

FORM A – APPLICATION FOR TEACHER REGISTRATION IN THE NORTHERN TERRITORY -
REAPPLYING DUE TO NON-PAYMENT OF THE 2025 ANNUAL FEE (only for use between 1
Jan and the last day of term 1)

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/Dr		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>

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	

Your previous NT Teacher Registration No:

		No. of pages attached
	If applicable, ATTACH a certified photocopy of current photo identification indicating your current name (e.g., Ochre Card). Or passport, current Australian driver's licence or other official licence or photo ID card.	
	If applicable, ATTACH certified photocopies of documentary evidence of all recent name changes if changed legally (officially) For example, marriage certificate, decree nisi, deed poll, change of name document. (If you have already provided these documents to the Board with previous applications, then this will not be applicable to you.)	
	If applicable, ATTACH an original Statutory Declaration of the name change and the date of the name change where not legally changed (i.e., all assumed names)	

2. (a) PAYMENT OPTIONS FOR APPLICANTS

(Applicants who have graduated from an initial teacher education program at either Charles Darwin University or the Batchelor Institute please refer to Section 2(b) of this form for payment options)


Please note the following:

- Registration is for a calendar year – 1 January to 31 December. There is no pro-rata rate for part year, except for applications received between October and December. People applying during these months will be granted registration for the remainder of that year and all the following year.
- All applicants for registration must pay the Initial Registration fee of \$161 which is comprised of the registration fee for the applicant's first registration year (\$105) plus the application processing fee (\$56).
- Registration fees may be tax deductible depending on your circumstances. Ask your Tax Agent or the Australian Taxation Office.
- Payment may be made to cover a minimum one-year period to a maximum three-year period.
- Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.
- For applications lodged from overseas, payment must be in Australian dollars.
- Personal cheques are not recommended and, if submitted, will take longer to process.
- **Registration fees are non-refundable.**

Name of Applicant:	
--------------------	--

Registration required for year(s): Please tick:	2025	2026 2	2027 3
Total	\$161 <input type="checkbox"/>	\$266 <input type="checkbox"/>	\$371 <input type="checkbox"/>

Payment Total	\$	for		years (please specify number of years)					
(RTM 35R999 134131)									
Personal Cheque	<input type="checkbox"/>	Bank Cheque	<input type="checkbox"/>	Money Order	<input type="checkbox"/>	VISA	<input type="checkbox"/>	MasterCard	<input type="checkbox"/>
Card Number									
Name of Card Holder						Card Expiry Date			
Signature						Date			

	ATTACH cheque or money order here if applicable.
---	--

2. (b) PAYMENT OPTIONS FOR GRADUATES FROM CHARLES DARWIN UNIVERSITY (CDU) AND THE BATCHELOR INSTITUTE (BI)

Please note the following:


- Registration is for a calendar year – 1 January to 31 December. There is no pro-rata rate for part year, except for applications received between October and December. People applying during these months will be granted registration for the remainder of that year and all the following year.
- All applicants for registration must pay the annual registration fee of \$105 before your application can be processed.
- Graduates of an initial teacher education program from CDU and BI are exempt from the Initial Application Fee.
- Registration fees may be tax deductible depending on your circumstances. Ask your Tax Agent or the Australian Taxation Office.
- Payment may be made to cover a minimum one-year period to a maximum three-year period.
- Cheques and money orders must be made payable to the Teacher Registration Board of the Northern Territory.
- For applications lodged from overseas, payment must be in Australian dollars.
- Personal cheques are not recommended and, if submitted, will take longer to process.
- Registration fees are non-refundable.

This payment option is for applicants who have graduated from an initial teacher education program at either Charles Darwin University or Batchelor Institute only.

Name of Applicant:	
--------------------	--

Registration required for year(s): Please tick:	2025	2026 2	2027 3
Total	\$105 <input type="checkbox"/>	\$210 <input type="checkbox"/>	\$315 <input type="checkbox"/>

Payment Total	\$	for		years (please specify number of years)					
(RTM 35R999 134131)									
Personal Cheque	<input type="checkbox"/>	Bank Cheque	<input type="checkbox"/>	Money Order	<input type="checkbox"/>	VISA	<input type="checkbox"/>	MasterCard	<input type="checkbox"/>
Card Number									
Name of Card Holder						Card Expiry Date			
Signature						Date			

	ATTACH cheque or money order here if applicable.
---	---

3. PROFESSIONAL EXPERIENCE AND CURRENCY OF PRACTICE

Do you have service in Australia or New Zealand as a teacher, Principal or performing other duties during the last five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

If **NO**, go on to **next page**.

If **YES**, please provide details of relevant service completed in the past five years in **Table 1** below:

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

Please indicate whether, in your opinion, you are eligible for Full Registration or Provisional Registration.

At least 180 days relevant full-time service (or the equivalent part-time service) in Australia or New Zealand in the past five years is required for Full Registration. Evidence of relevant service must be provided with your application to allow the Board to determine which category applies to you.

If your previous category of registration in the NT was provisional, then you are only eligible for provisional registration.


In my opinion, I am eligible for:	Full Registration <input type="checkbox"/>	Provisional Registration <input type="checkbox"/>
-----------------------------------	--	---

		No. of pages attached
	If applying for full registration, ATTACH certified evidence of all relevant teaching service in Australia or New Zealand in the past five years such as a statement of service issued by your employer.	

4. COMPETENCE TO TEACH

Please answer the following:

Have you graduated recently? [in the previous year or current year]	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you currently certified as a Highly Accomplished or Lead Teacher? [if so, attach evidence as outlined below]	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you applying for Provisional Registration because you have not completed 180 days of relevant teaching service in Australia or New Zealand in the past five years?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are you applying for Provisional Registration because your previous category of registration in the NT was Provisional?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

		No. of pages attached
	If applicable, ATTACH a certified photocopy of your Highly Accomplished or Lead Teacher certificate.	

If you answered **YES** to any of the above, you are not required to complete this section. Please go on to **Section 6**.

If you answered **NO** to all the above, the following section is to be completed by your current principal or his/her delegate, your former principal or their delegate, or line manager (who holds teacher registration) in Australia or New Zealand only. The person should be prepared to substantiate the reference if contacted.

Please refer to the [Australian Professional Standards for Teachers](#) on the next page for further information.

I, _____ (Full name of Principal / Line Manager / Delegate) _____ (Position held)

of _____ (Name of school or work unit) _____ (Location)

certify that I have supervised _____ (Full name of applicant)

between the dates ____ / ____ / ____ and ____ / ____ / ____

being a period of ____ years and ____ months and that to the best of my knowledge, information and belief, he/she is 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 understand that I may be contacted by the Teacher Registration Board or its delegates to verify this information.

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

Australian Professional Standards for Proficient Teachers

Professional Knowledge	Know students and how they learn	<p>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</p> <p>1.2 Understand how students learn Structure teaching programs using research and collegial advice about how students learn</p> <p>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</p> <p>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</p> <p>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</p> <p>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</p>
	Know the content and how to teach it	<p>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</p> <p>2.2 Content selection and organisation Organise content into coherent, well-sequenced learning and teaching programs</p> <p>2.3 Curriculum, assessment and reporting Design and implement learning and teaching programs using knowledge of curriculum, assessment and reporting requirements.</p> <p>2.4 Understand 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.</p> <p>2.5 Literacy and numeracy strategies Apply knowledge and understanding of effective teaching strategies to support students' literacy and numeracy achievement</p> <p>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</p>
Professional Practice	Plan for and implement effective teaching and learning	<p>3.1 Establish challenging learning goals Set explicit, challenging and achievable learning goals for all students</p> <p>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</p> <p>3.3 Use teaching strategies Select and use relevant teaching strategies to develop knowledge, skills, problem solving and critical and creative thinking</p> <p>3.4 Select and use resources Select and/or create and use a range of resources, including ICT, to engage students in their learning</p> <p>3.5 Use effective classroom communication Use effective verbal and non-verbal communication strategies to support student understanding, participation, engagement and achievement</p> <p>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</p> <p>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.</p>
	Create and maintain supportive and safe learning environments	<p>4.1 Support student participation Establish and implement inclusive and positive interactions to engage and support all students in classroom activities</p> <p>4.2 Manage classroom activities Establish and maintain orderly and workable routines to create an environment where student time is spent on learning tasks</p> <p>4.3 Manage challenging behaviour Manage challenging behaviour by establishing and negotiating clear expectations with students and address discipline issues promptly, fairly and respectfully</p> <p>4.4 Maintain student safety Ensure students' wellbeing and safety within school by implementing school and/ or system, curriculum and legislative requirements.</p> <p>4.5 Use ICT safely, responsibly and ethically Incorporate strategies to promote the safe, responsible and ethical use of ICT in learning and teaching</p>
	Assess, provide feedback and report on student learning	<p>5.1 Assess student learning Develop, select and use informal and formal, diagnostic, formative and summative assessment strategies to assess student learning</p> <p>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</p> <p>5.3 Make consistent and comparable judgements Understand and participate in assessment moderation activities to support consistent and comparable judgements of student learning</p> <p>5.4 Interpret student data Use student assessment data to analyse and evaluate student understanding of subject/content, identifying interventions and modifying teaching practice</p> <p>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</p>
Professional Engagement	Engage in professional learning	<p>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</p> <p>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.</p> <p>6.3 Engage with colleagues and improve practice Contribute to collegial discussions and apply constructive feedback from colleagues to improve professional knowledge and practice</p> <p>6.4 Apply professional learning and improve student learning Undertake professional learning programs designed to address identified student learning needs</p>
	Engage professionally with colleagues, parents & carers and the community	<p>7.1 Meet professional ethics and responsibilities Meet codes of ethics and conduct established by regulatory authorities, systems and schools</p> <p>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</p> <p>7.3 Engage with the parents/carers Establish and maintain respectful collaborative relationships with parents/ carers regarding their children's learning and wellbeing</p> <p>7.4 Engage with professional teaching networks and broader communities Participate in professional and community networks and forums to broaden knowledge and improve practice</p>

5. CRIMINAL HISTORY CHECKS – current

SAFE NT: WORKING WITH CHILDREN CLEARANCE / NATIONAL POLICE CHECK

All applicants must arrange for the Board to be provided with the results of a current National Police Check (NPC) and a current Northern Territory Working with Children Clearance (WWCC) also called an Ochre Card, conducted by SAFENT. (If you are an overseas applicant, please contact us to find out how to apply)

***A Current NPC means the issue date is not more than three months prior to the date when your application for teacher registration was lodged.**

A valid Northern Territory WWCC means it has not expired or been revoked or cancelled.

It is mandatory for teachers to hold a Northern Territory WWCC for both employment and for teacher registration as well as an NPC for teacher registration.

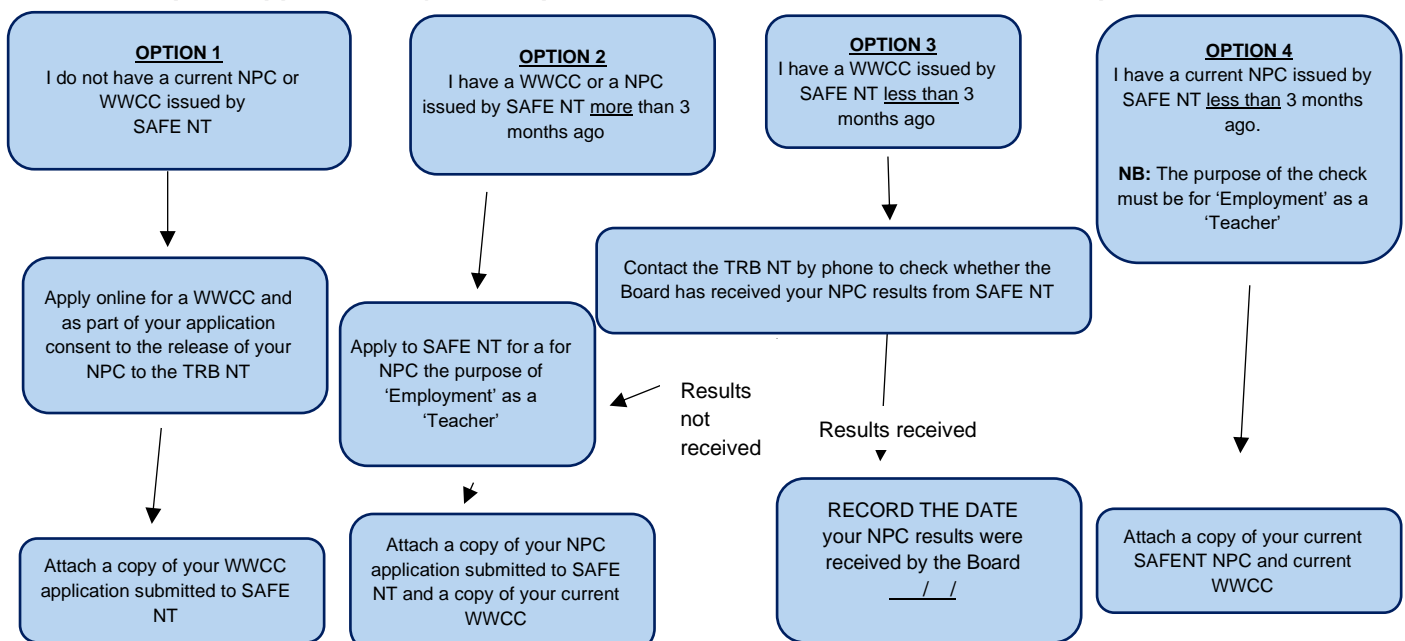
An NPC is conducted as part of the WWCC process therefore it is recommended that you provide permission to SAFE NT to release your NPC details to the Board when applying for your WWCC by:


- Online application – tick the box to **‘Notify the Teachers Registration Board’** and confirm your consent
- Hard copy application – sign the **‘Teachers only’** release under Section D

To apply go to the [SAFE NT website](#)

If you have a current WWCC or NPC conducted through SAFE NT that was issued **more than three months** prior to the date of lodging your teacher registration application, you must apply to SAFE NT for a new NPC. **The specified purpose of the NPC must be for ‘Employment’ as a ‘Teacher’.** If the purpose of the check is not correctly specified, the results will not be accepted for teacher registration in the Northern Territory. In this instance you would be required to reapply for a subsequent National Police Check to satisfy the Board’s requirements.

Select the option applicable to you, complete the relevant action and attach the required information.



		No. of pages attached
	ATTACH a copy of your WWCC application or your NPC application or a certified copy of your SAFE NT National Police Certificate	

OVERSEAS CRIMINAL HISTORY CHECK

Have you lived overseas for 12 months or more in the last 5 years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

If **NO**, go on to Section 6.

If **YES**, you must complete the table below and provide a criminal history check from each jurisdiction in which you have lived for 12 months or more in the last 5 years.



If you have already provided the Board with the relevant Check, please write 'on file' after the Country in the table below.

OR


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.

Overseas countries in which I have lived for 12 months or more in the last 5 years	Period of Residence	
	From	To

All overseas criminal history checks 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 checks in a language other than English must supply certified photocopies of <u>both</u> the original [untranslated] document and official English translation.	

6. DECLARATIONS

1. Have you ever been refused registration, licensing, or classification as a teacher in Australia or in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. Have you ever had your registration, licensing or classification as a teacher or any other entitlement to teach cancelled, disqualified, suspended, or withdrawn in any other country?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Are there, or have there ever been, any conditions imposed on your registration as a teacher, either in the Northern Territory or elsewhere?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4. Have you ever been dismissed, or have you resigned from a teaching position in Australia or in any other country following allegations by your employer of misconduct or incompetence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
6. Have you ever been convicted or found guilty of a notifiable offence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
		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:

- a) 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
- b) 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: <https://www.trb.nt.gov.au/teacher-notification-obligations>

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 give my permission, if relevant, for Batchelor Institute or Charles Darwin University to release my academic records to the Board.
- (c) 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, once registered.
- (d) 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 - to be witnessed by a person over the age of 18 years

I, _____
(Full name of applicant)

of _____
(Full address of applicant)

Do solemnly and sincerely declare that I have completed and read this application for Teacher Registration 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. I make this solemn declaration by virtue of the Oaths, Affidavits and Declarations Act 2010 Act acknowledging that a person wilfully making a false statement in a statutory declaration is liable to a penalty.

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

this _____ day of _____, _____
(Day of month) (Month) (Year)

before me _____
(Full name of witness)

(Signature of witness) (Phone)

9. CURRENT OR EXPECTED SCHOOL APPOINTMENT IN THE NT

Please provide the name of where you will be teaching in 2025.

Name of School/Institution					
Commencement date					
Full-time	<input type="checkbox"/>	Part-time	<input type="checkbox"/>	Relief	<input type="checkbox"/>
Nature of appointment if not classroom teacher					

Interim Certificate of Registration

An **Interim Certificate of Registration** is a document issued to the teacher that will allow you to teach up until the next Board meeting without being in breach of the Act.

If you require an Interim Certificate of Registration, prior to your registration being granted by the Board, please indicate here.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
---	-----	--------------------------	----	--------------------------

Please note: You are not permitted to commence teaching until registration has been granted at one of the scheduled Board meetings, or you have been issued with an Interim Certificate of Registration.

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 staff at the office of the Board** are accepted.

She or he 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

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

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

Have you completed the form in full?	<input type="checkbox"/>
Has your Principal completed Section 4?	<input type="checkbox"/>
Have you completed the Criminal History Check section and applied for the required Criminal History Checks and Northern Territory WWCC? (Section 5)	<input type="checkbox"/>
Have you completed the Declarations? (Section 6)	<input type="checkbox"/>
Have you signed the Permission to Release Information statement? (Section 7)	<input type="checkbox"/>
Did you sign the Statutory Declaration before a witness aged 18 or over? (Section 8)	<input type="checkbox"/>
Have you attached (if applicable):	
– photo identification indicating your current name?	<input type="checkbox"/>
– documentary evidence of all previous names and name changes?	<input type="checkbox"/>
– documentary evidence of teaching service and good standing (if applicable)?	<input type="checkbox"/>
– overseas Criminal History Check (if applicable)?	<input type="checkbox"/>
– evidence of having applied for a current SAFE NT NPC/ or WWCC? (If applicable)	<input type="checkbox"/>
– letter to the Director (if applicable)?	<input type="checkbox"/>
– translation of all documents into English (if applicable)?	<input type="checkbox"/>
Have you had these documents certified as accurate copies of the originals, on every page, by an authorised person?	<input type="checkbox"/>
Have all the required signatures been signed in pen – electronic signatures are not accepted	<input type="checkbox"/>
Have you completed the teacher registration fee payment? Section 2	<input type="checkbox"/>

Please do not submit your application until all sections of the form have been completed and all required documents are attached.

Lodging Your Application:

You may email your application and accompanied documentation to trb@trb.nt.gov.au

However, if you have a recent change of name document to submit –you will also need to post a certified copy of the document to: TRB, GPO Box 1675, Darwin NT 0801

DISCLAIMER

The information on this form is subject to change without notice. All care has been taken to ensure that the information on this form 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](http://www.trb.nt.gov.au).

Approved by the Board 24 Nov 2024.