

# Applying for Teacher Registration under Mutual Recognition

## FACT SHEET

This fact sheet provides an overview of the process of applying for teacher registration under mutual recognition, and information about the documentation required by the Queensland College of Teachers (QCT).

### Steps in the application process

1. **Prepare the required documents** as outlined in this fact sheet.
2. **Complete the online application** for teacher registration form available from the QCT website.
3. **Submit the application** to the QCT online.
4. **Pay the required fee.**
5. **Print out and sign the *Confirmation Page*** that will be emailed to you after you submit your application online.
6. **Print out and sign the *Statutory Declaration*** that will be emailed to you after you submit your application online.
7. **Mail the completed *Confirmation Page* and *Statutory Declaration*** to the QCT with all required documentation.

### General information

- All documents provided with your application must be certified copies of original documents. Information on document certification may be found on the QCT website and will also be emailed to you after you submit your online application for registration.
- Assessment of an application does not commence until the QCT has received payment and all required documentation.
- Information about mutual recognition is available on the QCT website.

### What fees will you need to pay?

Details of the current application for teacher registration under mutual recognition fees may be found on the QCT website at [www.qct.edu.au/registration/fees](http://www.qct.edu.au/registration/fees). Only part of the fees are refundable if your application is withdrawn or refused.

### Track your application

To avoid processing delays, please ensure that you provide all documents required to support your application.

You can check the progress of your application through your [myQCT account](#) and clicking on the 'Application Progress Tracker.'

### What documents will you need to provide?

The documents you will need to provide will depend on your particular circumstances. The application form is intuitive and will adjust to your particular circumstances. By submitting the form the checklist you receive by email should clarify the documents required.

The following pages provide a list of possible documents that you will or may be required to provide with your application. Information about the mutual recognition principle is also included. ►

## Current registration/accreditation

To apply under mutual recognition you must hold current registration/accreditation with a relevant teacher regulatory authority in another Australian state or territory, or in New Zealand (NZ). You will need to provide evidence of current registration/accreditation.

If you hold registration with a teacher regulatory authority in NZ, or another Australian state or territory apart from New South Wales (NSW) you will need to provide:

- A certified copy of your current registration card/certificate, or evidence from your personal online account. (A copy of the public register is not acceptable for this purpose).

If you hold accreditation with the NSW accreditation authority please provide:

- Your Teacher Summary Report, downloaded from your personal online NSW accreditation authority account.

## Proof of identity

As part of your application, you are required to either provide or verify online, documents which enable the QCT to confirm your identity.

Ensure you have two of the following proof of identity documents:

- Australian official full birth certificate
- Australian passport (up to to three years past expiry)
- Australian current driver's licence
- Australian citizenship certificate
- Australian visa
- Australian Government ImmiCard
- Overseas current passport
- Extract of birth certificate (if official full birth certificate is not being provided)
- Proof of Age card or official identity card issued by an Australian State or Territory Government authority or the Australian Government
- Any official identity card issued by a foreign government that displays the person's full name and date of birth

If your name has changed since birth, you are required to provide your official full birth certificate or extract of birth certificate, plus one of the other documents listed above.

If you are unable to provide two of the documents listed above, please contact the QCT for advice.

### Other names

As part of your application, you are required to either provide or verify online, documents which enable the QCT to confirm all name changes.

Documents accepted as evidence of a name change are:

- Australian official full marriage certificate
- Australian change of name certificate
- Official marriage certificate from any country other than Australia
- Change of name certificate from any country other than Australia
- Statutory declaration of name change where an official name change has not been made.

If you are unable to provide the required documents, as listed above, please contact the QCT for advice.

### Online identity document verification

For further information about the QCT's identity verification provider please visit:

[www.qct.edu.au/registration/application-process#DVS](http://www.qct.edu.au/registration/application-process#DVS)

## Qualifications (optional)

Providing information about your qualifications is optional with an application for registration under mutual recognition.

You are not required to provide any information or qualification documents unless you wish to have the qualifications appear on your certificate of registration.

If you would like your qualifications to appear on your certificate of registration, you will need to enter full details of the qualifications in your application form. You will also need to provide certified copies of the following for each qualification you would like to have recorded:

- an official academic record/transcript  
AND
- the graduation testamur/degree certificate

Please note that only completed higher education (i.e. university level) qualifications will be recorded.

## Teaching experience

A written professional reference is required from each school where you have taught in the past five years, outside of Australia or NZ.

A written professional reference is also required from any non-government school in NSW where you have taught in the last five years.

References need to be on school letterhead and cover the entire period you taught at the school. If you do not have written references, you are able to use the *Professional Reference for Teacher Registration Applicant* form that will be emailed to you after you have submitted your application for registration online.

For experience in government schools in NSW, the QCT conducts a screening check with the employer as it is often not possible to obtain written references. The QCT will also undertake checks with regulatory authorities in any other jurisdictions in Australia or NZ where you have taught in the last five years.

Professional references are not required where the experience was any of the following:

- supply/relief teaching or for contracts of less than three months
- teaching more than five years ago
- teaching in Australia/NZ, other than in NSW non-government schools.

## The mutual recognition principle

- The mutual recognition principle is that a person who is registered for an occupation in a relevant jurisdiction is entitled to registration in a second jurisdiction, for the equivalent occupation.
- Under this principle, you will be granted 'deemed registration' effective from the date the QCT receives your complete application including payment of the correct application fee and receives the registration/accreditation verification check confirming your application details. You will be notified of 'deemed registration' by email.
- Deemed registration enables you to teach in a Queensland school while the QCT continues to assess your application.
- Once you have been granted deemed registration the QCT has one month to decide whether to grant, postpone or refuse to grant substantive registration.
- The QCT will notify you in writing when a decision is made to grant, postpone or refuse substantive registration.

## International police record check

If you have lived in any country other than Australia for a total of 12 months or more in the last 10 years, since the age of 18, you will need to provide a national police record check from that country. The police record check needs to cover the entire time you lived in the country and show ALL names by which you are/have been known.

The QCT uses AIS International as a preferred supplier for the international police record check. A unique link to their web portal will be on the confirmation submission email you receive when you have submitted your online application form. Click on the link to take you to AIS International where you can submit information and pay a fee directly to the service provider. Results of the check will be made available to you and directly to the QCT by AIS International.

If you already have an international police record check or prefer / need to apply for one directly through the official channels of a particular country the following delivery methods to the QCT are acceptable:

- post the original, or a correctly certified copy of the original document
- electronically-issued national police record checks can be delivered directly to the QCT by the issuing institution.

## Translations

**Please note that the QCT does not accept electronic delivery of a police record check via a third-party, such as the applicant for registration. Exceptions may apply in a minority of cases where it is known that a particular country will only release the document electronically to the applicant.**

If any of your documents are in a language other than English, you will need to provide the documents in the original language **plus** full translations that are prepared and certified as correct by an official translation service or an accredited translator.

## Document certification

All documentation supplied to the QCT to support an application for teacher registration must be certified copies of the original documents.

### Who can certify a document?

Only documents certified by one of the following **authorised persons** will be accepted by the QCT:

- Justice of Peace
- Commissioner for Oaths
- Notary Public
- Magistrate
- Registered Medical Doctor
- Australian Embassy and High Commission Staff
- Solicitor
- Commissioner for Declarations
- Judge of the Court
- School Principal/Headmaster
- Certified Practising Accountant
- Chartered Accountant

### How to certify a document

To have a document certified:

- Photocopy the original document.
- Take both the original document and the photocopy to one of the authorised persons.
- The person must make the following written statement **on the front of every page**.

*I have sighted the original document and certify this to be a true copy of the original.*

- The person must then sign and date the statement, and provide their full name, designation (e.g. Justice of the Peace), registration number where applicable, and contact telephone number.

### What else do I need to know?

Please note the following:

- The QCT will not accept certified copies of electronic/scanned documents or downloads from the internet.
- Certified copies must bear original signatures. Faxes, scans or copies of certified copies are not acceptable.
- The certification must be on the actual copy, not on another page attached to the copy.
- If a document consists of more than one page, each page must be certified separately.
- Certified documents supplied to the QCT as part of an application will not be returned to an applicant.



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