

# Applying for Immediate Accreditation at Proficient Teacher Procedure

Information for K-12 and early childhood teachers, and principals

November 2022

# Information for teachers

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## Overview of the immediate accreditation application process

### At a glance



NESA provides a streamlined pathway for eligible returning teachers to be [immediately accredited](#) at Proficient Teacher.

With the support of your principal, eligible returning teachers who are accredited at Provisional may apply to NESA for immediate accreditation at Proficient Teacher. There is no minimum number of teaching days required before you apply, and you must apply before the end of your maximum timeframe.

### Early childhood teachers

Eligible early childhood teachers must [contact NESA](#) for advice about applying for immediate accreditation.

## 1. Check eligibility requirements

Carefully read all sections of the procedure for returning teachers applying for immediate accreditation at Proficient Teacher.

Before you can apply for immediate accreditation at Proficient Teacher, you must be a returning teacher [accredited at Provisional](#) with NESA.

### Eligible returning teachers

Returning teachers are eligible to apply to NESA for immediate accreditation at Proficient Teacher if they:

- are returning to teaching after a break of more than five years and they voluntarily cancelled their Proficient Teacher accreditation before the end of their maintenance period
- taught in a NSW school before 1 October 2004 and have been away from teaching for more than five years; or
- taught in a NSW early childhood service before 16 July 2016 and have been away from teaching more than five years.

## Returning after revocation

Where a returning teacher has been re-accredited at Provisional after revocation for not meeting condition(s) of their accreditation, they are eligible to apply to NESAs for immediate accreditation at Proficient Teacher only if:

- they have been away from teaching for more than five years, or
- NESAs has determined they are eligible to apply for immediate accreditation, considering the [Re-accreditation Panel's](#) recommendation.

## Ineligible returning teachers

Returning teachers are not eligible for immediate accreditation at Proficient Teacher where:

- they have conditions on their re-accreditation (such as being ineligible for immediate accreditation)
- their accreditation was revoked for not meeting their maintenance of accreditation requirements, or
- their accreditation was revoked or cancelled after the end of their maintenance of accreditation timeframe.

## 2. Prepare your application for immediate accreditation at Proficient Teacher

Download and review the application form.

Recommendations about immediate accreditation at Proficient Teacher are made by your current principal, so arrange a suitable time to meet with your principal to discuss your application.

If you are eligible to apply for immediate accreditation at Proficient Teacher you may need to provide a statement(s) of service to support your application.

Other supporting documentation may include evidence of further study or recent professional development.

## Early childhood teachers

Eligible early childhood teachers must [contact NESAs](#) for advice about applying for immediate accreditation.

## 3. Submit your application to your principal with supporting documents

Discuss your eligibility and intention to apply for immediate accreditation at Proficient Teacher with your principal.

Refer to your employer's internal procedures about immediate accreditation for returning teachers, if relevant.

Your principal will need to consider the following before they can make a recommendation to NESA:

- whether your current practice meets the Standards for Proficient Teacher as observed through a range of professional activities
- your previous level of accreditation
- your length of time away from teaching
- your length of employment as a teacher before your absence
- the nature of any employment you have undertaken during your absence from teaching in NSW, including employment as a teacher
- any relevant further tertiary study you completed during your absence; and
- other appropriate professional or personal circumstances.

Submit your application to your principal, including statement(s) of service and any other supporting documents.

Your principal must make their recommendation about your immediate accreditation on the form, sign and date the application and return it to NESA by email at [ptreports@nesa.nsw.edu.au](mailto:ptreports@nesa.nsw.edu.au).

### Principal submits application

Note that the application form must be sent to NESA from the principal's email address. NESA cannot process the application if it is sent by the teacher making the application.

### Early childhood teachers

Eligible early childhood teachers must [contact NESA](#) for advice about applying for immediate accreditation.

## 4. NESA makes the accreditation decision

You will receive confirmation of your principal's recommendation to immediately accredit you at Proficient Teacher within 28 days of your principal submitting your application to NESA.

NESA will make an accreditation decision based on the recommendation and your supporting documents.

If you are immediately accredited at Proficient Teacher a Proficient Teacher certificate will be issued to you by NESA.

You will begin your first [maintenance of accreditation](#) period on the day NESA makes the accreditation decision.

# ‘What if’ scenarios for teachers

## What if my principal is unable to make a recommendation?

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Your principal must record on your immediate accreditation application form that they are unable to make a recommendation and include their reasons.

Your principal can only record that they are unable to make a recommendation if:

- you have not worked long enough in the school to allow them to confidently make a judgement about your practice and/or
- the information provided by your previous school(s) (subject to your consent) has not assisted them to make a valid and reliable judgement. If you do not give consent for your principal to contact your previous principal, your principal is likely to make a recommendation that they ‘are unable to make a recommendation’.

You may discuss the recommendation with your principal to determine if additional supporting documents or evidence is required

Continue to develop your teaching practice through teaching experience, reflection, guidance and feedback from colleagues, observations of practice, and other professional activities

You may resubmit an application for immediate accreditation at Proficient Teacher at a later date, or you can achieve Proficient Teacher through the process as outlined in [Section 4](#) of the NSW Teacher Accreditation Manual.

## What if my principal intends to make a recommendation to not immediately accredit me at Proficient Teacher?

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If your principal intends to make a recommendation to not immediately accredit you at Proficient Teacher, they must provide you with 28 days’ written notice of that intention. The notice must include

- their reasons for their intended recommendation and
- the Standard Descriptor(s) that you have failed to demonstrate.

You have 28 days to respond to this notice in writing.

## What if my principal has made a recommendation to not immediately accredit me at Proficient Teacher?

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At the end of the 28-day notice period, if your principal’s recommendation remains to not immediately accredit you at Proficient Teacher, they must record this recommendation, with reasons, on your application form and send it to NESA.

NESA will make the accreditation decision based on the principal’s recommendation within 28 days of receiving it.

We recommend that you continue to develop your teaching practice through professional reflection, guidance and feedback from colleagues, observations of your practice and other professional activities.

You may resubmit an application for immediate accreditation at Proficient Teacher at a later date, or you can achieve Proficient Teacher through the process, as outlined in [Section 4](#) of the NSW Teacher Accreditation Manual.

## What if NESA makes the decision to not immediately accredit me at Proficient Teacher?

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NESA will notify you of the decision to not immediately accredit you at Proficient Teacher within 28 days of receiving the principal's recommendation

You can apply to NESA for an [internal review](#) of a decision to not immediately accredit you at Proficient Teacher.

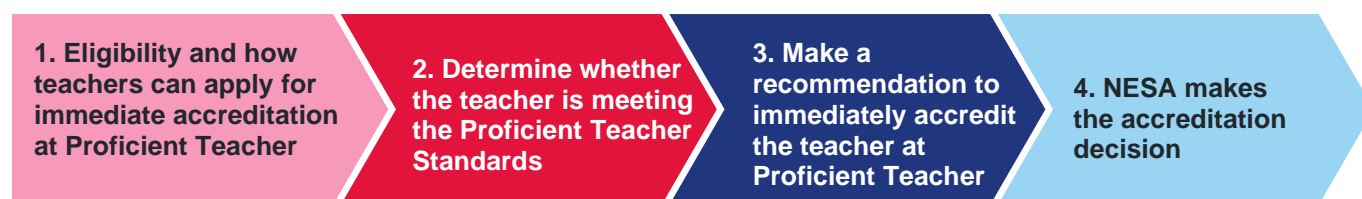
If you are not satisfied with the outcome of the internal review, you can apply to the NSW Civil and Administrative Tribunal (NCAT) for a review of NESA's decision to not immediately accredit you at Proficient Teacher.

# Information for principals

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## Overview of the principal's role in supporting the teacher's immediate accreditation application

### At a glance



NESA provides a streamlined pathway for eligible returning teachers to be immediately accredited at Proficient Teacher.

With your support, eligible returning teachers who are accredited at Provisional may apply to NESA for immediate accreditation at Proficient Teacher. There is no minimum number of teaching days required before they apply, and the eligible teacher must apply before the end of their maximum timeframe.

You can support eligible teachers to return to Proficient Teacher accreditation by making a recommendation to immediately accredit them at Proficient Teacher. You will use your professional judgment to make this recommendation to NESA, using specific criteria relating to the teacher's practice at Proficient Teacher.

## 1. Eligibility and how teachers can apply for immediate accreditation at Proficient Teacher

### Who is eligible for immediate accreditation at Proficient Teacher?

#### Eligible returning teachers

Returning teachers are eligible to apply to NESA for immediate accreditation at Proficient Teacher if they:

- are returning to teaching after a break of more than five years and they voluntarily cancelled their Proficient Teacher accreditation before the end of their maintenance period
- taught in a NSW school before 1 October 2004 and have been away from teaching for more than five years; or
- taught in a NSW early childhood service before 16 July 2016 and have been away from teaching more than five years.

## Returning after revocation

Where a returning teacher has been re-accredited at Provisional after revocation for not meeting condition(s) of their accreditation, they are eligible to apply to NESAs for immediate accreditation at Proficient Teacher only if:

- they have been away from teaching for more than five years, or
- NESAs has determined they are eligible to apply for immediate accreditation, considering the [Re-accreditation Panel's](#) recommendation.

## Ineligible returning teachers

Returning teachers are not eligible for immediate accreditation at Proficient Teacher where:

- they have conditions on their re-accreditation (such as being ineligible for immediate accreditation)
- their accreditation was revoked for not meeting their maintenance of accreditation requirements, or
- their accreditation was revoked or cancelled after the end of their maintenance of accreditation timeframe.

## How eligible teachers apply for immediate accreditation

Immediate accreditation is an offline application-based process that requires a principal's recommendation before a decision can be made by NESAs.

Eligible teachers should discuss their intention to apply for immediate accreditation with you before they submit the completed form to you, together with supporting documentation, including statement(s) of service, which confirms they are eligible to apply.

When you have considered their application, you will send the completed form to NESAs with your recommendation about immediate accreditation at Proficient Teacher.

### Application form must come from principal's email

Note that the application form must be sent to NESAs from your email address. NESAs cannot process the application if it is sent by the teacher making the application.

## 2. Determine whether the teacher is meeting the Proficient Teacher Standards

Before you make your recommendation, you will also need to consider the following:

- whether the teacher's current practice meets the Standards for Proficient Teacher as observed through a range of professional activities
- the teacher's previous level of accreditation
- the length of time away from teaching
- the length of employment as a teacher before their absence



- the nature of any employment undertaken during their absence from teaching in NSW, including employment as a teacher
- any relevant further tertiary study completed during their absence; and
- other appropriate professional or personal circumstances.

### **3. Make a recommendation to immediately accredit the teacher at Proficient Teacher**

You may want to contact the teacher's previous school (subject to the teacher's consent) to assist you to make a valid and reliable judgement. If the teacher does not give consent for you to contact their previous principal and you don't have sufficient evidence that the teacher is working at the Proficient Teacher Standards, you might consider making an 'unable to make a recommendation'.

You must make a recommendation within 28 days of the teacher submitting the application to you.

You must make your recommendation about immediate accreditation on the form, sign and date the application and return it to NESA by email at [ptreports@nesa.nsw.edu.au](mailto:ptreports@nesa.nsw.edu.au). NESA cannot process the application unless it is sent by you from your principal email address.

### **4. NESA makes the accreditation decision**

The teacher will receive confirmation of your recommendation to immediately accredit them at Proficient Teacher within 28 days of you submitting their application to NESA.

NESA will make an accreditation decision based on your recommendation and the teacher's supporting documents.

If the teacher is immediately accredited at Proficient Teacher a Proficient Teacher certificate will be issued to them by NESA.

They will begin their first [maintenance of accreditation](#) period on the day NESA makes the accreditation decision.

## **'What if' scenarios for principals**

### **What if I am unable to make a recommendation to immediately accredit a teacher at Proficient Teacher accreditation**

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You can only record that you are unable to make a recommendation if:

- the teacher has not worked in the school for long enough to allow you to confidently make a judgement about the teacher's practice; and/or
- you have contacted the teacher's previous school (where applicable and subject to consent from the teacher) and this has not assisted you in making a valid and reliable judgement. If the teacher does not give consent for you to contact their previous principal and you don't have sufficient evidence that the teacher is working at the Proficient Teacher Standards, you might consider making an 'unable to make a recommendation'.

Record on the form that you are unable to make a recommendation, with your reasons.

Sign and provide a copy of the form to the teacher and to NESA at [ptreports@nesa.nsw.edu.au](mailto:ptreports@nesa.nsw.edu.au) from your principal email address.

Where appropriate, support the teacher to continue to develop their teaching practice through professional reflection, guidance and feedback from colleagues, observations of their practice, and other professional activities.

The teacher may submit another application for immediate accreditation at Proficient Teacher application at a later date, or they can achieve Proficient Teacher through the process outlined in [Section 4](#) of the NSW Teacher Accreditation Manual.

## **What if I intend to make a recommendation to not immediately accredit the teacher at Proficient Teacher?**

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If you intend to make a recommendation to not immediately accredit them at Proficient Teacher, you must provide the teacher with 28 days' written notice of that intention. The notice must include

- your reasons for their intended recommendation and
- the Standard Descriptor(s) that they have failed to demonstrate.

The teacher has 28 days to respond to this notice in writing.

## **What if I have decided to make a recommendation to not immediately accredit the teacher at Proficient Teacher?**

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At the end of the 28-day notice period, if your recommendation remains to not immediately accredit the teacher at Proficient Teacher, you must record this recommendation, with reasons, on the teacher's application form and send it to NESA at [ptreports@nesa.nsw.edu.au](mailto:ptreports@nesa.nsw.edu.au) from your principal email address.

NESA will make the accreditation decision based on your recommendation within 28 days of receiving it.

Where appropriate, support the teacher to continue to develop their teaching practice through professional reflection, guidance and feedback from colleagues, observations of their practice, and other professional activities.

The teacher may submit another application for immediate accreditation at Proficient Teacher application at a later date, or they can achieve Proficient Teacher through the process outlined in [Section 4](#) of the NSW Teacher Accreditation Manual.

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# NSW Education Standards Authority

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