

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.

If you need to login details for your school/ workplace please contact the TRB by emailing

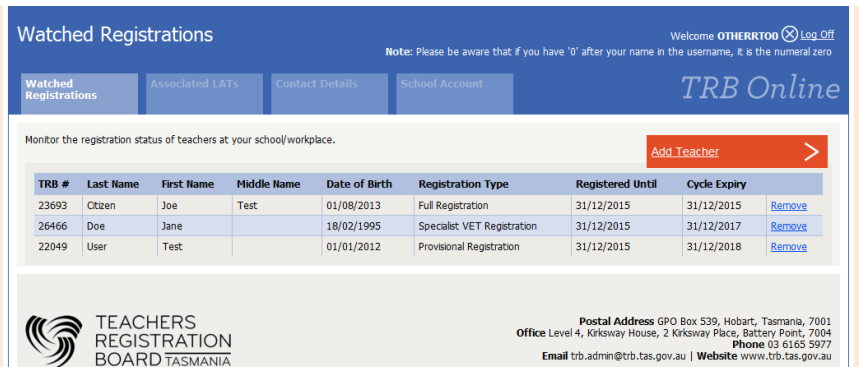
trb.admin@trb.tas.gov.au. Using the school /workplace login details to log in to [TRB Online](#) you will arrive at the **Watched Registration** page.

You can view the teachers':

- TRB Number
- Type of registration
- Registered Until date (financial expiry)
- Cycle Expiry date (end of five year cycle of registration)

Read types of registration:

- [About Registration](#)



The screenshot shows the 'Watched Registrations' interface. It includes a navigation menu with 'Watched Registrations', 'Associated LATs', 'Contact Details', and 'School Account'. A note states: 'Please be aware that if you have '0' after your name in the username, it is the numeral zero'. Below the menu is a table with columns: TRB #, Last Name, First Name, Middle Name, Date of Birth, Registration Type, Registered Until, and Cycle Expiry. The table contains three rows of data. At the bottom, there is contact information for the Teachers Registration Board Tasmania, including the postal address, office location, phone number, and email/website.

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.

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](#).

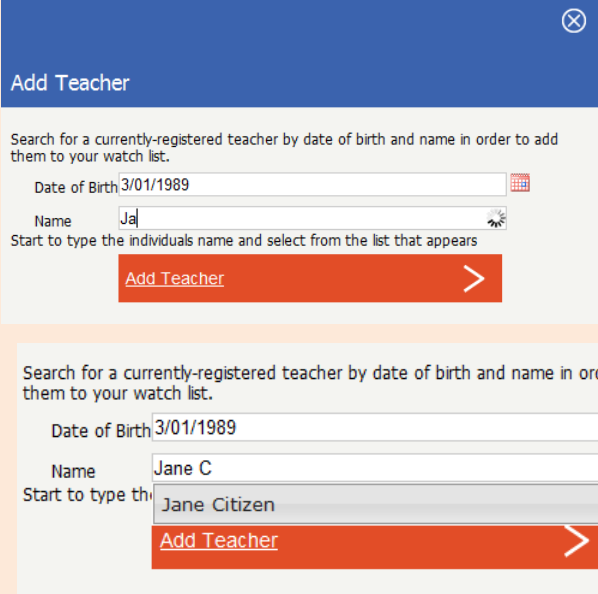
The action a teacher will need to take at the end of the year differs for each individual, depending on their type of registration and their financial expiry date (**Registered Until**) and **Cycle Expiry**.

Type of Registration	Registered Until	Cycle Expiry	Action
Full Registration Specialist Vocational Education and Training	31/ 12/ "current year"	31/ 12/ "current year"	Renewal of Registration **
Provisional Registration	31/ 12/ "current year"	31/ 12/ "current year"	Reapply for Registration **
All types	31/ 12/ "current year"	31/ 12/ "future year"	Pay to maintain current registration **
	31/ 12/ "future year"	31/ 12/ "future year"	No action required this year ***

** All registered teachers will also be required to hold [Registration to Work with Vulnerable People prior to 2017](#).

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.



TRB #	Last Name	First Name	Middle Name	Date of Birth	Registration Type	Registered Until	Cycle Expiry	
23693	Citizen	Joe	Test	01/08/2013	Full Registration	31/12/2015	31/12/2015	Remove
26466	Doe	Jane		18/02/1995	Dormant	No longer registered	No longer registered	Remove
22049	User	Test		01/01/2012	Provisional Registration	31/12/2015	31/12/2018	Remove

To remove a teacher from Watched Registrations

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