

Tips for Principals and Employers Teacher Registration

TRB

TEACHER REGISTRATION BOARD
of the Northern Territory

Teacher obligations to obtain or maintain registration:

All teachers, regardless of their [registration category](#), are required to maintain their registration by:

- Pay their [annual registration fee](#) by 31 December of each year.
- Monitor their registration using [MyTRBNT](#) and renew their registration between 30 September and 31 December of the relevant year.
- Ensure they hold a [current ochre card](#) and have completed a [national police check](#).
- Participate as required in the annual audit of registration renewal.
- Complete professional development in line with the requirements of the [Professional Development Framework](#).

How you can support teachers to meet their registration obligations:

Employers can assist their teachers to maintain their registration by:

- Reminding teachers about their registration obligations such as annual fee payment and renewal.
- Supporting teachers to maintain their [professional development log](#) and complete the [required hours of professional development](#).
- Supporting provisionally registered teachers to obtain full registration.
- Assisting teachers to validate claims in respect to days teaching, especially relief teachers.

How you can support the Board to regulate the teaching profession:

Employers are required to ensure their teachers hold [valid teacher registration](#). They can do this by:

- Confirming their registration status using the TRB [search the register](#) function.
- Check the certificate of registration date for currency (new date is generated each time a certificate is generated) and conditions.
- Monitoring [provisional registration](#) and [authority to employ](#) expiry dates.
- Checking list of registered teachers at your school by generating the list via [the principal access point](#).
- Ensure persons are granted permission to teach under an [Authority to Employ](#) comply with all elements of the issued certificate and notify the Board of any variations requested.

It is essential that employers understand the [Code of Ethics](#), the [Australian Professional Standards for Teachers](#), [Protective Practices for Teachers in the Northern Territory](#), [Managing Professional Boundaries](#) and the [Professional Development Framework](#).

Employers' are obligated to [report teacher conduct matters to the TRB](#) and to make the required notifications to the Board for [authorised persons](#), and should be aware of the Board's process for [investigating notifications or complaints](#) against a teacher.

Employers must comply with the Board's annual return request, and provide information on all teachers employed in their schools by the end of the first term of each year.