

## CHECKLIST FOR NSW TEACHERS FINALISING MAINTENANCE OF ACCREDITATION

### BEFORE SUBMITTING THE MAINTENANCE OF ACCREDITATION REPORT

#### The teacher and principal or principal's delegate should ensure:

The teacher writes the report (in the first person) to demonstrate how his/her teaching practice continues to meet the Australian Professional Standards for Teachers at Proficient Teacher. Teacher signs and dates the report (Section 1A).

The teacher has logged into their online account at [nswteachers.nsw.edu.au](https://nswteachers.nsw.edu.au) and checked their current school is recorded in their employment details.

The teacher has attached the Professional Development Progress Report indicating that all professional development requirements have been met.

The teacher has no outstanding accreditation fees. Teachers can check their fee balance and find their Teacher Number by logging into their online account at [nswteachers.nsw.edu.au](https://nswteachers.nsw.edu.au).

Principal or principal's delegate verifies the accuracy of the report and the completion of the professional development requirements (Section 1B).

The teacher and school each retain a copy of these reports.

The completed report package is forwarded to the Teacher Accreditation Authority (TAA) for the teacher's school, **not directly to BOSTES**.

#### The TAA:

The TAA makes a decision that the teacher has maintained their teaching practice at the Standards for Proficient Teacher and continues to be accredited (Section 2 or 3).

**MAINTENANCE OF ACCREDITATION REPORT FOR PROFICIENT TEACHER**

\* mandatory fields

<b>Teacher's full name*</b>	
<b>Teacher number*</b>	
<b>Date of birth*</b>	
<b>Employment*</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual
<b>Permanent*</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of school*</b>	
<b>Suburb/town*</b>	
<b>Home address*</b>	
<b>Postal address (if different)</b>	
<b>Email*</b>	
<b>Home phone*</b>	
<b>Mobile*</b>	
<b>Date maintenance period starts*</b>	
<b>Date maintenance period ends*</b>	

## THE PROFICIENT TEACHER'S REPORT

<p><b>Standard 1*</b> Know students and how they learn (1350 character limit)</p>	<p><b>Statement</b></p>
<p><b>Standard 2*</b> Know the content and how to teach it (1350 character limit)</p>	<p><b>Statement</b></p>

**Standard 3\***

Plan for and implement effective teaching and learning (1350 character limit)

**Statement**

**Standard 4\***

Create and maintain supportive and safe learning environments (1350 character limit)

**Statement**

**Standard 5\***

Assess, provide feedback and report on student learning  
(1350 character limit)

**Statement**

**Standard 6\***

Engage in professional learning  
(1350 character limit)

**Statement**

**Standard 7\***Engage professionally  
with colleagues, parents/  
carers and the community  
(1350 character limit)**Statement****SECTION 1A – THE TEACHER’S DECLARATION AND SIGNATURE**

I (please print your name)

declare that the Maintenance of Accreditation Report at Proficient Teacher is an accurate account of my work.

Signed

Dated

**SECTION 1B – THE PRINCIPAL OR PRINCIPAL’S DELEGATE VERIFICATION OF REPORT AND PD REQUIREMENT**

I verify that this report is an accurate account of the teaching practice of (please print teacher’s full name):

against the Standards at Proficient Teacher, and that he/she has met the professional development requirements.

**Principal or Principal’s Delegate:**

Full name

Position title

Signature

Date

Note: If the principal is the TAA, the principal must also sign TAA section (2 or 3).

**The TAA must complete and sign Section 2 or Section 3 on the next page.**

**SECTION 2 – TAA: IF THE TEACHER MEETS REQUIREMENTS FOR MAINTENANCE OF ACCREDITATION**

As the TAA, I determine that (please print teacher's full name):

meets the BOSTES requirements for maintenance of accreditation at Proficient Teacher.

**TAA's:**

Full name

Position title

Organisation/school

Location/area

Signature

Date

**SECTION 3 – TAA: IF THE TEACHER DOES NOT MEET REQUIREMENTS FOR MAINTENANCE OF ACCREDITATION**

As the TAA, I determine that (please print teacher's full name):

does not meet the BOSTES requirements for accreditation at Proficient Teacher

**TAA's:**

Full name

Position title

Organisation/school

Location/area

Signature

Date

If a teacher does not meet the requirements, the TAA will then take initial steps for revocation of the teacher's accreditation specified under the relevant policy.