



RENEWAL OF TEACHER REGISTRATION

Section 17A of the Teachers Registration Act 2000 states that:

- (1) A person may apply to the Board for renewal of his or her full registration or specialist vocational education and training registration, or both.
- (2) An application is to be -
- (a) in an approved form; and
 - (b) accompanied by satisfactory evidence of;
 - (i) ongoing competence; or
 - (ii) professional development undertaken; and
 - (c) accompanied by the prescribed fee.
- (3) The Board is to renew the full registration or specialist vocational education and training registration, or both, of a person on payment of the annual registration fee if -
- (a) satisfied that the person is of good character; and
 - (b) satisfied that the person is fit to be a teacher; and
 - (c) satisfied as to the evidence referred to in subsection (2)(b).

Prior to the end of the current cycle of registration a teacher with full registration and/or specialist vocational education and training registration is required to apply to renew his/her registration.

Failure to do so will result in the teacher's registration expiring.

Applications to renew registration are assessed against the Board's renewal requirements to determine if registration will be formally renewed.

APPROVAL PROCESS AND REQUIRED INFORMATION

When lodging an application to renew full registration and/or specialist vocational education and training registration, a teacher must provide satisfactory evidence of ongoing teaching competence and professional development undertaken.

The Board will approve the renewal application if it is satisfied that the teacher is of good character, is fit to be a teacher and if it is satisfied as to the evidence noted above.

In the case of a teacher with full registration, if it is not satisfied as to the evidence of ongoing teaching competence or professional development undertaken, the Board may approve a grant of provisional registration.

The Board can also make the registration of a teacher with full registration and/or specialist vocational education and training registration, subject to any reasonable conditions it considers appropriate.

If, as part of the assessment process, it appears likely that the Board may not be satisfied that the teacher is of good character or fit to be a teacher, the teacher will be given an opportunity to appear before the Board.



RENEWAL OF TEACHER REGISTRATION

SATISFACTORY EVIDENCE OF ONGOING COMPETENCE

Satisfactory evidence of ongoing competence as a teacher is demonstrated by the completion of a minimum of 120 days of satisfactory teaching over the past cycle of registration.

Details of this teaching must be entered into the appropriate fields within TRB Online. The teacher must answer a statutory declaration relating to this teaching time requirement as well as a statutory declaration regarding past employment/teaching performance.

If the teacher cannot meet the teaching time requirement he/she should provide an explanation and/or additional information that could assist the Board in determining that he/she is able to demonstrate ongoing competence as a teacher.

SATISFACTORY EVIDENCE OF PROFESSIONAL DEVELOPMENT UNDERTAKEN

Satisfactory evidence of professional development undertaken is demonstrated by listing relevant professional development activities undertaken over the past cycle of registration.

Details of these activities must be entered into the appropriate fields within TRB Online. The teacher must answer a statutory declaration relating to the professional development requirement.

Relevant professional development activities are all those activities and practices which contribute to a teacher's professional competence, directly or indirectly enhancing teaching and learning.

If the teacher cannot meet the Professional Development requirement he/she should provide an explanation and/or additional information that could assist the Board in determining that he/she is able to demonstrate engagement in ongoing relevant professional learning and growth.

OUTCOMES IF A TEACHER CAN NOT MEET RENEWAL REQUIREMENTS

If a teacher cannot meet the requirements for renewal of registration he/she should contact the Board office for advice and assistance.

AUDITING RENEWAL APPLICATIONS

The Board will conduct random audits of the information and evidence provided by teachers applying to renew their registration.

If selected for audit a teacher will be required to provide the evidence that supports his/her renewal declarations e.g. teaching time and professional development undertaken.

If, as part of the audit process, a teacher does not provide the evidence that supports his/her renewal declarations, the Board will consider whether this is a matter into which it should hold an inquiry under Section 20 of the *Teachers Registration Act 2000*.

ASSESSMENT AND DECISION MAKING PROCESSES UNDER THIS POLICY

The Board has delegated authority to assess and determine applications for renewal of registration under this Policy to relevant Officers of the Board.

An applicant may apply in writing to the Board for a review of any decision of the Delegated Officer made under this Policy.

An applicant may also apply to the Magistrates Court (Administrative Appeals Division) for a review of a decision made by the Board or Delegated Officer under this Policy.