



REGISTRATION

# Registration Renewals Frequently Asked Questions Placemat

ACT Teacher Registrations  
must be renewed annually  
and expire each year on 31  
March.

To provide assistance in answering registration renewal enquiries and in providing support to teachers to understand and meet registration requirements.

## How and When

### When will the renewal application be open/available within the portal?

The renewal application is available within the teacher portal from Friday 19 January 2024. It will appear as a 'Apply to Renew' button on the teacher portal landing page.

### Have teachers been sent an email reminder to renew?

All registered teachers will be sent an email to their recorded email address to advise the renewal application is open and they are now able to submit a renewal application.

### How do I submit my renewal application? (I don't remember how to access or submit my registration renewal)

The renewal application is available by logging into the teacher portal. The teacher will see a green 'Apply to Renew' button on the portal landing page. Click this button and work through the questions and declarations – once at the end of the 'form', they need to click submit.

### How do I make payment for my renewal?

Once a renewal application has been submitted through the portal, payment can be made at the end of that process or alternatively an email will be sent with a copy of the renewal application and an invoice for payment. The invoice lists all available payment methods.

### When will I receive my new registration card?

From the 2024 renewal year, TQI will no longer issue plastic cards in response to feedback received, consciously supporting environmental sustainability and ease of access to view current registration status. A new digital certificate and credential will be provided.

Note: Employers will still have access to the online ACT Register of Teachers and, once registration renewal has been approved, teachers may download a copy of their registration certificate from the TQI Portal to provide as evidence of registration to any other party that may require it.

### I submitted my renewal application but have not heard anything – when will it be finalised?

Renewal applications are assessed and processed in batches. Once approved and finalised, email notification is sent to the nominated and recorded email address. Teachers are then able to access their registration certificate confirming their new expiry date.

## Portal

### I don't remember how to navigate the portal to enter/reflect/evaluate my PL – How do I do it?

Two pieces of collateral are available to assist with this:

Navigating the Portal\_Accredited\_PL\_HELPSSHEET

Navigating the Portal\_TIPL\_HELPSSHEET

### The Apply to Renew button is not showing within my portal – Why?

This may be due to multiple reasons:

- a renewal restriction has been placed on the teachers record due to provisional registration timing and no contact having been made or extension request being received. This can be seen on the contact summary page sitting under Registration Details in the CRM record.
- 20 hours PL are not completed/recorded or have not been reflected and submitted
- registration is a current regulatory case
- WWVP registration has expired or will expire between now and 31 March
- Previously notified TQI that they did not intend to renew their registration but have now changed their mind. CRM 'Not renewing' flag will need to be removed
- Renewal may have already been submitted.

## Professional Learning

### I have recently completed an accredited PL program but it is not showing in my TQI portal PL summary – Why?

TQI Accredited PL Providers have 10 business days to mark attendance at any accredited PL programs. If a has been recently completed, please wait for the 10 business day period and if it is still not in the PL summary, teachers should contact the provider in the first instance.

Note: if these hours are required to enable submission of registration renewal, and the attendance marking period is going to fall after registration expiry, a PL variation plan should be requested to enable renewal while they await for the hours to be added.

### I cannot see any of my PL in my TQI portal PL summary – Why?

Most likely, the PL summary year is set to the incorrect year. Please ensure the PL summary year selected is the 2024 renewal year. This can be selected within the first drop down box on the *My Professional Learning Profile* page within the portal.

### I have not been able to complete my 20 hours of PL this year – Can I do my PL now and still renew?

For registration renewal, professional learning should be undertaken throughout the preceding calendar year. PL undertaken during January – March can be used for the current expiring registration year requirements or can be used for the upcoming year beginning on 1 April.

### I will not be able to complete my 20 hours of PL this year due to personal circumstances – what can I do to renew my registration?

Send an email to [tqi@act.gov.au](mailto:tqi@act.gov.au) requesting a PL variation plan outlining your circumstances. If approved, any additional PL hours from the immediately previous year will be carried forward and any deficit remaining will be placed onto a plan carrying them forward to be completed in the next registration year. PL must be completed with 100 hours over a five year period.

### I have not taught for 20 days this year – What can I do to renew my registration?

The Recency of Professional Teaching practice (ROP) requirement is 20 days a year and it can also be counted with 100 days over a 5 year period. Discuss days worked in the preceding years to ascertain if they are covered by the 100 over 5 rule. If not, ROP days can be met through working in other areas (please refer to the ROP requirements flyer and the Professional Teaching Practice definition flyer).

Flyers can be sent to the teacher so they are able to self assess – if they are unsure if they have met the requirement, they can complete a Professional Teaching Practice Assessment Form and return it to us for processing.

### How do I change my PL verification delegate?

PL verification delegates can be changed within the portal by the teacher. Your preference can be set or changed on the portal at any time through the menu - Teacher Functions/Professional Learning/PL Verification Preference. To change verification preference to a new delegate option, the existing delegate selection will need to be ended with an end date first.

### I am no longer attached permanently to a school, who will verify my PL?

If you are a casual teacher, You need to select a school to verify your PL records. Your nominated school will then have access to the title of your activities, the hours and the professional standards you have selected for each record. The verification delegate will use the TQI portal to confirm that the professional learning meets the criteria and that a conversation has taken place. Your school preference can be set or changed on the portal at any time through the menu - Teacher Functions/Professional Learning/PL Verification Preference.

Registered teachers who are not employed by an ACT school or system and do not hold approval to work as a casual teacher will have their PL verified by TQI. TQI will conduct random quality assurance audits of professional learning records and professional reflections submitted for registration purposes. TQI will contact teachers who have submitted TIPL records that do not meet the criteria for registration purposes.

