End of four year provisionally registered teachers: Reapplying for registration fact sheet

QUEENSLAND COLLEGE OF TEACHERS

This fact sheet provides an overview of the streamlined process of reapplying for teacher registration, if you are coming towards the end of four years of provisional registration. .

Steps in the application process
1. **Submit the online application** for teacher registration form available in your myQCT account.
2. **Pay the required fee**.
3. **Print out and sign the *Confirmation Page*** that will be emailed to you after you submit your application online.
4. **Mail the completed *Confirmation Page*** to the QCT with the documentation on your checklist

Not all teachers at the end of four years of provisional registration have the same circumstances. This fact sheet explains some of the documents that may be required for most applicants. Additional information or documents may be required if, four years ago, you were granted registration on the basis of:
• the mutual recognition principle; or
• standards-based assessment; or
• qualifications from a country not exempted from English language proficiency requirements

Regardless of whether any of the above apply to you, you should proceed with submitting the online application form before querying additional documents. The 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.

Proof of identity

You are required to have documents to confirm any names you have used for which the Queensland College of Teachers (QCT) does not already have evidence.

The following accepted documents can be verified online* in the application form without you needing to provide a copy to the QCT:
• Australian official full marriage certificate (ceremonial certificates are not verifiable)
• Australian change of name certificate

If you have a marriage certificate or other change of name document from another country, you will need to mail a certified copy to the QCT.

If your name change was not an official one, you will need to make a statutory declaration explaining the change, and mail it to the QCT.

*For further infomation about the QCT's identity document verification provider please visit: www.qct.edu.au/registration/application-process#DVS.

Teaching experience outside Queensland

A written professional reference is required from each school outside Queensland where you have taught in the last five years. The reference needs to cover the entire period you spent at the school.**

A *Professional Reference for Teacher Registration Applicant* form will be emailed to you after you have submitted your application for registration online.

**Professional references are not required where the experience was relief/supply teaching or a contract less than three months. For teaching experience in New South Wales government schools it will not be possible for you to obtain a written reference. The QCT will conduct a screening check with the employing authority.

Criminal history check

If you have been charged with or convicted of any offence 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 and even if you believe the history is already known to the QCT.

The QCT will conduct a new Australian criminal history 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 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 international police record check/s. A unique link to their web portal will be on the confirmation submission email you receive when you submit your online application. 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 to the QCT by AIS International.

If you already have an international police record check or prefer/need to apply for one 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
- have an electronically-issued national police record check delivered directly to the QCT by the issuing institution.

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.

Criminal history is defined by the *Education (Queensland College of Teachers) Act 2005* (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, territory 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, or overseas, 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.

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.

In completing and submitting the application form and any supplementary information required you acknowledge that you have read and understand this fact sheet. You also acknowledge and understand that:

- you are the applicant named in the application
- all documents and information provided in support of your application form are true and correct
- you have not omitted any names or aliases that you use or have used in the past
- 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 Queensland Police Service (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.