

Information Sheet

Renewal of Full Registration - Step by step guide

To maintain your Full Registration with the TRBWA, you need to:

- Apply to renew your Full Registration and pay the **registration renewal fee** every 5 years.
- Comply with any conditions placed on your registration.
- Comply with your notification obligations.
- Continue to be a [fit and proper](#) person to be registered.
- Demonstrate that you have met the requirements for professional engagement – by having taught in one or more Australian educational institutions or New Zealand schools for at least 100 days during your current registration period (or submit a request to the Board to consider where there are sufficient reasons for the professional engagement requirement not to apply in your particular case).
- Demonstrate that you have met the requirements for professional learning by having completed at least 100 hours of professional learning during your current registration period (or submit a request to the Board to consider where there are sufficient reasons for the professional learning requirement not to apply in your particular case).
- Demonstrate that you continue to meet the [Professional Standards for Teachers in Western Australia](#) at the Proficient Career Stage.
- Pay the **annual fee** by 31 March each year (separate from the registration renewal fee).

How to renew your registration

- The registration application process is online
- Complete, submit and pay for your application through [Teacher Login](#) via the TRBWA website
- There are requirements for you to verify your identity.

We recommend that you access Teacher Login well in advance of your expiry date to allow enough time to complete and submit your application. You can apply to renew your registration from six months prior to your expiry date. Your new expiry date will be five years from your previous expiry date.

You need to use the email address you have registered with the TRBWA, and the password associated with that email to access Teacher Login. If you experience any technical difficulties, please email info@trb.education.wa.edu.au.

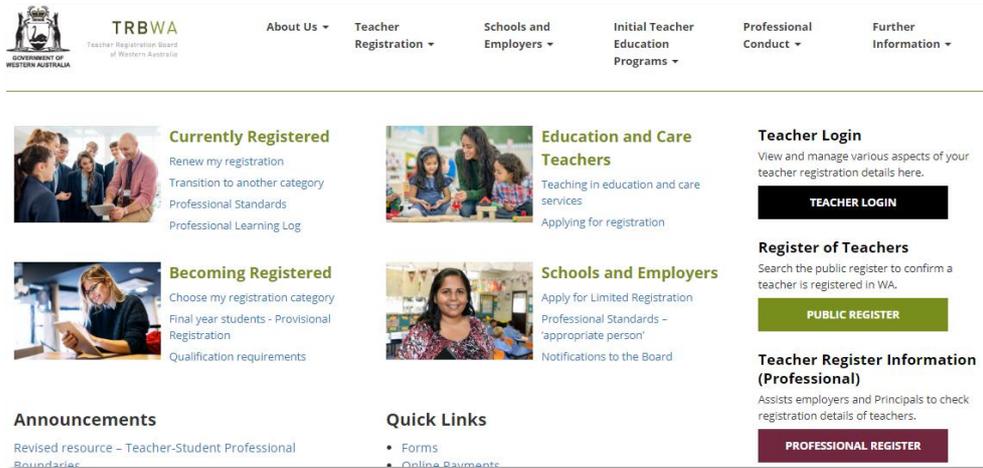
If we receive your completed application and any applicable fees at least 28 days before the expiry of your registration, your registration will not expire while your application is being assessed. If we receive your application less than 28 days before expiry, we cannot guarantee the continuation of your registration. Should you be in this situation, call us for guidance.

If your registration expires, you will be unable to continue teaching in an educational institution until your application is finalised.

Please note that the renewal application process is **separate** from the annual fee payable by 31 March each year.

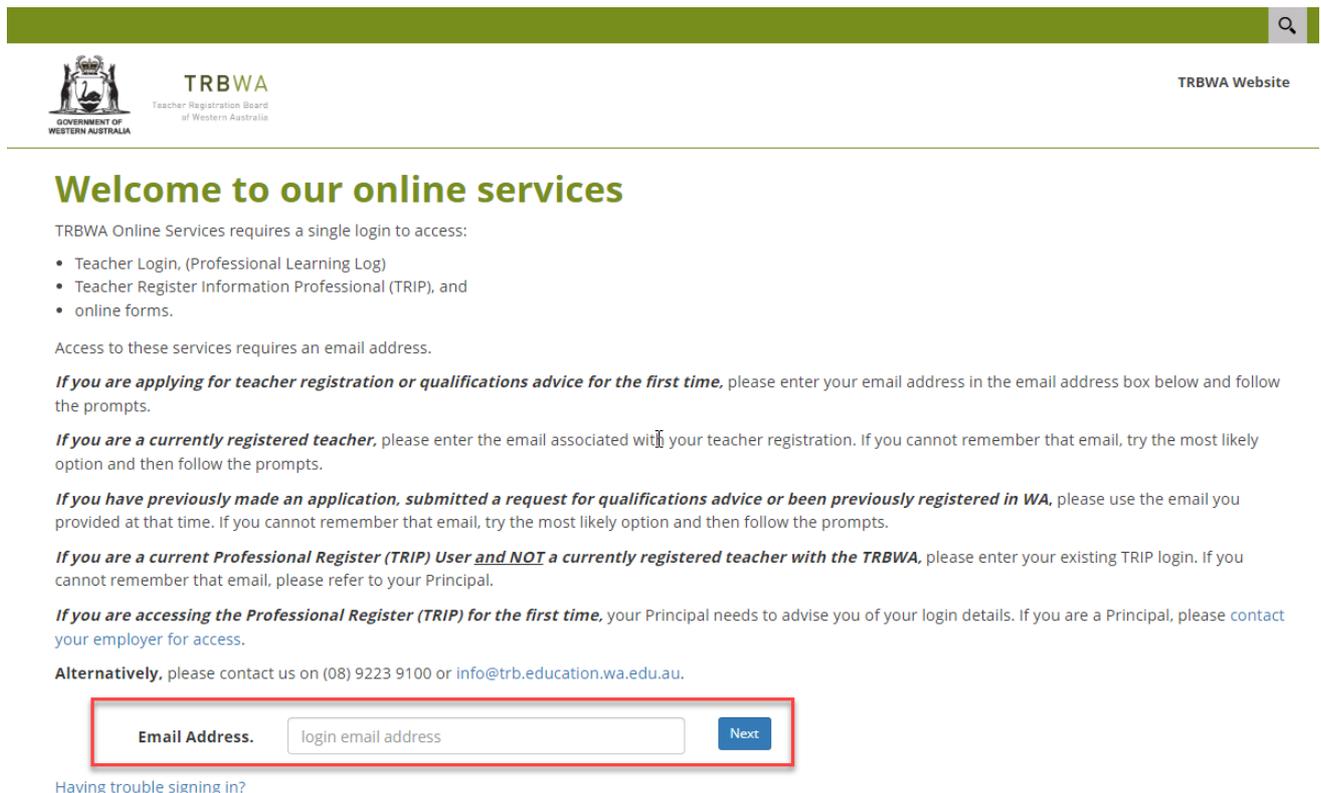
Step by step guide to renew your Full Registration

1. Go to the TRBWA website (trb.wa.gov.au) and click on [Teacher Login](#).



The screenshot shows the TRBWA website homepage. The navigation menu includes: About Us, Teacher Registration, Schools and Employers, Initial Teacher Education Programs, Professional Conduct, and Further Information. The main content area is divided into several sections: 'Currently Registered' (with links for Renew my registration, Transition to another category, Professional Standards, and Professional Learning Log), 'Becoming Registered' (with links for Choose my registration category, Final year students - Provisional Registration, and Qualification requirements), 'Education and Care Teachers' (with links for Teaching in education and care services and Applying for registration), 'Schools and Employers' (with links for Apply for Limited Registration, Professional Standards - 'appropriate person', and Notifications to the Board), 'Announcements' (with a link for Revised resource - Teacher-Student Professional Boundaries), and 'Quick Links' (with links for Forms and Online Payments). On the right side, there are three main sections: 'Teacher Login' (with a 'TEACHER LOGIN' button), 'Register of Teachers' (with a 'PUBLIC REGISTER' button), and 'Teacher Register Information (Professional)' (with a 'PROFESSIONAL REGISTER' button). A yellow arrow points to the 'TEACHER LOGIN' button.

2. Use the email address that you have recorded with the TRBWA and enter it into the 'Email Address' field. When prompted to enter your password, use the password associated with that email address.



The screenshot shows the TRBWA website login page. The header includes the TRBWA logo and the text 'TRBWA Website'. The main heading is 'Welcome to our online services'. Below this, it states: 'TRBWA Online Services requires a single login to access:'. The list of services includes: Teacher Login, (Professional Learning Log), Teacher Register Information Professional (TRIP), and online forms. It then states: 'Access to these services requires an email address.' There are three paragraphs of instructions: 'If you are applying for teacher registration or qualifications advice for the first time, please enter your email address in the email address box below and follow the prompts.', 'If you are a currently registered teacher, please enter the email associated with your teacher registration. If you cannot remember that email, try the most likely option and then follow the prompts.', and 'If you have previously made an application, submitted a request for qualifications advice or been previously registered in WA, please use the email you provided at that time. If you cannot remember that email, try the most likely option and then follow the prompts.' There are two more paragraphs: 'If you are a current Professional Register (TRIP) User and NOT a currently registered teacher with the TRBWA, please enter your existing TRIP login. If you cannot remember that email, please refer to your Principal.' and 'If you are accessing the Professional Register (TRIP) for the first time, your Principal needs to advise you of your login details. If you are a Principal, please contact your employer for access.' Below this, it says: 'Alternatively, please contact us on (08) 9223 9100 or info@trb.education.wa.edu.au.' At the bottom, there is a form with an 'Email Address' label, a text input field containing 'login email address', and a 'Next' button. A red box highlights the 'Email Address' label and the input field. Below the form, there is a link: 'Having trouble signing in?'

3. **If you haven't used Teacher Login before**, follow the prompts to set up your Teacher Login account, using the email you previously registered with the TRBWA and the password associated with that email address, and this will link to your TRBWA registration record.
4. If you experience any difficulties signing in, please email info@trb.education.wa.edu.au and we will be in touch to help you gain access.
5. Once you are signed in to Teacher Login, please review your 'Personal Details' and 'Contact Details' and make sure they are current.
6. Select the 'View and complete my Online Forms' button.



7. Choose 'Application for Renewal of Full Registration'.

TRBWA Applications (eForms) Return to Application List

Select Application

Please note, application forms to renew or transition to another category of registration will not be available until 6 months prior to the expiry date of the current registration.

Please contact the TRBWA on 08 9223 9100 if you require further assistance.

Application for Renewal of Full Registration

8. Complete the application by completing each step on the checklist.
9. Make sure that you have the required identity documents to complete the application process. Identity documents are classified as 'Commencement' [C], 'Primary' [P], and 'Secondary' [S]. For a complete list of acceptable identity documents that meet minimum proof of identity requirements, please refer to the [Nationally Coordinated Criminal History Check Application and Informed Consent Form](#).

You will need:

- **one commencement of identity document** [C] to confirm your birth in Australia or arrival in Australia
- **one primary use in the community document** [P] to show the use of your identity in the community; and
- **one secondary use in the community document** [S].

If you have a current Australian passport or Australian birth certificate, common combinations of identity documents include:

- Current Australian passport or Australian birth certificate; and [C]
- Australian driver licence; and [P]
- Medicare card [S]

or

- Current Australian passport or Australian birth certificate; and [C]
- Australian driver licence; and [P]
- Bank card/credit card [S]

If you don't have a current Australian passport or an Australian birth certificate, common combinations of identity documents include:

- Australian visa (supported by a foreign passport); and [C]
- Foreign passport (with a valid Australian visa); and [P]
- Foreign government issued driver's licence [S]

If you do not have the required identity documents, select the 'I am unable to supply any of these identification documents' option in the online application form. This will enable you to request consideration of your reasons for not having the required identity documents (special provisions).

Please note that your identity documents must be clearly visible when uploaded. If your documents are in different names, you must provide evidence of your name change. This means you will need to provide an official Marriage Certificate or Change of Name Certificate.

10. Pay your renewal fee.

11. Submit the form. You will receive a confirmation email from the TRBWA when you have submitted the form.

Frequently asked questions

I'm having trouble logging into Teacher Login. Why isn't my password working?

Make sure that you are using the email address that is registered with the TRBWA. Then, try to sign in using the password associated with that email address. If you can't remember that password, try using the 'Forgot password' option with your email provider and then try again with your new password.

If you still can't sign in, please contact the TRBWA on info@trb.education.wa.edu.au or telephone (08) 9223 9100 and we will help you.

How do I get a copy of my Australian visa?

You can get a copy of your Australia visa via the VEVO online service offered by the Department of Home Affairs.

<https://immi.homeaffairs.gov.au/visas/already-have-a-visa/check-visa-details-and-conditions/overview>

I have a New Zealand passport but I don't have an Australian visa?

For eligible New Zealand passport holders, a visa has been automatically generated on the Department of Home Affairs's system when you enter Australia, and you can access a copy via the above link.

I'm not in Australia and I have a New Zealand passport, so I don't have an Australian visa

If you do not have the required identity documents, select the 'I am unable to supply any of these identification documents' option(s) in the online application form. This will enable you to request consideration of your reasons for not having the required identity documents (special provisions).

How do I provide my identity documents?

Select the name of the document you will be uploading.

Upload a clear colour scan of the document. If you are providing bank or credit card details, please ensure the card and security numbers are not visible. Please ensure your name and any expiry dates are clearly visible.

If you do not have the required identity documents, select 'I am unable to supply any of these identification documents'. This will enable you to request consideration of your reasons for not having the required identity documents (special provisions).

Once any special provisions have been accepted and approved by the TRBWA, you will be able to continue with your application. Please note, there may be a delay in submitting your application as you cannot continue until the TRBWA considers your reasons for not having the required identity documents.

What if I've changed my name?

If any of your identity documents are in different names, you will need to provide a change of name certificate issued by the Australian Registry of Births, Deaths and Marriages or an Australian marriage certificate issued by a state or territory registry office.

The Australian Criminal Intelligence Commission (ACIC) does not accept change of name documents issued from outside of Australia or issued by marriage celebrants for the Nationally Coordinated Criminal History Check.

If you have documents in different names and hold a change of name document issued outside of Australia, please contact us for instructions on how to proceed with your application.

How many hours of Professional Learning are required to renew Full Registration?

You must complete a minimum of 100 hours of professional learning (formal and informal) within your current registration period. Further information about the Professional Learning requirements is available in the [Professional Learning Activities \(for the Renewal of Registration\) Policy](#).

There is a 'Professional Learning' tab in Teacher Login on the TRBWA website, where you may record your professional learning activities for your reference.

Can I renew Full Registration if I haven't met the Professional Learning requirements?

As part of the renewal of registration application process, you are required to declare that you have met the obligation of professional learning. If you are unable to fulfil this requirement as part of the renewal process, you may submit a request to the Board for consideration of whether there are sufficient reasons for the professional learning requirements not to apply in your case.

How many days of Professional Engagement are required to renew Full Registration?

To renew your Full Registration, you will need to have taught in an educational institution in Australia or New Zealand for at least 100 full working days (or a period of time that would be equivalent in hours to at least 100 full working days). Further information about Professional Engagement requirements is available in the [Professional Engagement \(for the Renewal of Registration\) Policy](#).

To support the declaration you have made regarding your professional engagement, you may be asked to provide a summary of your recent teaching history.

Can I renew Full Registration if I haven't met the Professional Engagement requirements?

As part of the renewal of registration application process, you are required to declare that you have met the professional engagement requirements. If you are unable to fulfil this requirement as part of the renewal process, you may submit a request to the Board to consider where there are sufficient reasons for the professional engagement requirement not to apply in your case.

What does the Fit and Proper part of the application involve?

To renew your registration, you must continue to be a fit and proper person to be a registered teacher. The TRBWA will conduct an assessment as to whether you are a fit and proper person, taking into consideration of any criminal history you may have in accordance with requirements of the *Teacher Registration Act 2012*.

As part of the process to determine if you continue to be a fit and proper person to be a registered teacher you will be asked to answer a series of questions. If you answer 'yes' to any, you will need to provide supporting information.

What does the overseas criminal history check involve?

You need to provide a criminal history check for each country, other than Australia, where you have lived for a total of 12 months or more accumulatively during your current period of registration. These criminal history checks must be obtained from AIS International via the AIS International Applicant Portal. The application form includes a link to the portal.

Payment for your overseas criminal history check must be made directly to AIS International. Make sure that you continue with and submit your application for teacher registration, while your AIS International application is processed. You will receive an email from AIS International when the results of your overseas criminal history check are available. The results of your overseas criminal history check will also be provided directly to the TRBWA.

Need help?

Please refer to the TRBWA website (trb.wa.gov.au), contact the TRBWA on telephone (08) 9223 9100, country callers 1300 652 911 or email info@trb.education.edu.au.

A paper copy of the application form is available if required by contacting the TRBWA.