

INFORMATION SHEET

Registration Renewal for Teachers - All Categories

Renewing your teacher registration

- The registration application process is online
- You complete, submit and pay for your registration renewal application on Teacher Login on the Teacher Registration Board of Western Australia (TRBWA) website
- There are requirements for you to verify your identity

It is suggested 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 and any new expiry date will be calculated from the previous expiry date. Please note that the renewal application process is separate from the annual fee payable by 31 March each year.

You will need to use the email address registered with the TRBWA and the password associated with that email address. If you experience any technical difficulties, please contact us for assistance.

If the TRBWA receives 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 and any applicable fees less than 28 days before expiry, we cannot guarantee the continuation of your registration. Should you be in this situation, please call us for guidance. **If your registration expires, you will be unable to continue teaching in an educational institution until your application is approved.**

Registration categories

There are several categories of registration:

- Full Registration
- Provisional Registration - Graduate Teacher
- Provisional Registration - Returning Teacher
- Non-Practising Registration
- Limited Registration

***For more information, please
visit Registration Categories
on the TRBWA website.***

Requirements for renewal of registration

At each renewal of registration with the TRBWA, you will need to:

- continue to meet the requirements for your category of registration such as Professional Standards for Teachers in Western Australia, professional engagement and professional learning requirements;
- continue to meet Fit and Proper Requirements;
- comply with any conditions on your registration;
- comply with your notification obligations;
- pay the applicable registration renewal fee;
- pay the annual fee by 31 March each year (applies to all categories of registration).



Options for Renewal

You can apply to renew your registration from six months prior to your expiry date and the new expiry date will be calculated from the previous expiry date. Please refer to the options available to you below.

Category of Registration	Renewal options
Currently hold Full Registration	<ul style="list-style-type: none">• apply to renew Full Registration if eligible;• apply to change to the category of Provisional Registration (Graduate Teacher or Returning Teacher) if you are unable to meet Professional Requirements, and wish to teach;• apply to change to the category of Non-Practising Registration if you are unable to meet Professional Requirements and are taking a sustained break from teaching (you will not be able to teach while holding this category).
Currently hold Provisional Registration (Graduate Teacher or Returning Teacher)	<ul style="list-style-type: none">• apply to change category to Full Registration if eligible;• apply to renew Provisional Registration (if your application for renewal of Provisional Registration is granted, you will continue to hold the same subcategory of Provisional Registration, as you do currently).
Currently hold Non-Practising Registration	<ul style="list-style-type: none">• If you hold Non-Practising Registration, this category of registration does not have an expiry date, so you do not have to apply to renew your registration.

If you currently hold Full Registration

To renew your Full Registration, you must meet a number of requirements, including mandatory professional engagement requirements being teaching days in an educational institution in Australia or New Zealand. In addition, there are requirements for professional learning and continuing to be a fit and proper person to be registered, which are available on the TRBWA website.

Please refer to the 'Step by Step guide – Full Registration Renewal for teachers' for more detail, available on the TRBWA website, under Publications.

If you are unable to meet all of the professional requirements to renew your Full Registration, you may choose to change your registration category to Provisional Registration (Graduate Teacher or Returning Teacher). This way, you will maintain your teacher registration (if you continue to pay the annual fee by 31 March each year), and you will be able to teach.

If you are having a sustained break from teaching, you may choose to change category to Non-Practising Registration, but please note that teachers who hold this category of registration will not be able to teach.

There is a \$56 fee for applications for a change of category, with the exception of a change of category to Non-Practising Registration.

You can access these application options via Teacher Login.

If you currently hold Provisional Registration

If you currently hold Provisional Registration and would like to change category to Full Registration, you will need an Appropriate Person to make a declaration that they are satisfied you have met the Professional Standards for Teachers in Western Australia (Professional Standards) at the Proficient Career Stage. Please allow time for the collection of supporting evidence and the Appropriate Person's review. For further information about the Professional Standards visit the Transition to Full Registration - Guide to Evidencing the Professional Standards at the Proficient Career Stage on the TRBWA website.

You will also need to have taught for at least 100 days in an educational institution in Australia or New Zealand, and have undertaken professional learning during your current registration period.

The category of Provisional Registration has two sub-categories:

Provisional Registration Sub-Category	Description
Graduate Teacher	Teachers who completed an Australian or New Zealand accredited ITE qualification within five years of their renewal date
Returning Teacher	Teachers who completed an Australian or New Zealand accredited ITE qualification greater than five years from their renewal date

If you currently hold Provisional Registration and are unable to meet all the requirements to change category to Full Registration prior to your renewal expiry date, you may choose to request the renewal of your Provisional Registration and the Board will consider your request. If your application for renewal of Provisional Registration is granted, you will continue to hold the same subcategory of Provisional Registration (Provisional Registration - Graduate Teacher or Provisional Registration - Returning Teacher, as you do currently).

You can access these application options via Teacher Login.

If you currently hold Non-Practising Registration

If you currently hold Non-Practising Registration, you can hold this category of registration indefinitely, but you will not be eligible to teach.

If you hold Non-Practising Registration and you wish to return to teaching, you will be required to apply for a change of category of registration to Provisional Registration (or Full Registration, if eligible). There is a \$56 fee for applications for a change of category.

You will not be able to teach until your application is approved – currently this process takes approximately 10 weeks, depending on the complexity and completeness of your application.

Limited Registration renewal

A Limited Registration can be renewed, but only by your employer (applicant), by submitting a Pre-Application Notice - Limited Registration (Notice) and Application for the Renewal of Limited Registration application form to the TRBWA. Limited Registration will only be renewed where the applicant, the teaching position and the qualifications/skills required to undertake the duties continue to be the same for the nominee (the teacher).

If there are any changes to the conditions of a Limited Registration, an Application to Modify the Conditions of Limited Registration form must be submitted by the employer (applicant) to the TRBWA.

Need help?

Refer to our website, or contact us for more information about renewing your registration

