

Information for UTAS Graduates of 2016

- ✓ I will graduate from the University of Tasmania in 2016
- ✓ I am applying for teacher registration for the first time

Make sure you hold approved teacher registration before you start teaching in Tasmania.

It is an offence under the *Teachers Registration Act 2000* to teach in a Tasmanian school, Academy or TasTAFE without registration or special authority from the Board.

✓ 1. How do I apply for teacher registration?

1. Complete the online application process in TRB Online.
You already have a record with us, so login as an **Existing User** and request a password reset if required. Click on **Apply for New Registration**, complete each step online, submit and pay for your application.
2. Provide to the Board certified copies of documentary evidence.
 - Use the checklist on **Page 4** to ensure you provide the required documentary evidence.
 - Read the Board requirements on **Page 2** for evidence of qualification.
 - Follow the Board instructions on **Page 3** for certifying a copy of your original documentation.
3. Receive updates on the progress of your application
You will receive email notification:
 - When your payment is received and reconciled
 - If you need to provide any additional information to the Board
4. Notification of Teacher Registration status
If the Board approves your application for Tasmanian teacher registration:
 - You will be notified by email
 - Your name will go on the Tasmanian Register of Teachers
 - You can log into your TRB Online account to view/ print your certificate.

If the Board does not approve your application for Tasmanian teacher registration you will be informed in writing. Once approved use the Tasmanian Register of Teachers and/ or your certificate to view your registration status, category of registration, TRB number, financial and cycle expiry date.

✓ 2. How long will my application take to process?

An application will be regarded as completed when:

- All required fields within the online application are completed
- Correct payment has been received and reconciled
- All required documentation has been received

We assess your complete application to determine that you: have the qualifications or experience as determined by the Board, are of good character and fit to be a teacher; and are proficient in the English language. Most application processes are completed in less than 10 days of receiving the complete application, some take between 10 -21 days. Every application is processed as quickly as possible and you will be notified of the outcome by email.

✓ 3. Important information on our website: www.trb.tas.gov.au



[Rights and Responsibilities as a Tasmanian Teacher](#)
[Information for new teachers](#)
[Board Policies](#)

For further information on registering please email trb.admin@trb.tas.gov.au.

Requirements for Evidence of Qualification

For all tertiary qualifications the official academic transcript is the document the Board requires as evidence you have graduated from the degree.

We **only** accept the academic transcript as evidence of qualification if:

- It contains all the pages as issued by your higher education institution
- Is certified correctly (follow the instructions on page 3) on the front of each page
- Indicates the date of graduation or conferral under the section “Awards Granted”



Your testamur does not provide sufficient information to determine if your qualification(s) meets the National Program Standards for an initial teacher education program.



If the academic transcript states that you have ...” qualified”...the Board does not recognise this transcript as evidence of graduation.

Courses Completed

Qualified on 04 Dec 2014 for the Bachelor of Education (Primary)



Your academic transcript needs to indicate that you have been “Admitted to” or “Awarded” or “Conferred” the degree.

The UTAS transcript lists Awards Granted. Your qualification must be listed in this section with a conferral date.

Awards Granted

Conferred on 16 Dec 2014 - Bachelor of Education (Primary) with Honours

Additional Details

2014 Successfully completed practicum days = 80



If you are a Master of Teaching graduate we also require a certified copy of the academic transcript of your undergraduate degree. Your undergraduate degree forms the content knowledge (discipline) component of your teaching degree.

If you studied your undergraduate degree with UTAS your record of this study is likely to be included in the academic transcript for your Master of Teaching.

Awards Granted

Conferred on 19 Dec 2009 - Bachelor of Environmental Design

Conferred on 13 Dec 2014 - Master of Teaching

Additional Details

2014 Successfully completed practicum days = 60



Certifying Documents Correctly

A certified copy is a photocopy of an original document which has been certified by a Justice of the Peace, Commissioner for Declarations or, if overseas, a Notary Public.

- The person certifying the copy must sight the original document.
- The **front** of each individual page of the copy is to be marked **exactly** in the example shown below.

I certify this to be a true and accurate copy of the original document sighted by me:

Janet Anne Smith

J.A. Smith

Ex-Officio Commissioner for Declarations
Teacher, Department of Education Tasmania

Date Sighted: **12 June 2012**

Job title & Office held

Print full name & sign

Date documents sighted

In Tasmania, Commissioners for Declarations include:

- | | |
|---|--|
| ✓ Full-time teachers at a school or tertiary institution | ✓ Ministers of religion under the Marriage Act 1961 |
| ✓ Bank officers with 5 years continuous service | ✓ Police officers |
| ✓ Public sector permanent employees with 5 years continuous service | ✓ Members of Parliament, or local government councillors |

A number of staff at the TRB are *Commissioners for Declarations*. You can bring your original documents in to our office to be certified: **2 Kirksway Place (Level 4)**
Battery Point, 7004

- ✓ **1. Posted**
 - > All documentary evidence should be posted to:
Teachers Registration Board of Tasmania
GPO Box 539
Hobart 7001
Tasmania Australia
 - > We cannot accept photocopies, electronic or facsimile copies of documentary evidence
- ✓ **2. Certified Correctly**
 - > As shown above
- ✓ **3. Translated into English**
 - > If any of the required documentation is in a language other than English, you will need to provide certified copies of both the original language documents and the translated versions.

Make sure you have completed your application in TRB Online prior to sending your evidence.

Information for UTAS Graduates of 2016

Please complete this checklist and post it with certified copies of your required documentation.

First Name: _____ Family Name: _____

I have provided **certified copies (as per page 3)** of the required documents in support of my application. (Please tick the boxes below.)

1. Proof of Identity

i Please note: if you have had a Student Good Character Determination (SGCD) with the Board (to undertake your teaching practicum) you have already provided proof of identity evidence.

You will only need to provide additional proof of identity evidence if you have had a name change since the time of your SGCD.

If you have had a name change you will need to provide **certified copies** of documentary evidence of **ALL** those names. For example:

- A marriage certificate
- A deed poll
- A divorce certificate/order (decree absolute)
- Other name change documentation

2. Proof of Qualifications

You need to provide **certified copies** of all relevant qualifications.

For completed **vocational** qualifications:

- (a) Certified copy of the certificate (testamur) AND
- (b) Certified copy of the accompanying statement of results

For completed **tertiary** qualifications:

- (a) Certified copy of the full academic transcript(s) indicating that the award/degree was conferred/awarded. For more information see Page 2 and 3.

For **Master of Teaching graduates only** :

- (a) Certified copy of the full academic transcript(s) of your Master of Teaching and undergraduate degree indicating that both award/degrees were conferred/awarded. For more information see Page 2 and 3.

i Please note: if you hold any relevant international qualifications, you will need to provide additional evidence to support your application. (See Application Checklist – International Qualifications.)

3. International Record of Conviction Check

If you have resided overseas or outside of Australia as an adult for periods of more than one year, the Board requires a Record of Convictions check (or its equivalent) from the country/countries in which you resided.

In this instance you should email the Board to ascertain what documentation is required: trb.admin@trb.tas.gov.au