

# Application for a letter of professional standing

## Guidelines

A *Letter of professional standing & confirmation of teacher registration status* will only be issued to current and former registered teachers who meet stated requirements.

Requests for these letters should be made in writing on this form to the Queensland College of Teachers (QCT). Please provide particulars that will ensure that the identity of the person requesting the letter can be verified against information held by the QCT and include other information such as the agency or person to whom the letter is to be issued.

A separate application must be used for each agency for which a letter is sought.

**There is a service charge for each application, which can be found at <http://www.qct.edu.au/registration/fees.html> under administrative fees.**

Before completing this application, teachers should find out the current requirements set out by the authority in the country in which they wish to register. For United Kingdom applicants

please ensure that your status will be acceptable for the purpose of gaining Qualified Teacher Status. See below for links to authorities in the United Kingdom and Canada.

The QCT reserves the right not to issue a Letter of professional standing & confirmation of teacher registration status where the QCT is unable to confirm that the person is:

- A current or former registered teacher in Queensland
- Not subject to any barring or restriction that would prevent them from teaching, is of good professional standing as a teacher in Queensland and their registration has never been revoked, suspended, cancelled or otherwise withdrawn for cause relating to their conduct as a teacher and/or non-compliance with conditions for their registration as a teacher in Queensland.

## PLEASE NOTE

**This form should be posted to the QCT at the address provided below. While you may email a scanned copy of this form to [lops@qct.edu.au](mailto:lops@qct.edu.au), please be advised that the QCT cannot ensure the security of your credit card details if they are sent by email. Providing credit card details does not automatically ensure payment. You may have to contact your bank or financial institution to authorise the payment to avoid the transaction being declined. This is especially important if paying with a credit card linked to an overseas institution.**

## CONTACT INFORMATION FOR OVERSEAS TEACHER AUTHORITIES

### United Kingdom

Before completing this application, provisionally registered teachers in Queensland wishing to apply for Qualified Teacher Status in the United Kingdom should ensure that their "provisional" status will be acceptable for the purpose of gaining Qualified Teacher Status. Find out more by contacting the UK Department of Education by email at [gts.enquiries@education.gsi.gov.uk](mailto:gts.enquiries@education.gsi.gov.uk)

### Canada

In Canada, a number of registering authorities require a *Letter of Professional Standing*. Their websites are:

- [Ministry of Education, Teacher Services - Saskatchewan](#)
- [Nova Scotia Department of Education](#)
- [Department of Education, Government of the Yukon](#)
- [Alberta Education](#)
- [Ministry of Education – British Columbia](#)
- [Professional Certification Unit – Manitoba](#)
- [Ontario College of Teachers](#)

Contact us

07 3377 4777

0729| FO20| 0215

or call 1300 720 944

GPO Box 702  
Brisbane Qld 4001 Australia

Email: [enquiries@qct.edu.au](mailto:enquiries@qct.edu.au)



[www.qct.edu.au](http://www.qct.edu.au)

# Application for a letter of professional standing



◀ Please ensure you have read the guidelines before completing the form.

1	PERSONAL DETAILS
Full name	<input type="text"/>
QCT registration number	<input type="text"/>
Date of Birth	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Post Code	<input type="text"/>
Country	<input type="text"/>
Email address	<input type="text"/>
2	DETAILS OF AUTHORITY REQUIRING LETTER/CONFIRMATION
Contact person	<input type="text"/>
Authority	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Post Code	<input type="text"/>
Country	<input type="text"/>
Email address	<input type="text"/>
3	PAYMENT DETAILS
<input type="checkbox"/> Cheque <input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card	<p><b>Please make cheque/money orders payable to Queensland College of Teachers; overseas bank drafts should be in Australian dollars and drawn on an Australian Bank.</b></p> <p><b>Please deduct \$ <input type="text"/> (the current <u>fee</u> for a letter of professional standing) from the following credit card.</b></p>
Name on card	<input type="text"/>
Card number	<input type="text"/>
Expiry date	<input type="text"/>
CSV	<input type="text"/>
	<input type="checkbox"/> Visa <input type="checkbox"/> Master Card
<input type="checkbox"/>	<b>Please tick here if you intend emailing this application and you accept full responsibility for emailing your credit card details.</b>
4	SIGNATURE
<ul style="list-style-type: none"> <li>I have read and understand the contents of this form and the guidelines attached to it.</li> <li>I have paid the fee or have made/am making arrangements to pay the fee as required in having this form processed.</li> </ul>	<ul style="list-style-type: none"> <li>I give consent to the QCT to provide a letter of professional standing and confirmation of teacher registration status to other persons and agencies that I have nominated.</li> <li>I understand there is a service charge for this application.</li> </ul>
Signature	<input type="text"/>
	DD/MM/YYYY <input type="text"/>
<p><b>PLEASE RETURN FORM TO QUEENSLAND COLLEGE OF TEACHERS, GPO BOX 702, BRISBANE QLD 4001, AUSTRALIA</b>  <b>Alternatively, email a scanned copy of this form to <a href="mailto:lops@qct.edu.au">lops@qct.edu.au</a> accepting risks of providing your credit card details in an email.</b></p>	

## PRIVACY STATEMENT

The *Education (Queensland College of Teachers) Act 2005* authorises the Queensland College of Teachers (QCT) to collect and use personal information for the purpose of carrying out its statutory obligations and functions which include deciding applications for registration and permission to teach, maintaining the register of teachers and undertaking reviews and research. In carrying out its functions the QCT will give some personal information to other parties including the Queensland Police Service, the Director of Public Prosecutions, the Public Safety Business Agency, teacher employing authorities or service providers engaged by the QCT. A de-identified or aggregate form of data may be released on an open data website. Further details about the QCT's Privacy Statement and collection of personal information may be found on the QCT's website [www.qct.edu.au](http://www.qct.edu.au).

Contact us

0729| FO32| 0215

07 3377 4777

or call 1300 720 944

GPO Box 702  
Brisbane Qld 4001 Australia

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