



# Supporting Documentation

## Helpful hints to ensure your documents are accepted

Incorrectly uploaded or posted documents will not be accepted as part of an application and may cause processing delays.



### PREFERRED OPTION

#### Provide documents electronically

This option facilitates timely processing



Use a flatbed scanner (or scanning app on your device) to scan the **original source documents/cards** and save as colour PDFs.



Scanned photocopies or printouts of original documents/cards **will not be accepted**. Do not scan a certified copy of the original document – please send a scan of the original document instead.



Once scanned, upload as part of your online registration application.

You can also email your supporting documents to [tqi@act.gov.au](mailto:tqi@act.gov.au) (please include your six-digit TQI number in the subject line).



TQI can only consider your application when all appropriate documentation has been provided. If you are unable to provide the requested documents within 14 days, you may apply for an 'Extension of the period for decision on registration' under section 37 of the *ACT Teacher Quality Institute Act 2010*.

### ALTERNATE OPTION

#### Provide hard copies via post

If you are unable to provide scanned originals of your documents/cards as part of your online registration application, you can provide hard copies via post.



You must provide original certified copies of original documents.



TQI can only accept original certified copies. **A photocopy of a certified document cannot be accepted.**

**Upholding the standards of the ACT teaching profession.**