

# APPLICATION FORM D INFORMATION GUIDE

(Current as at 15 April 2016)

## INFORMATION FOR PROVISIONALLY REGISTERED TEACHERS APPLYING FOR 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) if he or she:

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

The application must be:

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

### Who Should Complete Application Form D?

An applicant who is a teacher with Provisional Registration in the NT who has:

- completed, within the 5 year period immediately before the application date (which includes up to two year's extension), at least 180 days full-time service (or the equivalent part-time service) as a principal (however described) or teacher at a school in Australia or New Zealand;

**OR**

- completed, within the 5 year period immediately before the application date (which includes up to two year's extension), at least 180 days full-time service (or the equivalent part-time service) at a place in Australia or New Zealand, other than 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;

**OR**

- an applicant who has been granted Full Registration, Full Certification (NZ) or Proficient teacher status (NSW) in another jurisdiction since being granted Provisional Registration in the Northern Territory

**AND**

- satisfied their Principal / Supervisor / Line Manager (or his/her Delegate) that he/she is able to teach in accordance with the *Australian Professional Standards for Teachers at the proficient level*.

## Application Processing and Assessment

Your application will be processed and assessed by TRB staff then approved by the TRB Director before being considered by the Board at one of its scheduled meetings.

Provisionally registered teachers should allow up to 15 working days for an initial assessment of your application for Full Registration. If your application is successful, you will be granted Full Registration (for a term of 5 years), with or without a condition.

There is no rush to move from Provisional to Full Registration. Your first priority is to establish yourself in your role as a teacher: planning, organising, developing professional relationships and networks, establishing a supportive environment and independent practice. Your focus should be on consolidating your teaching practice and undertaking professional learning.

## 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.

## GUIDE TO COMPLETING APPLICATION FORM D

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**.

### Section 1: Personal Details

Please provide your personal details including all previous names. Please provide an e-mail address as e-mail is the preferred mode of communication by the Board.

Please provide your TRB registration number.

Applicants who have changed their name but not yet advised the Board of the change are required to provide evidence of all name changes.

**Documentary evidence of all 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 must be supplied which outlines the date the name was assumed.

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), 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, 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 (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: 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 6.**

## Section 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.

‘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 (including, 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.

**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** 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 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.

### Section 4: 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 in a safe place as the Board may randomly audit teachers to verify evidence of their proficiency.

### Section 5: 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.

### Section 6: Australian Criminal History Check

To transition from Provisional to Full Registration the Board requires a National Police Check, issued by SAFE NT, not older than 2.5 years at the date of receipt of this application [Form D]. You can check this on your TRB Online Services under Current Registration Details. <https://trbaccount.ntschoools.net/Login.aspx>. 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'**. Apply for a National Police Check online through SAFE NT: <https://forms.pfes.nt.gov.au/safent/>

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.

### Section 7: Overseas Criminal History check

If you have lived overseas for 12 months or more, since being granted Provisional Registration, you will require and overseas criminal history check.

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>

### 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

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 your 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.

### 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.

## PROVIDING FALSE OR MISLEADING STATEMENTS

Section 74 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:

- (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.

Maximum 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 or 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
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
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)

## HOW TO HAVE A DOCUMENT CERTIFIED

Photocopies of documents can be certified as true copies by a Justice of the Peace, Commissioner for Oaths, Notary Public, or TRB staff.

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
- Advise 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](#).*

## 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

**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

Phone: (08) 8944 9388  
Toll-free: 1800 110 302

### Inquiries outside Australia

Phone: +61 8 8944 9388

## FORM D: APPLICATION FOR FULL REGISTRATION FROM PROVISIONALLY REGISTERED TEACHERS

### 1. PERSONAL DETAILS

Family Name					
Given Name					
Preferred Name					
All Previous Names (if applicable)					
Title e.g. Mr/Mrs/Ms/Miss/Dr		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>
TRB #					

Date of Birth					
Place of Birth	Town		State		Country

### Contact Details




Email					
Telephone BH		Telephone AH		Mobile	

### Postal Address

Postal Address					
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	

**PLEASE NOTE:** Only documents certified by a Justice of the Peace, Commissioner for Oaths, Public Notary or TRB Staff Member will be accepted. Please see Page 11 of Application Form D Information Guide for details.



## 2. EVIDENCE OF FULL REGISTRATION IN ANOTHER JURISDICTION

	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 BOSTES (Board of Studies Teaching & Educational Standards) NSW recognised in the Northern Territory?		

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 a 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 a certified photocopy</b> of your Accreditation Report for Proficient Teacher status with BOSTES 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 6**.

## 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

		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	
	<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.	

**Table 2: Overseas Teaching Service**


Do you have overseas service as a teacher or principal in the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If **NO**, go on to **Section 4**.

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

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. 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**

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

## 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>

### 5. 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).

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 [www.trb.nt.gov.au/professionalstandardsandethics](http://www.trb.nt.gov.au/professionalstandardsandethics) or the AITSL website [www.teacherstandards.aitsl.edu.au](http://www.teacherstandards.aitsl.edu.au)

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 *Australian Professional Standards for Proficient Teachers* 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)	

## 6. AUSTRALIAN CRIMINAL HISTORY CHECK

To transition from Provisional to Full Registration the Board requires a National Police Check, issued by SAFE NT, not older than 2.5 years at the date of receipt of this application [Form D].

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	/ /
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If your NPC issue date falls within the last 2.5 years, go onto **Section 7**.

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</b> of your <b>National Police Certificate</b> , for the purpose of 'Employment' as a 'Teacher' issued by SAFE NT	

## 7. 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 8.

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



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/Apply/What-documents-do-you-need/good-character-and-offences>

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 <b>completed application form</b> ). All documents must be in English or officially translated into English.	
	<b>ATTACH a certified photocopy of the criminal history check/s results from any 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.	

## 8. DECLARATIONS

1. Since being granted Provisional Registration, 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. Since being granted Provisional Registration, have you had your registration, licensing or classification as a teacher or any other entitlement to teach cancelled or suspended or withdrawn or have you been disqualified from registration as a teacher in Australia or in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Since being granted Provisional Registration, have 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. Since being granted Provisional Registration, have you 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. Since being granted Provisional Registration, have you 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. Since being granted Provisional Registration, have you been convicted or found guilty of any offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Since being granted Provisional Registration, have you 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 attached
 If you answered <b>Yes</b> to any of the above questions, please provide full details. This information may be placed in a sealed envelope marked 'Confidential' and addressed to the Director.	

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. 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 Act acknowledging that a person wilfully making a false statement in a statutory declaration is liable to penalty.

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

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

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

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

## 10. PERMISSION TO RELEASE INFORMATION

- 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 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 and the exchange of information with the Screening Authority established under section 196 of the *Care and Protection of Children Act 2007*.
- 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 TRBNT website.
- I give permission for my 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. 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>

**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 Part D of the form 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 <i>Australian Professional Standards for Proficient Teachers</i> ?	<input type="checkbox"/>
Has your Principal / Supervisor / Line Manager / Delegate completed Section 5?	<input type="checkbox"/>
Have you completed the Declarations? (Section 8)	<input type="checkbox"/>
Did you sign the Statutory Declaration before a witness aged 18 or over? (Section 10)	<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 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"/>

## How to Have a Document Certified

Photocopies of documents can be certified as true copies by a Justice of the Peace, Commissioner for Oaths, Notary Public, or TRB staff.

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
- Advise JP number if applicable

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

**Please print your application and ensure that signatures are provided where requested**

Lodging Your Application	
Your application 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 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](#)