



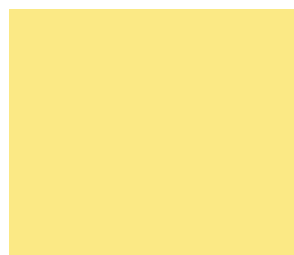
TEACHERS  
REGISTRATION  
BOARD TASMANIA

# Applying for teacher registration under Mutual Recognition Provisions



A guide to  
the process

*December 2024*



## Applying for Teacher Registration under Mutual Recognition Provisions

### About applying for registration under Mutual Recognition (MR) provisions

Applicants who have teacher registration in another Australian state or territory or in New Zealand may apply for registration in Tasmania under the *Mutual Recognition Act 1992* or the *Trans-Tasman Mutual Recognition Act 1997*.

Applications for teacher registration under Mutual Recognition provisions can be submitted/accepted any time by specifying the year you would like to start. The ideal time to submit is from 1 December the year before you plan to start teaching, removing the need to pay in advance unless you plan to start part-way through a teaching year. **Please note: You will need to maintain your registration in your home jurisdiction until we grant you substantive registration in Tasmania.**

The Teachers Registration Board of Tasmania recognises teacher registration from all state and territory jurisdictions in Australia and the Education Council of Aotearoa New Zealand (formerly the New Zealand Teachers Council)\*\*.

\*\* If you are granted registration in Tasmania under Mutual Recognition provisions, you will be granted “like for like” registration (i.e. equivalent to the registration you hold in your home jurisdiction). In some cases, this may require a condition to be added to your registration. In other cases, it will not be possible to grant your registration under Mutual Recognition, even with conditions. For instance, the TRB has no scope to grant registration in Early Childhood settings (birth to five years) outside school settings. If you have any questions or concerns about this, please contact the TRB to discuss.

If you hold current teacher registration (of an equivalent category held in Tasmania – Provisional or Full Registration/Accreditation) in one of the recognised jurisdictions you will be deemed to be registered in Tasmania from the date on which your **completed** application, payment and current Tasmanian RWVP number have been received, and we have verified your identity. You will be deemed to hold the same registration status and conditions (if applicable) as you hold in the other jurisdiction/s.

**You cannot legally be employed to teach in a Tasmanian school or college until you receive formal notification from the Board that your teacher registration has been deemed.**

The Board then has up to 6 months to decide whether to confirm (with or without conditions) or refuse your substantive registration, but in the meantime, you will hold deemed registration and be able to teach. During this time, the Board will take steps to verify the accuracy of the notification details you have provided. You will be notified in writing when a determination of substantive registration (with or without conditions) has been made, along with the length of your registration cycle in Tasmania (between 1 and 5 years depending on the length of time remaining on your home jurisdiction cycle). If you are not granted substantive registration in Tasmania, your annual registration fee will be refunded, and you must cease teaching in Tasmania immediately.

For further information please contact our office via email [trb@trb.tas.gov.au](mailto:trb@trb.tas.gov.au) or phone (03) 6165 5977.

## About your payment for registration under Mutual Recognition (MR) provisions

In Tasmania, **registration payments are for a calendar year**, regardless of when in that calendar year the application is made.

For example: if you pay for one year's teacher registration to commence in 2024, that registration will expire on 31 December 2024, whether you applied in February or October.

So please take care when deciding in which year you want your registration to commence. If you would like your registration to commence in early 2024, for example, we advise applying no earlier than 1 December in the preceding year (2023).

## Registration to Work with Vulnerable People (RWVP)

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All applicants are required to hold [RWVP with the Consumer, Building and Occupational Services](#) division of the Department of Justice (DoJ) Tasmania, prior to gaining Tasmanian teacher registration (both deemed and substantive). Another jurisdiction's RWVP (or its equivalent) is not acceptable in the place of a Tasmanian RWVP.

Another state's RWVP (or its equivalent) is not a replacement for a Tasmanian RWVP. We recommend applicants get their RWVP application underway before applying for teacher registration, as RWVP applications may take up to six weeks to process, but generally take between two and four weeks. Options to meet the RWVP evidence requirements [living outside of Tasmania](#).

## How to apply for Tasmanian Teacher Registration

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### 1. Check you meet the criteria for registration

Read [all Board policies](#) relating to registration including:

- Mutual Recognition Policy
- Fees and Payments Policy.

### 2. Complete the online application process in TRB Online

- If you are applying for the first time you will need to **Create a Login** to establish an account [on TRB Online](#).
- Click on **Apply for New Registration** and follow the prompts. Remember to provide information about your current registration.
- If you already have a record with us but have forgotten your password, please login and request a [password reset](#) if required.

### 3. Provide the Board with certified copies of documentary evidence

Please print and use the Checklist later in this document to ensure you provide the required documentary evidence and that your evidence is correctly certified and acceptable by the Board.

### 4. Receive updates on the progress of your application by email

- When your payment is received and reconciled
- If you need to provide any additional information to the Board

- When documentary evidence has been received.

## 5. How long will my application take?

- **Deemed registration** generally takes between 2 to 7 working days from the date of application provided you have submitted a complete application; proof of identity (which we will need to verify); payment; and your current Tasmanian RWVP number. You can start teaching as soon as we notify you that you have deemed registration.
- **Substantive registration** will generally be granted within one month of deeming (provided there are no issues of concern), but occasionally the process, including receipt of evidence from your home jurisdiction, may take longer based on factors outside the TRB Office's control. The Office has a total of 6 months to verify your details and grant substantive registration.

You cannot legally be employed to teach in Tasmania until you receive **formal notification from the Board that you hold deemed registration**. You can continue to work in Tasmania on a deemed basis until you receive notification that you have been granted substantive registration or your application is rejected.

## 6. Notification of deemed Teacher Registration status

If the **Board deems your application** for Tasmanian teacher registration:

- You will be notified by email
- Your name will go on the Tasmanian Register of Teachers\*\*
- You can log into your TRB Online account to view/print your certificate\*\* and read about your rights and responsibilities as a Tasmanian teacher.

\*\*view your registration status, category of registration, TRB number and expiry date.

Deeming means:

1. **You are legally able to be employed to teach in Tasmania.**
2. The Board will take steps to fully assess your application regarding granting substantive registration.
3. Upon completion of this full assessment the Board may determine to:
  - a) Grant substantive registration; or
  - b) Grant substantive registration subject to conditions; or
  - c) Refuse to grant substantive registration (in which case you will be given an opportunity to appear before the Board).

You will receive written notification of the Board's decision.

## 7. Confirmation of Teacher Registration status (substantive registration)

If the Board grants your substantive registration in Tasmania, you will be notified by email.

If the Board **does not grant your substantive registration**, you will be informed in writing.

## Certifying your documents correctly

**All documentary evidence must be certified correctly to be considered by the Board.**

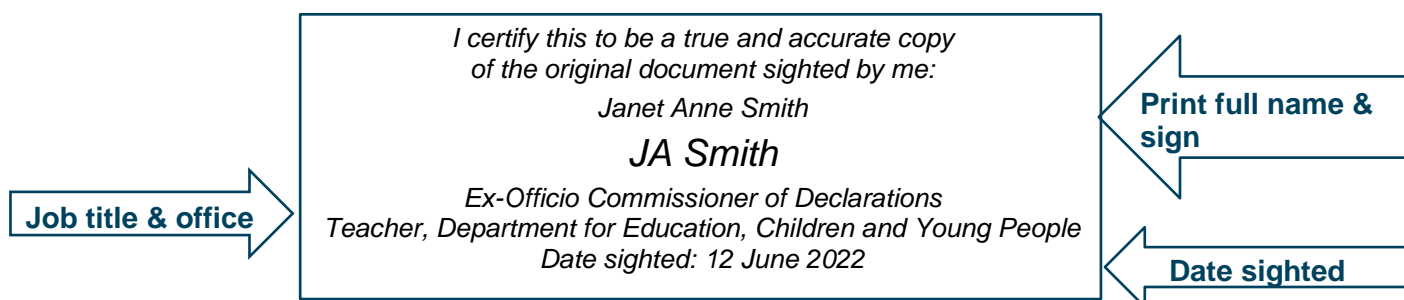
### What is a certified document?

A certified document is a photocopy of the original document that has been certified by a Justice of the Peace, a Commissioner for Declarations, or if you are overseas, a Notary Public.

### Important guidelines for certified documents

- The person who certifies the copy must also see the original document
- Certified documents must have **original signatures** (we cannot accept a fax, scan, or photocopy of a certified document)
- The certification must be on the actual copy. It **cannot** be on the back of the page, on another page that is attached to the copy, **or** on a sticker (unless the original signature extends past the edge of the sticker and onto the copy)
- Certified documents supplied to the Board as part of an application will not be returned
- We cannot accept certified copies of electronic/scanned/downloaded documents

**The front of each individual page of the copy must be marked exactly as shown in the example below:**



### Who can certify my documents?

For example, in Tasmania, Commissioners for declarations include:

- Full time teachers at a school or tertiary institution
- Bank officers with five years of continuous service
- Ministers of Religion under the *Marriage Act 1961*
- Members of Parliament and local government councillors
- Police officers
- Permanent public sector employees with five years continuous service
- Teachers Registration Board staff

For the full list of professions and appointment holders or to find a Justice of the Peace visit [www.justice.tas.gov.au](http://www.justice.tas.gov.au) or the equivalent in your jurisdiction.

### Translations

If any of your original documents are in a language other than English, you must provide certified copies of these documents in the original language **and** translations that are prepared and certified as correct by an official service or an accredited translator.

### Providing documents to the Board

Post your certified documentary evidence to:

Teachers Registration Board of Tasmania  
GPO Box 539, Hobart  
Tasmania, Australia, 7001

Alternatively, bring your original documents to our office and we will make a certified a copy for our records. We are located [here](#)

## Documentary evidence required – Checklist

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As part of your application, you must also provide **certified copies** of the following:

### 1. Proof of Identity

You need to provide evidence of ALL names by which you have been known.

Certified copies of **one** of the following documents are accepted for proof of identity.

- A full birth certificate (birth extracts will not be accepted), or
- A current or expired passport.
- An Australian naturalisation or citizenship document is only valid for this purpose if it **contains your place of birth**.

If you have been known by any other names you will need to provide certified copies of documentary evidence of **ALL** those names. For example:

- A marriage certificate, or
- A deed poll, or
- A divorce certificate/order (decree absolute), or
- Other name change documentation.

If you are or have been known by a name for which an official name change has not been made, you will need to provide a statutory declaration clearly stating the name by which you are or have been known.

### 2. Proof of current registration in another jurisdiction

If you hold current registration with one or more of the recognised jurisdictions on page 2 you will need to provide **certified copy(ies)** of your current registration **card(s)** or **certificate(s)** showing the jurisdiction, registration category and expiry date.

If your registration certificate is only available online, please print us a copy (which does not need to be certified) and we will verify your registration status using the regulatory authority's online register of teachers.

If you hold current accreditation with **NESA**, please also include your **NESA Statement of Accreditation/Summary Report** and your invoice from 'eTAMs Help' confirming fees are current.

**Please note: You must retain your current registration in your home jurisdiction until you are notified that you have been granted substantive registration in Tasmania.**

## Other information on our website

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- [Responsibilities of Applicants](#)
- [Applying Tasmanian for Tasmanian teacher registration](#)
- [Frequently Asked Questions](#)