APPLICATION FORM D

APPLICATION FOR PROVISIONALLY REGISTERED TEACHERS TO TRANSITION TO FULL REGISTRATION

APPLICATION GUIDE

Click here to open the Guide for this form.
Or scan the QR code using your smart device.

1. PERSONAL DETAILS

Family Name							
Given Names							
Preferred Name (if applicable)							
All Previous Names including given and family names							
Title, e.g. Mr/Mrs/Ms/Miss/Mx/Dr		Male	☐	Female	☐	Other	☐

Date of Birth						
Place of Birth	Town		State		Country	

Contact Details

Telephone BH		Telephone AH		Mobile	
Email					

Residential Address

Street or PO Box							
Suburb		State		Country		Postcode	

Postal Address

Street or PO Box							
Suburb		State		Country		Postcode	

PHONE
1800 110 302 (Toll free)
+ 61 08 8944 9388

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN, NT 0801

CHANGE OF NAME

If you have changed your name and not advised the Board, please provide documentary evidence of the name change.

		No. of pages attached
	If you have changed your name legally (officially), **ATTACH certified copies** of documentary evidence of the name change. For example, **marriage certificate decree nisi, deed poll, change of name document.**	
	If you have not changed your name legally (i.e. an assumed name) **ATTACH** an original **Statutory Declaration** of the name change and the date of the name change	
	If applicable, **ATTACH evidence of official translation into English** of any change of name documents not in the English language	

PHONE
1800 110 302 (Toll free)
+ 61 08 8944 9388

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN, NT 0801

	YES	NO
Are you applying to have your Full Registration in Queensland, South Australia, Tasmania, Western Australia, Victoria, Australian Capital Territory, or New Zealand recognised in the Northern Territory?	☐	☐
Are you applying to have your Proficient Teacher status with NESA (New South Wales Education and Standards Authority) recognised in the Northern Territory?	☐	☐

Please refer to the FORM D guide for details on how to correctly certify documents.

2. EVIDENCE OF FULL REGISTRATION IN ANOTHER JURISDICTION

If you answered **NO** to both of the above please go on to **Section 3**.

If you answered **YES** to either of the above, please provide evidence of your Full Registration or Proficient Teacher status below.

		No. of pages attached
📎	If applicable, **ATTACH** a **photocopy** of your **current registration certificate/s or current registration card** to evidence your Full Registration in Queensland, South Australia, Tasmania, Western Australia, Victoria, Australian Capital Territory or New Zealand	
📎	If applicable, **ATTACH** a **photocopy** of your Accreditation Report for Proficient Teacher status with NESA NSW	

If you are applying to have your Full Registration or Proficient Teacher status recognised in the Northern Territory, please go on to **Section 7**.

PHONE
1800 110 302 (Toll free)
+ 61 08 8944 9388

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN, NT 0801

3. PROFESSIONAL EXPERIENCE AND CURRENCY OF PRACTICE

Table 1: Relevant service in Australia or New Zealand during the last five years

Complete **Table 1** to show all service in Australia or New Zealand as a teacher, principal or performing other duties during the last 5 years that counts as service for Full Registration:

Position	School/Institution or Employing Authority	State or Country	Full-time or Hours Per Week	Dates From - To	Total No. of Days

		No. of pages attached
	If applicable, **ATTACH** a separate page if more space is required due to extensive teaching experience. Table teaching service completed in the last 5 years only.	
	ATTACH EVIDENCE of relevant service in order to satisfy the Board that you are eligible for Full Registration. At least **100 days** relevant full-time service (or the equivalent part-time service) in Australia or New Zealand in the past 5 years is required for Full Registration.	

Do you have overseas service as a teacher or principal in the last 5 years?	Yes ☐	No ☐

If **NO**, go on to **Section 4**.

If **YES**, please provide details in **Table 2**

Table 2: Overseas Teaching Service

Position	School/Institution or Employing Authority	State & Country	Full-time or Hours Per Week	Dates From - To	Total No. of Days

PHONE
1800 110 302 (Toll free)
+ 61 08 8944 9388

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN, NT 0801

Applicants who have taught outside Australia or New Zealand in countries that have a mandatory system of teacher registration are required to provide the Board with a 'Letter of Good Standing' from the relevant registration authority of that country.

		No. of pages attached
	If applicable, **ATTACH** a **letter of good standing** from all relevant overseas teacher registration authorities or **evidence of having applied** for the letter of good standing if you are unable to supply it when lodging your application and you anticipate delays.	

4. PROFESSIONAL DEVELOPMENT REQUIREMENT

The Teacher Registration Board (Northern Territory) Act has embedded the requirement that all Northern Territory (NT) teachers adhere to the Professional Development Framework to promote and encourage the consistent and continuous professional development of teachers. All registered teachers are required to meet the minimum requirement of the framework. A teacher is required to complete 100 hours of professional development over 5 years (equating to 20 hours per year). You are required to document your professional development in a log aligned to the Australian Professional Standards for Teachers

	ATTACH a copy of your **Professional Development Log**	

PHONE
1800 110 302 (Toll free)
+ 61 08 8944 9388

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN, NT 0801

5. RECOMMENDATION REPORT: DECISION AND COMMENTS OF SCHOOL-BASED PANEL

Full name of Provisionally Registered Teacher	

PLEASE NOTE:

The Panel **must list the evidence provided** to demonstrate **meeting the Standard**.
This form **will not be accepted if hand-written**. A Word version of this report is available on our website if required.
A panel member CAN NOT endorse the panel's decision in section 6

Australian Professional Standards for Teachers			Evidence Provided by Applicant to Panel	Panel Judgement	Panel Comment
Professional Knowledge	1	Know students and how they learn		Meets Standard ☐ Does not meet Standard ☐	
	2	Know the content and how to teach it		Meets Standard ☐ Does not meet Standard ☐	
Professional Practice	3	Plan for and Implement effective teaching and learning		Meets Standard ☐ Does not meet Standard ☐	
	4	Create and maintain supportive and safe learning environments		Meets Standard ☐ Does not meet Standard ☐	
	5	Assess, provide feedback and report on student learning		Meets Standard ☐ Does not meet Standard ☐	
Professional Engagement	6	Engage in professional learning		Meets Standard ☐ Does not meet Standard ☐	
	7	Engage professionally with colleagues, parents & carers, and the community		Meets Standard ☐ Does not meet Standard ☐	

Name of school / cluster / group	Name of Panel Member	TRB No.	Signature of Panel Member	Date Recommendation Made

PHONE
1800 110 302 (Toll free)
+ 61 08 8944 9388
WEBSITE
www.trb.nt.gov.au
EMAIL
trbregistration@trb.nt.gov.au
POSTAL ADDRESS
GPO Box 1675
DARWIN, NT 0801

Australian Professional Standards for Proficient Teachers

Professional Knowledge	**Know students and how they learn**	**1.1 Physical, social and intellectual development and characteristics of students** Use teaching strategies based on knowledge of students' physical, social and intellectual development and characteristics to improve student learning **1.2 Understand how students learn** Structure teaching programs using research and collegial advice about how students learn **1.3 Students with diverse linguistic, cultural, religious and socioeconomic backgrounds** Design and implement teaching strategies that are responsive to the learning strengths and needs of students from diverse linguistic, cultural, religious and socioeconomic backgrounds **1.4 Strategies for teaching Aboriginal and Torres Strait Islander students** Design and implement effective teaching strategies that are responsive to the local community and cultural setting, linguistic background and histories of Aboriginal and Torres Strait Islander students **1.5 Differentiate teaching to meet the specific learning needs of students across the full range of abilities** Develop teaching activities that incorporate differentiated strategies to meet the specific learning needs of students across the full range of abilities **1.6 Strategies to support full participation of students with disability** Design and implement teaching activities that support the participation and learning of students with disability and address relevant policy and legislative requirements
	Know the content and how to teach it	**2.1 Content and teaching strategies of the teaching area** Apply knowledge of the content and teaching strategies of the teaching area to develop engaging teaching activities **2.2 Content selection and organisation** Organise content into coherent, well-sequenced learning and teaching programs **2.3 Curriculum, assessment and reporting** Design and implement learning and teaching programs using knowledge of curriculum, assessment and reporting requirements. **2.4Understand and respect Aboriginal and Torres Strait Islander people to promote reconciliation between Indigenous and non-Indigenous Australians** Provide opportunities for students to develop understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages. **2.5 Literacy and numeracy strategies** Apply knowledge and understanding of effective teaching strategies to support students' literacy and numeracy achievement **2.6 Information and Communication Technology (ICT)** Use effective teaching strategies to integrate ICT into learning and teaching programs to make selected content relevant and meaningful
Professional Practice	**Plan for and implement effective teaching and learning**	**3.1 Establish challenging learning goals** Set explicit, challenging and achievable learning goals for all students **3.2 Plan, structure and sequence learning programs** Plan and implement well-structured learning and teaching programs or lesson sequences that engage students and promote learning **3.3 Use teaching strategies** **Select** and use relevant teaching strategies to develop knowledge, skills, problem solving and critical and creative thinking **3.4 Select and use resources** Select and/or create and use a range of resources, including ICT, to engage students in their learning **3.5 Use effective classroom communication** Use effective verbal and non-verbal communication strategies to support student understanding, participation, engagement and achievement **3.6 Evaluate and improve teaching programs** Evaluate personal teaching and learning programs using evidence, including feedback from students and student assessment data, to inform planning **3.7 Engage parents/ carers in the educative process** Plan for appropriate and contextually relevant opportunities for parents/ carers to be involved in their children's learning.
	Create and maintain supportive and safe learning environments	**4.1 Support student participation** Establish and implement inclusive and positive interactions to engage and support all students in classroom activities **4.2 Manage classroom activities** Establish and maintain orderly and workable routines to create an environment where student time is spent on learning tasks **4.3 Manage challenging behaviour** Manage challenging behaviour by establishing and negotiating clear expectations with students and address discipline issues promptly, fairly and respectfully **4.4 Maintain student safety** Ensure students' wellbeing and safety within school by implementing school and/ or system, curriculum and legislative requirements. **4.5 Use ICT safely, responsibly and ethically** Incorporate strategies to promote the safe, responsible and ethical use of ICT in learning and teaching
	Assess, provide feedback and report on student learning	**5.1 Assess student learning** Develop, select and use informal and formal, diagnostic, formative and summative assessment strategies to assess student learning **5.2 Provide feedback to students on their learning** Provide timely, effective and appropriate feedback to students about their achievement relative to their learning goals **5.3 Make consistent and comparable judgements** Understand and participate in assessment moderation activities to support consistent and comparable judgements of student learning **5.4 Interpret student data** Use student assessment data to analyse and evaluate student understanding of subject/content, identifying interventions and modifying teaching practice **5.5 Report on student achievement** Report clearly, accurately and respectfully to students and parents/carers about student achievement, making use of accurate and reliable record
Professional Engagement	**Engage in professional learning**	**6.1 Identify and plan professional learning needs** Use the Australian Professional Standards for Teachers and advice from colleagues to identify and plan professional learning needs **6.2 Engage in professional learning and improve practice** Participate in learning to update knowledge and practice, targeted to professional needs and school and/or system priorities. **6.3 Engage with colleagues and improve practice** Contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge and practice **6.4 Apply professional learning and improve student learning** Undertake professional learning programs designed to address identified student learning needs
	Engage professionally with colleagues, parents & carers and the community	**7.1 Meet professional ethics and responsibilities** Meet codes of ethics and conduct established by regulatory authorities, systems and schools **7.2 Comply with legislative, administrative and organisational requirements** Understand the implications of and comply with relevant legislative, administrative, organisational and professional requirements, policies and processes **7.3 Engage with the parents/carers** Establish and maintain respectful collaborative relationships with parents/ carers regarding their children's learning and wellbeing **7.4 Engage with professional teaching networks and broader communities** Participate in professional and community networks and forums to broaden knowledge and improve practice

PHONE
1800 110 302 (Toll free)
+ 61 08 8944 9388

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN, NT 0801

6. PROFICIENCY TO TEACH – PRINCIPAL ENDORSEMENT

The following section is to be completed by a person who has supervised you in your capacity as a teacher (in Australia or New Zealand only) in the past 5 years and may include:

- your current principal or his/her delegate (if you are currently teaching in Australia/New Zealand); or,
- your former principal or his/her delegate (if you are not currently teaching in Australia/New Zealand); or,
- your supervisor / line manager (in the case of corporate staff working in Australia/New Zealand); or,
- your line manager (in the case of principals working in Australia/New Zealand).

The Principal / Supervisor / Line Manager (or Delegate) **must hold Full Registration** as a teacher in the NT (or hold equivalent registration as a teacher in another state of Australia or New Zealand), and **CAN NOT be a contributing school-based panel member in Section 5**.

The role of the Principal / Supervisor / Line Manager (or Delegate) is to endorse the decision and comments of the school-based panel (see Recommendation Report). The person should be prepared to substantiate the endorsement if contacted.

A copy of the Australian Professional Standards for Proficient Teachers is provided on the preceding page, or visit the TRB website https://www.trb.nt.gov.au/australian-professional-standards-teachers or the AITSL website https://www.aitsl.edu.au/teach/standards

I, _____

(Full name of Principal / Supervisor / Line Manager / Delegate) (Position Held)

of _____

(Name of School or Work Unit) (Location)

certify that I have supervised _____

(Full name of prospective employee)

between the dates of _____ and _____ being a period of _____ years and _____ months and that to the best of my knowledge, information and belief, they are able to teach in accordance with the *Australian Professional Standards for Teachers, at the Proficient Career Stage* being a document that I have read and understand. I fully endorse the decision and comments of the school-based panel (see Recommendation Report). I understand that I may be contacted by the Teacher Registration Board or its delegates to verify this information.

Signature of Principal / Supervisor / Line Manager / Delegate		E-mail Address	
Date		Telephone (BH)	

PLEASE NOTE: the person endorsing this recommendation cannot be a contributing school-based panel member

PHONE
1800 110 302 (Toll free)
+ 61 08 8944 9388

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN, NT 0801

7. AUSTRALIAN CRIMINAL HISTORY CHECK

To transition from Provisional to Full Registration, the Board requires the results of a current National Police Check (not older than 2.5 years at the date of receipt of this application [FORM D] and a current Northern Territory Working with Children Clearance (WWCC) also called an Ochre Card, conducted by SAFE NT.

You can check this on your TRB Online Services under Current Registration Details.

The Board may have the results of a current National Police Check (NPC) on file for you. To check, log into your TRB Online Services account to view your NPC Issued date under Current Registration Details.

TRB Online Services https://trbaccount.ntschools.net/Login.aspx

Record the Issue Date of your last National Police Check here	
Record the Expiry date of your current Working with Children (Ochre Card)	

If your NPC issue date falls within the last 2.5 years, go onto **Section 8**.

If your NPC issue date is older than 2.5 years, you must apply to SAFE NT for a current National Police Check. **The specified purpose of the check must be for 'Employment' as a 'Teacher'**. If the purpose of the check is not correctly specified, the check will not be accepted. In this instance you would be required to reapply for a subsequent National Police Check to satisfy the Board's requirements.

Apply for a National Police Check online through SAFE NT: https://forms.pfes.nt.gov.au/safent/

		No. of pages attached
	ATTACH a **certified photocopy** of your **National Police Certificate**, for the purpose of 'Employment' as a 'Teacher' issued by SAFE NT	
	ATTACH a **certified photocopy** of your current **Working with Children (Ochre) Card.**	

PHONE
1800 110 302 (Toll free)
+ 61 08 8944 9388

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN, NT 0801

8. OVERSEAS CRIMINAL HISTORY CHECK

Since being granted Provisional Registration in the Northern Territory, have you lived overseas for 12 months or more?	Yes ☐	No ☐

If **NO**, go on to **Section 9**.

If **YES**, you must complete the table below and provide a criminal history clearance from each country.

Please click here to apply for an overseas criminal history check from overseas countries. The Board receives the results from these checks directly from the provider.

Or

Please visit the **Department of Immigration and Citizenship** website for information on the process for sourcing the required criminal history checks from overseas countries:

Overseas countries in which I have lived for 12 months or more since being granted Provisional Registration in the Northern Territory	Period of Residence	
	From	To

All overseas criminal history clearances must cover the entire period of residence in the above listed countries.

		No. of pages attached
📎	**ATTACH** evidence of having applied for the relevant criminal history check/s (e.g., **photocopy of receipt** or completed application form). All documents must be in English or officially translated into English.	
📎	**ATTACH a certified photocopy of the criminal history check/s results from any applicable overseas country.** Applicants with police clearances in a language other than English must supply certified photocopies of both the original [untranslated] document and official English translation.	

PHONE
1800 110 302 (Toll free)
+ 61 08 8944 9388

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN, NT 0801

9. DECLARATIONS

1. Have you been refused registration, licensing or classification as a teacher in Australia or in any other country?	Yes ☐	No ☐
2. Have you had your registration, licensing or classification as a teacher or any other entitlement to teach cancelled, disqualified, suspended or withdrawn in Australia or in any other country?	Yes ☐	No ☐
3. Are there, or have there been any conditions been imposed on your registration as a teacher, either in the Territory or elsewhere?	Yes ☐	No ☐
4. Have you ever been dismissed or resigned from a teaching position in Australia or in any other country following allegations by your employer of your misconduct or incompetence?	Yes ☐	No ☐
5. In relation to your employment as a teacher in Australia or in any other country: are you currently, or have you ever been, the subject of disciplinary action (which involves formal notification e.g. a letter) either from an employer and/or from a teacher regulatory authority?	Yes ☐	No ☐
6. Have you **ever** been convicted or found guilty of a **notifiable** offence?	Yes ☐	No ☐
7. Have you ever been charged with a **notifiable** offence, whether or not you have been found guilty, or are there any charges in relation to any offence pending?	Yes ☐	No ☐

		No. of pages attached
📎	If you answered **Yes** to any of the above questions, please provide full details addressing the situation in support of your good character. This information may be placed in a sealed envelope marked 'Confidential' and addressed to the Director.	

A notifiable offence means:

An offence against a law in force in the Northern Territory if the penalty may be imposed on an individual for the offence includes imprisonment for a period of 12 months or more; or

An offence outside the Northern Territory if the penalty may be imposed on an individual for the offence includes imprisonment for a period of 12 months or more.

For information on teacher notification obligations, visit Teacher notification obligations

PHONE
1800 110 302 (Toll free)
+ 61 08 8944 9388

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN, NT 0801

10. PERMISSION TO RELEASE INFORMATION

(a) I hereby authorise the Board or its delegates to make enquiries, to seek or to exchange information with any teacher registration authority/employer/relevant institution concerning my registration to teach or any other matter relating to my registration that arises under the Teacher Registration (Northern Territory) Act 2004. Such exchange of information would include the exchange of information pursuant to any reciprocal information sharing agreement made with any other teacher registration authority.

(b) I acknowledge my name, registration number, category of registration and financial expiry date will be available to the public on the online Register of Teachers via the Board's website.

(c) I give permission for my de-identified individual registration information to be provided to the Australian Institute of Health and Welfare for the purposes of the Australian Teacher Workforce Data Strategy.

Name of Applicant		Signature of Applicant		Date

11. STATUTORY DECLARATION

The statutory declaration is to be witnessed by a person over the age of 18 years

I, _____
(Full name of applicant)

of _____
(Full residential address of applicant)

do solemnly and sincerely declare that I have completed and read this 'Application for Full Registration from Provisionally Registered teachers' form and I conscientiously believe that the information I have provided, and the documents I have submitted, to both the school-based panel and the Teacher Registration Board, are true in every particular. And I make this solemn declaration by virtue of the *Oaths, Affidavits and declarations Act 2010* acknowledging that a person wilfully making a false statement in a statutory declaration is liable to a penalty.

Declared by _____ _____
(Signature of Applicant) (Town/Place)

this _____ day of _____ , _____
(Date) (Month) (Year)

before me _____
(Full name of witness)

Signed _____ Phone _____
(Signature of witness) (Business hours telephone of witness)

PHONE
1800 110 302 (Toll free)
+ 61 08 8944 9388

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN, NT 0801

12. PAYMENT

For teachers whose term of registration is expiring at the end of the current year and are submitting this application in Term 4, to remain registered from 1 January next year you will need to pay your annual fee now.

You may complete your payment details in this application.

- Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.
- For applications lodged from overseas, payments must be made in Australian dollars.
- The Board cannot accept cash and does not have EFTPOS facilities, but it can accept VISA, MasterCard, money orders and bank cheques.
- Personal cheques are not recommended and, if submitted, will take longer to process.
- Registration fees are non-refundable.

Under section 40A(2) of the Act, if a registered teacher fails to pay the registration fee by the date it is due, the teacher's registration ceases on the day after that date.

Please note that fees are subject to increase annually as of 1 July in line with the Consumer Price Index as set by the Territory Revenue Office in accordance with the *Revenue Unit Act 2009* (Cth).

Registration required for year(s): please tick	2027	2028	2029
Total:	$111 ☐	$222 ☐	$333 ☐

Payment Total	$	for	Years (please specify number of years)

(RTM 35R999 134131)

Personal Cheque ☐	Bank Cheque ☐	Money Order ☐	VISA ☐	MasterCard ☐

Card Number																

Name on Card:	Card Expiry:
Signature:	Date:

PHONE
1800 110 302 (Toll free)
+ 61 08 8944 9388

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN, NT 0801

HOW TO HAVE A DOCUMENT CERTIFIED

Only photocopies of documents certified as true copies by a **Justice of the Peace, Commissioner for Oaths, NT Police Officers, Public Notary** or **TRBNT staff** are accepted.

They must check the original and the copy to see that the original has not been altered and that the copy is an exact copy and then must make the following written statement on every page:

- 'This is a true copy of the original document sighted by me'
- Sign and date the copy
- Print their address, phone number, profession and position
- Stamp with official stamp if the organisation has one
- Include JP number if applicable

Please note, the Board only accept the original certified copy that the certifier has physically signed on with a wet signature. Copies of certified copies of documents will not be accepted.

Your application will not be processed unless copies of all documents are correctly certified.

PRIVACY STATEMENT

The personal information you provide on Application Form D is required under the Act. The personal information you provide will be used to:

- assess your eligibility for Full Registration;
- ensure the Register of Teachers is current;
- give effect to the statutory functions and administration of the TRB; and
- enable the TRBNT to contribute to the Australian Teacher Workforce Data project (ATWD), as discussed below.

If you do not provide the Board with the personal information requested on the application form, we may not be able to process your application.

The personal details you have provided may be disclosed where necessary for the Board to perform its functions.

An extract of the Register of Teachers is available online to allow members of the public to inspect it. For the protection of your private information only your name, registration number, category of registration and financial expiry date will be available on the Online Register. Personal details will not appear on the Online Register.

The TRBNT is contributing to the Australian Teacher Workforce Data project (ATWD) and will disclose information about teachers registered in the Northern Territory to the Australian Institute of Health and Welfare (AIHW) for the purposes of the ATWD. The ATWD will only include linked, de-identified data to be used for reporting and research purposes. AIHW will never disclose the personal information it receives from the TRBNT and the use of personal information is subject to the *AIHW Act 1987* and the *Privacy Act 1988* (Cwth). Teachers will not be identifiable in any reports on ATWD data. Further information is available at https://www.aitsl.edu.au/research/australian-teacher-workforce-data-strategy

PHONE
1800 110 302 (Toll free)
+ 61 08 8944 9388

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN, NT 0801

APPLICANTS CHECKLIST

This is the applicant checklist – please use it to ensure you have completed all sections the application form, but do not include it with your application.

Have you completed FORM D in full, or the relevant sections to your registration status?	☐
Is the Recommendation Report of the school-based panel in Section 3 completed in full including what evidence was presented as demonstration of proficiency against the Australian Professional Standards for Proficient Teachers?	☐
Has your Principal / Supervisor / Line Manager / Delegate completed Section 5?	☐
Have you attached your Professional Development Log?	☐
Have you attached a copy of your valid ochre card?	☐
Have you completed the Declarations? (Section 9)	☐
Did you sign the Statutory Declaration before a witness aged 18 or over? (Section 11)	☐
Have you attached a letter to the Director (if applicable)?	☐
Have you attached documentary evidence of relevant teaching service? (Statement of Service (from relevant employer/s)	☐
Have you attached documentary evidence of all name changes (if applicable)?	☐
Have you included payment (if applicable)?	☐
Have you had relevant documents translated into English (if applicable)?	☐
Have you had these documents certified as accurate copies of the originals, on every page, by an authorised person?	☐

PLEASE DO NOT SUBMIT YOUR APPLICATION UNTIL ALL SECTIONS OF THE FORM HAVE BEEN COMPLETED AND ALL REQUIRED DOCUMENTS ARE ATTACHED

Lodging Your Application	
Your application and payment may be mailed to:	Or you may lodge your application in person to:
Teacher Registration Board of the Northern Territory GPO Box 1675 Darwin NT 0801	Level 3, 22 Harry Chan Avenue Darwin 0800

We are unable to accept applications lodged by e-mail.

DISCLAIMER The information on this form and its associated guide is subject to change without notice. All care has been taken to ensure that the information is correct. No responsibility will be accepted or taken by the Board for information that may have changed since the time of printing. Up-to-date information and forms are available from the Board's office or website.

PHONE
1800 110 302 (Toll free)
+ 61 08 8944 9388

WEBSITE
www.trb.nt.gov.au

EMAIL
trbregistration@trb.nt.gov.au

POSTAL ADDRESS
GPO Box 1675
DARWIN, NT 0801