APPLICATION GUIDE

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

APPLICATION FORM E

APPLICATION FOR RENEWAL (EXTENSION) OF PROVISIONAL REGISTRATION

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	

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

2. REASON FOR RENEWAL (EXTENSION) OF PROVISIONAL REGISTRATION

Extended Leave ☐	Not Working in the NT ☐	Unable to Secure Employment ☐	Currency and/or Evidence Requirement not Met ☐
Other ☐	**Please provide a brief explanation below.**		

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3. SAFE NT – WORKING WITH CHILDREN CLEARANCE/NATIONAL POLICE CHECK

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

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 4**.

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 and you will 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.**	

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4. 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 5**.

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** 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) **OR 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.	

5. PROFESSIONAL DEVELOPMENT REQUIREMENT

The *Teacher Registration Board (Northern Territory) Act 2004* 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.

Although you may not have the required hours suitable to transition to full registration, you are required to demonstrate evidence that you are **working towards** meeting the requirements of this condition.

		No. of pages attached
📎	**ATTACH** a copy of your **Professional Development Log**	

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6. 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

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7. 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

8. 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 Initial Application for Authorisation form to be employed as an unregistered person in the Northern Territory and I conscientiously believe that the information I have provided, and the documents I have submitted, 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)

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PRIVACY STATEMENT

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

- assess your eligibility for renewal (extension) of Provisional 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

9. PAYMENT

As your term of registration is expiring at the end of the current year, to remain registered from 1 January next year you will need to pay your 2027 annual fee below:																					
Payment Total	$111 for 2027																			(RTM 35R999 134131)	
Personal Cheque ☐		Bank Cheque ☐				Money Order ☐				VISA ☐				MasterCard ☐							
Card Number																					
Name on card:														Card Expiry:							
Card holder Signature:														Date:							

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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.

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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 E in full, or the relevant sections to your registration status?	☐
Have you attached your Professional Development Log?	☐
Have you attached a copy of your valid ochre card?	☐
Have you completed the Declarations? (Section 6)	☐
Did you sign the Statutory Declaration before a witness aged 18 or over? (Section 8)	☐
Have you attached a letter to the Director (if applicable)?	☐
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.

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