



# Application to transition to Full Registration



**This form is used to apply for Full Registration by a teacher holding Provisional or Non-Practising Registration**

**To be eligible for the grant of Full Registration you must:**

- hold a teaching qualification from an accredited initial teacher education programme or one recognised by the Teacher Registration Board of Western Australia (TRBWA) as equivalent; and
- have taught at one or more Australian or New Zealand schools for a minimum period of 100 days in the past 5 years; and
- be able to demonstrate that you meet the Professional Standards for Teachers in Western Australia at the Proficient Level; 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                  Registration number (if known): _____			
Title <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss   Other _____			
Given name			
Middle name(s)			
Family name/surname			
Preferred name			
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other/unknown		Date of birth (dd/mm/yyyy)        /        /	
Other names by which I am or ever have been known including: <i>Alias (A), name change by Marriage (M) or previous name, changed by Change of Name Certificate by Department of Birth, Deaths and Marriages (P)</i> (please <input checked="" type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;"></span>			
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)	
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)	
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)	
If more room is required, list names on a separate sheet. Please sign and send the sheet with this form. Additional sheet included? <input type="checkbox"/> Yes <input type="checkbox"/> No <span style="float: right;"></span>			
<b>Address Information</b>			
Current postal address (No/Street)			
Country	Suburb	State	Postcode
<b>Contact Details</b>			
Preferred contact number <input type="checkbox"/> Mobile or <input type="checkbox"/> Landline			
Mobile	Landline	Fax	
Preferred email (please print one character per box)			
Alternate email address (please print one character per box)			
<b>PLEASE NOTE:</b> 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	Town/City
Other Information		
Are you of Aboriginal and/or Torres Strait Islander descent? <input type="checkbox"/> Yes <input type="checkbox"/> No		

## Continuance of registration for Non-Practising Registered Teachers

If you currently hold Non-Practising Registration and your application for Full Registration is received at the TRBWA at least 28 days prior to your Non-Practising registration expiring, your registration will continue until the TRBWA finalises your application, even if your registration is scheduled to expire beforehand.

If your application is received less than 28 days before the expiry of your current registration, the above provision does not apply and the registration may expire prior to your application being finalised. Although, the TRBWA will endeavor to process the application in a timely manner, it cannot guarantee that the application will be finalised prior to the expiry of the registration period.

Australian/New Zealand teaching experience 					
You are required to provide details of your Australian/New Zealand teaching experience in the table below to support your application.					
From	To	School	State, Territory, or Country	Year level and subjects taught	FT/PT or Relief
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Should you require additional space, you can attach additional pages as required.



# Professional Standards for Teachers in Western Australia requirement


Your application involves an assessment as to whether you meet the requirements of the Professional Standards for Teachers in Western Australia at the Proficient Level.

Firstly, you must be able to demonstrate that you have taught for a minimum period of 100 days in one or more Western Australian educational venues or other Australian or New Zealand schools for 100 days in the 5 years prior to application.

Meeting the standards is generally based on a recommendation at the school/workplace level and is evidenced by a declaration from an **appropriate person**\* that you have met the standards to the required level. The declaration must be against a range of substantive evidence and must be reasonably capable of demonstrating that all of the Professional Standards at the Proficient Level, with reference to at least two of the focus areas under each standard, have been met.

Where it has not been possible to obtain a declaration from an appropriate person you may submit your evidence directly to the TRBWA for assessment. Please note these applications will be subject to a thorough examination of evidence to determine if the Professional Standards have been met. The TRBWA may require further evidence or verification where necessary prior to making a decision on the application.

Please indicate () below the method on which your application is based. \_

<input type="checkbox"/> <b>Appropriate Person Declaration</b>	<ul style="list-style-type: none"> <li>I have collected and retained evidence that demonstrates how I meet all of the Professional Standards for Teachers in Western Australia at the Proficient Level with reference to at least two of the focus areas under each standard; and</li> <li>I have been able to demonstrate that I meet the Professional Standards at the Proficient Level to the satisfaction of an appropriate person</li> </ul> <p><b>Evidence required:</b> Please ensure that the declaration from an appropriate person (over the page) has been completed.</p>
<input type="checkbox"/> <b>Direct Submission of Evidence</b>	<ul style="list-style-type: none"> <li>I have not been able to obtain a declaration from an appropriate person and have compiled evidence which demonstrates that I clearly meet the Professional Standards for Teachers in Western Australia at the Proficient Level with reference to at least two of the focus areas under each standard.</li> </ul> <p><b>Evidence required:</b> A full submission of evidence compiled to demonstrate that you have met the Professional Standards at the Proficient Level</p> 

\*An **appropriate person** is defined as:

- An applicant's Principal or equivalent in an educational venue other than a school, or a person delegate by the Principal or equivalent, who is currently working within the same educational venue as the applicant. The delegate may be a deputy principal, head of department, experienced/senior teacher, supervisor or line manager.
- The person must hold Full Registration as a teacher in Australia or New Zealand.
- The person must be in a reasonable position to assess the applicant against the Professional Standards for Teachers in Western Australia and make a declaration to the TRBWA in relation to this.

There may be circumstances, for example, where the applicant is new to an educational venue, when it may be acceptable for the appropriate person to be from the applicant's previous educational venue.

For child care centres, it may be also acceptable that the appropriate person or their delegate does not work within the same centre as the applicant.

For more information please read the ["Professional Standards Policy"](#) and ["Professional Standards for Teachers in WA"](#) on the TRBWA website.

## Appropriate person's\* declaration as to whether the applicant has met the Professional Standards



I declare that: *(Please  only one box)*

- I am the Principal at the applicant's school
- I have been delegated authority by the Principal at the applicant's school
- I hold a position equivalent to a Principal in an educational venue other than a school
- I have been delegated by a person who holds a position equivalent to a Principal in an educational venue other than a school

And: (please answer each of the following)

I am currently working at the same educational venue as the applicant (  ) Yes No

I was previously working at the same educational venue as the applicant (  ) Yes No

I work within a different educational venue as the applicant (  ) Yes No N/a  
**(applicable for child care centres only)**

I hold Full Registration as a teacher in Australia or New Zealand (  ) Yes No

I am in a reasonable position to assess the applicant against the *Professional Standards for Teachers in Western Australia* at the Proficient Level (  ) Yes No

I confirm that the applicant has demonstrated that they meet all the Professional Standards at the Proficient Level, with reference to at least two of the focus areas under each standard. I have provided a summary below of reasons to support this claim (  ) Yes No

I understand that the TRBWA may request further information in relation to the basis of the declaration (  ) Yes No

### Please provide a summary of the reasons why you consider that the applicant meets the Professional Standards for Teachers in Western Australia at the Proficient Level

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## Western Australian Working with Children Check details (if available)



Current Working with Children Check (WWCC) Notice Number								
WWCC Expiry Date								

## Criminal record check consent



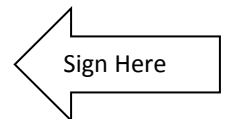
Your application requires an assessment by the TRBWA as to whether you are a fit and proper person, in accordance with section 24 of the Act. Part of the assessment is undertaken with consideration of any criminal history you may have pursuant to section 24(c) of the Act.



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://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 \_\_\_\_/\_\_\_\_/\_\_\_\_



It is an offence under the Act to provide a false or misleading statement.

## Fit and proper questions



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

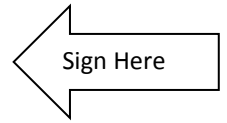
**If you have answered YES to any of these questions, please provide full details in a sealed envelope addressed to the Director and marked Private and Confidential.**



## 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

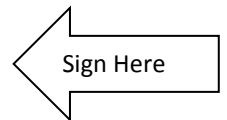
of \_\_\_\_\_

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.



## How to certify a document

Photocopy the original document. Take the original document and the copy to the person authorised to certify documents in your state/country (Please refer to the TRBWA web site 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  
Unit 4, 398 Great Eastern Highway  
ASCOT WA 6104

Office Hours: Mon to Fri 8.30am - 4.30pm

Information about the TRBWA office location is available on the TRBWA website:

<http://trb.wa.gov.au/about-us/contact-us/>

### Via post

The application form may be mailed to:

Teacher Registration Board of Western Australia  
PO Box 691  
BELMONT WA 6984

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 no original supporting documents with my application, only copies (except for Principal's declaration).
- 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://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 used the date format of DD/MM/YYYY only.
- 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).
- I have provided no original supporting documents with my application, only copies.