
How to apply for an extension to an approved Limited Authority to Teach (LAT)

View current LATS, apply for new LATS and apply for LAT extensions to approved LATS in TRB Online.

To login as your school:

1. The username and password was sent in a separate email. If you have '0' after your school/workplace name in the username, it is the numeral zero.
2. Cut and paste the username and then the password (only capturing the text not spaces on either side of it), into the Existing User Login section of TRB Online: <https://trbonline.trb.tas.gov.au/>

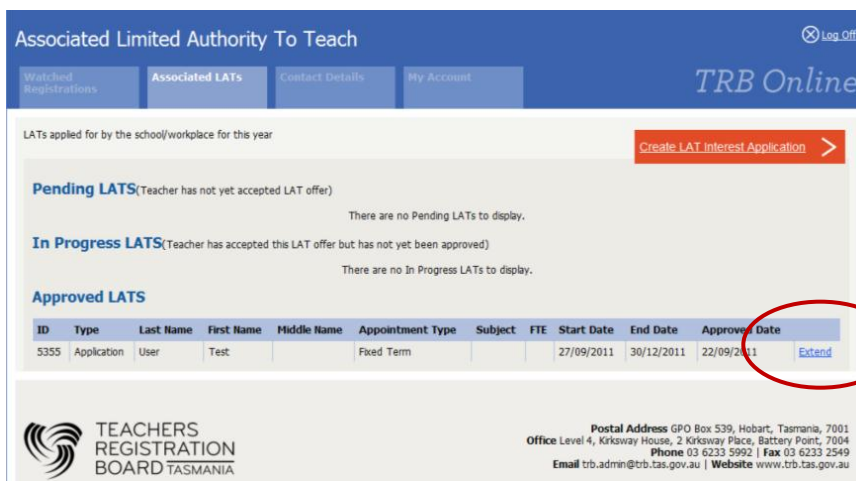
About LAT Extensions

An approved LAT can ONLY be extended by increasing the date range and/ or the FTE amount. If any other aspect of the LAT needs amendment you should apply for a new LAT.

LAT cannot be extended beyond the 31st December.

LAT offers for teaching next year cannot be created in TRB Online until 1st December.

Go to Associated LATS tab



Associated Limited Authority To Teach

Watched Registrations | **Associated LATS** | Contact Details | My Account

TRB Online

LATs applied for by the school/workplace for this year

Create LAT Interest Application >

Pending LATS (Teacher has not yet accepted LAT offer)
There are no Pending LATs to display.

In Progress LATS (Teacher has accepted this LAT offer but has not yet been approved)
There are no In Progress LATs to display.

Approved LATS

ID	Type	Last Name	First Name	Middle Name	Appointment Type	Subject	FTE	Start Date	End Date	Approves Date	
5355	Application	User	Test		Fixed Term			27/09/2011	30/12/2011	22/09/2011	Extend

TEACHERS REGISTRATION BOARD TASMANIA

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1. From the list of Approved LATs select the LAT you wish to extend and click on Extend.
2. Enter the 'start date', 'end date' and 'FTE'.
3. Click the Submit button.

- The LAT holder will receive an email notification that the LAT extension offer is in their TRB Online Account ready for them to view and accept.

Approval of LAT Extensions

The LAT holder will receive an email notification once the LAT extension is approved. They can log onto the TRB account to view and print their LAT extension approval. The approved LAT extension will dynamically appear in the Approved LATS list, sitting directly under the original approved LAT, in your TRB Online account.

Associated Limited Authority To Teach Log Off

Watched Registrations Associated LATS Contact Details My Account **TRB Online**

LATS applied for by the school/workplace for this year [Create LAT Interest Application >](#)

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Approved LATS

ID	Type	Last Name	First Name	Middle Name	Appointment Type	Subject	FTE	Start Date	End Date	Approved Date	
5355	Application	User	Test		Fixed Term		0.5	27/09/2011	27/11/2011	22/09/2011	Extend
5355	Extension	User	Test		Fixed Term		0.6	28/11/2011	31/12/2011	27/09/2011	

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Employer View

If your school/workplace is linked to a specific employer ie: Department of Education, your employer will also be able to view the LATS and LAT extensions for your school / workplace.

The employer will view an Associated LATS list just as they appear in your TRB Online account.

Additional information on our website:

- [About Generic Relief LATS](#)
- [About Limited Authorities to Teach \(LAT\)](#)
- [Instructions for the new Watched Registrations section](#)