

# Non-Practising Registration

## Application

**Use this form if you are a registered teacher (who holds either Full or Provisional Registration) and you have or propose to cease teaching in an educational venue for a period of time and remain registered.**

**To be eligible for Non-Practising Registration (not intending to teach) you must:**

- currently hold Full or Provisional Registration; and
- not intend to teach in an educational venue for a period of time.

Please note:

- the annual fee requirement applies to this category of registration and is due and payable for each year of registration
- once your Application for Non-Practising Registration (Not Intending to Teach) has been approved, it will be granted immediately. **If you do not want this to occur, you may wish to submit your application closer to your expiry date. To ensure continuation of your registration, please ensure that you submit your application at least 28 days prior to your expiry date.**

## Personal details

Current registration number: _____			
Title <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss Other _____			
Given name		Middle name(s)	
Family name/surname		Preferred name	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other		Date of birth (dd/mm/yyyy)      /      /	
<p>Other names by which I am or ever have been known including: <i>Alias (A), name change by Marriage (M) or previous name, changed by Change of Name Certificate by Department of Birth, Deaths and Marriages (P)</i> (please <input checked="" type="checkbox"/> beside each other name).</p> <p>If more room is required, list on a separate sheet. Please sign and send the sheet with this application form.</p> <p>Additional sheet included? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>			
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)	
<input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> P	(Family name/surname)	(Given name and other names)	
<b>Address information</b>			
Current postal address (No/Street) e.g. 1 Town Street			
Country	Suburb/Town/City	State	Postcode
Is this also your current residential address? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Current Residential address (if different from postal address) (No/Street)			
Country	Suburb/Town/City	State	Postcode
Date resided from (dd/mm/yyyy)			
<b>Contact details</b>			
Preferred contact number <input type="checkbox"/> Mobile or <input type="checkbox"/> Landline			
Mobile		Landline	
Preferred email			
Alternate email address			
<p><b>Please note:</b> The TRBWA will use this email address as your registered email address for contact purposes. During the application process it is your responsibility to inform the TRBWA of any changes to your contact details.</p>			

## Registration obligations

Registration as a teacher carries with it a number of obligations. I understand it is a requirement for me to:

- maintain my teacher registration which includes the requirement to pay an annual fee by **31 March** each year
- provide notice to the Board if I have a change of name, postal or email address within 30 days of these changes occurring (noting that failure to comply with this requirement result in a penalty fine to the maximum of \$1,000).
- provide written consent to the TRBWA, upon request, to obtain a criminal history check
- comply with any conditions placed on my registration
- continue to be a fit and proper person to be registered
- provide written notice to the TRBWA, under sections 38, 39 and 40 of the [Teacher Registration Act 2012](#) (Act):
  - of any civil proceedings which result in orders to pay damages or compensation (within 30 days)
  - if I am convicted of an offence which includes a statutory penalty of imprisonment (within 30 days)
  - about any loss of my qualifications (within 30 days)
  - if I receive a working with children interim negative notice or negative notice (within 14 days) noting that I may commit an offence if I fail to notify the TRBWA within the time specified which could result in a penalty fine to the maximum of \$5,000.

Further information about your obligations as a registered teacher can be found on the [TRBWA website](#).

## Department of Education consent (recommended)

If you provide consent, please tick (☑) the following:

☐ I consent to the TRBWA disclosing, to the Western Australian Department of Education, the date on which TRBWA determines that I am a fit and proper person to be registered as a teacher.

## Applicant's declaration

I, \_\_\_\_\_  
Full name  
of \_\_\_\_\_  
Address

I sincerely declare that the information I have provided in this application is complete, true and correct, and I understand my obligations as a registered teacher.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



It is an offence under the Act to provide a false or misleading statement.

## Lodging this application

### By email

This application form and supporting evidence may be emailed to the TRBWA at [info@trb.education.wa.edu.au](mailto:info@trb.education.wa.edu.au).

In the subject line of the email please include the application category, your full name and registration number (if you hold or previously held teacher registration with the TRBWA).

In the main body of the email, please detail all attachments that have been included with the application.

If submission by email is not practicable, please contact the TRBWA.