APPLICATION FORM A INFORMATION GUIDE

INFORMATION ABOUT APPLYING FOR TEACHER REGISTRATION

Application

A person may apply to the Teacher Registration Board of the Northern Territory (the Board) for registration under the provisions of the *Teacher Registration (Northern Territory) Act 2004* (the Act) if the person holds the prescribed qualifications for registration and is not disqualified from registration by the Board.

The application must be:

- made in the approved form;
- 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 degree awarded by a higher education institution on completion of a 4 year full-time (or the equivalent part-time duration) initial (pre-service) teacher education course that includes a minimum of 45 days of supervised practice teaching in a school.

Or

- At least four years of full-time study (or the equivalent part-time duration) completed at a higher education institution that results in the award of a degree/s including an alternative qualification awarded on completion of a teacher education course of at least one-year full-time duration (or the equivalent part-time duration) that includes a minimum of 45 days supervised practice teaching in a school.

[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, should complete **Application Form B**.]

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

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN NT 0801

Application Processing and Assessment

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

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

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

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), a condition may be imposed if any further information is required.

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

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 applicable.

Section 1: Personal Details

Please ensure you provide:

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

If you have previously applied for registration (or an employer has applied for authorisation to employ you as a teacher) with the Board, please indicate here and provide your NT 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 Board.

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 either a current:

- Passport
- Australian Driver's Licence
- NT Working with Children Clearance (Ochre Card) or any other official licence.

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

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

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

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

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

Privacy Statement

The personal information you provide on Application Form A is required under the Act, and will be used to:

- assess your eligibility for Provisional or Full Registration;
- ensure the Register of Teachers is accurate;
- give effect to the statutory functions and administration of the Board; and
- enable the Board to contribute to the Australian Teacher Workforce Data project (ATWD), as discussed below in the Privacy Statement below

If you do not provide the Board with the information requested on the application form, we may not be able to process your application.

Information received through these processes will be stored in secure files at the office of the Board in accordance with Board policy. This information will be used as permitted under the Act.

The information you have provided in this application 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 publicly accessible Register of Teachers. Personal details will not appear on it.

The Board contributes 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 Board and the use of personal information is subject to the *Australian Institute of Health and Welfare Act 1987* (Cth)and the *Privacy Act 1988* (*Cwlth*). 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

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 those months will be granted registration for the remainder of that year and all 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 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 Consumer Price Index as set by the Territory Revenue Office in accordance with the *Revenue Unit Act 2009* (Cth).

Section 3: Qualifications

All applicants must provide the Board with their **final academic transcript/s.** Please provide original documents or correctly certified copies for all degrees that make up your four-year teaching studies.

Refer to the end of this guide for information on how to have documents certified.

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.

Applicants who have recently completed an initial teacher education qualification accredited by the

Board 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 list of accredited courses on the website of each individual teacher registration authority – links are available from the Board's website: https://www.trb.nt.gov.au/useful-links

All other applicants will need to provide evidence of completion, as part of their qualification, of a minimum of 45 supervised practice teaching days conducted 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 supervised practice teaching days and your final academic transcript does not indicate how many 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**.

Translation of documents 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.

Section 4: Professional Experience and Currency of Practice

Please indicate whether you have service in Australia or New Zealand during the last five 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 five 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 any of the following:

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

'Relevant service' does not include:

- duties performed as support staff (for example, teacher's aide, teacher's assistant, student teacher or unpaid volunteer).

- service in TAFE, childcare centres or universities unless specifically related to approved school-based curriculum.

Please indicate whether, in your opinion, you are eligible for Full Registration or Provisional Registration. NB: At least 100 days relevant full-time service (or the equivalent part-time service) in Australia or New Zealand in the past five 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 five 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, statement of service or statement of employment** 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, and 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, that there were no disciplinary proceedings whilst teaching and they are held in good stead in a particular jurisdiction or by an 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 or employer 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 (who holds teacher registration) in Australia or New Zealand only.

The Board will accept this section of the form by e-mail or post from the Principal if necessary (e.g., if you have moved to the Northern Territory, you can contact your former school and ask them to submit this section of the form to the Board by 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 have been undertaken in English (or qualifications assessed as comparable) 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 one of the Board approved English language proficiency tests within the last three (3) years.

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.

SAFE NT- WORKING WITH CHILDREN CLEARANCE/NATIONAL POLICE CHECK

All applicants must arrange for the Board to be provided with the results of a current National Police Check and a current Northern Territory Working with Children Clearance (WWCC) also called an Ochre Card, conducted by SAFE NT. If you are an overseas applicant, please contact us to find out how to apply for the above.

***A Current police check means the issue date is not more than three months prior to the date when your application for teacher registration was lodged.**
A valid Northern Territory WWCC means it has not expired or been revoked or cancelled.

If you do not hold a current SAFE NT Working with Children Clearance/National Police Check
Please apply to SAFE NT for a WWCC, as a National Police check is conducted as part of the

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

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

To apply go to the SAFE NT website

If you have a current WWCC or a National Police Certificate that was issued **more than three months prior** to the date of lodging your teacher registration application, 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 for teacher registration in the Northern Territory.

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

To apply go to the SAFE NT website

Overseas Criminal History Checks

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

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

Or

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

Please provide evidence of your application for an overseas criminal history check if you are unable to supply the results of the check at the time of 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 visit: https://www.trb.nt.gov.au/registration/eligibility-registration#FitnessandPropriety for more information.

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

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

Section 9: Permission to release information

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

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, Affidavits and Declarations Act 2010*. 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.

The Board meets at least nine times per year to consider applications for registration. The Director of the Board is empowered by the Act to issue Interim Certificates of Registration between Board meetings if the Director believes the Board is otherwise likely to grant registration.

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 73A of the *Teacher Registration (Northern Territory) Act* (the Act) provides that:

(1) A person commits an offence if: the person intentionally gives information to another person and;

a) the other person is a relevant entity; and
b) the information is misleading, and the person has knowledge of that circumstance; and
c) the relevant entity is acting in an official capacity and the person has knowledge of that

circumstance.

d) the relevant entity is acting in an official capacity, and the person has knowledge of that circumstance.

Maximum penalty: 100 penalty units

(2) A person commits an offence if:

a) the person intentionally gives a document to another person; and
b) the other person is a relevant entity; and

c) the document contains misleading information, and the person has knowledge of that circumstance; and
d) the relevant entity is acting in an official capacity, and the person has knowledge of that circumstance.

Maximum penalty: 100 penalty units

Please note: 'Relevant entity' means the Board, an investigator, or an inquiry committee.

PROVIDING DOCUMENTARY EVIDENCE

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

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

Issue	Documentary Evidence	Must be supplied 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, driver's licence, SafeNT Ochre Card)	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 not shown on your final academic transcript.
	Official translation of documents into English	Applicants with qualification documents in a language other than English
Professional Experience and Currency of	Evidence of relevant teaching service e.g., statements of service or Statements of Employment.	Applicants with relevant teaching service in Australia or New Zealand in the past 5 years

Practice	Evidence of good standing as a registered teacher in a country other than Australia or New Zealand from the relevant registration authority, or a current or previous employer if there is no registration authority	Applicants who have taught outside of Australia and New Zealand
	Evidence of a request for a Letter of Good Standing from an overseas registration authority or employer	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
English Proficiency	English language test results (IELTS or ISLPR) undertaken and passed within the last three (3) years	Applicants whose qualifications for registration are not from Australia, Canada, Ireland, New Zealand, the UK or USA
Good Character	Results of a current National Police check and a valid WWCC (Ochre Card) conducted by SAFE NT.	All applicants
	Overseas criminal history check/s	Applicants who have lived overseas for 12 months or more in the last 10 years or since attaining the age of 18
	Evidence of having applied for criminal history check/s	Applicants who are unable to supply all relevant criminal history checks with their application for registration
	Official translation of documents into English	Applicants with criminal history checks in a language other than English
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)

How to Certify Documents

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

The person 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 Justice of the Peace number if applicable

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

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 3, 22 Harry Chan Avenue, Darwin
Monday - Friday
between the hours of 8 am and 4.21pm

Emailed applications will not be processed.

Electronic Signatures are not accepted,

Incomplete applications will not be processed.

The Board is unable to waive requirements for documents.

Inquiries within Australia

Toll-free: 1800 110 302

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/Mx/Dr		Male	☐	Female	☐	Other	☐

Date of Birth						
Place of Birth	Town		State		Country	

Contact Details

Telephone BH		Telephone AH		Mobile	
Email					

Residential Address

Street or PO Box							
Suburb		State		Country		Postcode	

Postal Address

Street or PO Box							
Suburb		State		Country		Postcode	

Have you applied for registration with the Teacher Registration Board of the Northern Territory previously? Your Registration No: _____	Yes ☐	No ☐

		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 the following year.
- All applicants for registration must pay the Initial Registration fee of $170 which is comprised of the registration fee for the applicant's first registration year ($111) plus the application processing fee ($59).
- 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:	

Registration required for year(s): Please tick:	2026 1	2027 2	2028 3
Total	$170 ☐	$281 ☐	$392 ☐

Payment Total	$				for				years (please specify number of years)							
(RTM 35R999 134131)																
Personal Cheque	☐	Bank Cheque			☐	Money Order			☐	VISA		☐	MasterCard			☐
Card Number																
Name of Card Holder									Card Expiry Date							
Signature									Date							

	ATTACH cheque or money order here if applicable.

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 the following year.
- All applicants for registration must pay the annual registration fee of $111 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:	

Registration required for year(s): Please tick:	2026	2027 2	2028 3
Total	$111 ☐	$222 ☐	$333 ☐

Payment Total	$	for		years (please specify number of years)
(RTM 35R999 134131)				

Personal Cheque	☐	Bank Cheque	☐	Money Order	☐	VISA	☐	MasterCard	☐
Card Number									
Name of Card Holder				Card Expiry Date					
Signature				Date					

📎	**ATTACH** cheque or money order here if applicable.

3. QUALIFICATIONS

Please enter your initial teaching qualification/s below [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

A minimum of 45 days practice teaching is required for registration.

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

		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 the 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, such as an undergraduate degree or postgraduate qualification? Yes ☐ No ☐

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 ☐	No ☐

If **NO**, go on to **next page**.
If **YES**, please provide details of relevant service completed in the past five 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 100 days relevant full-time service (or the equivalent part-time service) in Australia or New Zealand in the past five 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.

If your previous category of registration in the NT was provisional, then you are only eligible for provisional registration.

In my opinion, I am eligible for:	Full Registration ☐	Provisional Registration ☐

		No. of pages attached
	ATTACH certified evidence of **all relevant teaching service in Australia or New Zealand in the past five 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 five years ago or service overseas?

No ☐ Yes ☐

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 five 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	☐	No	☐
Are you currently certified as a Highly Accomplished or Lead Teacher? [if so, attach evidence as outlined below]	Yes	☐	No	☐
Are you applying for Provisional Registration because you have not completed 100 days of relevant teaching service in Australia or New Zealand in the past five years?	Yes	☐	No	☐
Are you applying for Provisional Registration because your previous category of registration in the NT was Provisional?	Yes	☐	No	☐

		No. of pages attached
	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 (who holds teacher registration) in Australia or New Zealand only. The person should be prepared to substantiate the reference if contacted.

Please refer to the Australian Professional Standards for Teachers on the next page for further information.

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, they are able to teach in accordance with the *Australian Professional Standards for Teachers at the Proficient Career Stage*, 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**	**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 **1.2 Understand how students learn** Structure teaching programs using research and collegial advice about how students learn **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 **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 **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 **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
	Know the content and how to teach it	**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 **2.2 Content selection and organisation** Organise content into coherent, well-sequenced learning and teaching programs **2.3 Curriculum, assessment and reporting** Design and implement learning and teaching programs using knowledge of curriculum, assessment and reporting requirements. **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. **2.5 Literacy and numeracy strategies** Apply knowledge and understanding of effective teaching strategies to support students' literacy and numeracy achievement **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
Professional Practice	**Plan for and implement effective teaching and learning**	**3.1 Establish challenging learning goals** Set explicit, challenging and achievable learning goals for all students **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 **3.3 Use teaching strategies** **Select** and use relevant teaching strategies to develop knowledge, skills, problem solving and critical and creative thinking **3.4 Select and use resources** Select and/or create and use a range of resources, including ICT, to engage students in their learning **3.5 Use effective classroom communication** Use effective verbal and non-verbal communication strategies to support student understanding, participation, engagement and achievement **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 **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.
	Create and maintain supportive and safe learning environments	**4.1 Support student participation** Establish and implement inclusive and positive interactions to engage and support all students in classroom activities **4.2 Manage classroom activities** Establish and maintain orderly and workable routines to create an environment where student time is spent on learning tasks **4.3 Manage challenging behaviour** Manage challenging behaviour by establishing and negotiating clear expectations with students and address discipline issues promptly, fairly and respectfully **4.4 Maintain student safety** Ensure students' wellbeing and safety within school by implementing school and/ or system, curriculum and legislative requirements. **4.5 Use ICT safely, responsibly and ethically** Incorporate strategies to promote the safe, responsible and ethical use of ICT in learning and teaching
	Assess, provide feedback and report on student learning	**5.1 Assess student learning** Develop, select and use informal and formal, diagnostic, formative and summative assessment strategies to assess student learning **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 **5.3 Make consistent and comparable judgements** Understand and participate in assessment moderation activities to support consistent and comparable judgements of student learning **5.4 Interpret student data** Use student assessment data to analyse and evaluate student understanding of subject/content, identifying interventions and modifying teaching practice **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
Professional Engagement	**Engage in professional learning**	**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 **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. **6.3 Engage with colleagues and improve practice** Contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge and practice **6.4 Apply professional learning and improve student learning** Undertake professional learning programs designed to address identified student learning needs
	Engage professionally with colleagues, parents & carers and the community	**7.1 Meet professional ethics and responsibilities** Meet codes of ethics and conduct established by regulatory authorities, systems and schools **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 **7.3 Engage with the parents/carers** Establish and maintain respectful collaborative relationships with parents/ carers regarding their children's learning and wellbeing **7.4 Engage with professional teaching networks and broader communities** Participate in professional and community networks and forums to broaden knowledge and improve practice

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

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN NT 0801

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 ☐	No ☐

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 three (3) 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: • 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	

	ATTACH a certified copy of your English language proficiency assessment

7. CRIMINAL HISTORY CHECKS – current

SAFE NT: WORKING WITH CHILDREN CLEARANCE / NATIONAL POLICE CHECK

All applicants must arrange for the Board to be provided with the results of a current National Police Check (NPC) and a current Northern Territory Working with Children Clearance (WWCC) also called an Ochre Card, conducted by SAFENT. (If you are an overseas applicant, please contact us to find out how to apply)

***A Current NPC means the issue date is not more than three months prior to the date when your application for teacher registration was lodged.**
A valid Northern Territory WWCC means it has not expired or been revoked or cancelled.

It is mandatory for teachers to hold a Northern Territory WWCC for both employment and for teacher registration as well as a NPC for teacher registration.

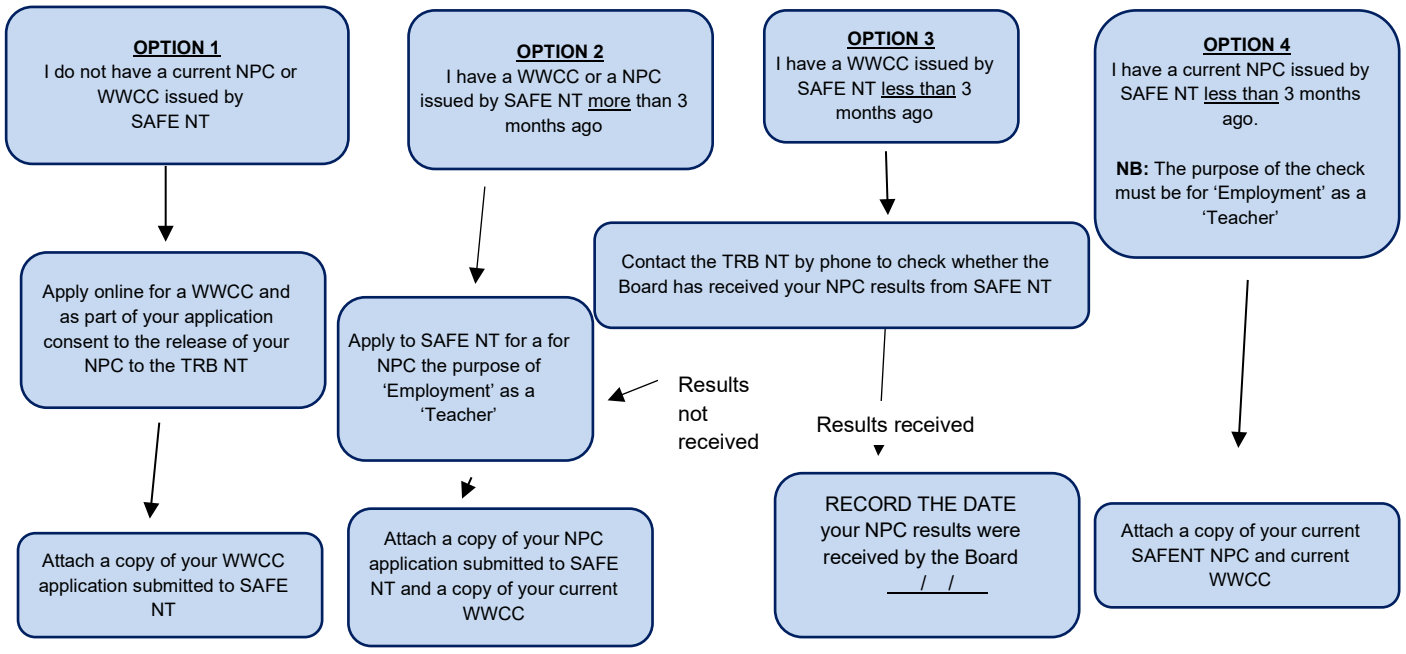
A NPC is conducted as part of the WWCC process therefore it is recommended that you provide permission to SAFE NT to release your NPC details to the Board when applying for your WWCC by:

- 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

To apply go to the SAFE NT website

If you have a current WWCC or NPC conducted through SAFE NT that was issued **more than** three **months** prior to the date of lodging your teacher registration application, you must apply to SAFE NT for a new NPC. **The specified purpose of the NPC 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 **WWCC application** or your **NPC application** or a **certified copy** of your **SAFE NT 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 ☐	No ☐

If **NO**, go on to Section 8.

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

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

Or

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

Overseas countries in which I have lived for 12 months or more in the last 10 years since attaining the age of 18 years	**Period of Residence**	
	From	**To**

All overseas criminal history checks 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 checks in a language other than English must supply certified photocopies of both 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 ☐	No ☐
2. Have you ever had your registration, licensing or classification as a teacher or any other entitlement to teach cancelled, disqualified, suspended, or withdrawn in any other country?	Yes ☐	No ☐
3. Are there, or have there ever been, any conditions imposed on your registration as a teacher, either in the Northern Territory or elsewhere?	Yes ☐	No ☐
4. Have you ever been dismissed, or have you resigned from a teaching position in Australia or in any other country following allegations by your employer of misconduct or incompetence?	Yes ☐	No ☐
5. In relation to your employment as a teacher in Australia or in any other country: are you currently, or have you ever been, the subject of disciplinary action (which involves formal notification e.g., a letter) either from an employer and/or from a teacher regulatory authority?	Yes ☐	No ☐
6. Have you **ever** been convicted or found guilty of **a notifiable** offence?	Yes ☐	No ☐
7. Have you **ever** been charged with **a notifiable** offence, whether or not you have been found guilty, or are there any charges in relation to any offence pending?	Yes ☐	No ☐

		No. of pages attached
	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 Director.	

A notifiable offence means:

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

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

For information on Teacher notification obligations
visit: https://www.trb.nt.gov.au/teacher-notification- obligations

9. PERMISSION TO RELEASE INFORMATION

(a) I hereby authorise the Board or its delegates to make enquiries, to seek or to exchange information with any teacher registration authority/employer/relevant institution concerning my registration to teach or any other matter relating to my registration that arises under the *Teacher Registration (Northern Territory) Act 2004*. Such exchange of information would include the exchange of information pursuant to any reciprocal information sharing agreement made with any other teacher registration authority

(b) I give my permission, if relevant, for Batchelor Institute or Charles Darwin University to release my academic records to the Board.

(c) I acknowledge my name, registration number, category of registration and financial expiry date will be available to the public on the online Register of Teachers via the Board's website, 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 / /

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 and I conscientiously believe that the information I have provided and the documents I have submitted are true in every particular. I make this solemn declaration by virtue of the Oaths, Affidavits and Declarations Act 2010Act 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 _____ , _____
(Day of month) (Month) (Year)

before me _____
(Full name of witness)

_____ _____
(Signature of witness) (Phone)

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	☐	No	☐
Do you identify as being of Aboriginal or Torres Strait Islander descent?	Yes	☐	No	☐
If you are **not an Australian citizen:**				
Are you a New Zealand citizen?	Yes	☐	No	☐
Do you hold permanent resident status in Australia?	Yes	☐	No	☐
Do you hold a visa to work in Australia?	Yes	☐	No	☐

12. CURRENT OR EXPECTED SCHOOL APPOINTMENT IN THE NT

Have you been offered a teaching appointment in the Northern Territory?	Yes	☐	No	☐

If **NO**, go on to the **Checklist** on the following page.

If **YES**, please provide the name of where you will be teaching.

Name of School/Institution					
Commencement date					
Full-time	☐	Part-time	☐	Relief	☐
Nature of appointment if not classroom teacher					

Interim Certificate of Registration

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, prior to your registration being granted by the Board, please indicate here.	Yes	☐	No	☐

Please note: 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.

HOW TO HAVE A DOCUMENT CERTIFIED

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

They 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?	❑
Has your Principal completed Section 5?	❑
Have you completed the Criminal History Check section and applied for the required Criminal History Checks and Northern Territory WWCC? (Section 7)	❑
Have you completed the Declarations? (Section 8)	❑
Have you signed the Permission to Release Information statement? (Section 9)	❑
Did you sign the Statutory Declaration before a witness aged 18 or over? (Section 10)	❑
Have you attached:	
– documentary evidence of your birth name, date and place of birth?	❑
– photo identification indicating your current name?	❑
– documentary evidence of all previous names and name changes?	❑
– documentary evidence of all final academic transcripts as required?	❑
– documentary evidence of teaching service and good standing (if applicable)?	❑
– recent English language proficiency assessment results (if applicable)?	❑
– overseas Criminal History Check (if applicable)?	❑
– evidence of having applied for a current SAFE NT NPC/ WWCC?	❑
– letter to the Director (if applicable)?	❑
– translation of all documents into English (if applicable)?	❑
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.	❑
Have all the required signatures been signed in pen – **electronic signatures are not accepted**	❑
Have you included the teacher registration fee payment?	❑

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 3, 22 Harry Chan Avenue, Darwin 0800

We are unable to accept applications lodged by 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.