

Applying for Teacher Registration under Mutual Recognition

FACT SHEET

This fact sheet provides an overview of the process of applying for teacher registration under mutual recognition, 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. **Print out and sign the *Statutory Declaration*** that will be emailed to you after you submit your application online.
7. **Mail the completed *Confirmation Page and Statutory Declaration*** 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 QCT has received payment and all required documentation.
- Information about mutual recognition is available on the QCT website.

What fees will you need to pay?

Details of the current application for teacher registration under mutual recognition 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.

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 with your application. Information about the mutual recognition principle is also included. ►

Current registration/accreditation

To apply under mutual recognition you must hold current registration/accreditation with a relevant teacher regulatory authority in another Australian state or territory, or in New Zealand. You will need to provide evidence of current registration/accreditation.

If you hold registration with a teacher regulatory authority in New Zealand, or another Australian state or territory apart from NSW you will need to provide:

- A certified copy of your current registration card/certificate, or other evidence of current registration. (A copy of the public register is not acceptable for this purpose).

If you hold accreditation with the NSW accreditation authority, New South Wales Education Standards Authority (NESA), please provide:

- A printed copy of your Teacher Summary Report. Please contact NESA if you are unsure of how to obtain this report, and
- A receipt or accreditation card which evidences currency of accreditation.

Proof of Identity

As part of your application, you are required to provide documents which enable the QCT to confirm your identity.

Two (2) of the following proof of identity documents are required:

- Full birth certificate
- Current passport
- Current driver's licence
- Australian citizenship certificate
- Australian visa
- Australian Government ImmiCard
- Proof of age card or identity card issued by an Australian State or Territory Government authority or the Australian Government
- Any official identification card issued by a foreign government that displays full name and date of birth
- Extract of birth certificate, if full birth certificate is not being provided

If your name has changed since birth, you are required to provide your full birth certificate or extract of birth certificate, plus one of the other documents listed above.

(If you are unable to provide two of the documents listed above, please contact the QCT for advice.)

Other names

As part of your application, you are required to provide documents which enable the QCT to confirm all name changes.

Documents accepted as evidence of a name change are:

- Marriage certificate
- Change of name certificate
- Statutory declaration (If it was not an official name change)

If you are unable to provide the required documents, as listed above, please contact the QCT for advice.

Online identity document verification

The QCT uses the services of a private identity verification services provider called VIX Verify Pty Ltd ABN 67 111 307 361 (VIX Verify). VIX Verify is a gateway service provider for the Commonwealth Document Verification Service and is committed to complying with the Australian Privacy Principles.

If, during the online application process, you choose to use the online identity document verification service, you consent to VIX Verify:

- using the information you provide, to submit information match requests to the Document Verification Service and the issuers of the documents being verified;
- obtaining the information match results from the Document Verification Service and the issuers; and
- informing the QCT whether your documents are verified. Further information about the Commonwealth Document Verification Service and VIX Verify's Privacy Policy are available on the QCT website.

Qualifications (Optional)

Providing information about your qualifications is optional with an application for registration under mutual recognition.

You are not required to provide any information or qualification documents unless you wish to have the qualifications appear on your certificate of registration.

If you would like your qualifications to appear on your certificate of registration, you will need to enter full details of the qualifications in your application form. You will also need to provide certified copies of the following for each qualification you would like to have recorded:

- an official academic record/transcript
- AND
- the graduation testamur/degree certificate

Please note that only completed higher education (i.e. university level) qualifications will be recorded.

Teaching Experience

A written professional reference is required from each school where you have taught in the past five years, outside of Australia or New Zealand.

A written professional reference is also required from any non-government school in New South Wales where you have taught in the last five years.

References need to be on school letterhead and cover the entire period you taught at the school. 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.

For experience in government schools in New South Wales, the QCT conducts a screening check with the employer as it is often not possible to obtain written references. The QCT will also undertake checks with regulatory authorities in any other jurisdictions in Australia or New Zealand where you have taught in the last five years.

Professional references are not required for each experience below:

- supply/relief teaching or for contracts of less than three months
- teaching more than five years ago
- teaching in Australia/NZ, other than in NSW non-government schools.

The mutual recognition principle

- The mutual recognition principle is that a person who is registered for an occupation in a relevant jurisdiction is entitled to registration in a second jurisdiction, for the equivalent occupation.
- Under this principle, you will be granted 'deemed registration' effective from the date the QCT receives your complete application including payment of the correct application fee. You will be notified of this by email.
- Deemed registration enables you to teach in a Queensland school while the QCT continues to assess your application.
- Once you have been granted deemed registration the QCT has one month to decide whether to grant, postpone or refuse to grant substantive registration.
- The QCT will notify you in writing when a decision is made to grant, postpone or refuse substantive registration.

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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