

# 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](http://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. ►

## Proof of current registration

To apply under mutual recognition you must hold current registration with a relevant teacher registration authority in another Australian state or territory, or in New Zealand.

You will need to provide a certified copy of your current teacher registration card or other evidence of current registration.

You will also need to provide a completed Mutual Recognition Statutory Declaration. The relevant form will be emailed to you after you have submitted your online application for registration.

(As New South Wales does not have a teacher registration authority, teachers who are accredited or approved for employment in that state are not eligible to apply under mutual recognition.)

## 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.

## 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.

## 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 registration 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 any of the following:

- 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.

## 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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