

# Five-yearly renewal of full registration

## QUESTIONS AND ANSWERS

Renewal of registration acknowledges that fully registered teachers are committed to maintaining high standards of professional practice and conduct. This fact sheet provides answers to some questions teachers may ask about renewal. More information is available on the [Queensland College of Teachers \(QCT\) website](http://www.qct.edu.au).

### How often do I have to renew my registration?

Renewal of full registration occurs once every five years. An annual fee must be paid for each registration year to maintain your registration.

### How do I know when I am due to renew my registration?

The QCT will provide you with information about renewing your teacher registration before the end of your five-year period of full registration. Your registration end date is located on your Certificate of Registration. This date is also found on the online Register of Teachers next to your name and annual fee due date - titled **registration renewal date**.

### Can I renew my registration even if I have not been teaching?

Yes. There are many fully registered teachers who are currently not teaching. You can renew your registration even if you have not taught for many years or if you are taking a break from teaching for family, career or other reasons.

### When and how can I renew my registration?

You can apply to renew your registration as soon as you have received advice from the QCT that your renewal is due. An online Renewal Application Form is available in your myQCT account prior to your registration end date.

### I moved from provisional to full registration at the end of last year. Why do I have to renew my registration after one year?

The five-year period of full registration includes any time spent as a provisionally registered teacher. This means if you moved to full registration at the end of four years of provisional registration, you still have one year remaining of the five-year registration period. You will need to renew your registration for another five years after you have completed that one year as a fully registered teacher.

### What are the requirements for renewing my registration?

To renew your registration you must:

- undertake the level of professional development required in your circumstances under the Continuing Professional Development Policy and Framework of the QCT
- demonstrate your ongoing suitability to teach, and
- comply with any conditions on your registration.

If you do not meet the recency of practice threshold (not practised as a teacher for at least 100 days within the five-year period of registration) you are still eligible for full registration. However, your registration will be renewed subject to a Returning to Teaching (RTT) condition.

### What is recency of practice?

Recency of practice means teaching\* for a required minimum amount (100 days) within your five-year period of registration in:

- a Queensland school
- a recognised school in another Australian state or territory, or
- another setting teaching an educational program based on a syllabus or kindergarten guideline approved by the Queensland Curriculum and Assessment Authority.

### Can I remain registered, even after a lengthy absence from teaching?

Yes. You can maintain your full registration even if you have not taught for many years or if you are taking a break from teaching for family, career or other reasons. However, if you have not practised as a teacher for at least 100 days within the five-year period of registration, your full registration will be renewed with a RTT condition. This means that should you return to teach in a Queensland school you must successfully complete the RTT professional development requirements to update your knowledge and skills.

\*Other kinds of teaching experience may be considered by the QCT on an individual basis, but only on application for review of a Returning to Teaching condition. Please check the QCT website if you require more information on recency of practice.

### How do I find out more information about an RTT condition?

A teacher who has an RTT condition can access professional development resources in their myQCT account. Information about RTT conditions is also available on the QCT website.

### What happens if I do not apply for renewal before my five-year period of registration ends?

If you do not apply for renewal (the QCT has not received both your annual fee payment **and** your Renewal Application Form) by your registration end date you will be sent a reminder. If you do not submit the outstanding fee/form immediately you will be issued with a notice of restoration.

### What is restoration?

If you do not apply to renew your registration before your registration end date, you will not be approved to teach in a school after your end date. You will need to apply for restoration of full registration using the form and pay the annual fee and the restoration fee.

When the QCT has received your application for restoration and the required fees, you will again be able to teach from that date.

You can apply for restoration of your registration up to three months after your registration end date. After this date you will be removed from the Register of Teachers in Queensland. Should you wish to teach in Queensland you will need to re-apply and wait for a decision on your application.

### What is continued registration?

If the QCT is still processing your application for renewal after your end date the Register of Teachers will be updated to show your registration status as a fully registered teacher has continued. This means that until a decision is made on your application the Register of Teachers will show that your annual fee due date is in 12 months' time. However, your registration renewal date will still show your previous registration renewal date until your renewal or restoration of registration is finalised and you are registered for a further five-year period.

You and your employer can access the public register and use the register as evidence of your continued registration until your registration is decided.

### How long will it take to receive an outcome of my renewal/restoration application?

Applications for renewal or restoration will be processed as quickly as possible. If you have made a mistake on your form or have not provided all the information required, your application will take longer to process. The renewal process includes a criminal history check or confirmation of a current blue card. The QCT relies on other organisations to provide this information.

### When will I receive my certificate?

If you are renewing or restoring your teacher registration you will receive a Certificate of Registration and an approval notice once the QCT has approved your registration.

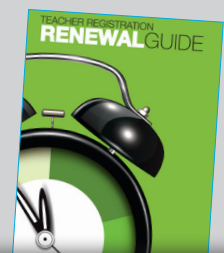
### Is there still an annual fee?

Yes. While registration is renewed every five years, it only remains current if the annual fee is paid for each registration year.

Find out more about renewal of registration on the QCT website



You may also like to read...



Teacher registration renewal guide

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