

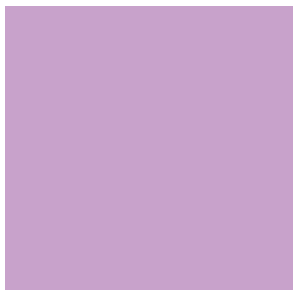


TEACHERS  
REGISTRATION  
BOARD TASMANIA

# Applying for teacher registration under Mutual Recognition Provisions



A guide to  
the process



## Applying for Teacher Registration under Mutual Recognition Provisions

### About applying for registration under Mutual Recognition (MR) provisions

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Applicants who have teacher registration in another Australian state or territory or in New Zealand may apply for registration in Tasmania under the *Mutual Recognition Act 1992* or the *Trans-Tasman Mutual Recognition Act 1997*.

Applications for teacher registration **to commence in Tasmania in 2019** under Mutual Recognition provisions cannot be accepted/submitted until December 2018.

The Teachers Registration Board of Tasmania recognises teacher registration from the following jurisdictions:

- Education Council of Aotearoa New Zealand (formerly the New Zealand Teachers Council)
- Teacher Registration Board of the Northern Territory
- Teachers Registration Board of South Australia
- Queensland College of Teachers
- Victorian Institute of Teaching
- Teachers Registration Board of Western Australia
- Australian Capital Territory Teacher Quality Institute
- New South Wales Education Standards Authority (NESA)

If you hold current teacher registration (of an equivalent category held in Tasmania- Provisional or Full Registration/ Accreditation) in one of the listed jurisdictions you will be deemed to be registered in Tasmania from the date on which your **completed** application and payment are received by the Teachers Registration Board of Tasmania. You will be deemed to hold the same registration status and conditions (if applicable) as you hold in the other jurisdiction/s.

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

The Board then has one month to decide whether to confirm (with or without conditions) or refuse your registration. During this time the Board will take steps to verify the accuracy of the registration information you have provided. You will be notified in writing when a decision is made to confirm (with or without conditions) or refuse your registration. If your application is refused, your annual registration fee will be refunded.

## About your payment for registration under Mutual Recognition (MR) provisions

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In Tasmania **registration payments are for a calendar year**, regardless of when in that calendar year the application is made.

For example: if you pay for one year's teacher registration which commences in 2017 that registration will expire on the 31<sup>st</sup> December 2017, whether you applied in February or October.

So please take care when deciding which year you want your registration to commence. From the 1<sup>st</sup> September, each year, you will have the option to select for your registration to commence this year or in the following calendar year. Start year is the first question of the online application for teacher registration.

## 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.

We recommend applicants get their RWVP underway prior to applying for teacher registration as RWVP applications may take up to six weeks to process. Options to meet the RWVP evidence requirements while [living outside of Tasmania](#).

## How to apply for Tasmanian Teacher Registration

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### 1. Check you meet the criteria for registration:

Read [all Board policies](#) relating to registration:

- Applying for Registration under Mutual Recognition Policy
- Records of Convictions Policy
- Fees and Payments Policy

### 2. Complete the online application process in TRB Online.

- If you are applying for the first time you will need to **Create a Login** to establish an account [on TRB Online](#). If you already have a record with us login and request a [password reset](#) if required.
- Click on **Apply for New Registration** and follow the prompts remember to provide information about your current registration.

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

Please print and use the checklist /coversheet on page 6 to ensure you provide the required documentary evidence and that your evidence is correctly certified and acceptable by the Board.

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

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

#### 5. How long will my application take?

Applications under the Mutual Recognition pathway generally take approximately 7 days from completed online application (including current RWVP details), receipt of evidence AND payment.

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

#### 6. Notification of Teacher Registration status

If the **Board approves/deems your application** for Tasmanian teacher registration for a period of 30 days:

- 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\*\* and read about your rights and responsibilities as a Tasmanian teacher.

\*\*view your registration status, category of registration, TRB number and expiry date.

Deeming means that:

1. **You are legally able to be employed to teach in Tasmania.**
2. The Board will take steps to fully assess your application in order to confirm that the deemed approval is appropriate and meets the requirements of the *Teachers Registration Act 2000*.
4. Upon completion of this full assessment the Board may determine to:
  - a) Confirm your deemed approval; or
  - b) Confirm your deemed approval subject to conditions; or
  - c) Refuse to confirm your deemed approval. (In such circumstances you will be given an opportunity to appear before the Board.)

You will receive written notification of the Board's decision in 30 days or less.

#### 7. Confirmation of Teacher Registration status

If the Board confirms your Tasmanian Teacher Registration you will be notified by email.

If the Board **does not confirm/refuses your application** for Tasmanian teacher registration you will be informed in writing.

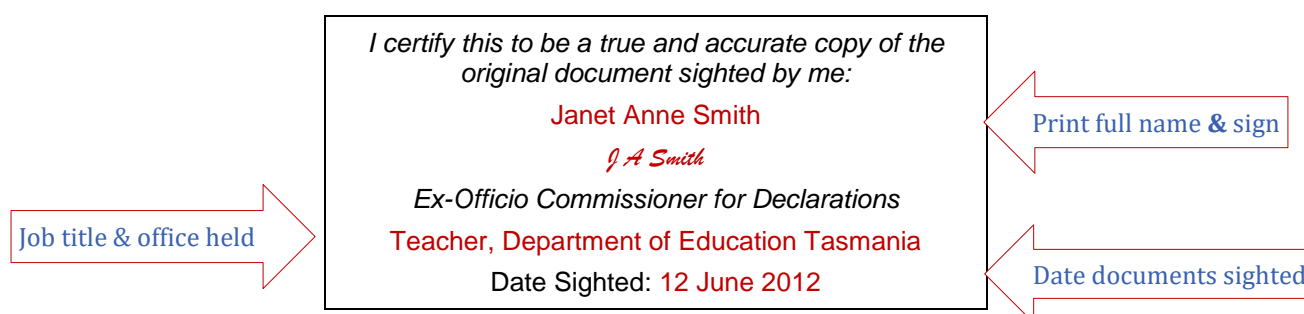
## Certifying your documentary evidence correctly

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.



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**

## Who can certify my documents?

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

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

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 [213 Cambridge Road, Warrane](#) and we will make a certified copy for our records.

## Documentary evidence required

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As part of your application you must also provide **certified copies** of the following:

### ❑ 1. **Proof of Identity**

You need to provide evidence of ALL names by which you have been known.

Certified copies of **one** of the following documents are accepted for proof of identity.

- A full birth certificate (birth extracts are not be accepted), or
- A current or expired passport, or
- An Australian naturalisation or citizenship document is only valid for this purpose if it **contains your place of birth**.

If you have been known by any other names you will need to provide certified copies of documentary evidence of **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 current registration in another jurisdiction**

If you hold current registration with one or more of the jurisdictions listed on page 2 you will need to provide a **certified copy** of your current registration **card** or **certificate** showing the jurisdiction, registration category and expiry date.

If your registration certificate is only available online, please print us a copy (which does not need to be certified) and we will verify your registration status using the regulatory authority's online register of teachers.

If you hold current accreditation with **NESA**, please also include your **NESA Statement of Accreditation**.

### ❑ 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).

## Other information on our website

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- [Responsibilities of Applicants](#)
- [Frequently Asked Questions – Applying for Tasmanian teacher registration](#)
- [Employment as a Teacher in Tasmania](#)