GOVERNMENT OF WESTERN AUSTRALIA

TRBWA
Teacher Registration Board of Western Australia

Application for Non-Practising Registration (Intending to Teach)

This form is used to apply for Non-Practising Registration where an applicant meets the requirements for Full or Provisional Registration with the exception of the Professional Standards for Teachers in Western Australia and intends to teach.

To be eligible for the grant of Non-Practising 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.

Personal details (please print clearly)

Have you previously applied for or held registration with the TRBWA (or WACOT)? (☑) ☐Yes ☐No Registration number (if known):_____
Title ☐Dr ☐Mr ☐Mrs ☐Ms ☐Miss Other_____
Given name
Middle name(s)
Family name/surname
Preferred name

Gender ☐Male ☐Female ☐Other/unknown	Date of birth (dd/mm/yyyy) / /

Other names by which I am or ever have been known including: *Alias **(A)**, name change by Marriage **(M)** or previous name, changed by Change of Name Certificate by Department of Birth, Deaths and Marriages **(P)*** (please ☑ 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? ☐ Yes ☐ No

☐A ☐M ☐P	(Family name/surname)	(Given name and other names)
☐A ☐M ☐P	(Family name/surname)	(Given name and other names)
☐A ☐M ☐P	(Family name/surname)	(Given name and other names)

Address Information

Current postal address (No/Street)			
Country	Suburb/Town/City	State	Postcode

Contact Details

Preferred contact number ☐ Mobile or ☐ Landline

Mobile	Landline	Fax
Preferred email (please print one character per box)		
Alternate email address (please print one character per box)		

PLEASE NOTE: 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	Suburb/Town/City

Other Information
Are you of Aboriginal and/or Torres Strait Islander descent? ☐Yes ☐No

Qualification requirement

Your application involves an assessment as to whether your qualification(s) meet(s) the requirement to be a registered teacher.

Please complete the table below

Country	Name of institution	Title of Qualification	Full time length of course	Date completed
				/ /
				/ /
				/ /
				/ /

Evidence required (☑):
Please attach the following documents for each qualification listed above:
For Australian and New Zealand qualifications:

☐ a **certified** copy of your final academic record (academic transcript)
The TRBWA will make an assessment of your qualification(s) and will need information to determine the:

- full time duration of the course(s)
- whether 45 days supervised teaching practice was completed in a primary or secondary school or other recognised educational venue(s)
- whether the course(s) included one year of professional teacher education subjects.

If a single document covers more than one of the evidence requirements, please only submit one **certified** copy of that document.
All other qualifications:
☐ a **certified** copy of your qualification (parchment/certificate); and
☐ a **certified** copy of your final academic record (academic transcript/Diploma Supplement); and
☐ a **certified** copy of evidence demonstrating you have completed a minimum of 45 days supervised teaching practice in a primary or secondary school or other recognised educational venue(s).

If your academic records or documents are in a language other than English, you must attach **certified** copies of the documents both in the original language and the English translation. Please note that translations must be prepared and **certified** as correct by a translator accredited by the National Accreditation Authority for Translators and Interpreters (NAATI). Website link (http://www.naati.com.au/).

The following may also be submitted:

☐ If you have had your qualification assessed by Australian Institute for Teaching and School Leadership (AITSL) for Department of Immigration and Citizenship purposes, please attach a **certified** copy of the AISTL assessment advice to this application.

☐ If you have had your qualification assessed by the TRBWA as being acceptable, please attach a copy of the TRBWA assessment advice to this application.

The TRBWA must be satisfied that the evidence submitted with your application demonstrates that the qualification requirements have been met. You are, therefore, encouraged to submit as much relevant evidence to support your application as possible. At any stage of the assessment of your application, the TRBWA may require you to supply additional evidence.

Previous teaching experience

Please provide details of your teaching experience in the table below.

From	To	School	State, Territory or Country	Year levels and subjects taught	FT/PT or Relief
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If required, the TRBWA may request further information on your work history.

English language requirement

Your application involves an assessment as to whether you meet the English language proficiency required to be a registered teacher. Please select (☑) one of the options listed below and provide the required supporting evidence.

☐**Option 1**	I have completed, in English, all units of an ITEP or a teaching qualification that was undertaken and completed in one of the following exempt countries: Australia, New Zealand, the United Kingdom, the United States of America, Canada and the Republic of Ireland. **Verification undertaken:** A review of your qualification(s) will verify this selection.
☐**Option 2**	I have completed the academic module of the International English Language Testing System (IELTS) test within the last 2 years resulting in an average of at least level 7.5 across the four components of listening, speaking, reading and writing and no score under level 7 and a score of at least 8 in both speaking and listening. **Evidence required**: Please attach a **certified** copy of your IELTS assessment that is less than 2 years old. More information about the IELTS test is available from http://www.ielts.org
☐**Option 3**	I have completed a Professional English Assessment for Teachers (PEAT) assessment which is less than 2 years old resulting in a score of A in all four components of listening, speaking, reading and writing. **Evidence required**: Please attach a **certified** copy of your PEAT assessment that is less than 2 years old.

If you believe that there are exceptional circumstances that mean the requirement to submit a recent IELTS or PEAT assessment is unreasonable in your case because your English proficiency, both written and oral, is suitable for registration, you may request a '*Request for Exceptional Circumstances – English Language form*' from **info@trb.wa.gov.au**. Please be aware that this avenue of meeting the English language requirement does not operate to lower the language requirement for registration and an assessment of your claim may delay the processing of your application for registration.

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 *Teacher Registration Act 2012* (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 _____/_____/____

Sign Here

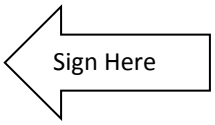
Fit and proper questions

The *Teacher Registration Act 2012* requires the TRBWA to have regard to certain matters to determine that you are a fit and proper person to be registered. Therefore you are required to respond to the following questions (☑).	**Yes**	**No**
To the best of your knowledge, have you breached the *Teacher Registration Act 2012* or any laws in other Australian States and Territories and New Zealand that deal with the registration of teachers?	☐	☐
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?	☐	☐
To the best of your knowledge have you engaged in any behaviour of the kind that shows that you are not of good character?	☐	☐
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 *Teacher Registration Act 2012* which covers disciplinary and impairment matters?	☐	☐
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)?	☐	☐

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.

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

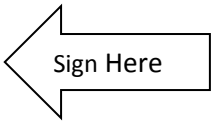
I, _____

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.

Payment calculator

Calculation of fees payable:	Fee	Fee due
Application fee Please (☑) one option	☐ $157.00 if your teaching qualification was conferred in Australia or New Zealand. ☐ $450.00 if your teaching qualification was conferred in another country other than Australia or New Zealand. ☐ if you have already paid to have your overseas qualification/s assessed by the TRBWA within the last two years and it was found acceptable for registration purposes, an invoice for the applicable fee will be sent to you for payment.	$
FEE PAYABLE:		**$**

Note:

- If you have completed a post graduate teaching qualification in Australia, then you only pay the Australian or New Zealand rate of $157.00.
- Application fees are non-refundable.
- Applications will not be processed without full payment of the application fee.
- An annual fee for the current financial year is applicable if your application is successful. The TRBWA will send you an invoice for the annual fee.
- The TRBWA financial year is from 1 April to 31 March of the following year.
- The first year's annual fee depends on when registration is granted:
  - $42.00 (October – March)
  - $84.00 (April- September).
- Registration will be cancelled if the annual fee is not paid. This fee is due and payable when registration is granted.
- Annual fees can be paid up to and including the final year of the registration period.

How to certify documentary evidence

Photocopy the original document. Take the original document and the copy to the person authorised to certify documents in your State/Territory/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 and payment of fees may be hand delivered to:

Teacher Registration Board of Western Australia
L9, 20 Walters Drive
OSBORNE PARK WA 6017

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 together with the payment of fees may be mailed to:

Teacher Registration Board of Western Australia
PO Box 1416
OSBORNE PARK DC WA 6916

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 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).

Applicant's payment details

Applicant's full name: _____

Applicant's date of birth: / /

Day Month Year

Payment of the application fee will be made via:

☐ Credit card

☐ EFTPOS/Cash in Person

☐ Cheque (made payable to: Teacher Registration Board of Western Australia)

☐ Money order/bank draft (made payable to: Teacher Registration Board of Western Australia)

☐ Other electronic payment

Please note, **unless you are attaching a cheque or money order, you will be sent an email with payment details** when the TRBWA receives your documentation.

Documentation will not be processed until full payment of the application fee has been received.

Amount: $

Office use only

Voucher/Receipt #

_____

Date processed: _____/_____/_____

Processed by:

_____

If Declined: Error message: (Printout attached)