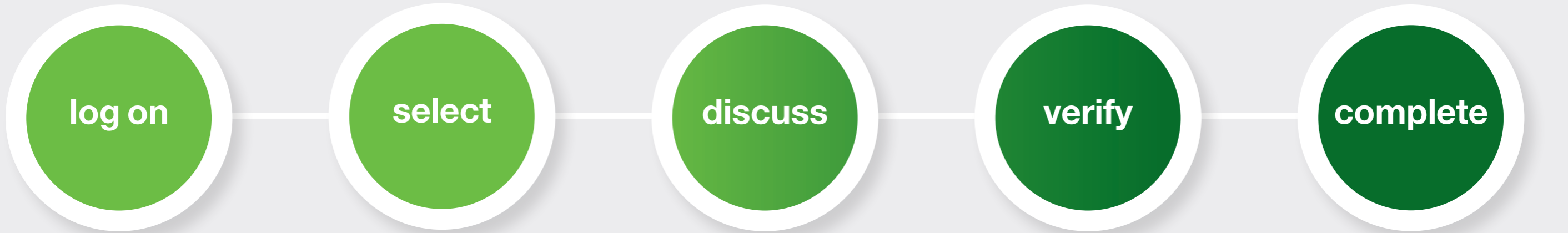


Registration Process

Verification of Professional Learning



Log on to the TQI Portal, click on the 'Delegate Functions' tab.

Select 'Teacher PL Summary' and begin Verification.

Discuss 'Teacher's PL Summary' and ensure it meets the criteria for Registration.

Verify at time of meeting on the TQI Portal that the conversation has taken place and met the mandatory requirements.

Verification Complete. Teacher will now be eligible to apply for renewal of Registration.

Primary delegates are responsible for keeping verification delegates current and ensuring that casual teachers who select their school are included in the annual verification process.

During the annual Professional Learning (PL) conversation a delegate reviews the teacher's PL activities and how these activities link with their goals.

First Aid can only be counted for registration if a teacher specifically teaches this to their students.

Mandatory PL required by an employer such as Code of Conduct, Work Place Health and Safety, Moderation days cannot be counted for registration purposes.

Teachers must complete the online TQI Evaluation for all TQI Accredited Programs in their TQI PL Profile.

By verifying a Teacher's PL Summary the delegate is confirming a conversation has taken place, the PL activities and reflection submitted for registration purposes meet the PL requirements.

Teacher's must complete their reflections professionally and have answered all written questions. Principals can request that teachers print reflections and bring these to the discussion.



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