

Transitioning to (full) Registration

The TRB strongly recommends transitioning as soon as possible after attaining 200 days of teaching service.

The process of moving to (full) registration allows teachers to develop and strengthen their professional knowledge, practice and engagement within the educational community as they transition from the Graduate level of the Australian Professional Standards for Teachers (APST) to the Proficient career stage.

Timeframe to transition

When first registered, teachers are granted provisional registration for a term of five years with the following condition included on their registration certificate:

It is a condition of this registration that as a provisionally registered teacher you must acquire the experience and meet the requirements necessary to be eligible for (full) registration and submit an application to transition from provisional to (full) registration (TPR) under section 21(1) at least three months prior to the expiration of the term of registration [section 24(2)(b)].

A provisionally registered teacher can apply to transition to (full) registration at any time during their five-year term. Any teacher who cannot complete the transition process before their registration expires will need to apply for renewal of their provisional registration under an extended transition process.

Extended transition process

When applying for renewal under the extended transition process you will be asked to explain why you haven't completed the transition process to date. The granting of further time to do so will be assessed on merit criteria.

Early childhood teachers

A teacher who is employed as an early childhood teacher in a childcare or long daycare centre is often the only registered teacher at their site. To apply to transition to (full) registration, please complete your TPR using the modified process. You can find information on the modified process on the TRB website.

Applying to transition to (full) registration process

You can transition to (full) registration when you have:

- completed one year of full-time (or part-time equivalent of 200 days) satisfactory teaching service at a school or pre-school setting within Australia or New Zealand within the last five years. Teaching experience remains current for five years only;
- attained a statement of service(s) from your employer(s) that verify your satisfactory teaching service (as in previous dot point); and

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- shared evidence with an evaluator that demonstrates attainment of the Proficient level in each of the APST including observations of your teaching practice.

1. Preparation

- read the information on the TRB website
- download a copy of the application and guidelines

2. Identify an evaluator who

- holds (full) registration status
- is in a line management role to your position
- has a deep knowledge of your teaching practice and is willing to support you through the process

3. Gather evidence that

- demonstrates you are working at the Proficient level of the APST
- includes observations of your teaching by the evaluator
- is summarised in the Summary Record of Evidence pages in your TPR application form

4. Evaluation

- share the details of your Summary Record of Evidence document with your evaluator

5. Recommendation to transition requires

- completion of 200 days of satisfactory teaching service in the last five years, which should be evidenced by a statement of service(s) including from the evaluating site
- completion of page ten of the application by the evaluator (line manager)
- endorsement of the application on page eleven by the site professional leader. If the endorser is not your principal or director, please check that they have authority to act in this role.

6. Submit application

- complete the checklist to ensure ALL sections of the application are finalised
- lodge the original application within six months of the date of any signature on the application
- keep a copy for yourself

7. Application processing

- an email will be sent upon receipt of the application and when the application is approved. For further information visit <https://www.trb.sa.edu.au/Maintaining-Registration/transition-from-provisional-to-full-registration>

Transition process to full registration:

