

Applying for Teacher Registration in Queensland

FACT SHEET

This fact sheet provides an overview of the process of applying for teacher registration, and information about the documentation required by the Queensland College of Teachers (QCT).

Steps in the application process

1. **Prepare the required documents** as outlined in this fact sheet.
2. **Complete the online application** for teacher registration form available from the QCT website.
3. **Submit the application** to the QCT online.
4. **Pay the required fee.**
5. **Print out and sign the *Confirmation Page*** that will be emailed to you after you submit your application online.
6. **Mail the completed *Confirmation Page*** to the QCT with all required documentation.

General information

- All documents provided with your application must be certified copies of original documents. Information on document certification may be found on the QCT website and will also be emailed to you after you submit your online application for registration.
- Assessment of an application does not commence until the required documentation and fees have been received by the QCT.
- The policies governing eligibility for registration are available on the QCT website.

What fees will you need to pay?

Details of the current application for teacher registration fees may be found on the QCT website at www.qct.edu.au/registration/fees.html

Track your application

To avoid processing delays, please ensure that you provide all documents required to support your application.

If you are currently completing an initial teaching qualification at a Queensland university, your application will not be finalised until you have completed your course, official results are released, and the QCT has received advice from your university that you are eligible to graduate.

You can check the progress of your application through your *myQCT Online Services Account* and clicking on the *Application Progress Tracker*.

What documents will you need to provide?

The documents you will need to provide will depend on your particular circumstances.

A checklist of required documentation will be emailed to you after you have submitted your application online.

The following pages provide a list of possible documents that you will or may be required to provide. ►

Proof of Identity

All applicants must provide **two** proof of identity documents from the following list:

- Full birth certificate
- Current passport
- Current driver's licence
- Australian Citizenship Certificate
- Australian visa
- Australian Government ImmiCard
- Proof of age card/identity card from any Australian state or territory
- National Identification card from any country

(If you cannot provide two of the documents listed, please contact the QCT for advice.)

Other names

If you have ever been known by any name other than the one in which you are applying for registration, you must provide documents that verify all name changes, such as:

- Marriage certificate
- Deed poll
- Official name change certificate
- Decree nisi if different surnames are included
- Statutory declaration confirming name change

If you are or have been known by a name for which an official name change has not been made, you will need to provide a statutory declaration clearly stating the name by which you are or have been known.

Qualifications

Initial teaching qualification

- Initial teaching qualification completed in Queensland in or after 1990:
No evidence required as Queensland higher education institutions provide the QCT with the relevant information.
- Initial teaching qualification completed in Queensland prior to 1990:
You will need to provide certified copies of the official academic record/transcript **and** the graduation testamur/degree certificate.
- Initial teaching qualification completed outside Queensland:
You will need to provide -
 - o the graduation testamur/degree certificate;
 - o an official academic record/transcript of all studies completed for the award of the qualification; **and**
 - o an official statement issued by the institution at which you studied showing the number of full-time equivalent days of supervised teaching practice you completed in the program, and the type of educational setting/s where the practice was undertaken.
- Currently completing an initial teaching qualification at a Queensland university:
You will need to provide an unofficial academic record of studies completed in your initial teaching qualification to date, which can be downloaded from your university student portal.
- Currently completing an initial teaching qualification outside Queensland:
You will need to provide an unofficial academic record of studies completed in your initial teaching qualification to date, which can be downloaded from your university student portal.

When you have completed the qualification you will need to provide -
 - o the final official academic record/transcript;
 - o an official statement from the university confirming that you have completed all requirements for the qualification and are eligible to graduate; **and**
 - o an official statement from the university showing the number of full-time equivalent days of supervised teaching practice you completed in the program, and the type of educational setting/s where the practice was undertaken.

Other higher education qualifications

If you have completed any higher education (i.e. university level) qualifications in addition to your initial teaching qualification, you will need to provide the following for each qualification -

- an official academic record/transcript; **and**
- the graduation testamur/degree certificate.

Partially Completed Higher Education Qualifications

If you have commenced, but not completed, any higher education qualifications, you will need to provide an official academic record/transcript for each partially completed qualification.

English Language Proficiency

You will need to provide evidence of English Language Proficiency (ELP) in the form of recent English language test results **if** you have not completed the full four years of higher education study required for registration in one of the following exempted countries:

Australia, New Zealand, United Kingdom, United States of America, Canada, Republic of Ireland.

This includes:

- All higher education qualifications obtained in a non-exempt country (i.e. a country that is not listed above)
- A postgraduate initial teaching qualification completed in Australia or another exempt country, with an undergraduate (first) degree from a non-exempt country
- Four years of higher education study completed in total, with some completed in an exempt country and some completed in a non-exempt country. This includes where credit or advanced standing has been granted for study completed in a non-exempt country.
- Other combinations of qualifications on a case-by-case basis.

Details of the tests accepted by the QCT and the scores required may be found on the QCT website at www.qct.edu.au/Registration/english.html. An *English Requirement for Registration* fact sheet will also be emailed to you after you have submitted your application for registration online.

If **any** of your higher education studies have been completed in a non-exempted country it is recommended that you call the QCT for advice on whether the ELP requirement applies to you.

Teaching Experience

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.

Written references need to be on school letterhead. If you do not have written references, you are able to use the *Professional Reference for Teacher Registration Applicant* form that will be emailed to you after you have submitted your application for registration online.

Notes:

Professional references are not required for relief/supply teaching or for contracts less than three months.

For teaching experience in New South Wales government schools it may not be possible for you to obtain a written reference. The QCT will therefore conduct a screening check with the employing authority.

Overseas Police Record Check

If you have lived in any country other than Australia for more than 12 months in the last 10 years, you will need to provide a national police record check from that country that covers the whole time you lived in the country.

The check must be issued by the national police service of the country, not by local/state/provincial/county police services. The check needs to include screening for working with vulnerable persons.

You should ensure that you apply sufficiently early for any required overseas police record checks, as it often takes some time to receive an overseas check.

If you have applied for a check but not yet received it by the time you are sending your application documents to the QCT, you will need to:

- Provide evidence of your application for the check; **and**
- Provide a statutory declaration that outlines any criminal history or states that you have never been charged or convicted of any criminal offence, and also indicates that you will post the relevant police record check to the QCT when received.

Translations

If any of your documents are in a language other than English, you will need to provide the documents in the original language **plus** translations that are prepared and certified as correct by an official translation service or an accredited translator.

Document certification

All documentation supplied to the QCT to support an application for teacher registration must be certified copies of the original documents.

Who can certify a document?

Only documents certified by one of the following **authorised persons** will be accepted by the QCT:

- Justice of Peace
- Commissioner for Oaths
- Notary Public
- Magistrate
- Registered Medical Doctor
- Australian Embassy and High Commission Staff
- Solicitor
- Commissioner for Declarations
- Judge of the Court
- School Principal/Headmaster
- Certified Practising Accountant
- Chartered Accountant

How to certify a document

To have a document certified:

- Photocopy the original document.
- Take both the original document and the photocopy to one of the authorised persons.
- The person must make the following written statement **on the front of every page**.

I have sighted the original document and certify this to be a true copy of the original.

- The person must then sign and date the statement, and provide their full name, designation (e.g. Justice of the Peace), registration number where applicable, and contact telephone number.

What else do I need to know?

Please note the following:

- The QCT will not accept certified copies of electronic/scanned documents or downloads from the internet.
- Certified copies must bear original signatures. Faxes, scans or copies of certified copies are not acceptable.
- The certification must be on the actual copy, not on another page attached to the copy.
- If a document consists of more than one page, each page must be certified separately.
- Certified documents supplied to the QCT as part of an application will not be returned to an applicant.



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