

If you have teacher registration in another Australian state or territory (not NSW) or in New Zealand see our website for information about registration [under mutual recognition provisions](#).

Or if you hold international qualifications read about having your qualifications formally assessed prior to applying for registration.

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

How to apply for Tasmanian Registration

1. Check you meet the criteria for registration:

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

- Applying for Registration Policy
- Full and Provisional Registration and/or the Specialist Vocational Education and Training Registration
- English Language Proficiency 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 use [New User Sign Up](#) and establish an account. If you already have a record with us login as an Existing User and request a password reset if required.
- Click on **Apply for New Registration** and follow the prompts

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

Please print and use the appropriate checklist to ensure you provide the required documentary evidence:

1. [I am a recent graduate of the University of Tasmania](#)
2. [I have Australian vocational and /or tertiary qualifications AND I am NOT currently registered to teach in Australia or New Zealand](#) (if you are [currently registered](#) in Australia or New Zealand read this information).

If you were previously a Tasmanian registered teacher we will already have your documentary evidence of identity on file. You will need to provide additional evidence if you have a new qualification to add, you need to [change your name](#) or you have a period of residency overseas not previously dealt with by the Board.

5. 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.

6. How long will my application take?

All applications, including reapplications, can take up to four weeks to finalise, many are finalised at around 10 days. When your application is complete (online application submitted, payment and documentary evidence received in a standard required by the Board) we will assess your qualifications and generate an internal national record of conviction (RoC) request from our CrimTrac Agency.

Approximately 40 % of RoCs are returned in approximately 10 – 21 days from receipt of evidence AND payment. We need to wait until we receive that report back to confirm your character and fitness to teach before final approval can take place, and we cannot gauge how long that might take. Every application is processed as quickly as possible.

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

7. 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.

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

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

For more information see [Frequently Asked Questions](#).