




Please refer to the Application for Teacher Registration Guidelines booklet at: www.trb.sa.edu.au/trb-1-guidelines

Please **complete all** sections of the form and submit to the Teachers Registration Board of South Australia (the Board).

Have you previously applied for teacher registration in South Australia?	Yes <input type="checkbox"/>	No <input type="checkbox"/> (please tick)
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PERSONAL DETAILS

Title: <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other _____			
Family name/surname:			
Given name(s):		Preferred name: <small>(for correspondence):</small>	
PLEASE NOTE: Pursuant to section 28(4) of the <i>Teachers Registration and Standards Act 2004</i> you must inform the Registrar in writing within 28 days of any change of name. Maximum penalty: \$1 250. Expiation fee: \$160.			
Other names by which you have ever been known including: (please indicate ✓ beside each other name) <i>(A) = Alias; (M) = Maiden (pre-marriage name); (P) = previous name (changed by Deed Poll)</i>			
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	Family name/surname:	Given name(s):	
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	Family name/surname:	Given name(s):	
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	Family name/surname:	Given name(s):	
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	Family name/surname:	Given name(s):	
 If more room is required, please list on a separate sheet, sign and attach to this form. Additional sheet included? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Date of Birth (dd/mm/yyyy):			
Place of Birth	Country:	State/Territory:	Suburb/Town/City:
Gender: (You must select the gender that best describes how you identify yourself within the community) M <input type="checkbox"/> Male F <input type="checkbox"/> Female X <input type="checkbox"/> Indeterminate/intersex/unspecified			
Other Information: Are you of Aboriginal and/or Torres Strait Islander descent? Yes <input type="checkbox"/> No <input type="checkbox"/> (please tick)			

CONTACT DETAILS

Telephone Landline:	Mobile:
Email:	
PLEASE NOTE: The Board will use this email address as your registered email address for contact purposes. It is your responsibility to inform the Board of any change to your contact details.	

OFFICE USE ONLY

Registration No.:	New Applicant <input type="checkbox"/>	Expired Registration <input type="checkbox"/>
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NCCHC Batch No.:	Cleared by:	Date:
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APPLICATION FOR TEACHER REGISTRATION

ADDRESS INFORMATION (Postal)

Current Postal Address (Street address, Suburb/Town, State/Territory, Postcode, Country):

PLEASE NOTE: The Board will use the above postal address for correspondence. Pursuant to section 28(4) of the *Teachers Registration and Standards Act 2004* you must inform the Registrar in writing within 28 days of any change of address. Maximum penalty \$1 250. Expiation fee \$160.

ADDRESS INFORMATION (Residential - current and previous)

Please provide your current and previous residential addresses for the past five (5) years. If you cannot provide full details, provide as much information as possible. If you are unsure how to complete this section, contact the Board.

Current Residential Address (Street address, Suburb/Town, State/Territory, Postcode, Country):

Dates residing at address:

From: / /

To: Current

Previous Residential Address 1 (Street address, Suburb/Town, State/Territory, Postcode, Country):

Dates residing at address:

From: / /

To: / /

Previous Residential Address 2 (Street address, Suburb/Town, State/Territory, Postcode, Country):

Dates residing at address:

From: / /

To: / /

Previous Residential Address 3 (Street address, Suburb/Town, State/Territory, Postcode, Country):

Dates residing at address:

From: / /


To: / /

Previous Residential Address 4 (Street address, Suburb/Town, State/Territory, Postcode, Country):

Dates residing at address:

From: / /

To: / /

 If more room is required, please list on a separate sheet, sign and attach to this form.

Additional sheet included? Yes No

WORKING WITH CHILDREN CHECK

Please provide details of your current Department of Human Services Working with Children Check or Child Related Screening Clearance.

Please provide the full name the check/clearance was issued in:

Note: If the check/clearance is issued in a different name it is important that this name is listed under the personal details section on page 1.

Date of Issue (dd/mm/yyyy):

Unique Identification Number:

PASSPORT & LICENCE DETAILS

If you have an Australian driver's licence and/or an Australian firearms licence, you must provide the licence number and the state or territory that issued your licence.

If you have a foreign driver's licence and/or a firearms licence you must provide the licence number and the country that issued your licence.

If you have a passport, you must provide the passport number and the country that issued your passport.

Passport
(if applicable)

Number:

Issued by (Country):

Driver's Licence
(if applicable)

Number:

Issued by (State/Territory/Country):

Firearms Licence
(if applicable)

Number:

Issued by (State/Territory/Country):

IDENTITY DOCUMENTS

Please note you may be able to use the identity documents you provide for both purposes.

1. Required for Registration

You must provide certified copies of:



1. your **full birth certificate**.
2. a document containing your photographic identification (i.e. **driver's licence [front & back required]** or **passport**).

2. Required for the Nationally Coordinated Criminal History Check



You must provide certified copies of **four (4) documents to confirm your identity** for the purpose of the Nationally Coordinated Criminal History Check as detailed below:

1x Commencement of identity document:

- (a) full **Australian birth certificate** (not an extract or birth card)
- (b) **Australian citizenship certificate**
- (c) **Australian Visa** current at time of entry to Australia as a resident or tourist, supported by a foreign passport, which is needed for verification
- (d) **ImmiCard** issued by the Department of Home Affairs that enables the cardholder to prove their visa and/or migration status and enrol in services
- (e) current **Australian passport** (not expired)

1x Primary use in the community document:

- (a) current **Australian passport** (not expired)
- (b) current **Australian driver's licence**, learner permit or provisional licence issued by a state or territory, showing signature and/or photo and the same name as claimed **[front & back required]**
- (c) **ImmiCard** issued by the Department of Home Affairs that enables the cardholder to prove their visa and/or migration status and enrol in services
- (d) **Australian marriage certificate** issued by a state or territory (church or celebrant-issued certificates are not accepted)
- (e) current **passport** issued by a country other than Australia with a valid entry stamp or visa
- (f) current **proof of age** or **photo identity card** issued by an Australian Government agency in your name, with a photo
- (g) current **shooter** or **firearms licence** showing a signature and photo (not minor or junior permit or licence).

2x Secondary use in the community documents:

- (a) **certificate of identity** issued by DFAT to refugees and non-Australian citizens for entry to Australia
- (b) **document of identity** issued by DFAT to Australian citizens or persons who have the nationality of a Commonwealth country for travel purposes
- (c) **convention travel document secondary** (United Nations) issued by DFAT
- (d) **foreign government issued documents** (for example, driver's licence)
- (e) **Medicare card**
- (f) **A relationship certificate** issued by a state or territory Births, Deaths and Marriages
- (g) **enrolment with the Australian Electoral Commission**
- (h) **security guard** or **crowd control photo licence**
- (i) **evidence of right to an Australian Government benefit** (Centrelink or Veterans' Affairs)
- (j) **consular photo identity card** issued by DFAT
- (k) **photo identity card** issued to an officer by a police force
- (l) **photo identity card** issued by the Australian Defence Force
- (m) **photo identity card** issued by the Australian Government or a state or territory government (this may take the form of a Working with Children/Vulnerable People Card or a government occupational licence)
- (n) **Aviation Security Identification Card**
- (o) **Maritime Security Identification card**
- (p) **Firearms licence**
- (q) **Australian tertiary student photo identity document**
- (r) Certified **official academic transcript** from an Australian university
- (s) **bank card, credit card or bank statement** (without recording the payment/card number/s)
- (t) **Australian private health insurance card**

Change of name


If you provide identity documents using a former name, you **must** provide evidence of your name change. This means providing a change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or an Australian marriage certificate issued by a state or territory or a decree nisi, **in addition to** your four identity documents (i.e. if you use your marriage certificate for name change purposes, you **cannot** use it for ID).

If your change of name documents were issued in a country other than Australia please contact the Board.

APPLICATION FOR TEACHER REGISTRATION

QUALIFICATION REQUIREMENTS

Name of Qualification	Name of Institution	State or Country	Length of Course (full-time equivalent)	Start Date (month/year)	Completion Date (month/year)	Academic Transcript - eQual or Certified Copy
						<input type="checkbox"/> eQual
						<input type="checkbox"/> Cert Copy
						<input type="checkbox"/> eQual
						<input type="checkbox"/> Cert Copy
						<input type="checkbox"/> eQual
						<input type="checkbox"/> Cert Copy


 If more room is required, please list on a separate sheet, sign and attach to this form.

Additional sheet included? Yes No

RECORD OF TEACHING SERVICE

Do not include supervised teaching practice or any details relating to periods of paid or unpaid leave from employment.

Position	School or Institution	State or Country	Full-time or fraction per week	Date from (month/year)	Date to (month/year)

 If more room is required, please list on a separate sheet, sign and attach to this form.

Additional sheet included? Yes No

ENGLISH LANGUAGE PROFICIENCY REQUIREMENT

If applicable, indicate which English language test you have completed in the boxes provided:

IELTS ISLPR

MANDATORY NOTIFICATION COURSE REQUIREMENT



All teachers in South Australia must undertake appropriate Mandatory Notification Training (MNT). Refer to our website at www.trb.sa.edu.au/mnt for details. Attach appropriate evidence of completion (as outlined on our website) to this form.

TEACHING APPOINTMENT

Have you been offered employment as a teacher in a school or prescribed service? Yes No



If you have answered 'Yes' you must attach an original or certified copy of the written offer of employment.

<p>Name of school/prescribed service:</p> <p>Expected date of commencement (dd/mm/yyyy):</p> <p>PLEASE NOTE: Employment as a teacher in a school or prescribed service must not be undertaken until teacher registration has been granted. It is an offence to do so under section 20 of the <i>Teachers Registration and Standards Act 2004</i>.</p>

DECLARATIONS – FITNESS AND PROPRIETY

You must complete all items in this section.

1.	Have you ever had registration, licensing, classification or other authority as a teacher suspended, cancelled or withdrawn in Australia or in any country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2.	Are you subject to any conditions in practising the profession of teaching in Australia or in any country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3.	Have you ever been refused registration, licensing or classification as a teacher in Australia or in any country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.	Have you ever been (or are you currently), the subject of disciplinary action in response to allegations of incompetence (unsatisfactory performance) as a teacher, misconduct as a teacher, or fitness to be a teacher, or any action (including a preliminary investigation, whether formal or informal) that might lead to such proceedings in Australia or any country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
5.	Have you ever been dismissed or resigned from any employment as a practising teacher in response to or following allegations of unprofessional conduct or incompetence (unsatisfactory performance) in Australia or any country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
6.	Have you ever been dismissed or resigned from any employment in response to or following allegations of improper conduct relating to a child in Australia or any country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
7.	Do you have a serious medical condition, mental or physical impairment or disability which (either now or in the proposed term of registration): a. may affect your capacity to discharge all of the duties and responsibilities of a registered teacher safely and competently? b. may require the provision of special equipment, assistance or arrangements in order to ensure that you can carry out all of the duties and responsibilities of a registered teacher safely and competently? Note: If you have answered yes to this question, the Board needs to make a determination about the extent to which your ability to practise as a teacher is, or is likely to be, adversely affected. Please refer to the Fitness and Propriety – Serious Medical Condition/Mental or Physical Impairment/Disability Form Note: When considering applications for registration the Board is required to comply with State and Federal equal opportunity legislation.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Have you ever been charged with offence/s in the following categories (regardless of the court outcome): - An offence for which a term of imprisonment is a penalty (whether or not a penalty of imprisonment was imposed), this may include traffic offences, OR - Any offence involving illicit drugs, violence, sexual or indecent behaviour, dishonesty or cruelty to animals?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
9.	Have you ever been prohibited from working with children in Australia or in any country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>



If you have answered YES to any of the above questions, please provide written details of the circumstances relating to the matter in a separate envelope addressed to the Registrar and marked "Private and Confidential". All matters are considered on an individual basis. You may be required to provide further documentation or participate in an interview.

NATIONAL OVERSEAS CRIMINAL HISTORY RECORD CHECK/DECLARATIONS



If you have resided in a country other than Australia for more than 12 continuous months during the past 10 years, when over the age of 18 years, you must provide either original or certified copies of national overseas criminal history record checks from those countries issued within the last 12 months. Please note the Board will only accept certain national overseas criminal history record checks for registration purposes. You should therefore refer to the instructions for obtaining acceptable checks which are available on the Board website at www.trb.sa.edu.au/ochrc.

10.	Have you resided in any country other than Australia for more than 12 continuous months during the past 10 years when over 18 years of age?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you have answered 'Yes' to question 10, please list the country/countries that you have resided in:

Countries in which I have resided:	
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11.	Do you have any outstanding criminal charges in any overseas country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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If you have answered 'Yes' to question 11, please provided written details of the circumstances relating to the matter in a separate envelope addressed to the Registrar and marked "Private and Confidential".

CONSENT AND STATUTORY DECLARATION

Nationally Coordinated Criminal History Check Consent

I authorise the Teachers Registration Board of South Australia to conduct a nationally coordinated criminal history check for the purpose of assessing this application. I acknowledge that:

- I understand the information on this form.
- my personal information will be extracted from this form and provided to the Australian Criminal Intelligence Commission (ACIC) and Australian Police agencies for the purpose of conducting a nationally coordinated criminal history check, including all names under which I am or have ever been known.
- I understand my personal and police information will be disclosed to the Teachers Registration Board of South Australia
- the nationally coordinated criminal history check is being conducted for the purpose of registration as a teacher in South Australia. This involves unsupervised contact with children and young people.
- the Teachers Registration Board of South Australia is collecting information in this form to provide to the Australian Criminal Intelligence Commission (ACIC) and police agencies, for a nationally coordinated criminal history check to be conducted
- the personal information I have provided relates to me and contains the full name and all names previously/currently used by me.
- withholding and/or providing misleading or false information on this form and in any supplied identity documents is a Commonwealth offence and may lead to prosecution under the *Criminal Code Act 1995* (Cth).
- the personal information that I have provided in this form and on the supplied identity documents may be disclosed to the Teachers Registration Board of South Australia.
- any information sent by mail or electronically, in relation to this form, including identity documents, is sent at my risk and I am aware of the consequences of sending information in these ways.
- I am aware that I, the applicant, am providing consent for a Nationally Coordinated Criminal History Check to be conducted on all personal information provided in this form and provided in supplied identity documents.
- I understand and consent to police information relating to me being disclosed in accordance with the purpose of registration as a teacher; this involves unsupervised contact with children and young people, applicable legislation and information release policies (including spent convictions legislation described in Australian Government and state or territory legislation).
- I give consent to:
 - a. the ACIC and police agencies using and disclosing my personal information that I, the applicant, have provided in this form and personal information contained in my supplied identity documents to conduct a Nationally Coordinated Criminal History Check
 - b. the ACIC disclosing the police information sourced from the police agencies to other approved bodies and the Teachers Registration Board of South Australia
 - c. the Teachers Registration Board of South Australia using my personal information and police information to assess my suitability for registration as a teacher.
- that it is usual practice for my personal information and police information to be used by police agencies and the ACIC for law enforcement, including purposes set out in the *Australian Crime Commission Act 2002* (Cth).

Document Verification Service Consent

The Board uses the Commonwealth Document Verification Service to verify identity documents. For more information please visit the Australian Attorney-General's Department Document Verification Service website (www.dvs.gov.au). Any ID provided for this application requires consent as follows:

I confirm that I am authorised to provide the personal details presented and I consent to my information being checked with the document issuer or official record holder via third party systems for the purpose of confirming my identity.

Consent

If I provide the Board details of an English language test I have completed, I authorise the Board to use the information I provide to verify those results with the test provider. I understand the test provider may be overseas.

I consent to the Board making enquiries of, and exchanging information with, the authorities of any Australian state or territory, or other country, regarding my practice as a teacher or otherwise regarding matters relevant to this application.

I acknowledge that:

- the Board may validate documents provided in support of this application as evidence of my identity
- failure to complete all relevant sections of this application and to enclose all supporting documentation may result in this application not being accepted
- notices required and other correspondence relating to my application and registration (if granted) will/may be sent electronically to me via my nominated email address.

I undertake to comply with all relevant legislation, standards, codes and guidelines.

I understand that personal information that I provide may be given to a third party for regulatory purposes, as authorised or required by legislation.

I declare that:

- the above statements, and the documents provided in support of this application, are true and correct, and
- I am the person named in this application and in the documents provided.

I make this declaration in the knowledge that a false statement is grounds for the Board to refuse registration.

APPLICATION FOR
TEACHER REGISTRATION

Statutory Declaration

The following Statutory Declaration refers to your Application for Teacher Registration, attached documents and any other supporting information.

Your signature on this page must be witnessed by the same person responsible for all document certification.

The Board will only accept Statutory Declarations witnessed by the following persons as listed in the *Oaths Act 1936*: Justice of the Peace; Commissioner for Taking Affidavits (lawyers admitted to practice); Proclaimed Police Officer; and Notary Public.

I _____ do solemnly and sincerely declare
(print your name)

that I have read and understand the information contained herein and my answers to the information required herein, together with information contained in any documents forwarded herewith, are true and correct and I make this solemn declaration, conscientiously believing it to be true and by virtue of the provisions of the *Oaths Act, 1936*. I am aware that an application which is false or misleading in any material particular can lead to prosecution under the *Oaths Act 1936*.

In addition, I understand that, pursuant to sections 54 and 55 of the *Teachers Registration and Standards Act 2004*, a person must not make a statement that is false or misleading in a material particular (whether by reason of the inclusion or omission of any particular) in any information provided under this Act, and that a person who by fraud or any other dishonest means procures registration for himself or herself, or for another person, is guilty of an offence. I am aware that an application which is false or misleading in any material particular can lead to refusal or cancellation of my teacher registration pursuant to the *Teachers Registration and Standards Act 2004*. Maximum penalty: \$10 000.

Applicant's Signature _____ Date ____/____/____

Declared before me at _____ this ____ day of _____ 20____

I verify that all photographs contained within the documents certified by me are, to the best of my ability, photographs of the applicant.

Name: _____

Address: _____

Signed: _____

Position held: _____

PAYMENT CALCULATOR

<p>Application fee:</p> <p>\$175</p>	<p>Annual fee:</p> <p>\$ INSERT FEE</p> <p>Please choose the amount you wish to pay upfront for your five-year term of registration</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>1 year</td><td style="text-align: right;">\$110</td></tr> <tr><td>2 years</td><td style="text-align: right;">\$220</td></tr> <tr><td>3 years</td><td style="text-align: right;">\$330</td></tr> <tr><td>4 years</td><td style="text-align: right;">\$440</td></tr> <tr><td>5 years</td><td style="text-align: right;">\$550</td></tr> </table>	1 year	\$110	2 years	\$220	3 years	\$330	4 years	\$440	5 years	\$550	<p>See www.trb.sa.edu.au/fees for more detailed information about the Board's fee structure</p>
1 year	\$110											
2 years	\$220											
3 years	\$330											
4 years	\$440											
5 years	\$550											
<p>Nationally Coordinated Criminal History Check:</p> <p>\$25</p>	<p>Total amount payable:</p> <p>\$ INSERT FEE</p>											

FEE AND REFUND RULES

Please note:

1. The Application fee is non-refundable
2. The Nationally Coordinated Criminal History Check fee (if conducted) is non-refundable.
3. Applications will not be processed without full payment of the application fee, Nationally Coordinated Criminal History Check fee and selected annual fee(s).
4. The financial year operates from 1 February of a given year to 31 January of the following year.
5. An annual fee for the current year is applicable if your application is successful.
6. All registered teachers will receive an annual fee invoice for the full annual fee payment due for the next year of registration.
7. Registration will be suspended if the annual fee is not paid. This fee is due and payable when registration is granted.
8. Annual fees can be paid up to and including the final year of the registration (i.e. for 5 years).

SUBMITTING YOUR APPLICATION

Applications must be submitted either by post or in person:

Post

Teachers Registration Board of South Australia
PO Box 3649
RUNDLE MALL SA 5000

In person

Teachers Registration Board of South Australia
Level 6, 70 Pirie Street
ADELAIDE SA 5000

PAYMENT DETAILS

An EFTPOS machine is available in the office reception until 4:00pm weekdays. We do not accept cash or electronic bank transfers. Payment will be processed at the time you submit your **complete** application.

Payment of fees can be made by either of the following: cheque money order

or, I authorise the Teachers Registration Board to draw on my: Visa Mastercard

Signature: _____ Expiry Date: ____/____

Cardholder Name: _____ Amount: \$ _____
(print name in full)

Your credit card number and CVV number will be securely destroyed once payment is taken.

Card number: _____ CVV: _____

Documentation Checklist

You must provide the following items with your application:

A certified copy of your full birth certificate.	<input type="checkbox"/>
A certified copy of a document with photographic identification (i.e. driver's licence [front & back required] or passport).	<input type="checkbox"/>
Appropriate evidence of completion of an approved Mandatory Notification Course currently known as 'Responding to Risks of Harm, Abuse and Neglect – Education and Care Fundamentals course (RRHAN-EC) or 'Child Safe Environments: Reporting Abuse and Neglect' (CSE).	<input type="checkbox"/>
<p>Teaching qualifications evidence <input type="checkbox"/></p> <p>Final year students from Australian higher education institutions:</p> <ul style="list-style-type: none"> - students in their final semester of study must attach an unofficial transcript (statement of results so far) and - provide a certified copy of final official transcripts for your undergraduate degree(s) (if applicable). <p>If you have received your final official transcripts through My eEquals, please ensure that you:</p> <ul style="list-style-type: none"> - share the link to your transcript document to qualifications@trb.sa.edu.au - set an expiry date of at least 28 days after the submission date of your application. <p>Other applicants:</p> <ul style="list-style-type: none"> - attach original or certified copies of official academic transcripts including evidence of completion/ conferral date of the award. 	
4x Proof of identity documents required for the Nationally Coordinated Criminal History Check.	<input type="checkbox"/>
Details of a current Department of Human Services Working With Children Check or Child Related Screening Clearance.	<input type="checkbox"/>
<u>If applicable</u> , you must also provide the following items:	
Certified evidence supporting any change of names reflected in my application (for example, a copy of my marriage certificate or official change of name certificate).	<input type="checkbox"/>
A certified copy of your English language proficiency test results and indicate which English language test you have completed in the boxes provided.	<input type="checkbox"/>
An original or certified copies of national overseas criminal history record checks issued within the last 12 months from the countries you advised us you have resided in as listed on page 6 of the application form. You must obtain this documentation before lodging this application with the Board. These checks must reflect all names by which you have ever been known.	<input type="checkbox"/>
A certified copy of the written offer of employment from a school or prescribed service.	<input type="checkbox"/>

Please note:

- All documentation supplied in support of your application must be the **original** or a **certified copy**.
- Copies of original documents **must be certified by the same authorised person**.
- Each document submitted for certification must be a photocopy with the original document available for sighting at the time of certification.
- In some circumstances the Board may require presentation of an original document.
- If all documents have not been correctly certified, the application will not be accepted and will be returned to you.
- All documents in a language other than English lodged as part of an application for teacher registration must be submitted with official certified English translations (refer to NAATI website www.naati.com.au).