

RENEWAL OF REGISTRATION AS A TEACHER – LODGEMENT DATE 31 DECEMBER 2008

Our records indicate your current period of registration expires on 31 January 2009. An application to renew your registration will be sent to the above address in mid October 2008. In line with legislative requirements, you need to return your completed application form with all required documentation and payment by **31 December 2008, one month before the expiry of your registration.**

The Board has recently upgraded to a new database system and is taking this opportunity to ensure that all names are correctly recorded. If you have changed your name from that printed above please provide the Board with a certified copy of your change of name documents e.g. marriage certificate, deed poll etc. Could you also check the names recorded below to ensure they are names by which you have been previously known? If there are any amendments please notify the Board either in writing or via email at info@trb.sa.edu.au.

Known Names

Previous Name
Previous Name
Previous Name
Previous Name

Previous Name
Previous Name
Previous Name
Previous Name

Since you last renewed your registration there have been significant changes to requirements, these include:

- providing documents to establish proof of identity
- providing evidence of Mandatory Notification Training
- fees, charges and lodgement of applications
- consenting to a criminal record check
- verification of documents
- prescribed teaching qualifications

Refer to the attached information sheet for details on the new requirements for renewal of registration. Please contact staff members on the telephone numbers provided if you need further assistance.

If you do not receive an application to renew your registration by the end of October 2008, please contact the Teachers Registration Board, telephone 8226 2666, as the onus is on you to renew your registration by the due date.

Wendy Hastings
REGISTRAR

26 / 08 / 2008

CRIMINAL RECORD CHECK

All applicants must consent to a criminal record check undertaken by the Teachers Registration Board. A consent form authorising the Board to conduct a criminal record check will be included with your application to renew your registration. A criminal record check may take from several days to several weeks to process depending on individual circumstances. A Certificate of Registration will not be issued until your criminal record check has been cleared.

The consent form requires you to state **all** names by which you have ever been known, e.g. current name, birth name, married names or change of name. Please check the names printed on the attached letter to ensure details are correct and advise the Board in writing or by email at info@trb.sa.edu.au if amendments need to be made.

To comply with the Board's contractual arrangements as an accredited CrimTrac Agency, you will need to provide *verified* copies of documentation to satisfy a '100 point' Proof of Identity check (201).

Verification of Documents

Documents required for renewal of registration need to be *verified* by an acceptable referee. An 'acceptable referee' is a person listed at www.trb.sa.edu.au/pdf/AcceptableReferees.pdf and includes a teacher or principal who has known you for at least 12 months and has been continuously employed for five years **or** a legal practitioner, police officer, pharmacist, medical practitioner, veterinary surgeon, a justice of the peace, or notary public. The 'acceptable referee' will need to sight the original documents and endorse **each page** of the photocopied document with the **statement**, "This is a true and correct copy of the original document" then print their name, occupation, and sign and date the endorsement.

Proof of Identity - 100 point check

You must provide *verified* copies of documentary evidence to prove your identity sufficient to satisfy the '100 point' check (201). This must include **one primary document** e.g. birth certificate, current passport or expired passport (not cancelled) that was current within the preceding 2 years or citizenship certificate **and one secondary document** e.g. current drivers licence, employee identification card, Centrelink card or student identification card. Refer to www.trb.sa.edu.au/pdf/ProofofIdentity.pdf for a list of acceptable documents for the '100 point' check.

All documentation must be verified, attached to the consent form and returned with your application to renew your registration.

For further information contact the staff of the Investigation Unit on 8226 5984.

MANDATORY NOTIFICATION TRAINING

You must provide *verified* documentary evidence of satisfying Mandatory Notification Training requirements. You need to provide either:

- a *verified* copy of a Mandatory Notification Training Certificate for an approved **full-day course** undertaken within the current term of your registration i.e. since **1 February 2006**
- or**
- a *verified* copy of a Mandatory Notification Training Certificate for an approved **full-day course** undertaken at any time **and** a *verified* copy of a Mandatory Notification Training Certificate for an approved **update course** undertaken within the current term of your registration i.e. since **1 February 2006**.

Mandatory Notification Training Certificates can be forwarded to the Board prior to receiving your application to renew your registration.

Residing Interstate or Overseas

If you are currently residing overseas or interstate and cannot provide *verified* documentary evidence as detailed above, you will need to declare this on your application for renewal of registration. Under these circumstances you could be granted provisional registration with the condition that you will undertake the required training and provide documentary evidence to the Board within 3 months of your return to South Australia.

Lost Mandatory Notification Training Certificate(s)

If your training was provided by the Department of Education and Children's Services you can telephone 8226 0828 to confirm your training and request a replacement Certificate. This should be done by 13 October 2008. You will need to arrange to collect the Certificate from Level 6, 31 Flinders Street, Adelaide.

If your training was undertaken at a non-government school site or delivered by a private provider, contact the school or the private provider. You may be able to obtain a replacement Certificate.

For further information contact Project Officers, Gay Chamberlain on 8226 5977 or Carol Laverick on 8463 7997.

PRESCRIBED TEACHING QUALIFICATION REQUIREMENTS

The prescribed qualification requirement is now a 4 year full-time (or part-time equivalent) approved pre-service teacher education award, **or** a 3 year full-time or (part-time equivalent) non-teacher education award, **plus** at least a 1 year full-time or (part-time equivalent) approved postgraduate teacher education award.

If you allow your registration to expire, any future application will be considered on a case by case basis. If you do not hold prescribed qualifications, the Board may refuse registration or grant registration with a condition. A condition may be that you undertake further tertiary studies.

For further information contact Qualification and Registration Administrators, Andrew Dowling on 8226 8153 or Richard Lawley on 8226 5981.

REGISTRATION FEES AND CHARGES

The Teachers Registration Board is an independent Statutory Authority solely funded by the collection of registration fees. The *Teachers Registration and Standards Act 2004* and *Teachers Registration and Standards Regulations 2005* proclaimed 31 March 2005, significantly increased the powers, functions and responsibilities of the Board. The key role of the Board is to promote and regulate the teaching profession. The legislation supports the protection of children and recognises the professionalism of teachers working in government and non-government schools and preschools.

To ensure the Board is able to carry out its legislative functions and meet operating costs over the next three years, there has been an increase in fees and charges from those previously set on 31 March 2005. The registration fee is \$270 (equivalent to \$90 per year) plus \$23 for a criminal record check; a total of \$293 for a three year period of registration expiring 31 January 2012. Registration fees and charges are tax deductible and a receipt will be issued with your Certificate of Registration.

LODGEMENT OF APPLICATIONS

Please **post** your completed application, together with all required documents and payment, in the reply paid envelope provided, by **31 December 2008**. Payment can be made by VISA, MasterCard, Money Order or Cheque. The staff of the Teachers Registration Board will not receipt or process applications presented in person at the reception counter of the Board's premises.

Returned applications

Incomplete applications will be returned to you. An application could be returned due to incorrect credit card details, particularly omission of the expiry date, no signature, failure to answer all questions, lack of required documentation or an incomplete criminal record consent form. Your application can not be processed until all requirements have been met.