



# Application for Transition to Provisional Registration



**This form is used to apply for Provisional Registration by a teacher registered in the Full or Non-Practising Registration categories.**

**To be eligible for the grant of Provisional Registration you must:**

- hold a teaching qualification from an accredited initial teacher education programme (ITEP) or one recognised by the Teacher Registration Board of Western Australia (TRBWA) as equivalent; and
- have the English language skills required for teachers in Western Australia; and
- be a fit and proper person to be registered; and
- be able to demonstrate that you meet the Professional Standards for Teachers in Western Australia at the Graduate Level; and
- have either taught or studied in the Australian or New Zealand teaching and educational context.

## Personal details (please print clearly)



Current registration number and category of registration: _____			
<input checked="" type="checkbox"/> <input type="checkbox"/> Full Registration <input type="checkbox"/> Non-Practising Registration			
Title <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss    Other _____			
Given name			
Middle name(s)			
Family name/surname			
Preferred name			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other/unknown		Date of birth (dd/mm/yyyy)        /        /	
Other names by which I am or ever have been known including: <i>Alias (A), name change by Marriage (M) or previous name, changed by Change of Name Certificate by Department of Birth, Deaths and Marriages (P)</i> (please <input checked="" type="checkbox"/> beside each other name).			
If more room is required, list on a separate sheet. Please sign and send the sheet with this application form.			
Additional sheet included? <input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)	
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)	
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)	
<b>Address Information</b>			
Current postal address (No/Street)			
Country	Suburb/Town/City	State	Postcode
<b>Contact Details</b>			
Preferred contact number <input type="checkbox"/> Mobile or <input type="checkbox"/> Landline			
Mobile	Landline	Fax	
Preferred email (please print one character per box)			
Alternate email address (please print one character per box)			
<b>PLEASE NOTE:</b> The TRBWA will use this email address as your registered email address for contact purposes. During the application process it is your responsibility to inform the TRBWA of any changes to your contact details.			



Place of Birth		
Country of Birth	State/Territory	Suburb/Town/City
Aboriginal or Torres Strait Islander		
Are you of Aboriginal and/or Torres Strait Islander descent? <input type="checkbox"/> Yes <input type="checkbox"/> No		

## Continuance of registration for Non-Practising Registered Teachers

If you currently hold Non-Practising Registration and your application for Provisional Registration is received at the TRBWA at least 28 days prior to your Non-Practising Registration expiring, your registration will continue until the TRBWA finalises your application, even if your registration is scheduled to expire beforehand.

If your application is received less than 28 days before the expiry of your current registration, the above provision does not apply and the registration may expire prior to your application being finalised. Although, the TRBWA will endeavor to process the application in a timely manner, it cannot guarantee that the application will be finalised prior to the expiry of the registration period.

## Qualification requirement



Please complete the table below

Country	Name of institution	Title of Qualification	Full time length of course	Date completed
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If the TRBWA requires verification of your teaching qualification(s), you will be requested to supply a **certified** copy of your final academic transcript/academic record and a **certified** copy of the certificate or parchment for the teaching qualification(s) prior to the grant of registration.



## Professional Standards for Teachers in Western Australia requirement

Your application involves an assessment as to whether you meet the requirements of the Professional Standards for Teachers in Western Australia at the Graduate Level.

The Australian Professional Standards for Teachers and the Professional Standards for Teachers in Western Australia have been developed and are founded in the Australian context in terms of teaching activity, schools, curriculum, students and other requirements of the standards.

Applicants who have *neither taught nor studied* in the Australian or New Zealand teaching and educational context are considered by the TRBWA to be *unable to fully meet* the Professional Standards. Until such time as such teachers either study or teach in Australia/New Zealand they will be unable to be granted Provisional Registration.

Please select one () of the options listed below:

<input type="checkbox"/> <b>Option 1</b>	I have completed an Australian or New Zealand accredited ITEP ( <a href="http://www.aitsl.edu.au/initial-teacher-education/accredited-programs-list.html">http://www.aitsl.edu.au/initial-teacher-education/accredited-programs-list.html</a> ) within 5 years of making this application for registration. <b>No Evidence required:</b> A review of your teaching qualifications issue date will verify this selection
<input type="checkbox"/> <b>Option 2</b>	Although I have <b>not</b> completed an Australian or New Zealand accredited ITEP within 5 years of making this application for registration, I believe that I am able to demonstrate that I meet the Australian Professional Standards for Teachers and the Professional Standards for Teachers in Western Australia at the Graduate Level. <b>Please complete declaration(s) below.</b>

### DECLARATIONS - PROFESSIONAL STANDARDS FOR TEACHERS IN WESTERN AUSTRALIAN

#### PART 1 - INFORMATION

The basis of a declaration for Professional Standards must reasonably demonstrate that the applicant meets all of the Professional Standards at the Graduate Level. **Please note, the evidence requirements have changed. [Click here to find out how this affects you.](#)**

The basis upon which declarations may be made may include but not limited to:

- previous teaching experience in Australia or New Zealand which reasonably demonstrates that the Graduate Level standards have been met; and
- completion of an Australian or New Zealand teacher education programme which addresses the Standards in terms of its course content

For more information please read the [Professional Standards Policy](#) and the [Professional Standards for Teachers in WA](#) on the TRBWA website.

Applications containing a declaration from the applicant but without a supporting declaration from **an appropriate person** may still be submitted to the TRBWA, although such applications will generally be the subject of closer scrutiny, and examination of evidence to ensure that the Professional Standards have been met.

\*An **appropriate person** is a person who is in a reasonable position to assess an applicant against the Professional Standards for Teachers in Western Australia and make a declaration to the TRBWA in relation to this.



**PART 3 - APPROPRIATE PERSON'S SUPPORTING DECLARATION (OPTIONAL)**

An appropriate person is a person who is in a reasonable position to assess an applicant against the Professional Standards for Teachers in Western Australia and make a declaration to the TRBWA in relation to this.



**Provide a summary of why you believe the applicant meets all the Professional Standards for Teachers in Western Australia at the Graduate Level**

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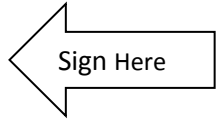
Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Full Name \_\_\_\_\_

Full Registration number (if applicable): \_\_\_\_\_ State: \_\_\_\_\_

Position held: \_\_\_\_\_

Relationship to the applicant: \_\_\_\_\_




It is an offence under the Act to provide a false or misleading statement.

## Western Australian Working with Children Check details (if available)

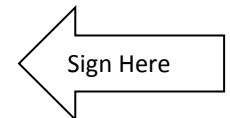
Current Working with Children Check (WWCC) Notice Number							
WWCC Expiry Date							

### Criminal record check consent

Your application requires an assessment by the TRBWA as to whether you are a fit and proper person, in accordance with section 24 of the Act. Part of the assessment is undertaken with consideration of any criminal history you may have pursuant to section 24(c) of the Act. 


In order for the TRBWA to conduct a National Police History check through the CrimTrac agency, you must provide the TRBWA with the CrimTrac National Police Checking Service Application/Consent Form, which is found on the TRBWA web site (<http://www.trb.wa.gov.au/CRIMTRAC-form>). Once you have completed, printed and signed the Consent Form, please forward it, together with 100 points of **certified** identification, to the TRBWA with the other supporting documentation.

I consent to the TRBWA completing a National Police History check and I will forward the completed and signed Consent Form to the TRBWA.



Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Fit and proper questions

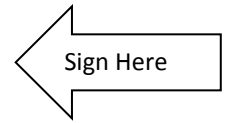
<b>The <i>Teacher Registration Act 2012</i> requires the TRBWA to have regard to certain matters to determine that you continue to be a fit and proper person to be registered. Therefore you are required to respond to the following questions (☑).</b>	<b>Yes</b>	<b>No</b>
To the best of your knowledge, have you breached the <i>Teacher Registration Act 2012</i> or any laws in other Australian States and Territories and New Zealand that deal with the registration of teachers?	<input type="checkbox"/>	<input type="checkbox"/>
To the best of your knowledge have you engaged in any behaviour of the kind that does not satisfy a standard of behaviour generally expected of a teacher?	<input type="checkbox"/>	<input type="checkbox"/>
To the best of your knowledge have you engaged in any behaviour of the kind that shows that you are not of good character?	<input type="checkbox"/>	<input type="checkbox"/>
To the best of your knowledge have you contravened any order of the TRBWA, a disciplinary committee or the State Administrative Tribunal which has arisen under Part 5 of the <i>Teacher Registration Act 2012</i> which covers disciplinary and impairment matters?	<input type="checkbox"/>	<input type="checkbox"/>
To the best of your knowledge have you contravened any order of a disciplinary body or of a court or tribunal of another jurisdiction exercising jurisdiction or powers by way of appeal or review of an order of a disciplinary body that deals with the registration of teachers (however described)?	<input type="checkbox"/>	<input type="checkbox"/>
<b><i>If you have answered YES to any of these questions, please provide full details in a sealed envelope addressed to the Director and marked Private and Confidential.</i></b> 		



## Department of Education Consent (recommended)

I consent to the TRBWA disclosing details of the national criminal record check relating to me, as provided by the CrimTrac Agency and the Australian police services, to the Western Australian Department of Education.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## Applicant's declaration



I, \_\_\_\_\_

Full name

of \_\_\_\_\_

Address

sincerely declare that the information I have provided in this application is complete, true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



It is an offence under the Act to provide a false or misleading statement.

## How to certify a document

Photocopy the original document. Take the original document and the copy to the person authorised to certify documents in your state/country (Please refer to the TRBWA website for a list of authorised persons).

The authorised person must make the following statement on every page of the document to be certified:

I certify this to be a true and accurate copy of the original document sighted by me on:	
Date	_____
Signature:	_____
Name:	_____
Occupation:	_____

The authorised person's name and occupation should be clearly indicated.

Scanned documents, photocopies, copies of certified copies and certification on stickers are not acceptable. Pencil or black pen should not be used.

## Lodging this application for registration

### In person

The application form may be hand delivered to:

Teacher Registration Board of Western Australia  
Unit 4, 398 Great Eastern Highway  
ASCOT WA 6104

Office Hours: Mon to Fri 8.30am - 4.30pm

Information about the TRBWA office location is available  
on the TRBWA website:

<http://www.trb.wa.gov.au/Pages/contactus.aspx>

### Via post

The application form may be mailed to:

Teacher Registration Board of Western Australia  
PO Box 691  
BELMONT WA 6984

To help ensure your application is received you may wish to  
consider using Registered Post.

## To avoid unnecessary delays please check that your application is complete using the following checklist:

- I have provided only copies of supporting documents with my application, not originals.
- The copies I have provided of my supporting documents have been properly certified.
- I have completed a CrimTrac National Police Checking Service Application/Consent Form (as available from the TRBWA website <http://www.trb.wa.gov.au/CRIMTRAC-form>).
- I have enclosed with this application the National Police Checking Service Application/Consent Form.
- I have provided properly certified copies of sufficient identification documents required by the National Police Checking Service Application/Consent Form.
- I have used paper clips and not staples to attach all pages and documents required in this application.
- I have used the date format of DD/MM/YYYY only.
- I have provided evidence supporting any change of names reflected in my application (for example, a properly certified copy of my marriage certificate or official change of name certificate).