teach of the Board, please indicate here.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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HOW TO HAVE A DOCUMENT CERTIFIED

Only photocopies of documents certified as true copies by a **Justice of the Peace, Commissioner for Oaths, 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

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

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

Have you completed the form in full?	<input type="checkbox"/>
Has your Principal completed Section 5?	<input type="checkbox"/>
Have you completed the Criminal History Check section and applied for the required Criminal History Checks? (Section 7)	<input type="checkbox"/>
Have you completed the Declarations? (Section 8)	<input type="checkbox"/>
Have you signed the Permission to Release Information statement? (Section 9)	<input type="checkbox"/>
Did you sign the Statutory Declaration before a witness aged 18 or over? (Section 10)	<input type="checkbox"/>
Have you attached:	
– documentary evidence of your birth name, date and place of birth?	<input type="checkbox"/>
– photo identification indicating your current name?	<input type="checkbox"/>
– documentary evidence of all previous names and name changes?	<input type="checkbox"/>
– documentary evidence of all final academic transcripts as required?	<input type="checkbox"/>
– documentary evidence of teaching service and good standing (if applicable)?	<input type="checkbox"/>
– recent English language proficiency assessment results (if applicable)?	<input type="checkbox"/>
– overseas Criminal History Clearance (if applicable)?	<input type="checkbox"/>
– evidence of having applied for a current Australian criminal history check (if applicable) ?	<input type="checkbox"/>
– letter to the Director (if applicable)?	<input type="checkbox"/>
– translation of all documents 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? See Page 10 of Information Guide for details.	<input type="checkbox"/>
Have you included the teacher registration fee payment?	<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:
Teacher Registration Board of the Northern Territory	
GPO Box 1675 Darwin NT 0801	Level 4, 22 Harry Chan Avenue, Darwin 0800

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

DISCLAIMER The information on this form is subject to change without notice. All care has been taken to ensure that the information on this form is correct. No responsibility will be accepted or taken by the Board for information that may have changed since the time of printing. Up-to-date information and forms are available from the Board's office or [website](http://www.nt.gov.au).