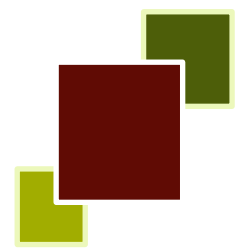


Application for the Renewal of Provisional Registration



**This form is used to apply for the renewal of a
Provisional Registration.**

Provisional Registration can only be renewed in the following circumstances:

- 1) If you were Provisionally Registered with the West Australian College of Teaching (WACOT) and now hold Provisional Registration with Teacher Registration Board of Western Australia (TRBWA) and your Provisional Registration is due to expire before 31 December 2015. (Please note, if approved the renewal of Provisional Registration will only be granted to 31 December 2015).
- 2) If in the opinion of the Board, there are exceptional circumstances for doing so.

In addition, to be eligible for the renewal of Provisional Registration you must:

- continue to hold the qualification(s) used to gain registration or your registration transition from WACOT to the TRBWA and have maintained that registration; and
- be a fit and proper person to be registered; and
- meet the Professional Standards for Teachers in Western Australia at the Graduate Level; and
- demonstrate that you have met the requirements for professional learning.

Personal details (please print clearly)



Current registration number: _____					Current registration Expiry Date: _____				
Title <input checked="" type="checkbox"/> <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) / /				
<p>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).</p> <p>If more room is required, list on a separate sheet. Please sign and send the sheet with this application form.</p> <p>Additional sheet included? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>									
<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)				
Address Information									
Current postal address (No/Street)									
Country			Suburb			State		Postcode	
Contact Details									
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)									
<p>PLEASE NOTE: 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.</p>									

Teaching qualification requirement

Please complete the table below

Name of qualification	Name of institution	State, Territory, or Country	Full time length of course	Date completed
				/ /
				/ /
				/ /
				/ /
				/ /

If the TRBWA requires verification of your teaching qualification(s), you will be requested to supply a **certified** copy of your final academic transcript/academic record and a **certified** copy of the certificate or parchment for the teaching qualification(s) prior to the renewal of your registration.

Professional Standards for Teachers in Western Australia requirement

I continue to meet the requirements of the Professional Standards for Teachers in Western Australia, Graduate Level and I understand that the TRBWA may request evidence to support this declaration.

Signature _____ Date / /

 Sign Here

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

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

Professional learning requirement

For the renewal of Provisional Registration, that the teacher, since the registration was last granted or renewed had undertaken the following professional learning activities:

- 20 hours if an application for renewal is made between the 7/12/2013 and the 6/12/2014
- 40 hours if an application for renewal is made between the 7/12/2014 and the 6/12/2015
- 60 hours if an application for renewal is made after the 31/12/2015.

I declare that I have completed the required professional learning activities and I understand that evidence may be requested by the TRBWA to support this declaration.

Signature _____ Date / /

 Sign Here

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

I have not completed the required professional learning activities and will be submitting a request for extenuating circumstances with this application.

Evidence required: Please complete the *Request for Extenuating Circumstances – Professional Learning* form available on the TRBWA web site and submit as part of this application



For more information, please read the [Professional Learning Activities](#) section of the TRBWA Website.

Professional engagement requirements

For the renewal of Provisional Registration, that the teacher, since the registration was last granted or renewed had taught:

- for 20 days or equivalent if an application for renewal is made between the 7/12/2013 and the 7/12/2014
- for 40 days or equivalent if an application for renewal is made between the 7/12/2014 and the 6/12/2015
- for 60 days or equivalent if an application for renewal is made after the 31/12/2015.

I have taught for the required working days or equivalent and I understand that the TRBWA may request evidence to support this claim.

Signature _____

Date / /

Sign Here

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

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 / /

Sign Here

Fit and proper questions

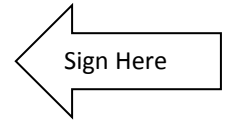
The <i>Teacher Registration Act 2012</i> requires the TRBWA to have regard to certain matters to determine that you continue to be a fit and proper person to be registered. Therefore you are required to respond to the following questions (☑).	Yes	No
To the best of your knowledge, have you breached the <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.

Applicant's payment calculator

Application fee payable	Fee payable
Renewal of registration	\$32.00

Notes:

- The application fee is non-refundable.
- Applications will not be processed without full payment of the application fee.
- The TRBWA financial year is from 1 April to 31 March of the following year.
- An annual fee is due and payable for each year of the registration period. Annual fees can be paid in advance up to and including the final year of the registration period.
- Registration will be cancelled if the annual fee is not paid.

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 together with the payment of fees 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 the completeness of your application

Please check:

- I have provided no original supporting documents with my application, only copies.
- 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.

Applicant's payment details

Applicant's full name: _____

Applicant's date of birth: / /
 Day Month Year

Payment of the application fee will be made via:

- EFTPOS/Cash in Person
- Cheque
- Money order/bank draft

Amount: \$

--

Office use only

Voucher/Receipt #

Date processed: ____/____/____

Processed by:

If Declined: Error message: (Printout attached)