

Provisional/Conditional

Proficient

Maintenance

Highly Accomplished/Lead

## Application for Immediate Accreditation at Proficient Teacher for returning teachers

Eligible returning teachers may apply to NESA for Immediate Accreditation at Proficient Teacher level at any time after they are provisionally accredited and before the end of the maximum accreditation timeframe.

### Teacher to complete

#### Teacher details

**Full name:** \_\_\_\_\_ **NESA number:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**School/service:** \_\_\_\_\_

#### Teacher eligibility

Please select one of the following:

I voluntarily cancelled my accreditation at Proficient Teacher level or above before the end of my maintenance period and am returning to teaching after a break of more than five years

I taught in a NSW school before 1 October 2004 and have been away from teaching for more than five years

I taught in a NSW early childhood service before 18 July 2016 and have been away from teaching more than five years

I was re-accredited at Provisional after my accreditation was revoked for not meeting conditions of my accreditation (failure to provide a WWCC clearance or failure to pay fees) and have been away from teaching for more than five years

I was re-accredited at Provisional after revocation and NESA has determined that I am eligible to apply for immediate accreditation at Proficient Teacher.

#### Documentation checklist

I have attached the following documentation:

Evidence of current employment at the school/service which is making the recommendation

Employment history showing that you have had more than a five year break from teaching

Employment history showing the length of employment as a teacher before your break from teaching

If applicable, employment records showing that you taught in NSW:

- school prior to 1 October 2004; or

- approved centre-based early childhood service prior to 18 July 2016

Evidence of any relevant employment undertaken during your break from teaching in NSW

Evidence of any relevant further tertiary study completed during your break from teaching

Evidence of any relevant professional learning completed during your break from teaching

I confirm that all the information provided in relation to my request for immediate accreditation at Proficient Teacher is true and accurate.

**Signature:**

**Date:**

## Principal/service director details

As the principal/service director you are making a recommendation to NESA about the teacher's accreditation.

A 'service director' is a teacher accredited at Proficient Teacher or above who has seniority over the teachers whose practice they are making an accreditation recommendation for.

You must consider the following when making a recommendation about immediate accreditation at Proficient Teacher for a returning teacher:

- whether the teacher's current practice meets the Standards for Proficient Teacher as observed through a range of professional activities classroom practice
- 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
- other appropriate professional or personal circumstances.

### Principal/service director Declaration of Teacher's current employment

I declare that \_\_\_\_\_ has been working at \_\_\_\_\_  
since \_\_\_\_\_ on a \_\_\_\_\_ basis.

### Principal/service director's details

Principal/service director's full name: \_\_\_\_\_

Principal/service director NESA number: \_\_\_\_\_

School: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Email address: \_\_\_\_\_

## Recommendation to immediately accredit at Proficient Teacher

I recommend that \_\_\_\_\_ is immediately accredited at Proficient Teacher

I have reviewed the relevant documents provided by the teacher.

Principal/service  
director's signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you wish to recommend that the teacher is not immediately accredited at Proficient Teacher or if you cannot make a recommendation, go to the section below.

## Recommendation to not immediately accredit at Proficient Teacher

I recommend that \_\_\_\_\_ is NOT immediately accredited at Proficient Teacher.

I confirm that:

- I have provided the teacher and employer with 28 days' written notice of the intention to recommend against accreditation. The written notice:
  - included the specific reasons for the recommendation and the Standard Descriptors that the teacher has failed to demonstrate; and
  - advised the teacher of their right to respond to the notice within 28 days; and
- the teacher does not demonstrate the Standards for Proficient Teacher.
- I have attached a copy of the written notice sent to the teacher.

Principal/service  
director's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Unable to make a recommendation about immediate accreditation

I am unable to make a recommendation about the immediate accreditation of \_\_\_\_\_

I confirm that:

- the teacher has not worked in the school/service for long enough to allow the principal/service director to confidently make a judgement about the teacher's practice; and/or
- information provided by the teacher's previous school/service (where applicable and subject to consent from the teacher) has not assisted the principal/service director in making a valid and reliable judgement.

Reasons (*mandatory*):

Principal/service  
director's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal/service director must return the completed form and supporting documentation to  
[ptreports@nesa.nsw.edu.au](mailto:ptreports@nesa.nsw.edu.au).

## Section 3: NESAs use only

### Teacher meets requirements

I have decided to immediately accredit this returning teacher at Proficient Teacher.

### Teacher **does not** meet requirements

I have decided not to immediately accredit this returning teacher at Proficient Teacher.

Full name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_