

About your renewal of registration

Renewing your registration in 2024

If you hold Full or Specialist Vocational Education and Training Registration **AND** your cycle of registration expires on 31st December 2024, then this year you need to renew your registration. Renewing registration is not as simple as making a payment. You need to demonstrate to the Board your ongoing competence and character as a teacher.

A renewal application (in TRB Online) involves updating your employment history and professional development, and make declarations to the Board about your character, competence, and employment as a teacher.

When can I renew?

Your renewal of registration can only be submitted **after the 1st September 2024** and we recommend no later than the end of **November 2024** (to ensure your application to renew is completed before your current cycle expires). Renewals are accepted during December, but we cannot guarantee that the application process will be complete before the end of your current cycle.

From 1 September onwards a “**Renew Registration**” orange button will appear in your TRB Online account. All applications to renew must be finalised before your current registration expires.

What are the renewal requirements?

Either: Teaching service/employment as a teacher

The Board needs to confirm your teaching service over the last cycle of registration (over the last 5 years). This employment information should be updated in your TRB Online account.

If you have taught the equivalent of **120 full time days (approximately one school year)** in the last five years you have **met** the Boards teaching service requirements.

Or: Professional development

The Board needs to confirm you have participated in professional development over the last cycle of registration. At this stage there is no set requirement around how much professional development, just engagement in professional development activities. 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. You can list one or two key activities in TRB Online and then if audited by the Board provide your evidence of your participation in professional development.

If you have **engaged in professional development** in the last five years you have **met** the Boards professional development requirements.

What if I cannot meet the renewal requirements?

If you cannot meet the requirements for renewal of registration you should provide the details of your situation **after** you have completed the online application for renewal (marked "Confidential") to:

Post: Teachers Registration Board
Attention: Assistant Manager Registration Services
GPO Box 539, Hobart TAS 7001

Email: Attention: Assistant Manager Registration Services
trb@trb.tas.gov.au

Please read the [Renewal of Registration Policy](#) (page 4 - Approval Process) for the range of decisions the Board may make on a case by case basis.

What can I do now?

To prepare for your renewal in **September** you can update the information now in:

TRB Online >> My Details>> Employment History and Professional Development.

Do I need to send evidence?

Only if your application to renew is audited by the Board (this audit of 2024 renewals will occur in 2025). If audited a teacher will be requested to verify the information provided in their renewal application by sending in certified copies of statement of service and professional development certificates etc.

What if I recently progressed to Full Registration?

If you have undertaken the process to progress to Full Registration within your current cycle of registration you will have already demonstrated (through the

process undertaken in your school) that you have met the renewal requirements of teaching service and professional development.

Will the TRB conduct a police check?

As a part of determining a teacher's character, the Board is required to consider the applicant's National Police History Check (NPHC) supplied by Tasmania Police and an International Police History Check(s) (IPHC), or its equivalent, if applicable.

You **are NOT** required to seek and provide this check. We request the NPHC on your behalf when we process your application to renew and payment.

If a teacher is living overseas or has resided outside of Australia, as an adult, for periods of more than one year in the last 10 years, the Board will require an IPHC (or its equivalent) from the country in which the person is living or has resided. If you have had a period of residence overseas, that has not previously been dealt with by the Board, you should contact the Board to ascertain what documentation is required.

You **are** required to seek and provide this documentation. For more information, please see our [Determining Good Character and Fitness to Teach Policy](#)

How will I know when my application to renew is approved?

You will receive an email confirmation when your payment is received and another email once your application to renew is approved.

Once approved your new cycle of registration and expiry date are automatically updated on your online account, your online certificate, your school's Watched

Registration list and the [Tasmanian Register of Teachers](#).

How much does a renewal application cost?

The application to renew incurs an application fee (\$62.10) and the annual registration fee (\$115.75). You can choose to pay for one up to five years. The registration fee component is multiplied by the number of years you choose to pay for:

- 1 year: application fee + annual registration fee = \$177.85
- 2 years: application fee + (2 x annual registration fee) = \$293.60
- 3 years: application fee + (3 x annual registration fee) = \$409.35
- 4 years: application fee + (4 x annual registration fee) = \$525.10
- 5 years: application fee + (5 x annual registration fee) = \$640.85

For more information, please see [fee information](#).

Note

You cannot teach in 2025 until your application to renew your teacher registration is granted.