



Five-yearly renewal of full registration as a teacher

What is renewal?

Fully registered teachers hold registration for five years. This requires a fee payment each year. At the end of each five-year period, teachers apply for renewal of their registration using an online form.

The renewal process ensures that you continue to meet the eligibility requirements for registration so that education in Queensland schools is provided by qualified, professional and competent teachers. The following information is considered at renewal.



Personal Details

You must confirm your personal details and whether you are complying with any conditions on your registration.



Recency of Practice

You must declare whether you have taught for at least 100 days in the past five years in a school in Australia or an equivalent setting.



Professional Development

You must declare whether you have met or are meeting your professional development obligations.



Suitability to Teach

Your professional conduct, disciplinary history, and criminal history will be considered before a decision about suitability to teach is made.

The welfare and best interests of children are the Queensland College of Teachers' (QCT) primary consideration when assessing renewal applications.

If you do not apply for renewal prior to your registration end date, your registration will end and you will not be permitted to teach in Queensland.

You can log in to myQCT to find your registration end date and application form

You can still renew your registration even if you have not been teaching.



To meet the requirements for renewal, you must:

- apply before your registration end date
- apply using the approved form
- be suitable to teach (STT) as required under the STT Policy
<https://www.qct.edu.au/registration/eligibility/suitability-to-teach>
- complete Continuing Professional Development (CPD) as required under the CPD Policy and Framework
<https://www.qct.edu.au/professional-standards/continuing-professional-development>
- comply with any conditions on your registration.

If you do not apply to renew your registration before it expires, you may apply to restore your registration within **2 months** after your end date.

	On or before end date	Within 2 months after end date	After 2 months
	If you apply and pay the fee before your end date	If you apply and pay the fee after your end date	If by 2 months after your end date you have not applied and paid for restoration
What is it called?	Renewal	Restoration	Reapply for registration
What does it cost*?	Annual fee	Annual fee + Restoration fee	Application fees

*For the current fees please see the page on our website: <https://www.qct.edu.au/registration/fees>.
Education (Queensland College of Teachers) Regulations 2016.

Personal details

Names and aliases used in the past five years

You must provide any other first name, middle name, and surname that you have used in the five years preceding your registration end date, even if you believe you have previously advised the QCT.

Working with Children Checks

Registered teachers in Queensland do not require a Blue Card or Exemption Card to teach in a school.

	What is it?	What will the QCT do?
If you have an Exemption Card	A card that a registered teacher might apply for from the Blue Card Services (Queensland), if they are providing regulated childcare related services other than in schools, such as: • working at an early childhood setting • private tutoring • volunteering at a local children's sporting club.	The QCT will conduct a screening through the Queensland Police Service (QPS) for your renewal.
If you have a current Blue Card	A card that a person can apply for from the Blue Card Services (Queensland) to work in child-related employment.	Provided you have no criminal history, the QCT will rely on Blue Card Services' Working with Children Check for your renewal.
If you have neither	This is a scenario that applies to most registered teachers and is not a problem for renewal.	The QCT will conduct a screening through the QPS for your renewal.

What is 'teaching' for renewal?

The renewal application asks you questions about how much 'teaching' you have undertaken in the last five years. 'Teaching' has a specific definition in the renewal form.

Teaching: undertaking the duties of a teacher delivering an educational program; assessing student participation in an educational program; or otherwise administering or providing consistent and substantial leadership to an educational program. The teaching must be in a school* or in another setting, delivering an educational program prescribed under a regulation. (Schedule 3, *Education (Queensland College of Teachers) Act 2005* (the Act)).

* For the purposes of this document, the term 'school' is taken to include other acceptable educational settings.

Recency of practice

Have you taught for 100 days or more in the last five years?

Yes	No
You have recency of practice if you have taught for a total of at least 100 days in the past five years in a recognised school in Australia or in another setting delivering an educational program based on a syllabus or kindergarten guideline approved or accredited by the Queensland Curriculum and Assessment Authority.	You can still renew your registration. A 'Returning to Teaching' condition will be applied.

Returning to Teaching (RTT) condition

If recency of practice is not met, an RTT condition is applied to a teacher's registration at renewal. This condition does not imply a reduction in status or credentials as a registered teacher, nor is it displayed on the Queensland Register of Teachers.

Teachers with this condition need to complete specific RTT professional development if they return to teaching in a Queensland school after the condition is applied. Free RTT program resources are available in your myQCT. Completing the RTT professional development helps the teacher feel more confident as they return and helps maintain the integrity of the profession.

Teachers with an existing RTT condition will complete an RTT section in their renewal application. This may affect whether the condition is continued into the new renewal period.

For more information about the RTT condition, please read the Returning to Teaching policy guidelines

<https://www.qct.edu.au/registration/conditions-including-returning-to-teaching>

Continuing Professional Development (CPD)

You are required to complete 20 hours of CPD in any calendar year in which you teach for 20 days or more in an Australian school.

Have you taught for 100 days or more in the last five years?

Yes	No						
<table border="1"> <thead> <tr> <th>Days of teaching each year</th><th>CPD required that year</th></tr> </thead> <tbody> <tr> <td>20 days and above</td><td>At least 20 hours</td></tr> <tr> <td>Under 20 days</td><td>Nil</td></tr> </tbody> </table> If you cannot declare that you have completed the required CPD you must provide information about the amount of teaching and CPD you have undertaken each year and give reasons as to why you did not complete the required CPD	Days of teaching each year	CPD required that year	20 days and above	At least 20 hours	Under 20 days	Nil	You need to meet the QCT CPD requirements for any calendar year that you taught 20 days or more. If you did not teach in a particular year, you have met CPD requirements for that year, because the requirement that year is 'Nil'.
Days of teaching each year	CPD required that year						
20 days and above	At least 20 hours						
Under 20 days	Nil						
Teachers with an RTT condition who have recommenced teaching must undertake an RTT program.							

Suitability to Teach

To be eligible for registration (including renewal of registration), the QCT must be satisfied that you are suitable to teach.

Applications for renewal of registration or permission to teach will be determined at the earliest reasonable opportunity. Suitability is a point in time assessment and therefore applications requiring suitability assessment will not be deferred pending the conclusion of any other criminal, civil or disciplinary, allegations or proceedings.

Information relevant to determining suitability to teach is set out in the *Suitability to Teach Policy*, and includes:

- a) a person's history of compliance with their teacher registration requirements including any conditions on their registration and any previous decision to refuse to grant, refuse to renew, suspend or cancel a registration or other authorisation to teach
- b) the person's point-in-time criminal history including information about the commission, or alleged or possible commission of an offence by the person, whether in Australia or overseas, the nature of the offence and its relevance to the duties of a teacher
- c) relevant information from entities including Queensland Police Service, Blue Card Services and the Queensland Family and Child Commission such as reportable conduct allegations, pending criminal charges or convictions
- d) any behaviour that departs from the standard of behaviour reasonably expected of a registered teacher or shows the person is not of good character, including in a private capacity
- e) the outcome of any disciplinary proceedings by a practice and conduct body
- f) whether the person has contravened an order made by any teacher regulatory authority within Australia, New Zealand or any other country
- g) whether the person has a medical condition or impairment that may manifest in conduct or behaviours that may pose a risk of harm to children or impair the person's competence (professional knowledge, practice and engagement) to teach
- h) relevant information including from other teacher regulatory authorities, employing authorities, early childhood regulators and authorities including the Australian Children's Education and Care Quality Authority (ACECQA), registration bodies, former employers (within Australia and from overseas) regarding any conduct that is likely to bring the teaching profession into disrepute, including conduct occurring outside of the teaching environment
- i) false or misleading information provided on application for registration or renewal of registration
- j) any other matters that the QCT determines appropriate and relevant to consider.

Criminal history or Blue Card checks will be conducted on all applicants for renewal of teacher registration. You are required to declare any charge against you in the preceding 5-year period, even if you have already disclosed this information to the QCT as you are obligated to.

As part of the QCT's criminal history check, information will be obtained about any and all charges, from any state or territory in Australia including:

- charges that were not pursued
- charges that were laid against a person as a minor
- convictions that are 'spent'
- any matters finalised in a Court where 'no conviction was recorded'
- any charges or convictions (including where no conviction was recorded) under legislation other than the *Criminal Code Act 1899* (Qld) or *Criminal Code Act 1995* (Cth) including but not limited to:
 - *Transport Operations (Road Use Management) Act 1995* ('traffic offences')
 - *Drugs Misuse Act 1986* ('drug misuse offences')
 - *Domestic and Family Violence Act 2012* ('DV offences')
 - *Bail Act 1980* ('bail offences')
 - *Regulatory Offences Act 1985 (Qld)* ('minor offences')

Definitions

Criminal history: every charge and every conviction of a person for an offence, in Queensland or elsewhere, whether before or after the commencement of the Act.

Charged of an offence: a charge in any form and including the following:

- a charge on an arrest
- a notice to appear served under the *Police Powers and Responsibilities Act 2000*, section 382
- a complaint under the *Justices Act 1886*
- a charge by a court under the *Justices Act 1886*, section 42(1A), or another provision of an Act
- an indictment.

Conviction: a finding of guilt by a court, or the acceptance of a plea of guilty by a court, whether or not a conviction is recorded.

Interstate spent conviction: a conviction for an offence against a law in Queensland or of another state or the Commonwealth that a person is not required to disclose under Queensland or interstate rehabilitation laws because the rehabilitation period has expired and has not been revived.

Expanded interstate criminal history: any interstate spent conviction of a person; and every interstate charge against a person.

Provision of false, incomplete, or misleading information

A person who gives the QCT relevant information in an application for renewal or restoration that is false or misleading; or a document containing information the person knows is false, incomplete, or misleading will have their application refused and their registration cancelled. Examples include failing to disclose that you have a criminal history (which includes traffic offences) when you do.

It is an offence for a person to give to the QCT:

- relevant information that the person knows is false or misleading under section 85 of the Act. This includes information in a renewal application a person is required to give the QCT; and
- a document containing information the person knows is false, incomplete, or misleading under section 86 of the Act.

A person who commits an offence under s85 or s86 of the Act may also be liable to a penalty.

Declaration and agreement

It is an offence under the Act for a person to make or submit false, incomplete, or misleading information or documents. A person doing so may be liable to a penalty and loss of registration or have their renewal of registration refused.

In completing and submitting the renewal/restoration application form and any supplementary information required by the QCT, you acknowledge and confirm that:

- you have read, understand, and accept all terms and conditions for teacher registration renewal or restoration in this guide
- you are the applicant named in the application
- all documents and information provided in support of your application for renewal or restoration of full registration and the renewal or restoration declaration where applicable are true and correct
- you have provided all names or aliases that you use or have used in the five years preceding your registration end date
- you understand that if you do not provide the information required in the application, or you provide false or misleading information, it is an offence and may result in your application being refused, disciplinary action being undertaken and/or the matter referred to the QPS
- you consent to the making of inquiries of, and exchange of information with, authorities of any jurisdiction regarding any matter (including your suitability to teach or work with children) relevant to the application, including employers, government agencies and professional registering authorities.
- your declaration will be relied upon as evidence that you have understood your disclosure obligations set out in this renewal guide, as well as QCT's Suitability to Teach Policy and Guidelines.

The QCT is authorised to:

- seek information from the QPS and other police services in Australia for any details of charges, convictions (including findings of guilt or pleas of guilt, whether or not a conviction was recorded) and certain investigative information
- seek additional information from courts, police, and prosecuting authorities
- refer information to the QPS to monitor changes in criminal history.

The QCT's approach to privacy can be viewed on our website.