Teacher Registration Requirements

As you are aware, it is a requirement that all teachers registered with the Teacher Registration Board of Western Australia (TRBWA) pay an annual fee as prescribed in the Teacher Registration Act 2012. The annual fee for 2015 is $84 and is due by 31 March 2015.

Late payment of the annual fee incurs an additional fee of $52. If fees are not paid by 30 April 2015, cancellation of registration may follow.

Teachers receive reminders directly from the TRBWA regarding payment of the annual fee. You can also access annual fee and registration renewal dates for your teachers on the online Teacher Registration Information - Professional (TRIP).

If you need a password to access TRIP, please telephone the Workforce Policy and Coordination Directorate on (08) 9264 5748.

Individuals who teach without being registered may be fined by the TRBWA up to $5 000 for a first offence and up to $10 000 for a second or subsequent offence.

Teachers should pay the annual fee promptly which may be done online through the TRBWA website, or by telephoning the TRBWA on (08) 9230 0600 (country callers 1300 652 911) or emailing info@trb.wa.gov.au.

Criminal Record Checks

An essential requirement for registration is that an applicant is determined to be a fit and proper person to teach. As part of the fit and proper assessment process, applicants are required to consent to the TRBWA obtaining their criminal history from CrimTrac. The TRBWA considers all convictions, including spent convictions when examining the fitness of a person to be registered.

From 1 July 2015, overseas criminal record checks will also be part of the assessment. All applicants who have resided as an adult in a country other than Australia for a cumulative period of 12 months or more will be required to provide a copy of an overseas criminal record check from that country as part of the registration process.

The TRBWA website has further information and provides advice on how to obtain criminal records checks from countries outside Australia.

Updating contact details

Please remind your teachers that they have an obligation to keep their contact details up to date with the TRBWA. Failure to comply with this requirement may result in a fine of $1 000. Contact details can be updated on the Teacher Login webpage.

CLIFF GILLAM
EXECUTIVE DIRECTOR
WORKFORCE

Teacher Registration Requirements

Authorised by Sally Dennis, General Secretary, The State School Teachers' Union of W.A.
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