

Registration must be  
renewed online!

Details  
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TEACHER REGISTRATION

**RENEWAL** GUIDE

# SIMPLE STEPS

TO RENEW YOUR TEACHER REGISTRATION

**Renewal of registration acknowledges that teachers are committed to maintaining high standards of professional practice and conduct.**

## FACTS



Read this guide and go to [www.qct.edu.au](http://www.qct.edu.au) for further information about renewing your teacher registration.

## FORMS



Submit the Renewal Application Form to the Queensland College of Teachers (QCT). This form is available in your myQCT account.

## FEES



Pay the annual fee and submit your renewal form before your registration end date to continue your registration and to avoid additional fees.

**To apply to renew your teacher registration you must lodge your Renewal Application Form and pay the annual fee before your registration end date.**



Log into your  
myQCT account  
to renew your  
registration

## Apply online

When you are due to renew your registration a **renewal form will be made available to you**. You access the form through your myQCT account at [www.qct.edu.au](http://www.qct.edu.au).

The QCT already has an account prepared for you - there is no need to create a new one. All you have to do is log in using your QCT registration number as your username. If you have forgotten your password, you can use our **forgot password** feature.

**Remember to check out the continuing professional development (CPD) tool while you're logged on.**

## Understanding the requirements of renewal of full registration

Renewal of full registration is required every five years.

At the end of the five-year period of full registration, registration ends. Teachers must apply to renew their registration before their registration ends. This process involves more than payment of the annual fee

### Renewal

To meet the requirements to renew registration, fully registered teachers:

- must continue to be suitable to teach
- must pay the applicable annual fee
- meet the continuing professional development (CPD) required under the Continuing Professional Development Policy and Framework.

### Restoration

If you apply after your registration end date you will need to apply for restoration of full registration using the form and pay the annual fee plus the restoration fee.

When the QCT has received your application for renewal and the required fees your registration will continue until your application is decided.

You can apply for restoration of your registration up to three months after your registration end date. After this date you will be removed from the register of teachers in Queensland. Should you wish to teach in Queensland you will need to re-apply and wait for a decision on your application.

**As a registered teacher you are responsible for maintaining your registration and meeting requirements for renewal of registration.**

## Information required on the application – Personal details

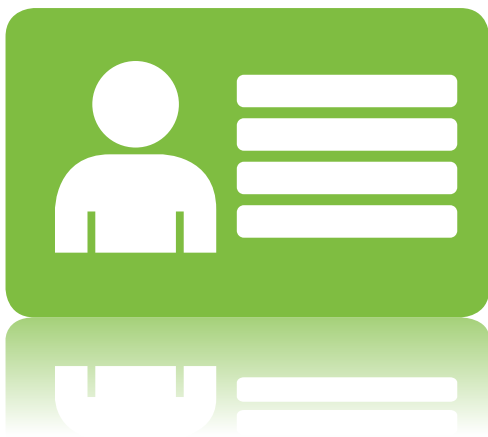
### Names and aliases used in the past five years

You must provide any other surname/last name, middle name and other given name/first name that you have used in the five years preceding your registration end date, even if you believe you have previously advised the QCT of your use of another name.

Your name will not be changed on the register of teachers until you have provided the necessary supporting documentation. If you have changed your name and have not previously advised the QCT you will need to provide a **certified copy** of evidence of all name changes, for example, marriage certificate, decree nisi (only if all names are listed), deed poll, or change of name certificate. The supporting documents can be sent to the QCT separately.

### Working with children checks

Blue Cards are issued by the relevant Queensland government Agency, once it has carried out the Working with Children Check for eligibility to work in child-related employment. If you are a current Blue Card holder the QCT is able to rely on the Blue Card Working with Children Check (if you have no criminal history) instead of seeking information from the Queensland Police Service.



## Recency of practice

Who is a teacher?

A teacher is a person who delivers an educational program, assesses student participation in an educational program, and/or administers or provides consistent and substantial leadership to an educational program, in a school\* or in another setting. The educational program must be based on a syllabus or kindergarten guideline approved or accredited by the Queensland Curriculum and Assessment Authority (QCAA). This means, for example, that education advisers who work regularly in schools and Principals who do not engage in classroom teaching are included in the definition of teacher.

\* For the purposes of this document, the term **school** is taken to include other acceptable educational settings.

**Recency of practice** means teaching for a total of at least 100 days in the past five years in a recognised school in Australia or in another setting delivering an educational program based on a syllabus or kindergarten guideline approved or accredited by the QCAA.

## Continuing Professional Development

The renewal application requires you to advise whether you have met the requirements of the QCT's CPD Policy and Framework. The annual CPD requirement of 20 hours applies to any year you taught more than 20 days in the past five years.

If you answer 'NO' that you have not met the CPD required in any year you must provide information about the amount of teaching and CPD you have undertaken and give reasons as to why you did not complete the required CPD.

The CPD undertaken by teachers must have regard to the *Australian Professional Standards for Teachers* and demonstrate:

- a balance across the following areas:
  - employer/school directed and supported CPD
  - teacher identified CPD
- a range of types of CPD activities
- completion of at least the minimum amount required.

A failure to meet your CPD obligation may result in a condition being placed on your registration. Extreme cases may lead to refusal to renew your registration.

Professional development includes a range of activities, for example:

- workshops, seminars and conferences
- contributions to system initiatives, pilots and projects
- formal study (university, TAFE)
- school-based professional development activities
- professional reading.

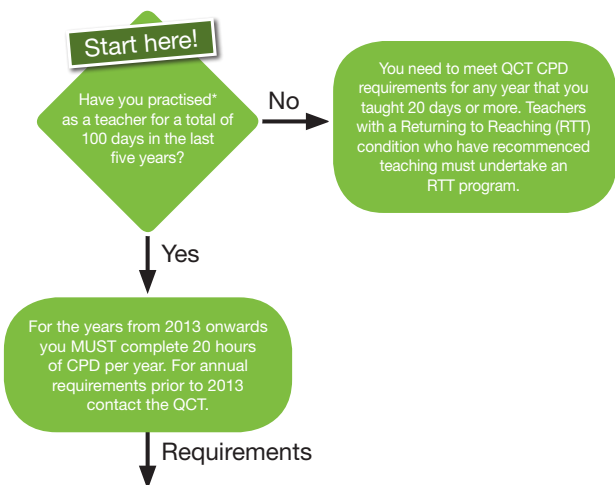
## Recording your professional development

It is your responsibility to:

- record CPD undertaken in a format that meets QCT requirements
- make records and evidence available if required by the QCT.

The QCT provides an online CPD recording tool - available through your myQCT account accessed on the QCT website.

**If the amount of professional development you are required to do in any year is Nil (e.g. if you were on leave for the whole year and did no teaching in that year) then you should answer 'YES'- you have met the required amount of CPD for that year according to the CPD Policy and Framework.**



### CPD requirements from 2013

Days of teaching employment per year	CPD requirements per year from 2013 onwards
20 days and above	At least 20 hours
Under 20 days	Nil CPD

The CPD requirement is nil for any calendar year you did no teaching.

A Returning to Teaching condition will be applied at the time of renewal of registration for teachers who do not have recency of practice.

\* Refer to the Recency of Practice section.

**You can still renew your registration *even* if you have not been teaching.**

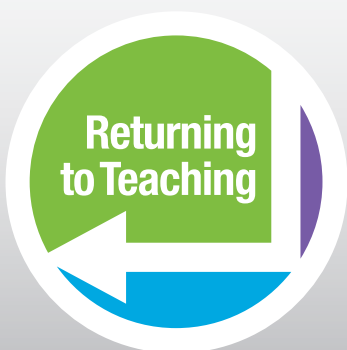


## Returning to Teaching (RTT) condition

At renewal of registration, if a teacher with full registration has not met recency of practice (100 days of teaching within a five year period) then an RTT condition is applied.

Teachers with this condition need to complete an RTT professional development program. The program focuses on updating knowledge and skills regarding curriculum, policies and legislation. More information is available at [www.qct.edu.au](http://www.qct.edu.au).

**You do not need to have recency of practice to renew your registration. If the amount of teaching you have undertaken in the past five years is less than 100 days, an RTT condition will be applied to the renewal of your registration.**



## Professional conduct

In making an application for renewal or restoration of full registration you consent to the QCT making enquiries of, and exchanging information with, any registration authority in any Australian state or territory or in New Zealand regarding your activities as a teacher or other matters relevant to your suitability to teach.

You are required to truthfully complete the questions in the Renewal Application Form and follow the directions carefully. If you answer 'YES' to any question in the Professional Conduct section of the application you must provide additional details.

The QCT must be satisfied that you are suitable to teach. The factors that the QCT considers in making this determination are set out in sections 11, 12 and 12A of the Act available via a link on the QCT website.

Assessing suitability to teach includes considering a number of factors including:

- a person's criminal history and expanded criminal history (spent charges and convictions) in Australia and overseas (refer to further information under Criminal history)
- the reason for any refusal of registration in another state or territory or overseas
- whether employment was ended for reasons relating to competency or suitability to teach
- if registration (in Queensland or elsewhere) has been affected, e.g. by the imposition of a condition, suspension or cancellation, the reason for this
- whether the person is or has been subject to investigation and/or disciplinary proceedings into any matter including misconduct, competency, fitness to be a teacher
- whether the person is suitable to work in a child related field
- any other matter the QCT considers relevant.

A person is not suitable to teach if the person:

- behaves in a way that does not satisfy a standard of behaviour expected of a teacher; and
- shows the person is unfit to be granted registration.

## Criminal history

**Criminal history** is defined by the Act. It includes every charge and every conviction of a person for an offence, in Queensland or elsewhere, whether before or after the commencement of the Act.

**Expanded interstate criminal history** means every interstate spent conviction and interstate charge.

**Spent or interstate conviction** means a conviction for an offence against a law in Queensland or of another state or the Commonwealth that the person is not required to disclose under Queensland or an interstate rehabilitation law because a rehabilitation period prescribed under that law for the conviction has expired and the conviction has not been revived under that law.

## Have I been charged?

A **charge** means a charge in any form and includes a charge brought under Queensland, interstate or Commonwealth legislation, for example, where you have been:

- arrested
- issued with a Notice to Appear
- served with a Complaint and Summons
- charged following presentation of an indictment.

## Have I been convicted?

You have been convicted of an offence if you have pleaded guilty to, or been found guilty of, a charge. You must disclose this conviction even in circumstances where a magistrate or judge has determined that no conviction be recorded.

If you have been charged with or convicted of any offence in the past five years in Australia or overseas you must state what offence/s you were charged with and provide details of the charge/s including date of offence/s, where the incident occurred and the outcome. The requirement to disclose criminal history applies to all charges or convictions even if they are spent.

Please note, criminal history obtained by the QCT may include information already known to the QCT. For the purposes of renewal or restoration you are required only to advise the QCT of any changes to your criminal history that have occurred in the past five years, including any change that may have been considered by the QCT in the past five years.

## Cessation of employment

If your employment as a teacher was ended by your employing authority in the past five years as a result of issues relating to your competency or professional conduct you must give the reason and circumstances surrounding the ending of your employment.

## Interstate and overseas registration

If you have applied for or held teacher registration in another Australian state or territory or in an overseas country in the past five years, and your application was refused or your registration was affected in some way you must provide information about:

- where you were refused registration, or
- where you were registered and -
  - registration number or other identification details
  - how your registration was affected, e.g. cancellation, suspension, conditions imposed, investigation into any matter including misconduct, competency, fitness to be a teacher, and/or disciplinary proceedings conducted, and
  - details of the circumstances surrounding the change to your interstate or overseas registration status.

## Declaration and agreement

It is an offence under the Act for a person to make or submit false, incomplete or misleading information or documents. A person doing so may be liable to a penalty and loss of registration or have their renewal of registration refused.

In completing and submitting the Renewal Application Form and any supplementary information required you acknowledge that you have read and understand this guide. You also acknowledge and understand that:

- you are the applicant named in the application
- all documents and information provided in support of your application for renewal or restoration of full registration and the renewal or restoration declaration where applicable are true and correct
- you have not omitted any names or aliases that you use or have used in the past five years preceding your registration end date
- if you omit to provide information required in the application or you provide false or misleading information it may be an offence and may result in your application being refused, disciplinary action being undertaken and/or the matter referred to the QPS
- you consent to the making of inquiries of, and exchange of information with, authorities of any jurisdiction regarding any matter (including your suitability to teach or work with children) relevant to the application, including employers, government agencies and professional registering authorities.

The QCT is authorised to:

- seek information from the QPS and other police services in Australia for any details of charges, convictions (including findings of guilt or pleas of guilt, whether or not a conviction was recorded) and certain investigative information
- seek additional information from courts, police and prosecuting authorities
- refer information to the QPS to monitor changes in criminal history.

**More information including Frequently Asked Questions is available from the QCT website, [www.qct.edu.au](http://www.qct.edu.au)**

# A QUICK GUIDE TO TEACHER

At the end of the five-year period of registration, **teachers v**

## APPLICATION FORM

To apply for renewal of teacher registration you must submit an application and pay the annual fee before your registration expires. **Access the form in your myQCT account.**



### PERSONAL DETAILS

You need to confirm your personal details and whether you are complying with any condition on your registration.



### PROFESSIONAL CONDUCT

The QCT must be satisfied that you are suitable to teach. Professional conduct and any criminal history will be considered before the QCT makes a decision about renewal of registration.



# R REGISTRATION RENEWAL

with full registration must apply to renew their registration.

You must lodge a renewal  
before your registration end date.

You can still renew  
your registration *even*  
if you have not been  
teaching.



## REGENCY OF PRACTICE

You meet recency of practice  
by teaching for at least  
**100 days** in the past five years  
in a school in Australia or in  
another equivalent setting.



## PROFESSIONAL DEVELOPMENT

You need to declare whether you have met  
or are meeting your continuing professional  
development obligations.

Visit [www.qct.edu.au](http://www.qct.edu.au) to:

- be informed
- access the latest information
- log your CPD
- pay your fees
- check your registration status
- apply to renew your registration.

