

## About Watched Registrations

**Watched Registrations** assists schools/ workplaces to comply with the *Teachers Registration Act 2000* by ensuring all the teachers employed are registered teachers. We recently added the teacher's Registration to Work with Vulnerable People (RWVP) details to this list.

If you need to login details for your school/ workplace please contact the TRB by emailing [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au). Using the school /workplace login details to log in to [TRB Online](#) you will arrive at the **Watched Registration** page.

### Watched Registrations

Welcome **OtherRT00**  [Log Off](#)

**Note:** Please be aware that if you have '0' after your name in the username, it is the numeral zero

[Watched Registrations](#) [Associated LATs](#) [Contact Details](#) [School Account](#)

*TRB Online*

Monitor the registration status of teachers at your school/workplace. [Add Teacher](#) 

TRB #	Last Name	First Name	Middle Name	Date of Birth	Registration Type	Registered Until	Cycle Expiry		RWVP#	RWVP Expiry
30034	Hobart	Tom	Test	01/01/2014	Dormant	No longer registered	No longer registered	<a href="#">Remove</a>	Expired	Expired
23693	Citizen	Joe	Test	01/08/2013	Full Registration	31/12/2018	31/12/2018	<a href="#">Remove</a>	Expired	Expired
22049	User	Test		01/01/2012	Full Registration	31/12/2018	31/12/2018	<a href="#">Remove</a>	123456789	12/09/2019
30037	Citizen	Jane	Test	01/01/2016	Specialist VET Registration	31/12/2018	31/12/2020	<a href="#">Remove</a>	963852741	29/11/2018
30033	Doe	Joe	Test	01/01/2013	Provisional Registration	31/12/2019	31/12/2020	<a href="#">Remove</a>	987654321	6/06/2019

 **TEACHERS  
REGISTRATION  
BOARD TASMANIA**

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**Phone** 03 6165 5977  
**Email** [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au) | **Website** [www.trb.tas.gov.au](http://www.trb.tas.gov.au)

On this Watched Registrations list you can view the teachers':

- TRB Number
- [Registration Type \(category of registration\)](#)
- Registered Until date (financial expiry)
- Cycle Expiry date (end of five year cycle of registration)

Teachers who are due to **renew their registration** or **reapply for a new cycle of registration** will be at the top of your school /workplace list, followed by teachers who need to take make a payment to secure their registration for the following year.

RWVP expiry dates that are expiring in a month or less will be highlighted **with red text**.

## Understanding cycles of registration

Teacher registration is usually granted for a period of up to 5 years (a cycle of registration). Each year of the cycle of registration is subject to the payment of an annual registration fee. Some teachers pay for up to five years at application, most pay for one year at a time and must pay to maintain their current cycle (pay before their financial expiry date). For more information: [Annual Registration Process](#).

## Which teachers need to take action before the end of the year?

The action a teacher will need to take at the end of the year differs for each individual, depending on their type/category of registration and their financial expiry date (**Registered Until**) and **Cycle Expiry**.

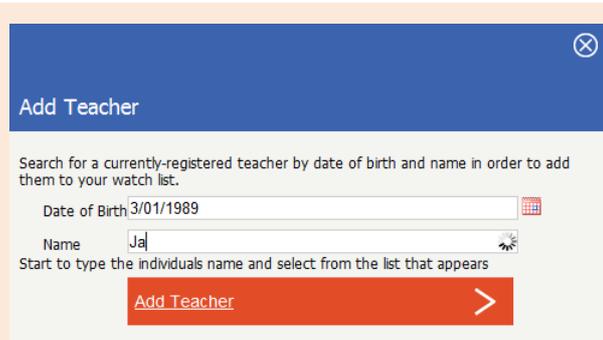
The relevant action (button) will appear in the teachers' TRB Online account after the 1<sup>st</sup> of September for renewals and reapplications. The Pay Registration button will be visible all year and will remain in a teacher's account until all remaining years in a cycle are paid for. Any teacher who only needs to pay for their registration (not at the end of their current cycle of registration) can pay for their next year's registration at any time during the year and don't have to leave it until the end of the year.

Type/Category of Registration	Registered Until	Cycle Expiry	Action
Full Registration	31/12/ "current year"	31/12/ "current year"	<a href="#">Renew Application</a>
Specialist Vocational Education and Training	31/12/ "current year"	31/12/ "current year"	<a href="#">Renew Application</a>
Provisional Registration	31/12/ "current year"	31/12/ "current year"	<a href="#">Reapply for Registration</a>
All types/categories	31/12/ "current year"	31/12/ "future year"	<a href="#">Pay Registration</a>
All types/categories	31/12/ "future year"	31/12/ "future year"	No action required

Please be aware that if a payment or action is not received by the financial expiry date (registered until date) registration for that teacher will expire regardless of the registration cycle expiry date.

## To add a teacher

You will need the teacher's full name (legal name- *sometimes this is not the name you know them by*) and their date of birth. Click on **Add Teacher**.

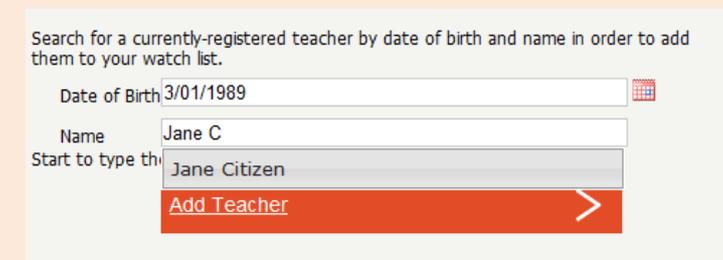


The **Add Teacher** window will open.

Enter the teacher's date of birth (*dd/mm/yyyy*).

Type in the teacher's first name and you should see the 'computer thinking'.

DO NOT complete typing the name in the field instead select the teacher's name from the list.



Click on **Add Teacher**

## Not appearing?

If the teacher's name does not appear on the search list or you can select them from the list but they do not appear in the **Watched Registration** list then that individual is NOT currently a registered teacher.

If a teacher in your **Watched Registration** list lets their registration lapse or has their registration removed, a message of **No longer registered** will appear in the **Registered Until** and **Cycle Expiry** columns.

A teacher who is currently not a registered teacher, or who had registration previously but is no longer registered cannot be legally employed to teach.

Monitor the registration status of teachers at your school/workplace. [Add Teacher](#)

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22049	User	Test		01/01/2012	Full Registration	31/12/2018	31/12/2018	<a href="#">Remove</a>	123456789	12/09/2019

## To remove a teacher from Watched Registrations

Click on [Remove](#) in the right of the table, next to the red bar, and click **OK** to confirm deletion.