

APPLICATION FORM F INFORMATION GUIDE

INFORMATION FOR PROVISIONALLY (F) REGISTERED TEACHERS APPLYING FOR FULL REGISTRATION

What is Provisional (F) Registration?

Provisional (F) Registration, in the Northern Territory, acknowledges that a teacher has met the requirements for Full Registration previously but has been unable to meet the requirements at the point of renewal of Full Registration. Teachers, who are granted Provisional (F) Registration and are applying for registration in another jurisdiction, will be considered to be provisionally registered for the purpose of applying for registration in another jurisdiction under mutual recognition.

Application

A teacher with Provisional (F) 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 currency of practice of a minimum of 180 days in the last five years immediately preceding the date which the application for Full Registration was lodged;
- has completed a minimum of 100 hours of professional learning as measured against the Australian Professional Standards for Teachers at the Proficient level in the last five years immediately preceding the date which the application for Full Registration was lodged;
- 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 F?

An applicant who is a teacher with Provisional (F) Registration in the Northern Territory 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;

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

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 F as they apply to you. Provisionally (F) Registered teachers should allow up to 15 working days for an initial assessment of your application for Full Registration.

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 F

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 F is required by the Act.

The personal information you provide will be used to:

- assess your eligibility for Full Registration;
- maintain the Register of Teachers; and
- give effect to the statutory functions and administration of the TRB.

If you do not provide the Board with the personal information requested on Application Form F, we may not be able to process your application. The personal details you have provided may be disclosed only 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. 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.

Section 2: Australian Criminal History Check

To transition from Provisional (F) Registration 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 F]. 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 3: 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 4: Professional Experience and Currency of Practice

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 F 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;
- Service under the principles of equivalent practice or educational leadership

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
- equivalent practice or educational leadership which has been endorsed by the Board.

'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**, **statement of employment** 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, relief – 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.

Section 5: Professional Learning

You must provide documentary evidence that you have completed a minimum of 100 hours of professional learning for Full Registration.

For information of what constitutes professional learning for Full Registration and evidence exemplars, please visit the TRB website www.trb.nt.gov.au and navigate to: Fully Registered Teachers - Professional Learning Requirements page.

Section 6: 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 7: 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	Applicants with name change 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	Applicants who answered "Yes" to any of the questions in Section 6 (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 F: APPLICATION FOR FULL REGISTRATION FROM PROVISIONALLY (F) 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), ATTACH certified copies of documentary evidence of the name change. For example, marriage certificate decree nisi, deed poll, change of name document.	
	If you have not changed your name legally (i.e. an assumed name) ATTACH an original Statutory Declaration of the name change and the date of the name change	
	If applicable, ATTACH evidence of official translation into English 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. AUSTRALIAN CRIMINAL HISTORY CHECK

To transition from Provisional (F) 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 F].

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
	ATTACH a certified photocopy of your National Police Certificate , for the purpose of 'Employment' as a 'Teacher' issued by SAFE NT	

3. 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/App/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
	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.	

4. PROFESSIONAL EXPERIENCE AND CURRENCY OF PRACTICE

Have you met the requirement of 180 days of relevant practice in the past 5 years?

Yes (Please tick if applicable) Complete Table 1 and Table 2 below.

No If no, you are not eligible to submit this application.

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 under equivalent practice during the past five 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
	ATTACH EVIDENCE of relevant service in order to satisfy the Board that you are eligible for Full 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.	

Table 2: Other Service (overseas service or service over 5 years ago)

Do you have other service as a teacher, principal or performing other duties under equivalent practice?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If **NO**, go on to **Section 5**.

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

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

5. PROFESSIONAL LEARNING

		No. of pages attached
	If applicable, ATTACH a separate page if more space is required – due to extensive teaching experience.	

Have you met the requirement of minimum 100 hours of professional learning, during the past 5 years, as measured against the Australian Professional Standards at the Proficient career stage?

Yes (Please tick if applicable) Complete Table 1 and Table 2 below.

No If no, you are not eligible to submit this application.

		No. of pages attached
	If applicable, ATTACH a separate page if more space is required – due to extensive teaching experience.	

For information of what constitutes professional learning for Full Registration and evidence exemplars, please visit the TRB website www.trb.nt.gov.au and navigate to: Fully Registered Teachers – Professional Learning Requirements page.

6. DECLARATIONS

1. Since being granted Provisional (F) 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 (F) 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 (F) 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 (F) 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 (F) 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 (F) Registration, have you been convicted or found guilty of any offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7. Since being granted Provisional (F) 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 Yes to any of the above questions, please provide full details. This information may be placed in a sealed envelope marked 'Confidential' and addressed to the Director.	

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

7. 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 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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7. STATUTORY DECLARATION

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 Provisional (F) 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)

PRIVACY STATEMENT

The personal information you provide on Application Form F 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, 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 all parts of Form F in full which are applicable to you?	<input type="checkbox"/>
Have you checked your online services to ensure you have a current National Criminal History check on file, not more than 2.5 years old from the date of lodging this application for Section 2 ?	<input type="checkbox"/>
Have you attached documentary evidence of relevant teaching service? (Statement of Service/Employment from relevant employer/s) for Section 4 (if applicable)?	<input type="checkbox"/>
Have you attached documentary evidence of professional learning (Professional Learning log) for Section 5 (if applicable)?	<input type="checkbox"/>
Have you completed the Declarations in Section 6 ?	<input type="checkbox"/>
Have you attached a letter to the Director (if applicable)?	<input type="checkbox"/>
Did you sign the Statutory Declaration before a witness aged 18 or over in Section 7 ?	<input type="checkbox"/>
Have you attached documentary evidence of all name changes (if applicable)?	<input type="checkbox"/>
Have you had these documents certified where required 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](#)