

Applying for Immediate Accreditation at Proficient Teacher Procedure

Information for teachers (early childhood and K-12)

October 2025

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Information for teachers

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/ Teacher Accreditation Delegate (TA Delegate), eligible returning teachers who are accredited at Provisional may apply 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.

Definition of Teacher Accreditation Delegate

A Teacher Accreditation Delegate (TA Delegate) is a teacher assigned by an early childhood employer to perform teacher accreditation functions as set out in E2.3 of the NSW Teacher Accreditation Manual (TA Manual). They:

- must be accredited at Proficient Teacher or above
- have some seniority over the teachers for whom they make an accreditation recommendation or verification
- are not necessarily the 'Service Director' of an early childhood service
- can be working in the same service as the teacher(s) or working elsewhere for the same employer.

Contact your employer to identify who is the TA Delegate for your service. Eligible early childhood teachers who do not have access to a TA Delegate 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 [re-accredited at Provisional](#) by NESA.

Eligible returning teachers

Teachers are eligible to apply if they meet the requirements outlined in the table below.

Status	Requirements
Previously cancelled by NESA and now provisionally re-accredited	Either: <ul style="list-style-type: none">• accreditation was cancelled after being suspended for 12 months and teacher has been away from teaching for more than 5 years; or• NESA has determined the teacher is eligible after considering the recommendation from the Re-accreditation Panel
Previously voluntarily cancelled Proficient Teacher and now provisionally re-accredited	<ul style="list-style-type: none">• accreditation cancelled before the end of their maintenance period• have been away from teaching for more than 5 years
Teachers who: <ul style="list-style-type: none">• taught in a NSW school before 1 October 2004 or in a NSW service before 18 July 2016, and• have not ever been accredited in NSW	<ul style="list-style-type: none">• NESA receives written confirmation from a NSW teacher employer to confirm the teacher's previous time of employment and that they met the teaching qualification/training requirements at that time of employment• meet suitability to teach requirements (see D.1.2.1)

Ineligible returning teachers

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

- they have conditions on their re-accreditation (such as being ineligible for immediate accreditation)
- their accreditation was revoked for failing to maintain the Australian Professional Standards for Teachers (the Standards) or misconduct, or
- their accreditation was voluntarily cancelled after the end of their maintenance of accreditation timeframe.

2. Prepare your application for immediate accreditation at Proficient Teacher

If you taught in a NSW school before 1 October 2004, or in a NSW service before 18 July 2016, and have never been accredited in NSW, contact NESA directly at retiredteachers@nesa.nsw.edu.au to apply for immediate accreditation at Proficient Teacher.

For all other eligible teachers, download and review the [immediate accreditation application form](#).

Recommendations about immediate accreditation at Proficient Teacher are made by your current principal/TA Delegate, so arrange a suitable time to meet with your principal/TA Delegate 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. However, documentary evidence of teaching practice is not required.

3. Submit your application to your principal/TA Delegate with supporting documents

Before submitting your application form, discuss your intention to apply for immediate accreditation at Proficient Teacher with your principal/TA Delegate.

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

Your principal/TA delegate will need to consider the following before they can make a recommendation to NESAs:

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

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

Your principal/TA Delegate must make their recommendation about your immediate accreditation on the form, sign and date the application and return it to NESAs by email at qualityassurance@nesa.nsw.edu.au.

Principal/TA Delegate submits application

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

4. NESAs 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/TA Delegate submitting your application to NESAs.

NESAs 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 NESAs.

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

‘What if’ scenarios for teachers

What if my principal/TA Delegate is unable to make a recommendation?

Your principal/TA Delegate must record on your immediate accreditation [application form](#) that they are unable to make a recommendation and include their reasons.

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

- you have not worked long enough in the school/service to allow them to confidently make a judgement about your practice and/or
- the information provided by your previous school(s)/service(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/TA Delegate to contact your previous principal/TA Delegate, your principal is likely to record that they ‘are unable to make a recommendation’.

You may discuss the recommendation with your principal/TA Delegate 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 A3.1 of the [TA Manual](#).

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

If your principal/TA Delegate 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/TA Delegate has made a recommendation to not immediately accredit me at Proficient Teacher?

At the end of the 28-day notice period, if your principal/TA Delegate’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 NESAs.

NESA will make the accreditation decision based on the principal/TA Delegate’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 A3.1 of the [TA Manual](#).

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

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

You have the right to 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.

NSW Education Standards Authority

NSW Education Standards Authority
GPO Box 5300
Sydney NSW 2001
Australia

Teacher Accreditation
Phone: 1300 739 338
Email: contactus@nesa.nsw.edu.au
nsw.gov.au/NESA

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