

Registration Evidence Checklist

Please check out the [Registration categories](#) page to confirm which type of registration you need. You can read more about qualifications on the [Qualifications and prerequisites for new teachers](#) page.

INITIAL REGISTRATION – [PROVISIONAL](#) OR [\(FULL\)](#)

When applying for teacher registration

- ✓ Official evidence of completion and official academic transcript for all relevant qualifications. Please note you will need to provide evidence for a minimum of four years (full time equivalent) of qualifications inclusive of your teaching qualification
- ✓ Official evidence of the number of supervised practice teaching days completed during your initial teacher education qualification including the setting these were undertaken in (early childhood, primary and/or secondary). This is a requirement for all teaching qualifications completed outside of Australia and for interstate qualifications not currently listed by [AITSL](#).

When applying for early childhood teacher registration

- ✓ Official evidence of completion and official academic transcript for your ECT qualification
- ✓ Official evidence of completion and official academic transcript for the qualification leading to your ECT qualification if relevant (undergraduate qualification)
- ✓ For applicants who do not have an [ACECQA](#)-approved ECT qualification you will need to provide one of the following
 - ACECQA Certificate of Equivalence AND ACECQA decision letter
 - OR
 - ACECQA approved diploma level (or higher) education and care qualification AND a primary teaching qualification AND evidence of teacher registration in Australia
 - OR
 - letter of assessment by a former authority.

When applying for immediate (full) registration

- ✓ If you are applying for immediate full registration, please provide the following documentation:
 - Evidence of that you have held full registration within the last five years (copy of a registration card, statement of registration)
 - AND
 - Official statement of service from one or more schools/early childhood services that states:
 - the dates of service (must be within the last five years)
 - the duration of service
 - the role undertaken during employment.

[PERMISSION TO TEACH](#)

Skills and Experience

- ✓ Documented evidence of any skills relevant to the requested subject/s (transcript & evidence of completion for any relevant qualifications, evidence of apprenticeships, letters of reference that attest to your knowledge in the subject area)
- ✓ Documented evidence of any relevant industry experience. This will need to be in the form of an official reference letter completed by a supervisor that outlines:
 - the place you worked

- duration of employment
- duties undertaken
- ✓ Documented evidence of teaching, training or tutoring experience. This will need to be in the form of a statement of service that outlines
 - the school/institution you worked at
 - duration of your service
 - what subject/s you taught.

Ability to Building Positive Relationships with Students

- ✓ Details about your skills and experience that demonstrate your capacity to build positive relationships with students (previous school setting experience, positive working relationships with apprentices, youth group leadership). Please provide specific examples.

Maintain Safe Learning Environment

- ✓ Details about your skills and experience that demonstrate your ability to maintain a safe learning environment (awareness of work safety issues on a worksite, establishment of clear guidelines for behaviour of children in an activity-based environment, certificates or professional development completed related to health and safety). Please provide specific examples.

Effective Teaching Practices

- ✓ Details about your skills and experience in using a range of teaching practices and resources to engage students in effective learning (use of electronic technology, working with individuals and groups). Please provide specific examples.

Plan of Professional Development, Industry Engagement and/or Professional Practice

- ✓ An outline of the professional development, industry engagement and/or professional practice you plan to undertake during this grant of PTT. Please provide specific examples.

Plan to Progress Towards Registration

- ✓ An outline of your plan to progress towards teacher registration (e.g. undertaking study towards an approved initial teacher education qualification, study/courses to improve your results on an approved English language competency test)

Evidence of Professional Development, Industry Engagement and/or Professional Practice

- ✓ Evidence of the professional development, industry engagement and/or professional practice you have undertaken during your current grant of PTT. Please provide documented evidence of this.

Evidence of Progress Towards Registration

- ✓ Evidence of your progression towards teacher registration (e.g. transcripts showing progression made in relevant study, recent results on an approved English language competency test). Please provide documented evidence of this.

MUTUAL RECOGNITION

Qualifications

- ✓ Official evidence of completion and official academic transcript for your teaching qualification

Evidence of Registration

- ✓ Mutual recognition statutory declaration. This must be completed in full listing each jurisdiction where teacher registration is held and be signed and witnessed by an authorised party
- ✓ Evidence of current registration in another jurisdiction. This can be one of the following:
 - a copy of your current registration card/s
 - a statement from each registration body confirming your registration