



Five-yearly renewal of full registration as a teacher

What is renewal?

Fully registered teachers hold registration for five years. This requires a fee payment each year. At the end of each five year period, teachers must apply for renewal using the online form.

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



Personal details

You must confirm your personal details and whether you are complying with any conditions on your registration.



Recency of practice

You must declare whether you have taught for at least **100 days** in the past five years in a school in Australia or an equivalent setting.



Professional development

You must declare whether you have met or are meeting your professional development obligations.



Professional conduct

Your professional conduct, disciplinary history, and any criminal history will be considered before a decision about renewal of registration is made by the Queensland College of Teachers (QCT).

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



Renewal guide | Five-yearly renewal of full registration as a teacher

To meet the requirements for renewal or restoration, you must:

- apply using the online form
- continue to be suitable to teach
- complete Continuing Professional Development (CPD) as required under the CPD Policy and Framework
- comply with any conditions on your registration.

	On or before end date	After end date	After 3 months
	If you apply and pay the fee by your end date	If you apply and pay the fee <u>after</u> your end date	If by 3 months after your end date you have not applied and paid for restoration
What is it called?	Renewal	Restoration	Removal from the Queensland Register of Teachers
What does it cost*?	Annual fee	Annual fee + restoration fee	You will need to reapply for registration and pay the application fees
Can I teach?	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

*For the current fees please see the page on our website: <https://www.qct.edu.au/registration/fees>.
Education (Queensland College of Teachers) Regulations 2016.

Personal details

Names and aliases used in the past five years

You must provide any other first name, middle name, and surname 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

Registered teachers in Queensland do not require a Blue Card or Exemption Card to teach in a school.

	What is it?	What will the QCT do?
If you have an Exemption Card	A card that a registered teacher might apply for from the Blue Card Services (Queensland), if they are providing regulated childcare related services other than in schools, such as: <ul style="list-style-type: none"> • working at an early childhood setting • private tutoring • volunteering at a local children's sporting club. 	The QCT will conduct a screening through the Queensland Police Service for your renewal.
If you have a current Blue Card	A card that a person can apply for from the Blue Card Services (Queensland) to work in child-related employment.	Provided you have no criminal history, the QCT will rely on Blue Card Services' Working with Children Check for your renewal.
If you have neither	This is a scenario that applies to most registered teachers and is not a problem for renewal.	The QCT will conduct a screening through the Queensland Police Service (QPS) for your renewal.

What is 'teaching' for renewal?

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

Teaching: undertaking the duties of a teacher delivering an educational program; assessing student participation in an educational program; or otherwise administering or providing consistent and substantial leadership to an educational program. The teaching must be in a school* or in another setting, delivering an educational program prescribed under a regulation. (Schedule 3, *Education (Queensland College of Teachers) Act 2005* (the Act)).

* 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	No
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 Queensland Curriculum and Assessment Authority.	You can still renew your registration. A 'Returning to Teaching' condition will be applied.

Returning to Teaching (RTT) condition

If recency of practice is not met, an RTT condition is applied to a teacher's registration at renewal. This condition does not imply a reduction in status or credentials as a registered teacher, nor is it displayed on the Queensland Register of Teachers.

Teachers with this condition need to complete specific RTT professional development if they return to teaching in a Queensland school after the condition is applied. Free RTT program resources are available in your myQCT. Completing the RTT professional development helps the teacher feel more confident as they return and helps maintain the integrity of the profession.

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, please read the Returning to Teaching policy guidelines – available on the QCT website.

Continuing Professional Development (CPD)

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

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

Yes	No						
<table><tr><th>Days of teaching employment per year</th><th>CPD requirements per year</th></tr><tr><td>20 days and above</td><td>At least 20 hours</td></tr><tr><td>Under 20 days</td><td>Nil</td></tr></table> <p>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.</p>	Days of teaching employment per year	CPD requirements per year	20 days and above	At least 20 hours	Under 20 days	Nil	<p>You need to meet the QCT CPD requirements for any calendar year that you taught 20 days or more.</p> <p>If you did not teach in a particular year, you have met CPD requirements for that year, because the requirement that year is 'Nil'.</p>
Days of teaching employment per year	CPD requirements per year						
20 days and above	At least 20 hours						
Under 20 days	Nil						

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.

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.

Assessing suitability to teach includes consideration of several factors, including:

- criminal history and expanded criminal history (spent charges and convictions) in Australia and overseas
- 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.

Please note:

1. **Criminal history obtained by the QCT may include information already known to the QCT. For renewal or restoration where you have previously disclosed that you have criminal history, you are still required to advise the QCT. However, you are only required to provide details of any new criminal history within the last five years.**
2. **The obligation to disclose criminal history and past disciplinary conduct applies to:**
 - Queensland, interstate or overseas.
 - All criminal history and prior disciplinary conduct - it is not limited to teacher related conduct.
 - Criminal history includes traffic fines and history.
 - Criminal history includes convictions whether or not a conviction is recorded.

Definitions

Criminal history: every charge and every conviction of a person for an offence, in Queensland or elsewhere, whether before or after the commencement of the Act.

Charged of an offence: a charge in any form and including the following:

- a charge on an arrest
- a notice to appear served under the *Police Powers and Responsibilities Act 2000*, section 382
- a complaint under the *Justices Act 1886*
- a charge by a court under the *Justices Act 1886*, section 42(1A), or another provision of an Act
- an indictment.

Conviction: a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded.

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

Expanded interstate criminal history: any interstate spent conviction of a person; and every interstate charge against a person.

Provision of false, incomplete, or misleading information

A person who gives the QCT relevant information in an application for renewal or restoration that is false or misleading; or a document containing information the person knows is false, incomplete, or misleading will have their application refused and their registration cancelled. Examples include failing to disclose that you have a criminal history (which includes traffic offences) when you do.

It is an offence for a person to give to the QCT:

- relevant information that the person knows is false or misleading under section 85 of the Act. This includes information in a renewal application a person is required to give the QCT; and
- a document containing information the person knows is false, incomplete, or misleading under section 86 of the Act.

A person who commits an offence under s85 or s86 of the Act may also be liable to a penalty.

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/restoration application form and any supplementary information required by the QCT, you acknowledge and confirm that:

- you have read, understand, and accept all terms and conditions for teacher registration renewal or restoration in this guide
- 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 provided all names or aliases that you use or have used in the five years preceding your registration end date
- you understand that if you do not provide the 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.

The QCT's approach to privacy can be viewed on our website.