



Registration Renewals

Checklist for workplace leaders and delegates

Please Note:

- Teacher registration expires on 31 March each year.
- The TQI portal opens in mid January every year for renewal applications to be submitted.
- Teacher registrations cannot be renewed if a renewal application and the required payment is not received.

Prior to Renewals Opening *Tips to support your workforce with registration renewals*



Teacher workforce data

- Remind teachers to **update the employment record** within their TQI portal to reflect current employment.
- Regularly download your **registration report** from the TQI portal and verify teachers listed against employment at your workplace including casuals who have identified your workplace as their verifying delegate (remember - if a teacher does not update their employment details in the TQI portal, they will not be on your registration report).



Staff on leave

- Contact teachers on extended leave or other absences** – have they met the requirements for registration renewal?



Reminders

- Remind teachers of the requirement to have provided TQI with evidence of current WWVP registration.
- Remind teachers to **submit a minimum of 20 hours PL** before the end of the calendar year in preparation for professional conversations and workplace delegate verification.
- Do you have teachers for whom **extenuating circumstances** have prevented completion of the PL requirements? **Suggest they contact TQI and request a PL variation plan.**

Once Renewals Open *Tips to support your workforce when renewals begin mid-January*



Remind staff to **submit their renewal application and make payment prior to 31 March.**

All teachers access their renewal application via the TQI portal. **Ensure teachers are aware of coinciding weekends and public holidays.**



Track staff progress with renewals within your registration report.

The Renewal Submitted column will provide the following information:

Not submitted A TQI registration renewal has not yet been submitted.

Submitted A TQI registration renewal has been submitted but is not yet approved or finalised.

Finalised The TQI registration renewal has been approved and finalised

Not Applicable The current expiry date is beyond 31 March 2023 and a renewal is not required to be submitted.



After registration expiry (from 1 April) if a teacher does not hold current registration, they no longer have approval to teach in an ACT school. **They must not teach in an ACT school until a new registration has been established.**