



Permit to Teach Checklist

*PLEASE NOTE

- Catholic Education principals seek the request for PTT via People and Culture.
- Education Directorate principals seek the request for PTT via HR Recruitment.
- Independent principals as the employers make this request directly to TQI.

Only the employer can submit Permit to Teach (PTT) requests to TQI.



Prerequisites

- TQI must** have received a 'Request for Permit to Teach' from an employer* seeking to offer a teaching position. *Pre-service teachers cannot apply directly to TQI.*
- Pre-service Teachers (PST) must** be in the final semester of their initial teacher education program and have successfully completed all professional experience placements and Teacher Performance Assessment (TPA).



Apply

- On receipt of a request from an employer** TQI will email the prospective teacher a secure link to the online checklist and application form.



Send Documents

- The applicant will be required to upload scans** of original supporting documents*, including:
 - 100 points of ID
 - academic transcripts to date
 - evidence of eligibility to work if not an Australian citizen
 - copy of your current WWVP Registration Card.

* Original supporting documents are to be scanned in colour and uploaded in PDF format. Uploaded photos or photocopies will not be accepted.



Pay Application Fee

- Full payment must be received by TQI before the PTT application can be processed.
- The applicant can pay online at the end of the application process or choose one of the payment options on the tax invoice.



Check Emails

- TQI will make contact (at the email address provided in the application) if further information is required.
- Providing all supporting documentation has been received and payment has been processed, applicants should allow at least ten working days for application processing and assessment.



Approval to Teach

- Approval to teach is only granted once the applicant has received an email confirming approval from TQI.
- Approval of a PTT allows the holder to accept (casual/temporary) work in any school in the ACT, unless conditions are specified on the PTT.
- A PTT card will be posted to the address provided in the application.



Provisional Registration

- PTT holders will be upgraded to provisional registration after they provide TQI with their official final academic transcript
- If an applicant **does not** have a PTT and has received their final academic transcript, provisional registration can be applied for via the online application found on the TQI website.