



FREQUENTLY ASKED QUESTIONS

SCHOOL LEADER



Renewal of Certification

Highly Accomplished Teacher and Lead Teacher

Are you a school leader interested in finding out more about renewal of certification for a Highly Accomplished Teacher (HAT) or Lead Teacher (LT)? Do you supervise certified teachers who are applying for renewal of certification? This FAQ sheet is for you. There are separate FAQ sheets for HAT and LT applicants, referees, and assessors.

What is renewal of certification?

The purpose of renewal of certification is to verify a certified teacher's ongoing performance at the HAT or LT career stages. 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.

Who is eligible for renewal of certification as a HAT or LT?

To be eligible to apply for renewal of certification, an applicant 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.

It is important for school leaders to note that applicants are asked to confirm they:

- they 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 in a classroom context where you are responsible for an ongoing teaching program and the assessment of the students over a period time. (There is no requirement for a specified number of hours or teaching load over the five-year period of certification.)
- have discussed their intention to apply for renewal of certification with their principal/supervisor or delegate, as nominated by the principal/supervisor.

What is my role in the renewal of certification process?

The principal will engage in a professional discussion with the applicant regarding their intention to apply for renewal of certification.

The principal (or their nominated delegate) will act as a referee to support and attest to the accuracy of the applicant's written statements and make comment on the applicant's performance against the capabilities. Other school leaders may also be involved.

More advice for referees can be found by reading the [Referee FAQs](#).

Can I delegate my role to other leaders within my school?

Yes, as with the initial certification process, principals may choose to delegate their responsibilities to another member of their leadership team and should do so by completing the [delegation form](#).

What is involved for applicants applying for renewal of certification?

Applicants applying for renewal will need to submit:

- a video demonstrating their teaching practice and associated lesson materials
- a written professional practice statement
- a written professional learning statement
- three to five referee statements
- Lead applicants: must give an overview of a Lead initiative from the previous five years. This can be submitted

separately on the approved Queensland College of Teachers (QCT) template, or as part of the written statements.

Applicants for renewal of certification are not required to submit direct evidence in their application.

How will applicants be assessed?

Renewal of certification applications will be assessed against the [HAT or LT 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](#) and are mapped here to the APST.

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.

How do I best support a certified teacher working in my school?

School leaders can continue to:

- create opportunities for HAT and LT certified teachers to support their teaching colleagues, beginning and preservice teachers to use the Standards to reflect on and improve their practice.
- allocate time and resources to support HAT and LT certified teachers to engage in projects at the level required for their career stage – for example, developing instructional leadership capacity in others, or presenting professional development to staff.
- initiate inter-school collaboration by establishing links with other schools to support a Lead Initiative.

Is there a cost for renewal of certification?

The cost for renewal of certification is \$100 and is payable by the applicant at the time of submitting the application.

What if the teacher has been on leave for part of their certification period?

Certified teachers are able to include examples of their professional practice and learning throughout their five-year certification period. There is no requirement for a specified number of hours or teaching load over the 5-year period of certification.

Can an applicant renew at a different career stage to their original certification?

Applicants can only renew at the career stage for which they are certified. If Highly Accomplished teachers wish to apply for Lead teacher certification, they are required to develop a new application for this career stage.

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](#)

[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

or call 1300 720 944

GPO Box 702
Brisbane Qld 4001 Australia



www.qct.edu.au