

# Renewal of Certification Principal Delegation form

The principal completes the following activities in the Renewal of Certification assessment phase:

- a verification of the accuracy of the applicant's written statements and can make comment on the applicant's performance.
- is available for a telephone conversation about the applicant's practice with the assessor or a QCT staff member, if required.

Delegation of the Role:

Principals are involved at the pre-assessment and assessment phases of the Renewal of Certification process.

They can delegate their role to school leaders within the school. Delegates must be nominated by the principal. A delegate may be an equivalent member of the senior leadership team of the school setting who has significant knowledge of the applicant's practice.

## Applicant personal details

Name

Position

## Principal Delegation

I hereby delegate my responsibility in the teacher renewal of certification process to:

Name

Position

This person is a member of the leadership team and will complete all required obligations on my behalf.

Name

Position

Name of school

Email

Phone number

Signature

DD/MM/YYYY

Contact us

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