

## Renewing your Registration in 2020

If you hold Full or Specialist Vocational Education and Training Registration **AND** your cycle of registration expires on 31<sup>st</sup> December 2020, then this year you need to renew your registration. Renewing registration is not as simple as making a payment. You need to demonstrate to the Board your ongoing competence and character as a teacher.

A renewal application (in TRB Online) involves updating your employment history and professional development, and make declarations to the Board about your character, competence and employment as a teacher. The information you provide to the Board will assist our delegated officer to make a determination on your application to renew your registration.

### When can I renew?

Your renewal of registration can only be submitted **after** the **1st September 2020** and we recommend no later than the end of **November 2020** (to ensure your application to renew is completed before your current cycle expires). Renewals are accepted during December but we cannot guarantee that the application process will be complete before the end of your current cycle.

From the 1st September onwards a “**Renew Registration**” orange button will appear in your TRB Online account. All applications to renew must be finalised before your current registration expires. With TRB Online an application to renew can be submitted from anywhere in the world.

### What are the Board renewal requirements?

#### Teaching service/ employment as a teacher

The Board needs to confirm your teaching service over the last cycle of registration (over the last 5 years). This employment information should be updated in your TRB Online account. If you have taught the equivalent of **120 full time days (approximately one school year)** in the last five years you have **met** the Boards teaching service requirements.

#### Professional Development

The Board also needs to confirm you have participated in professional development over the last cycle of registration. At this stage there is no set requirement around how much professional development, just engagement in professional development activities. Relevant professional development activities are all those activities and practices which contribute to a teacher's professional competence, directly or indirectly enhancing teaching and learning. You can list one or two key activities in TRB Online and then if audited by the Board provide your evidence of your participation in professional development.

If you have **engaged in professional development** in the last five years you have **met** the Boards professional development requirements.

## What can I do now?

To prepare for your renewal in **September** you can update the information now in TRB Online >> My Details>>Employment History / Professional Development / Reference



We need at least one referee to complete your renewal application, so if you have not previously listed one in your TRB Online account you can add one now.

## Do I need to send the Board evidence of teaching service and professional development?

Only if your application to renew is audited by the Board (this audit of 2020 renewals will occur in 2021). If audited a teacher will be requested to verify the information provided in their renewal application by sending in certified copies of statement of service and professional development certificates etc.

## What if I cannot meet the renewal requirements?

If you cannot meet the requirements for renewal of registration you should provide the details of your situation by letter or email (marked Confidential Attention: Julie Herbert, Manager of Registration, GPO Box 539, Hobart TAS 7001, [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au)) **after** you have completed the online application for renewal.

Please read the [Renewal of Registration Policy](#) (Page 1 Section Approval Process and Required Information) for the range of decisions the Board may make on a case by case basis.

## What if I recently changed my category of registration (from Provisional Registration to Full Registration)?

If you have undertaken the change of category process within your current cycle of registration you will have already demonstrated (through the change of category process undertaken in your school) that you have met the renewal requirements of teaching service and professional development.

## Will the TRB conduct a police check?

As a part of determining a teacher's character, the Board is required to consider the applicant's record of convictions, as detailed in their national Record of Conviction (RoC) and supplied by our CrimTrac agency and in an overseas record of convictions, or its equivalent, if applicable.

You **are NOT** required to seek and provide this check. We request the RoC on your behalf when we process your application to renew and payment.

If a teacher is living overseas or has resided outside of Australia, as an adult, for periods of more than one year the Board will require a record of convictions check (or its equivalent) from the country in which the person is living or has resided. If you have had a period of residence overseas, that has not previously been dealt with by the Board, you should contact the Board to ascertain what documentation is required. You **are** required to seek and provide this documentation.

For more information please see our [Record of Convictions Policy](#).

## How much does a renewal application cost?

These fees are based on the current fee rates and are indicative only. All fees rise on the 1<sup>st</sup> of July in line with Treasury instructions.

The application to renew incurs an application fee (\$53) and the annual registration fee (\$100). You can choose to pay for one up to five years. The registration fee component is multiplied by the number of years you choose to pay for:

- 1 year - application fee + annual registration fee = \$153
- 2 years - application fee + (2 x annual registration fee) = \$253
- 3 years - application fee + (3 x annual registration fee) = \$353
- 4 years - application fee + (4 x annual registration fee) = \$453
- 5 years - application fee + (5 x annual registration fee) = \$553

For more information please see [Fee Information](#) on our website or the [Fee and Payment Policy](#).

## How will I know when my application to renew is approved?

You will receive an email confirmation when your payment is received and another email once your application to renew is approved.

Once approved your new cycle of registration and expiry date are automatically updated on your online account, your online certificate, your school's Watched Registration list and the [Tasmanian Register of Teachers](#).

### Note:

You cannot teach in 2021 until your application to renew your teacher registration is approved.

[www.trb.tas.gov.au](http://www.trb.tas.gov.au)

<https://trbonline.trb.tas.gov.au/>

[trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au)