



FREQUENTLY ASKED QUESTIONS

APPLICANT



Renewal of Certification

Highly Accomplished Teacher and Lead Teacher

Are you interested in renewing your certification as a Highly Accomplished Teacher (HAT) or Lead Teacher (LT)? This FAQ sheet is for you. There are separate FAQ sheets for HAT and LT applicants, referees and school leaders.

What is renewal of certification?

The purpose of renewal of certification is to verify a certified teacher's ongoing performance at the Highly Accomplished or Lead career stage. It is an important quality assurance process designed to ensure that when they renew, certified teachers in Queensland continue to have the abilities, experience, knowledge, and skills stated in the [Australian Professional Standards for Teachers](#) (APST) at the relevant career stage.

Am I eligible for renewal of certification as a HAT or LT?

To be eligible to apply for renewal of certification, you must:

- be certified as a HAT or LT
- hold full teacher registration in Queensland
- be employed in a Queensland state school or a non-state school represented by the Queensland Catholic Education Commission.

Upon applying to renew certification. You will be asked to confirm that you:

- have continued to complete annual performance reviews at the relevant HAT or LT career stages in the previous five years.
- hold an authentic teaching role. There is no requirement for a specified number of hours or teaching load over the five-year period of certification.
- have discussed your intention to apply for renewal of certification with your principal/supervisor or delegate, as nominated by the principal/supervisor.

I'm certified as a HAT or LT. When do I need to renew my certification?

The certification end date is five years from the date certification took effect.

The Queensland College of Teachers (QCT) will contact certified teachers twelve months before their certification end date, asking them to express their intent (EOI) to apply for renewal. Certified teachers should ensure that their contact details are up to date in [myQCT](#) throughout the period of their certification. The EOI process helps ensure applicant readiness while also helping the QCT to effectively plan to support applicants during the renewal period.

You will be informed of your certification renewal assessment outcome in advance of your certification end date.

Can I apply for renewal at a different career stage?

No. You may only renew your certification at the career stage at which you were originally certified.

If you wish to be certified at a different career stage, you will need to submit a new application for certification at the desired career stage.

What is involved in the renewal of certification process?

All certified teachers applying for renewal will need to submit:

- two written statements (1500-2500 words per statement)
- a 30-35 minute unedited video demonstrating their teaching practice
- three to five referee statements.

LT will also need to outline their Lead initiative(s) from the five-year period of certification. LT may submit a separate overview or opt to discuss their Lead initiative(s) in the written statements. Templates are provided on the [QCT website](#).

I'm a LT and my initial LT Initiative has continued and developed further since my original submission. Will the assessor reviewing my application for renewal

access my initial submission to understand the full context?

No, each application is a new assessment so assessors will not have access to materials provided during the original certification stages. If you feel it is necessary to provide a summary of the Lead Initiative context, it will need to be included within your renewal application materials.

Does renewal involve submitting a folio of direct evidence, as required for initial certification?

No, the renewal process is designed to verify an applicant's ongoing performance at the Highly Accomplished or Lead career stage. Applicants for renewal will be assessed holistically against the [professional capabilities](#). Applicants for renewal of certification do not need to submit any direct evidence with their application.

I'm on leave presently, how am I supposed to video my classroom practice?

The video demonstrating classroom practice can be recorded at any time during the five-year certification period. If there are any extenuating circumstances that do not permit you to record, contact the QCT to discuss.

How long is the renewal period?

Teachers who are successful in renewing their certification as a HAT or LT will be certified for another five-year period.

Is there a cost involved in renewal?

The cost for renewal of certification is \$100 and is payable at the time of submitting the application. Once assessment for renewal of certification has commenced, no refund of fees is possible.

What format can I complete my application in?

Templates for applications are available on the [QCT website](#).

Who will assess my application for renewal of certification?

An application for renewal of certification will be independently assessed by an assessor trained under the national Assessor Training Program. Assessors hold teaching backgrounds with most assessors in Queensland continuing to practice as teachers, heads of department/curriculum and deputy principals/principals. Their teaching experience is diverse across a range of locations and school contexts.

The assessor assessing your renewal application may not necessarily be the same assessor who assessed your original application. The assessor will be external to your school or setting and will be appointed by the QCT. The QCT, as the certifying authority, is responsible for the final certification decision.

How will I be assessed?

Renewal of certification applications will be assessed against the Highly Accomplished or Lead Teacher professional capabilities. The professional capabilities describe the full suite of capabilities and characteristics of the respective career stages. They are published by the Australian Institute for Teaching and School Leadership (AITSL) in the [Australian Professional Standards for Teachers](#).

The professional capabilities describe how a HAT or LT integrates and applies the knowledge, practice and professional engagement of the seven Standards at the respective career stage. While all professional capabilities must be met during the assessment process, each one only needs to be demonstrated once in the full application.

The professional capabilities ensure certified teachers continue to demonstrate the relevant career stage without repeating the initial certification assessment.

Do I have to renew my certification?

National certification is valid for five years. Teachers who want to maintain their HAT or LT certification should start reviewing their eligibility four years after certification. However, as is the case with national certification, renewal of certification is a voluntary process. If a teacher chooses not to renew, or their renewal is unsuccessful, they will no longer be certified as a HAT or LT.

If you do not renew your certification by the end date, your certification as a HAT or LT ceases. If you submit outside of your certification end date, you will need to submit a new application for certification of a HAT or LT.

Useful Links

Queensland College of Teachers

[Guidelines for teachers applying for renewal of certification by the Queensland College of Teachers as Highly Accomplished Teachers and Lead Teachers](#)

[Renewal of certification policy](#)

Department of Education

[OnePortal - HAT and LT Page](#) - or search HAT and LT OnePortal

Queensland Catholic Education Commission

<https://hatandlt.qcec.catholic.edu.au/>

Australian Institute for Teaching and School Leadership

[Australian Professional Standards for Teachers \(APST\)](#)

[Guide to the Renewal of Certification of Highly Accomplished and Lead Teachers in Australia](#)

[AITSL Teacher Self-Assessment Tool](#)

For further information please email the QCT's HAT and LT Team at: HATandLTCertification@qct.edu.au

Contact us

07 3377 4777

1922 | FS33 | 0123

or call 1300 720 944

GPO Box 702
Brisbane Qld 4001 Australia



www.qct.edu.au