




# RENEWAL GUIDE



teacher  
registration  
renewal

# Your five-yearly renewal app

1.  Go to [www.qct.edu.au](http://www.qct.edu.au)
2.  Log into your myQCT account
3.  Complete the renewal form



## Upholding the excellence



### Personal details

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

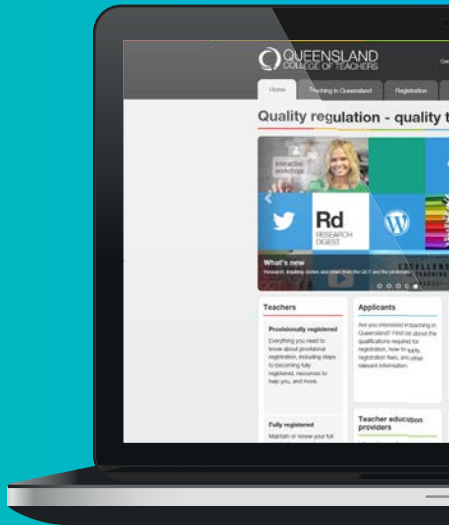


### Recency of practice

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.

You can still renew your registration

# Application form is online



## ence of the teaching profession



### Professional development

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



### 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.

even if you have not been teaching.

# What is renewal?

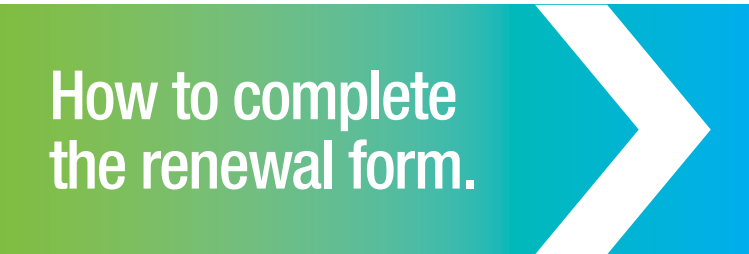
Fully registered teachers hold registration for a period of five years. This requires a fee payment each year, but at the end of each five-year period something further is required. You must apply using the online form.

To meet the requirements for renewal or restoration, fully registered teachers must:

- continue to be suitable to teach
- complete continuing professional development (CPD) as required under the CPD Policy and Framework
- comply with any conditions on their registration.

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

|                           | On or before   | After  | 3 months  |
|---------------------------|--|--|---|
|                           | <b>If you apply and pay the fee by your end date</b>               | <b>If you apply and pay the fee <u>after</u> your end date</b>     | <b>If by 3 months after your end date you have not applied and paid for restoration</b> |
| <b>What is it called?</b> | "Renewal"  | "Restoration"  | Removal from the register of teachers   |
| <b>What does it cost?</b> | Annual fee   | Annual fee + restoration fee                                       | You will need to reapply for registration and pay the application fee                   |
|                           | <b>\$</b>  | <b>\$\$</b>  | <b>\$\$\$</b>   |
| <b>Can I teach?</b>       | Your registration will continue until your application is decided. | Your registration will continue until your application is decided. | You will not be able to teach until the QCT grants registration.                        |








## Personal details

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

You must provide any other surname/last name, middle name and 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.

### Working with Children Checks

| If you have a current blue card  | If you have an exemption card  | If you have neither   |
|--|--|---|
|   |   |                |
| <p><b>FAQ: What is it?</b></p>   | <p><b>FAQ: What is it?</b></p>   | <p><b>FAQ: Is this a problem for my renewal?</b></p>  |
| <p>A card that a person can apply for from the Queensland Blue Card Services to work in child-related employment.</p>                | <p>A card that a registered teacher might apply for from the Queensland Blue Card Services, if they are providing regulated child care related services other than in schools, such as:</p> <ul style="list-style-type: none"> <li>• working at an early child care centre</li> <li>• private tutoring</li> <li>• volunteering at a local children's sporting club.</li> </ul> | <p>No, this scenario applies to most registered teachers.</p>                                   |
| <p>Provided you have no criminal history, the QCT will rely on Blue Card Services' Working with Children Check for your renewal.</p> | <p>The QCT will conduct a screening through the Queensland Police Service for your renewal.</p>  | <p>The QCT will conduct a screening through the Queensland Police Service for your renewal.</p> |

**Registered teachers in Queensland do not require a blue card or exemption card to teach in a school.**

# Definitions

## “Teaching” for renewal

The renewal application asks you a couple of questions about how much “teaching” you have undertaken in the last five years. “Teaching” has a specific definition in the renewal form:

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\*. 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

### **Have you taught for 100 days or more in the last five years?**

**Yes**

You have recency of practice if you have taught 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.

**No**

You can still renew your registration. A 'Returning to Teaching' condition will be applied (see over page).

## Returning to Teaching (RTT) condition

If recency of practice is not met, an RTT condition is applied to their registration at renewal. This does not imply a reduction in status or credentials as a registered teacher. The condition is not displayed on the Queensland Register of Teachers.

Teachers with this condition need to complete an RTT professional development program of 20 hours if they return to teaching. RTT program resources are available online via myQCT. This helps maintain the integrity of the profession and helps the teacher feel more confident as they return.

Teachers with an existing RTT condition will complete an RTT section in their renewal application. This may affect whether the condition is continued into the new renewal period.

For more information about the RTT condition and the opportunities to re-connect with the teaching profession, please read the RTT guidelines – available on the QCT website.





# Continuing Professional Development

You are required to complete 20 hours of CPD in any year in which you teach for 20 days or more in an Australian school.

If you did not teach in a particular year, you have met CPD requirements for that year, because the requirement that year is 'Nil'.

## Have you taught for 100 days or more in the last five years?

**Yes**

| Days of teaching employment per year | CPD requirements per year |
|--------------------------------------|---------------------------|
| 20 days and above                    | At least 20 hours         |
| Under 20 days                        | Nil                       |

If you cannot declare that you have completed the required CPD you must provide information about the amount of teaching and CPD you have undertaken each year and give reasons as to why you did not complete the required CPD.

**No**

You need to meet the QCT CPD requirements for any year that you taught 20 days or more.

Teachers with an RTT condition who have recommenced teaching must undertake an RTT program.



## Professional conduct

The QCT must be satisfied that you are suitable to teach.

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

- criminal history and expanded criminal history (spent charges and convictions) in Australia and overseas (refer to further information on page 11)
- the reason for any refusal of registration\*
- cessation of employment\* - whether employment was ended for reasons relating to competency, suitability to teach or professional conduct issues
- if registration has been affected, e.g. by the imposition of a condition, suspension or cancellation, the reason for this\*
- any investigation and/or disciplinary proceedings into any matter including misconduct, competency, or fitness to be a teacher\*
- suitability to work in a child-related field
- any other matter the QCT considers relevant.

\* in Queensland, interstate or overseas

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.

# Definitions

**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.

**Charge\*** means a charge in any form and includes a charge, 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.

**Conviction\*** means 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.

\*in Queensland, interstate and overseas

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

**Spent or interstate spent 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.

**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.**

## 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 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 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.

One more thing...

**Six reasons you  
should keep your  
registration**



registration

Renewal is your key to being eligible to teach in the future

# Think carefully before giving up

## Affordable to maintain

Returning to the register requires more than payment of an annual fee. If you reapply for registration in the future, there will be an application fee involved. Maintaining registration for three years is often **less expensive than reapplying.**

## Simpler to maintain

For most teachers the renewal process takes five minutes every five years. If you instead allow your registration to end, and subsequently reapply, the process is more involved.

**Gaining registration again will require a full application process.**

You may have to supply additional documentation, and you would not be able to teach until granted registration.

## Employment requirements

If you are on an extended period of leave from a school, but still employed there, you should check with your employer before allowing your registration to end.

**Your leave arrangements may require you to hold registration.**

Remember, you can renew even if you are not teaching.

You can still renew your registration

# your registration...

## Three-year qualified

Requirements for registration change over time. For example, until the 1990s some teachers met qualification requirements with less than four years of higher education. If they allow their registration to end, and later decide to reapply, they may not meet current requirements for registration.

**These teachers may not be able to gain registration again without additional studies.**

## Working With Children

You may hold an exemption card because you are a registered teacher. This system allows you to work in regulated child-related services without requiring a blue card, for example:

- working at an early child care centre
- private tutoring
- volunteering at a local children's sporting club.

**Allowing your registration to end would invalidate your exemption card and you would need to apply for a blue card.**

## Non-teaching roles




**You may require registration for roles other than teaching in schools,** for example:

- NAPLAN marking
- supervising student teachers undertaking professional experience.

**even if you have not been teaching.**

# Apply for renewal online

To complete your 5-yearly renewal you are required to submit an online renewal application form:

1.  Go to the QCT website -[www.qct.edu.au](http://www.qct.edu.au)
2.  Log into your myQCT account
3.  Complete and submit renewal form

