

Only schools / employers can commence the application for a Limited Authority to Teach

A Limited Authority to Teach (LAT) enables schools / employers to employ someone not qualified to teach for a specific timeframe and/or role ONLY when a suitable registered teacher cannot be found. The employer must ensure the Board is given the required evidence of recruitment and need.

You cannot legally be employed to teach until you receive formal notification from the Board that your LAT application has been approved regardless of the proposed LAT start date.

How to apply for a Limited Authority to Teach (LAT)

1. Create a record in TRB Online.

- If you are applying for the first time you will need to Sign Up and establish an account.
- If you already have a record with us (previous UTAS education student or LAT Holder) login as an Existing User.

2. Your school will create a LAT interest application and link it to your TRB account.

- Your school will need your legal name and date of birth to do this step
- You will be notified by email when a LAT interest application is created

3. Login into your TRB Online account to view the LAT interest application.

- View, accept the conditions of the LAT
- List any completed qualifications and submit your LAT application
- Make a payment (you only pay for your first LAT in a calendar year- see [Fees](#))

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

- If you are a previous LAT holder or UTAS education student we will already have your documentary evidence on file.
- If you are a new LAT applicant [use this checklist](#).

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

5. How long will my application take?

Your first LAT application in a calendar year can take approximately 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 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.

Schools also need to provide a case to the Board of why they cannot find a registered teacher for the role (TasTAFE LATS are exempt from this requirement).

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6. Notification of LAT status

If the Board **approves your application** for a Limited Authority to Teach:

- You will be notified by email
- Your school will also be notified by email
- You can log into your TRB Online account to view/ print your certificate which contains the provisions of your approved LAT.

If the Board **does not approve your application for a LAT** you and the school will be informed in writing.

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