



Requirements and Responsibilities to maintain registration in the ACT

To be eligible to maintain teacher registration in the ACT, all teachers must demonstrate the following:

Registration requirements:



Registration or approval to teach must be in place in order to teach in a school in the ACT. ECT registration is not mandatory for teaching in an ECEC service

A TQI registration credential is provided at renewal each year and a registration certificate can be downloaded at any time from the TQI teacher portal.



Keep your **registration credential secure** and advise TQI immediately if your card is lost, stolen or damaged.



Have and maintain **current positive Working with Vulnerable People (WWVP) registration**.

This is a condition regardless of your employment status i.e. even if you are on leave and not currently teaching. You must notify TQI in writing if your WWVP registration changes, expires or is suspended or cancelled.



Advise TQI of any matters that may affect your registration including **any changes** to your WWVP registration.

Annual responsibilities:



Record and reflect on 20 hours of professional learning in the TQI portal each year.



If you hold **full** registration, complete **20 days of professional practice each year** to meet the Recency of Practice requirements and maintain eligibility for full registration.



Keep your **contact and employment details up to date** on the TQI Teacher Portal.



Abide by the TQI Code of Professional Practice and Conduct.



Apply to renew your registration during Term One and **before 31 March**, including payment of the annual application fee.



If you hold provisional registration, **progress to full registration within five years**.

Employers legislated responsibilities when employing registered teachers in the ACT.

- Employers must notify TQI if they believe a teacher's WWVP registration status has changed.
- Employers must notify TQI within 5 working days if:
 - the employer begins a formal investigation regarding a registered teacher.
 - the employer takes disciplinary action against a teacher.
 - the employer removes, cancels or ends the access of a teacher to casual employment.
 - a teacher, who is the subject of a formal investigation or preliminary factual inquiry by the employer, resigns.



TQI may ask an employer to give further information within a stated time frame for any information believed to be relevant to making a decision about a teacher's registration status.