

# Applying as an Overseas Trained Teacher

If you have completed a teacher education qualification outside of Australia or New Zealand you need to apply for an assessment of your qualification as an overseas trained teacher.



## The Assessment Process

- 1 Go to [www.trb.sa.edu.au/overseas-program](http://www.trb.sa.edu.au/overseas-program) to download and print the Application for Assessment of Qualifications form.
- 2 Read the Guidelines Booklet and collect any supporting documents you will need.
- 3 Post your completed application, supporting documents and payment to the Teachers Registration Board or you can lodge it in person.
- 4 You will be sent an acknowledgement of receipt when the Board has received your application. An incomplete application will be returned to you.
- 5 If you have provided all of the required information, your application will be considered and an assessment will be made within 4-6 weeks.
- 6 Your Assessment Report, containing the outcome of your application, will be posted out to you.

## Documents you will need to provide

You will need to provide certified\* copies of the following:

- Passport and birth certificate
- Change of name document/s e.g. marriage certificate, if applicable
- Official academic transcripts for each qualification (also known as marks sheets)
- Degree parchments for each qualification (also known as certificates or diplomas)
- Evidence of the duration of your supervised teaching practice. If this does not appear on your transcript, you can provide a signed letter from the university that awarded you the qualification (not an affiliated College of Education), or a copy of the course syllabus for the year that you graduated. The minimum duration is 45 days and can only include supervised practice days undertaken as part of your studies (i.e. not paid service as a teacher).

## Certified Documents

\*All documents must be certified as a true and accurate copy of the original by a Justice of the Peace, Commissioner for Taking Affidavits, or Notary Public. For documents recorded in another language certified copies of the original document AND an official English translation must be supplied. Please refer to our website: [www.trb.sa.edu.au/documentation](http://www.trb.sa.edu.au/documentation)

# What do I do after my qualifications are assessed?

## If your qualifications meet the requirements

You can apply for registration by completing the Application for Teacher Registration form.

It is important you check that you meet all of the requirements, and have the correct documentation for an Application for Teacher Registration.

When applying for teacher registration you will need to meet the following requirements:

- **Proof of Identity:** You must supply your full birth certificate and ID to satisfy the 100-point check, including photographic ID and documentation for all changes of name (e.g. marriage certificate). For more information, go to [www.trb.sa.edu.au/overseas-teacher](http://www.trb.sa.edu.au/overseas-teacher)
- **Mandatory Notification Training:** You must complete a full-day (seven hour) Families SA- approved Mandatory Notification Training course in South Australia within the 12 months prior to applying for teacher registration. For a list of approved providers, go to [www.trb.sa.edu.au/mnt](http://www.trb.sa.edu.au/mnt)
- **English Language Proficiency:** If you have not completed at least 4 full-time years of higher education qualifications (including your teacher education qualification) in Australia, New Zealand, United Kingdom, Republic of Ireland, United States of America or Canada you will need to pass a test to satisfy the Board's English Language Proficiency Policy. For more information, go to [www.trb.sa.edu.au/english](http://www.trb.sa.edu.au/english)
- **Overseas Criminal History Record Check (OCHRC):** If you have resided in any country other than Australia for more than 12 months in the last 10 years, you must provide an OCHRC issued within the last 12 months from each country. Applying for an OCHRC can involve extensive delays and may be easier to obtain while you are still residing in that country. For more information, go to [www.trb.sa.edu.au/ochrc](http://www.trb.sa.edu.au/ochrc)

## If your qualifications DO NOT meet the requirements

You will be advised of options available to you, such as further study, to become eligible for teacher registration.

### Contact Us

If you would like further information about the assessment process or your qualifications, please contact our office to speak with a Qualifications and Registration Administrator.

**Phone:** +61 8 8253 9711

**Email:** [qualifications@trb.sa.edu.au](mailto:qualifications@trb.sa.edu.au)

**Post:** PO Box 3649  
Rundle Mall SA 5000  
Australia

If you would like to meet with a Qualifications and Registration Administrator prior to submitting your application, please contact us to make an appointment.

**Office:** Level 6, 70 Pirie St  
Adelaide SA 5000

