



## Frequently Asked Questions Applying for Tasmania registration

Please use the navigation on the left to target your question.

### How to apply

#### I haven't held Tasmanian registration before, how do I apply for Teacher Registration?

We have an online application process for teacher registration in Tasmania. Use **New User Sign Up** in [TRB Online](#) to start an account with us and then you will receive your login details to enable you to use the online application process.

For additional information please see our webpage [How do I apply for registration](#) and find the right checklist for you, to assist in organising the documentary evidence requirements.

#### I have held Tasmanian registration before, how do I apply for Teacher Registration?

We have an online application process for teacher registration in Tasmania. If you have not logged into TRB Online before use **New User Sign Up** in [TRB Online](#) to start an account with us and then you will receive your login details to enable you to use the online application process.

While it is a reapplication, the actual online application process should be very straightforward. We should already have your qualifications listed. You may need to add the contact details of a referee (we need at least one) and ensure your employment history is updated.

As a previously registered teacher we should have your documentary evidence on file and we will contact you if this is not the case. You will need to provide additional evidence if you have a new qualification to add, you wish to change your name, you apply under mutual recognition (with current registration interstate) or if you have had a period of residency (more than 12 months) overseas.

All Tasmanian registered teachers will be legally required to hold **Registration to Work with Vulnerable People** by the **1st of January 2017**. We recommend teachers get their application for **Registration to Work with Vulnerable People** (also known as the working with children check) with the Tasmanian Department of Justice underway as soon as possible to avoid any issues at the beginning of the school year.

Read more about [this new legal requirement on our website](#), how to apply on the [Department of Justice website](#) and then how to [provide this information to the TRB](#).

#### I hold current registration in another state / territory how do I gain Tasmanian registration?

We have an online application process. Go to [TRB Online](#), use **New User Sign Up** to start an account with us and then you will receive your login details to enable you to use the online application process. If you provide details of your current registration on the first page of the application process we will process your application under *Mutual Recognition Act 1992* (MR) provisions. If we process your application under MR you will need to provide certified evidence of your current registration to the Board (in addition to proof of identity- see relevant checklist) before we can commence processing your application.

For additional information please see our webpage [How do I apply for registration](#) and use the second checklist "[I am currently registered.....](#)" to assist you in organising the documentary evidence requirements.

Also please read our [Board Policy: Applying for Registration under Mutual Recognition Provisions](#) and the information on our [website here](#).

### **I hold current registration in New Zealand how do I gain Tasmanian registration?**

We have an online application process. Go to [TRB Online](#), use **New User Sign Up** to start an account with us and then you will receive your login details to enable you to use the online application process.

If you provide details of your current registration on the first page of the application process we will process your application under the *Trans-Tasman Mutual Recognition Act 1997* (MR) provisions. If we process your application under MR you will need to provide certified evidence of your current registration to the Board (in addition to proof of identity- see relevant checklist) before we can commence processing your application.

For additional information please see our webpage [How do I apply for registration](#) and use the second checklist "[I am currently registered.....](#)" to assist you in organising the documentary evidence requirements.

Also please read our [Board Policy: Applying for Registration under Mutual Recognition Provisions](#) and the information on our [website here](#).

### **NSW is not represented on the list of recognized regulatory authorities?**

Mutual recognition is an application process that applies to individuals with current teacher registration in another state/ jurisdiction. As NSW does not have a teacher registration body (it has an accreditation body the NSWIT/BOTES which operates quite differently) we are unable to offer NSW teachers the mutual recognition application pathway.

Instead NSW teachers need to apply for Tasmanian teacher registration using the general application pathway in our online application process. We still recognise nationally accredited initial teacher education programs offered in NSW that meet the Board criteria for registration (see [Board Policy: Full and Provisional Registration](#)).

### **I hold international qualifications, can I teach in Tasmania?**

To teach in Tasmania you firstly need your international qualifications to be formally assessed. Once we have determined you meet the qualification and English language requirements you can apply for registration ([more information](#)).

## **About my application**

### **What is a complete application?**

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

## How long will my application take to process?

We can only commence processing your application when we receive your completed online application, all documentary evidence in a standard required by the Board and reconcile your payment.

When your application is complete we will assess your qualifications and generate an internal national record of conviction (RoC) request. Approximately 40 % of RoCs are returned in 3 days with the rest approximately 10 – 21 days from payment. We need to wait until we receive that report back to confirm your character before final approval can take place, and we cannot gauge how long that might take. Every application is processed as quickly as possible and you will be notified of the outcome by email.

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

## How much does Teacher Registration cost?

At your initial application stage you will need to pay an application fee \$50 and at least one year of registration fees \$94 = \$144. You may choose to pay up to five years registration fees initially. Additional information about TRB fees is available on [our fees page](#).

Note: All registration fees are paid for the calendar year.

## How long can I take to complete my application?

If you apply for registration with the Board we expect that you will complete this application within four months. If you do not complete the application process in this time, your application will be frozen and you will not be able to use this particular application in the future.

This applies even if you have paid for the application.

If a payment has been made the Board will only consider providing a refund of the registration fees paid (the application fee component is neither refundable nor transferable) if you have advised us in writing that you no longer intend to seek registration. The Board will not automatically refund fees when an incomplete application is made frozen after four months.

Please read the full Board policy on **Fees and Payments** (see [Board Policies](#)).

## I want my Tasmanian registration to commence next year, is that possible?

From September 1<sup>st</sup> onwards each year you have the option to select your registration start year in your online application. At the beginning of the online application enter the **Start Year** for your registration. The default selection is for the current year. Make a selection for your registration to commence in the following year.

If you miss this step email [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au) for your registration start year to be amended and to ensure your payment is allocated to the right year(s).

## About my online application

### I am a new graduate what should I list in employment history?

The Board will only recognise teaching service undertaken after the teacher education qualification has been conferred. As a new graduate you should leave this section blank.

### Should I list my entire employment history?

We only need you to list employment as a teacher or in related educational positions from the last five years.

### What is FTE?

The FTE is the full time equivalent decimal representation of a full time work load.

For the purposes of reporting your workload we use the following calculation:

If you work full time (ie 10 days per fortnight) your FTE = 1

If you work part time (for example):

- 3 days a week (6 days a fortnight) your FTE = 0.6
- 1 day per fortnight your FTE = 0.1

### Who can I use for my referee?

An applicant will provide, as part of their application, the contact details of a person of good standing in the community (in Tasmania or elsewhere) who has known them for at least 12 months and is not their partner nor related by birth or marriage. The person providing the reference should be prepared to confirm the identity and vouch for the applicant if contact by the Board.

### How many referees should I list?

We need at least one to process your application.

### What if I do not accept the Code of Professional Ethics?

Please be aware that when an applicant, as part of their application, declares that they have not read or do not accept the [Code of Professional Ethics](#) as a guide for their professional conduct as a teacher in Tasmania the application will be referred to the Board for a determination.

### Should I declare traffic offences and/ or parking infringements?

The Board expects that all applicants will make a full and correct declaration.

A **charge** is any matter which has been before a court regardless of whether or not the person charged has been found guilty or innocent.

A **conviction** is any charge of which a person has been found guilty and includes traffic tickets, convictions under the *Youth Justice Act 1997*, findings of guilt with no conviction recorded and convictions which have been annulled.

For more information see the **Records of Convictions Policy** (see [Board Policies](#)).

## About the required documentary evidence

### What documentary evidence do I need to send to the Board?

See our webpage [How do I apply for registration](#) and use the appropriate checklist to assist you in organising the documentary evidence requirements.

### How do I certify my evidence?

To avoid any delays in processing your application ensure your documentary evidence is appropriately certified (view requirements [online](#)).

### Can I email my evidence?

No, the Teachers Registration Board of Tasmania is unable to accept electronic or facsimile copies of documentary evidence. Post us certified copies of these documents to the Teachers Registration Board of Tasmania at GPO Box 539, Hobart, TAS, 7001. Or bring in the original document to copy and certify in our offices at Level 4, 2 Kirksway Place, Battery Point.

### Do I have the right academic transcript?

To verify your qualification we need the academic transcript (you received at or following graduation) that indicates the date the degree was conferred/ awarded or admitted.

If the transcript states that you have ...” satisfied the subject requirement ...etc.” For us this is not evidence of graduation.

If your academic transcript states that you have been “Admitted to” or “Awarded” or “Conferred” the degree please send us a certified copy (certified on the front of each page) of all the pages of your academic transcript. See [Evidence of Qualification](#).



Still don't know the answer to your question?

For a prompt response email: [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au)