

Information Sheet

Renewal of Full Registration

Step by step guide

To maintain your Full Registration with the TRBWA, you will 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 you have met the requirements for professional engagement – by having taught in one or more Australian educational venues or New Zealand schools for at least 100 days during your current registration period
- 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
- 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.

It is suggested you access [Teacher Login](#) on the TRBWA website 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 the new expiry date will be five years from the previous expiry date.

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

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.

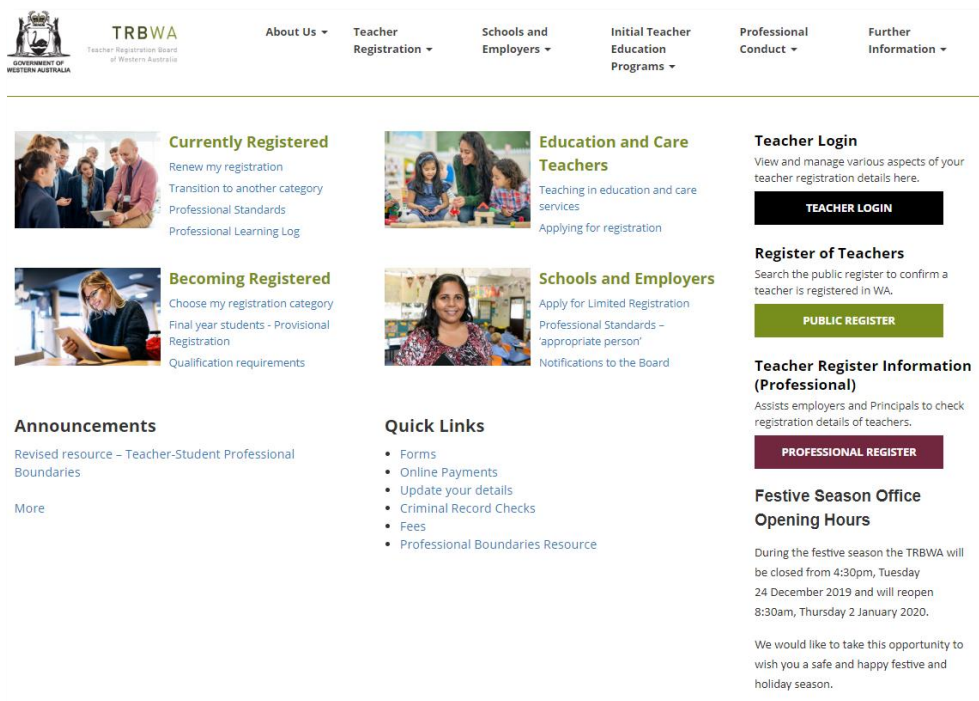
If we receive your application less than 28 days before expiry, we cannot guarantee the continuation of your registration. Should you be in this situation, call us for guidance.

If your registration expires, you will be unable to continue teaching in an educational venue 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 and click on [Teacher Login](#).



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.

Email Address

Next

3. **If you haven't used Teacher Login before**, follow the prompts to set up your Teacher Login account, using the email you have 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 logging in, please email info@trb.education.wa.edu.au explaining the issue and we will be in touch to help you get access.
5. Once you are logged 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**
- ☐ **Application for Non-Practising Registration - Not Intending to Teach**

8. Complete the application by completing each step on the checklist.

Checklist	
Identification Commencement Doc	<input type="checkbox"/>
Identification Primary Doc	<input type="checkbox"/>
Identification Secondary Doc	<input type="checkbox"/>
Identification Secondary Doc (Additional)	<input type="checkbox"/>
Verify Personal Details	<input type="checkbox"/>
Verify Contact Details	<input type="checkbox"/>
Qualification Requirement	<input type="checkbox"/>
Professional Requirements	<input type="checkbox"/>
Teaching Experience	<input type="checkbox"/>
Fit and Proper Questions	<input type="checkbox"/>
Overseas Criminal Record	<input type="checkbox"/>
Working with Children	<input type="checkbox"/>
Department of Education Consent	<input type="checkbox"/>
Registration Obligations	<input type="checkbox"/>

9. Make sure you have the required identification documents to complete the process. Identification documents are classified as 'Commencement' [C], 'Primary' [P], and 'Secondary' [S]. For a complete list of acceptable identification documents that may 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 document** [P] to show the use of your identity in the community; and
- **two secondary documents** [S]

If you have a current Australian passport or Australian Birth Certificate, common combinations of identification documents include;

- Current Australian Passport or Australian Birth Certificate; and [C]
- Current WA Driver's Licence; and [P]
- Current Working With Children Check Card; and [S]
- Current Medicare card. [S]

Or

- Current Australian Passport or Australian Birth Certificate; and [C]
- Current WA Driver's Licence; and [P]
- Current bank/credit card; and [S]
- Australian university transcript. [S]

If you don't have a current Australian passport (including New Zealand passport holders) common combinations of identification documents include:

- Australian Citizenship Certificates or copies of visas (you can obtain a copy of your visa through [VEVO](#) on the Australian Government Department of Home Affairs website); and
- Current Australian Driver's License or overseas passport (if you have presented a visa); and
- Current overseas Driver's Licence or current Working with Children Check; and
- Current bank/credit card or Medicare card.

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

Please note that your documents must be current and clearly visible when uploaded. If your identity documents are under different names, a Change of Name document – for example – an official Marriage Certificate or Change of Name Certificate will be required.

10. Pay your renewal fee.
11. Submit the form. You will receive a confirmation email from the TRBWA when your form has been submitted.

Frequently asked questions

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

Make sure you are using your email address that is registered with the TRBWA. Then, try to log in using the password associated with your 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 log in, please contact the TRBWA at 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?

To check and get a copy of an Australia Visa you can use 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 system when you enter Australia and you can access a copy via the above link.

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

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

How do I provide my identity documentation?

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 documentation, select "I am unable to supply any of these identification documents". This will provide access for you to request consideration of your reasons for not having the required 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 documents.

What if I've changed my name?

If any of the documents you are choosing to use are in different names, you will need to supply 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) National Coordinated Criminal History Check does not accept change of name documents issued from outside of Australia or issued by marriage celebrants.

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

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

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

There is tab in Teacher Login on the TRBWA website, 'Professional Learning' 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. However, if you are unable to fulfil this requirement as part of the renewal process, you are able to submit a request to the Board for consideration of extenuating circumstances.

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

To renew your Full Registration, you will need to have taught in educational venues 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 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?

No. You must have completed at least 100 days of teaching in educational venues in Australia or New Zealand (or a period of time that would be equivalent in hours to at least 100 full working days) to renew your full registration.

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, please provide supporting information.

Carefully before responding, it is an offence under the Act to provide false and misleading information to the TRBWA in order to gain registration. For more information please refer to the [Fit and Proper policy](#). You are required to respond to the following questions.

- | | |
|---|---|
| 1. During your current period of registration, have you had registration, licensing, classification or other authority as a teacher suspended, cancelled or withdrawn in Australia or any other country for disciplinary reasons? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 2. During your current period of registration, have you been subject to any conditions in practising the profession of teaching in Australia or any other country? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 3. During your current period of registration, have you been refused registration, licensing or classification as a teacher in Australia or any other country? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 4. During your current period of registration, have you been, or are you currently the subject of disciplinary action in response to allegations concerning incompetence as a teacher, misconduct as a teacher, or fitness to be a teacher, including preliminary investigation, either informal or formal in Australia or any other country? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 5. Do you have a serious medical condition, or mental or physical impairment, that adversely affects, or is likely to adversely affect, your ability to practise as a teacher? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 6. During your current period of registration, have you been dismissed or resigned from teaching in response to or following allegations of misconduct in Australia or any other country? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 7. During your current period of registration, have you used any illicit drugs or engaged in any substance abuse? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 8. During your current period of registration, have you ever been convicted of any offences (including criminal and traffic) in any overseas country? | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| 9. Do you have any unresolved criminal charges in any overseas country? | <input checked="" type="radio"/> Yes <input type="radio"/> No |

What does the overseas criminal history check involve?

You will be required to provide a police clearance 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 clearances are obtained from AIS International via the AIS International Applicant Portal. The application form includes a link to the portal.

You will need to submit an application with AIS International to obtain your overseas criminal history check. Payment for your overseas criminal history check must be made directly to AIS International. Make sure you continue with and submit your application, while your AIS International application is processed. AIS International will send you an email notification once the result of your overseas criminal history check is available. The result of your overseas criminal history check will also be provided directly to the TRBWA.

Need help?

Please refer to the TRBWA website at 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.