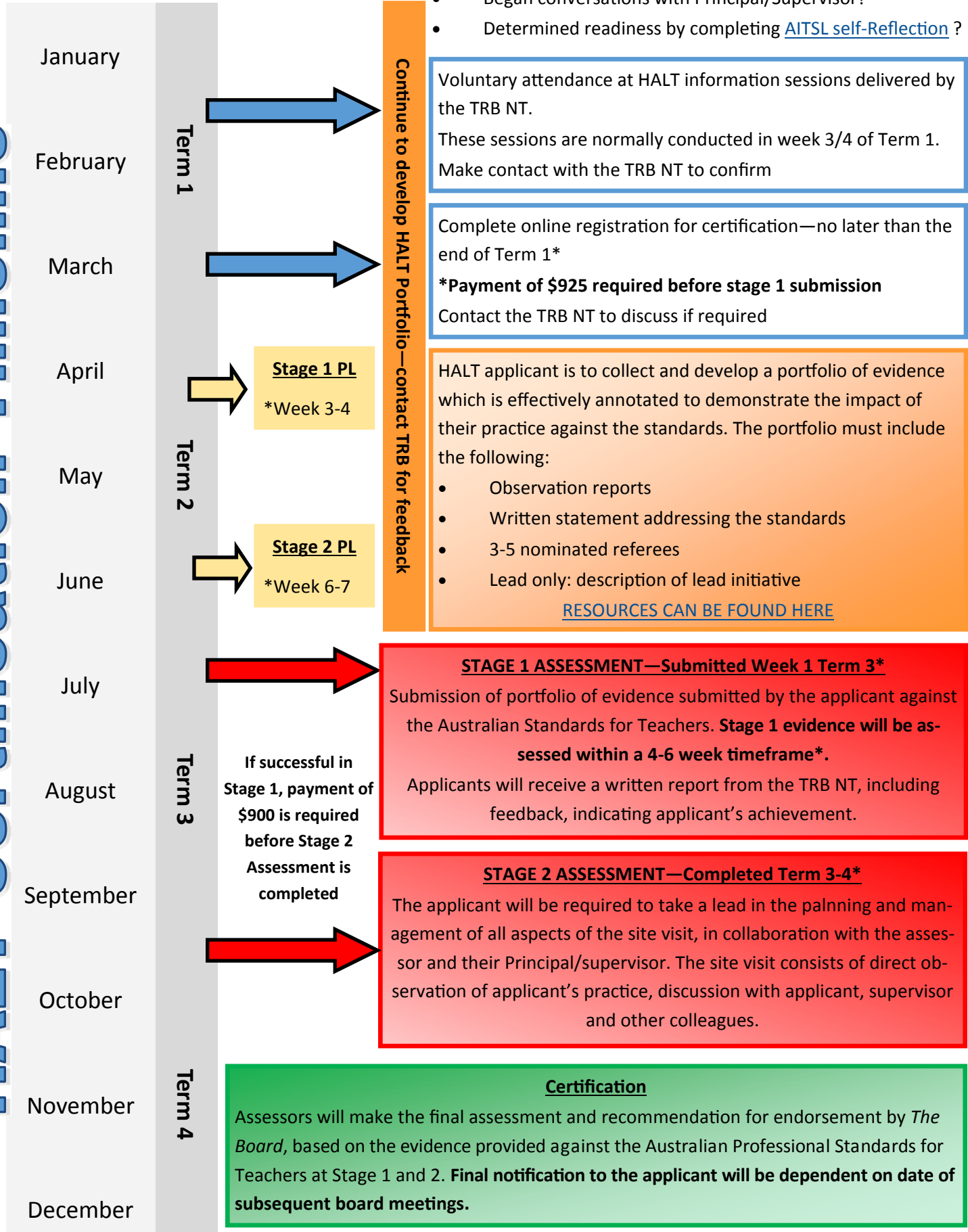


# HALT Certification Timeline

### School Calendar



### Considering HALT this year? HAVE YOU:

- Checked [eligibility requirements](#)?
- Began conversations with Principal/Supervisor?
- Determined readiness by completing [AITSL self-Reflection](#) ?

Voluntary attendance at HALT information sessions delivered by the TRB NT.  
These sessions are normally conducted in week 3/4 of Term 1.  
Make contact with the TRB NT to confirm

Complete online registration for certification—no later than the end of Term 1\*  
**\*Payment of \$925 required before stage 1 submission**  
Contact the TRB NT to discuss if required

HALT applicant is to collect and develop a portfolio of evidence which is effectively annotated to demonstrate the impact of their practice against the standards. The portfolio must include the following:

- Observation reports
- Written statement addressing the standards
- 3-5 nominated referees
- Lead only: description of lead initiative

[RESOURCES CAN BE FOUND HERE](#)

**STAGE 1 ASSESSMENT—Submitted Week 1 Term 3\***  
Submission of portfolio of evidence submitted by the applicant against the Australian Standards for Teachers. **Stage 1 evidence will be assessed within a 4-6 week timeframe\***. Applicants will receive a written report from the TRB NT, including feedback, indicating applicant's achievement.

**STAGE 2 ASSESSMENT—Completed Term 3-4\***  
The applicant will be required to take a lead in the planning and management of all aspects of the site visit, in collaboration with the assessor and their Principal/supervisor. The site visit consists of direct observation of applicant's practice, discussion with applicant, supervisor and other colleagues.

**Certification**  
Assessors will make the final assessment and recommendation for endorsement by *The Board*, based on the evidence provided against the Australian Professional Standards for Teachers at Stage 1 and 2. **Final notification to the applicant will be dependent on date of subsequent board meetings.**

\* timelines are flexible, however changes MUST be negotiated with the TRB Certification Manager, as this will ultimately affect timelines for final certification endorsement by the board