



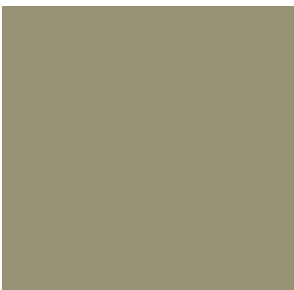
TEACHERS  
REGISTRATION  
BOARD TASMANIA

# Applying for teacher registration

Early pathway for UTAS students prior to graduation in Dec. 2018



A guide to  
the process



## Applying for Teacher Registration

**You cannot legally be employed to teach in Tasmania until you receive formal notification from the Board that your registration has been approved.**

### Registration to Work with Vulnerable People (RWVP)

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All applicants will be required to hold [RWVP with the Tasmanian Department of Justice](#) prior to gaining Tasmanian teacher registration. Another state's RWVP (or its equivalent) is not a replacement for a Tasmanian RWVP.

As a UTAS student it is likely you already hold RWVP but you may not have provided those details in your TRB Online account. Please see the guide on our website about [how to provide your RWVP details to the TRB](#).

### About this Early Registration Pathway for UTAS Students

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The current [Full and Provisional Registration Policy](#) provides a pathway for UTAS students expecting to graduate in **December 2018** to register early (after completing all course requirements but before graduation). The Board agreed that the applicant can be granted registration in November/December 2018 and has waived the 2018 registration fee. The applicant will be required to pay the application fee and registration fee when submitting an online application and this fee will apply to the 2019 calendar year.

If you apply for early registration, and you meet all other criteria for registration, you will be granted Provisional Registration (with the following two conditions):

1. Meet Board requirements for full registration and complete the [change of registration category](#) process within the current cycle of registration.
2. Provide the Board with the required evidence of graduation from an accredited initial teacher education program within the first year of teacher registration.

The first condition is a standard condition applied to all newly registered teachers who have limited teaching experience, have not taught in Tasmania for more than 185 days (or full time equivalent) in the last five years, **or had their teaching practice assessed** as meeting the Proficient stage of the [Australian Professional Standards for Teachers](#).

The second condition relates to the granting of registration prior to graduation and is to ensure you complete the process by providing to the Board the documentary evidence of your conferred qualification(s). Once you provide evidence of qualifications as required this condition will be removed from your registration.

It is important that you meet this condition by providing the Board with evidence of qualifications after graduation. If you fail to meet this condition **your registration will be cancelled**.

By applying for early registration:

- You are accepting this additional condition on your teacher registration.
- You understand your obligation to provide a certified copy (see how to certify your evidence on Page 7) of your conferred academic transcript (see acceptable evidence of graduation on Page 8) as soon as you can after formal graduation.

## How do I apply for early registration?

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### 1. When should I start the application process?

We recommend you apply for registration at least 10 days prior to completing your final unit/professional experience, so that we can commence processing your application before we receive your unofficial academic record.

### 2. 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**,
- Select a **start year of 2019** for your registration
- Complete each step of the online application
- Ensuring you provide:
  - The contact details of at least one referee.
  - List your Qualifications, including the degree you will graduate from in December 2018.
  - Your [Registration to Work with Vulnerable People](#) details (working with children check) with the Department of Justice (if not already listed in your TRB Online account).
  - Submit and pay for your application.

### 3. Provide to the Board certified copies of documentary evidence.

- Use the checklist on **Page 5** to ensure you provide the required documentary evidence prior to graduation. Provide evidence for point 1 and 3 at application (if applicable) and point 2 **on the completion of your coursework**.
- Follow the Board instructions on **Page 7** for certifying a copy of your original documentation.
- Read the Board requirements on **Page 6** for evidence of qualification after graduation.

#### 4. Receive updates on the progress of your application by email:

- When your payment is received and reconciled.
- When your documentary evidence is received and processed.
- If you need to provide any additional information to the Board.

#### 5. 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:

- will be gaining the qualifications as determined by the Board,
- hold current Registration to Work with Vulnerable People (working with children check),
- 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.

#### 6. Notification of Teacher Registration status

If the **Board approves your application** for Tasmanian teacher registration:

- You will be notified by email of this approval.
- Your name will go on the [Tasmanian Register of Teachers](#) \*\*.
- You can log into your TRB Online account to view/print your certificate\*\* and read about your rights and responsibilities as a Tasmanian teacher.

\*\*view your registration status, category of registration, TRB number, financial and cycle expiry dates.

If the Board **does not approve your application** for Tasmanian registration you will be informed in writing.

## Evidence requirements PRIOR to graduation

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### □ 1. Proof of Identity

If you have had a Student Good Character Determination (SGCD) with the Board (to undertake your professional experience) 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 changed your name you will need to provide certified copies of documentary evidence of any and **ALL** those names. For example:

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

If you are or have been known by a name for which an official name change has not been made, you will need to provide a statutory declaration clearly stating the name by which you are or have been known.

### □ 2. Proof of qualifications

**When you have completed all the course requirements (professional experience & final unit)** download and email an unofficial academic record (from the UTAS Student Centre) to [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au).

We understand this unofficial academic record may not contain the results for all units studied as these results may be released at a later date.

**In this email please confirm you have completed all the requirements of your degree.**

For Master of Teaching graduates **who studied their undergraduate degree at another university:**

- Certified copy of the full academic transcript(s) of your undergraduate degree indicating that the degree was conferred/awarded. For more information see Page 7 and 8.

Please note: if you hold any relevant international qualifications, you will need to provide additional evidence to support your application. (See [Assessment of 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: [conduct@trb.tas.gov.au](mailto:conduct@trb.tas.gov.au) .

## Evidence requirements AFTER graduation

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At your graduation ceremony you will be handed your testamur. The University of Tasmania has advised us that an academic transcript is normally mailed out to your postal address [approximately four to eight weeks after graduation](#).

### □ **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 certificate (testamur) AND
- b) Certified copy of the full academic transcript(s) indicating that the award/degree was conferred/awarded. For more information see Page 7 and 8.

For **Master of Teaching graduates only**:

- a) Certified copy of the certificate (testamur) AND
- b) Certified copy of the full academic transcript(s) of your Master of Teaching AND undergraduate degree indicating that the both degrees were conferred/awarded. For more information see Page 7 and 8.

## Important information on our website

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



[Responsibilities of Applicants](#)

[Rights and Responsibilities as a Tasmanian Teacher](#)

[Information for new teachers](#)

[Board Policies](#)

## Certifying your documentary evidence correctly

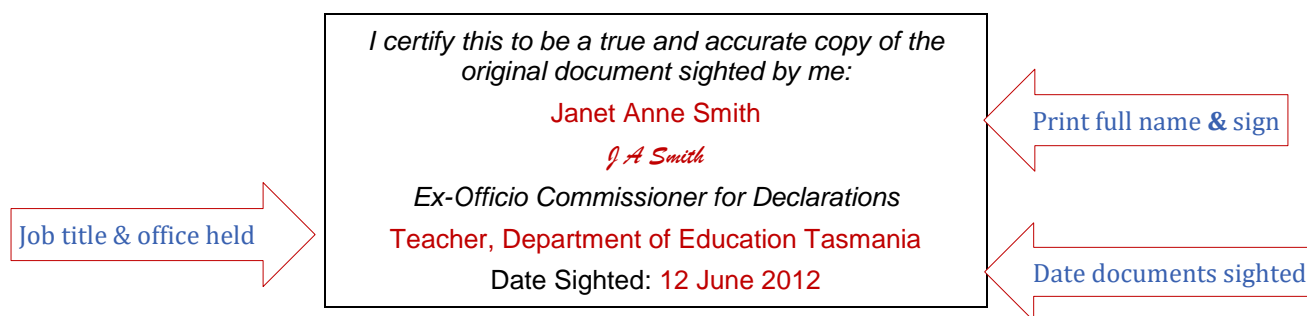
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All documentary evidence must be certified correctly to be considered by the Board.

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.

### Important Guidelines for Certification:

- The person certifying the copy must also sight the original document.
- Certified copies must bear **original signatures**. Faxes, scans or copies of certified copies are not acceptable.
- The certification must be on the actual copy, not on the back of the page and not on another page and attached to the copy.
- The certification must be on the actual copy and not on a sticker (unless the original signature extends beyond the edge of the sticker and onto the copy).
- Certified documents supplied to the TRB as part of an application **will not be returned** to an applicant.
- The TRB will not accept certified copies of electronic/scanned documents or downloads from the internet.
- The **front** of each individual page of the copy is to be marked **exactly** in the example shown below.



## Who can certify my documents?

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In Tasmania, [Commissioners for Declarations](#) include ([all professional groups listed here](#)):

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

## Translations

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If any of your documents are in a language other than English, you will need to provide certified copies of the documents in the original language **plus** translations that are prepared and certified as correct by an official translation service or an accredited translator.

## Providing the documents to the Board

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Post your certified documentary evidence to:

Teachers Registration Board of Tasmania,  
GPO Box 539,  
Hobart 7001, Tasmania, Australia

Alternatively bring your original documents to our office at [213A Cambridge Road, Warrane](#) and we will make a certified copy for our records.

## 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 7) 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

