

# Frequently Asked Questions

## Change of Registration Category

### What happens after I submit my change of category application?

### I've completed the process at my school, how long will it take before my category of registration changes to changes to Full Registration?

1. When your application is received at the TRB Office:
  - An online invoice is created for you in TRB Online.
  - We send you an email which tells you that this has happened and how to make your payment.
  - This email also asks you to send the portfolio of evidence, which your school based panel used to make a recommendation for Full Registration, to the TRB. This portfolio will be retained by the TRB until it is determined to be complete by the Audit Team.
2. When your payment is received and reconciled (an email notifies you that this has happened) we generate an internal national record of conviction (RoC) request through our CrimTrac agency.
3. Approximately 40 % of RoCs are returned in approximately 10 – 21 days from receipt of the application AND 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. If there is a mismatch between items declared on your application form and items listed on the RoC you will be contacted for further information.
4. Your application is checked to ensure that it complies with the requirements. If it does not, you will be contacted to provide additional information.
5. If your Portfolio is found to be complete and your application compliant with all the requirements, your application will be approved and you will be notified by email of your changed category.

### Why does the approval process take this time?

The RoC is done through an agreement with our CrimTrac agency. It is a national check of your record of convictions. The time taken is variable depending on such things as your individual residential history (interstate, in multiple States and Territories, or only in Tasmania).

Your approval process will be delayed if you do not declare in your application charges or convictions which then appear in your RoC report.

## Why do I need another record of conviction check?

The teacher regulatory authorities are responsible for nationally consistent teacher registration in Australia, as endorsed by Education Ministers in 2011. The national approach comprises various elements and seeks to benefit teachers by:

- improving the mobility of teachers throughout the nation.
- **requiring the same standards and consistent processes to achieve full registration.**
- ensuring that registration is part of a wider framework for teachers' career progression and professional learning guided by the Australian Professional Standards for Teachers.

To be granted full registration Australian teachers are required to demonstrate that:

- their teaching meets the Proficient career stage of the Australian Professional Standards for Teachers.
- they have fulfilled the minimum requirement for professional practice in an Australian or New Zealand school setting.
- **they continue to meet the elements of suitability for registration.**
- they have met any additional conditions which might apply to their provisional registration.

The RoC report contributes to the determination of good character and fitness to teach to ensure continued suitability for teacher registration.

## What can I do to speed up the process?

Allow sufficient time to undertake the TRB Change of category process. You should allow at least 15 working days, but applications can take longer to process.

Ensure your application is complete:

- Contains all four pages of the Application form.
- Declarations answered by the applicant and the Principal/ Delegate.
- All required signatures and panel assessment details included.
- Your panel includes three teachers.
- All three teachers on the panel hold current Full Registration, check here on our [Public Register of Teachers](#).
- Statement of Service included.
- Ensure your portfolio of evidence meets all the requirements set out here in our [Change of Registration Category Information Pack for Applicants](#) and that you have utilised all the available resources on our website and on the AITSL website to fully engage with the Proficient Stage of the Australian professional Teaching Standards as you prepare your portfolio of evidence.

Ensure that your contact details in your TRB Online account are correct. This means you will receive emails from the TRB to let you know what is happening and if we require any follow up information.

If you reside in Southern Tasmania you may prefer to bring your application into our office (to save on any delays with postage) and make your payment over the counter so that your payment is reconciled immediately. If you are paying in cash please bring the correct amount (\$51) as we do not carry change.