**Before completing this form, please ensure you have completed and checked off the following tasks:**

read about the HALT Certification process on the [**TRB website**](https://trb.tas.gov.au/highly-accomplished-and-lead-teacher-career-stages-new/) and the [**AITSL website**](https://www.aitsl.edu.au/teach/understand-certification-and-halt-status)

complete the Australian Professional Standards for Teachers [**(APST) Self-Assessment Tool**](https://www.aitsl.edu.au/tools-resources/resource/teacher-self-assessment-tool)

discuss the HALT Certification process with your principal and ensure they complete the recommendation section in this form

ensure you have a recent completed Curriculum Vitae (no longer than 2 pages).

Teacher Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Full name:** | Click or tap here to enter text. | | **TRB number:** | | Click or tap here to enter text. |
| **Email:** | Click or tap here to enter text. | | | | |
| **School/workplace:** | Click or tap here to enter text. | **Current position or role:** | | Click or tap here to enter text. | |
| **Certification applying for (please tick):** | Highly Accomplished Teacher (HAT) | | Lead Teacher (LT) | | |
| **Principal name:** | Click or tap here to enter text. | | **TRB number:** | | Click or tap here to enter text. |

Professional Statement of Teaching Practice

Using the [**APST**](https://www.aitsl.edu.au/standards)at the HAT or LT Career Stage, develop a professional statement that explicitly demonstrates your understanding of the Standards and how they are evident in your everyday practice with a key focus on the impact on your students.

*Recommended word limit:* ***750 words or less.***

|  |
| --- |
| Click or tap here to enter text. |

Principal Recommendation

The person making this recommendation must hold full registration or have been approved by the Teachers Registration Board of Tasmania to undertake this recommendation.

### I confirm that:

**(insert full name of the applicant here)** knows, understands and adheres to the legal and ethical obligations of a teacher.

In the space below, elaborate on your reasoning behind recommending the applicant for HALT Certification. It is encouraged to highlight their understanding of the standards at either **HAT** or **LT** career stage, and the impact of their practice on their students.

*Recommended word limit:* ***250 – 500 words.***

|  |
| --- |
| Click or tap here to enter text. |

**Principal Signature**

|  |  |  |
| --- | --- | --- |
| **Full name:** | Click or tap here to enter text. | **TRB number:** Click or tap here to enter text. |
| **Position:** | Click or tap here to enter text. | **Date:** Click or tap to enter a date. |
| **Signature:** |  | |

Applicant Declaration

I declare that the information I have provided in this application and the information contained in any documents accompanying this application are true and correct to the best of my knowledge and belief.  
  
 I understand that all material related to the HALT process (including a copy of this application form) must be retained by me for 12 months and available for audit by the office of the TRB, if requested.

|  |  |  |  |
| --- | --- | --- | --- |
| **Full name of applicant:** | Click or tap here to enter text. | | |
| **Signature:** |  | **Date:** | Click or tap to enter a date. |

Submission

To apply to the HALT Certification program, email the following documents to [**halt@trb.tas.gov.au**](mailto:halt@trb.tas.gov.au):

this application form signed by you and your principal

a recent CV (no longer than 2 pages).

*Note: Please allow up to* ***4 weeks for an assessment*** *of your application.*

For further information and support please contact the **TRB Professional Standards Team**:

**e.** [**halt@trb.tas.gov.au**](mailto:halt@trb.tas.gov.au)

**t. 03 6165 5977**