

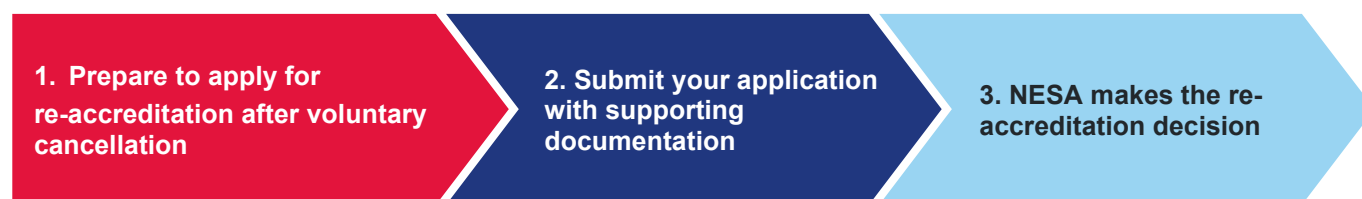
# Re-accreditation After Voluntary Cancellation, Ceasing and Revocation Procedure

Information for K-12 and early childhood teachers

May 2024

# Overview of the process for re-accreditation after voluntary cancellation

## At a glance



Re-accreditation after voluntary cancellation provides a pathway for teachers to re-enter the profession as outlined in [Section 12](#) of the NSW Teacher Accreditation Manual (the TA Manual). Teachers can apply for re-accreditation after voluntary cancellation at any time. Teachers who were conditionally accredited will need to have completed an approved initial teacher education program before they can apply.

## 1. Prepare to apply for re-accreditation after voluntary cancellation

Carefully read all sections of the procedures for applying for re-accreditation after voluntary cancellation.

Read the [Re-accreditation after Cancellation application form](#) and prepare your supporting documents. For example, you may need to obtain a Working with Children Check clearance.

All returning teachers must also consent to a nationally coordinated criminal history check as part of the [suitability to teach](#) assessment.

If you were conditionally accredited, you will need to provide evidence that you have completed an approved initial teacher education program

## 2. Submit your application with supporting documentation

Complete the [Re-accreditation after Cancellation application form](#).

Provide supporting documentation, including:

- current WWCC clearance
- certified copies of [3 types of identification](#)
- [certified copies](#) of your university transcripts and awards for completed teaching qualifications
- name change certificate, if applicable
- any documentation as advised by NESA
- evidence to support Mutual Recognition, if applicable
- if you were previously accredited at Proficient Teacher or HALT, you will need to include a statement of service confirming your last day of teaching in NSW

- an overseas criminal history check, if you have resided overseas for 12 consecutive months or more in the past five years.

Submit your application and all supporting documents to NESA at [reaccreditation@nesa.nsw.edu.au](mailto:reaccreditation@nesa.nsw.edu.au)

You will receive an email prompt to complete three tasks in your NESA online account (eTAMS) to enable the nationally coordinated criminal history check (NCCHC):

- complete the declaration task
- consent to the NCCHC
- identity verification: upload a photo of yourself holding your photo ID.

You will also receive an invoice for the \$100 re-accreditation application fee. You will need to pay this fee, and any other outstanding accreditation fees, to progress your application.

### 3. NESA makes the re-accreditation decision

NESA will email you an acknowledgement that we have received your application.

NESA may request additional information from your current or previous employer(s) as part of your application for re-accreditation.

NESA will assess your application and notify you of the decision, the level of re-accreditation and your timeframe.

Returning teachers who are re-accredited at Proficient, Highly Accomplished or Lead Teacher following voluntary cancellation will have their previous maintenance of accreditation reinstated and extended by the length of the period where they were not accredited.

The accreditation timeframe for teachers who are re-accredited at Provisional after voluntary cancellation of their Proficient Teacher accreditation is up to two years.

## ‘What if’ scenarios for re-accreditation after voluntary cancellation

### What if NESA makes the decision to not re-accredit?

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NESA will provide you reasons for the decision to not re-accredit you, as well as feedback on how the application could be strengthened.

You can contact NESA to further understand the reasons and get advice on your options.

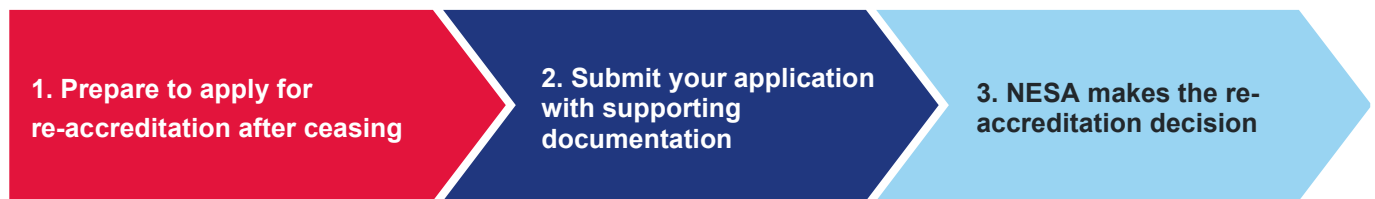
You can submit a new application for re-accreditation after voluntary cancellation at any time.

You can apply to NESA for an [internal review](#) of the decision.

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.

# Overview of the process for re-accreditation after ceasing

## At a glance



Re-accreditation after ceasing is a structured pathway to support teachers to re-enter the teaching profession as outlined in [Section 12](#) of the NSW Teacher Accreditation Manual (the TA Manual).

Teachers can apply for re-accreditation after ceasing if their provisional or conditional accreditation was ceased for not achieving Proficient Teacher accreditation by the end of their timeframe. Teachers who are re-accredited after ceasing may be given a further two years to achieve Proficient Teacher accreditation.

Teachers who were conditionally accredited will need to have completed an approved initial teacher education program before they can apply.

## 1. Prepare to apply for re-accreditation after ceasing

Carefully read all sections of the procedures for applying for re-accreditation after ceasing.

Read the [Re-accreditation after Ceasing application form](#) and prepare your supporting documents. For example, you may need to obtain a Working with Children Check clearance.

All returning teachers must also consent to a nationally coordinated criminal history check as part of the [suitability to teach](#) assessment.

Your pathway back to accreditation will be determined by your employment situation at the time you apply:

- If you have ongoing employment which began before the date your accreditation was ceased which could enable you to finalise your accreditation at Proficient Teacher, you will need to provide evidence of this in your application.
- If you have written support from a principal/service director agreeing to a new employment period, which starts within three months of the date that your accreditation ceased and could enable you to finalise your accreditation at Proficient Teacher, you will need to provide evidence of this in your application.
- All other cases, you will need to approach schools/services to seek support with your application for re-accreditation – you must have written confirmation of potential employment in a school/service before you can apply.

If your accreditation has been ceased more than once, please contact NESA at [reaccreditation@nesa.nsw.edu.au](mailto:reaccreditation@nesa.nsw.edu.au) for advice on supporting documentation.

## 2. Submit your application with supporting documentation

Complete the [Re-accreditation after Ceasing application form](#).

Provide supporting documentation, including:

- current WWCC clearance
- certified copies of [3 types of identification](#)
- [certified copies](#) of your university transcripts and awards for completed teaching qualifications
- evidence of current or potential employment as a teacher, if available
- name change certificate, if applicable
- an overseas criminal history check if you have resided overseas for 12 consecutive months or more.

Submit your application and all supporting documents to NESA at [reaccreditation@nesa.nsw.edu.au](mailto:reaccreditation@nesa.nsw.edu.au)

You will receive an email prompt to complete three tasks in your NESA online account (eTAMS) to enable the nationally coordinated criminal history check (NCCHC):

- complete the declaration task
- consent to the NCCHC
- identity verification: upload a photo of yourself holding your photo ID.

You will also receive an invoice for the \$100 re-accreditation application fee. You will need to pay this fee, and any other outstanding accreditation fees, to progress your application.

## 3. NESA makes the re-accreditation decision

NESA will email you an acknowledgement that we have received your application.

NESA may request additional information from your current or previous employer(s) as part of your application for re-accreditation.

NESA will review your application:

- If you have provided evidence of ongoing employment or an offer of employment that begins within three months of your accreditation ceasing, NESAs will make a re-accreditation decision and notify you.
- Otherwise, NESAs re-accreditation panel will assess the application. NESAs will take into account the panel's recommendation when making their re-accreditation decision. You will be notified of the re-accreditation decision.

You will have two years from the date you are re-accredited to complete all requirements for accreditation at Proficient Teacher if your application is approved.

NESA will notify you of any conditions placed on your re-accreditation.

# ‘What if’ scenarios for re-accreditation after ceasing

## What if NESA makes the decision to not re-accredit?

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NESA will provide you reasons for the decision to not re-accredit you, as well as feedback on how the application could be strengthened.

You can contact NESA to further understand the reasons and get advice on your options.

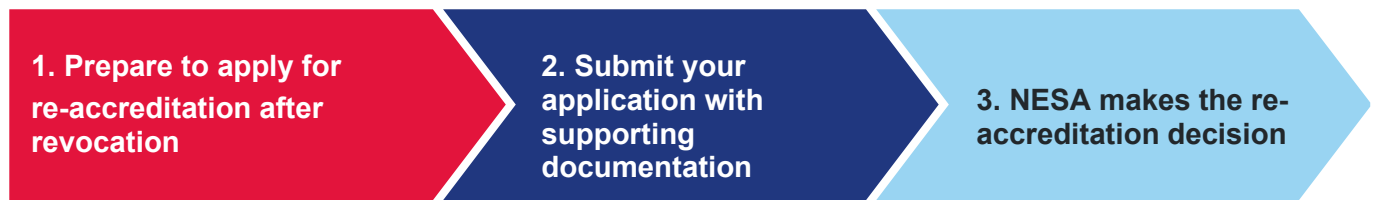
You can submit a new application for re-accreditation after ceasing at any time.

You can apply to NESA for an [internal review](#) of the decision.

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.

# Overview of the process for re-accreditation after revocation

## At a glance



Re-accreditation after revocation provides various pathways to support teachers to re-enter the profession as outlined in [Section 12](#) of the NSW Teacher Accreditation Manual (the TA Manual).

Teachers can apply for re-accreditation after revocation if the grounds for revocation no longer apply. These grounds include:

- not having a current WWCC clearance
- having outstanding fees
- failure to provide their professional development (PD) log; or
- failure to meet their maintenance of accreditation requirements.

Teachers may have their application reviewed by the NESA Re-accreditation Panel if their accreditation was revoked for:

- failing to meet the applicable Standards
- failing to meet the suitability to teach requirements
- misconduct.

Teachers who were conditionally accredited will need to have completed an approved initial teacher education program before they can apply.

## 1. Prepare to apply for re-accreditation after revocation

Carefully read all sections of the procedures for applying for re-accreditation after revocation.

Read the [Re-accreditation after Revocation application form](#) and prepare your supporting documents. For example, you may need to obtain a Working with Children Check clearance.

Prepare to address the grounds for which your accreditation was revoked.

All returning teachers must also consent to a nationally coordinated criminal history check as part of the [suitability to teach](#) assessment.

If your accreditation was revoked for failing to meet the applicable Standards, failing to meet the suitability to teach requirements or misconduct, please contact NESA at [reaccreditation@nesa.nsw.edu.au](mailto:reaccreditation@nesa.nsw.edu.au) for advice on supporting documentation.

## 2. Submit your application with supporting documentation

Complete the [Re-accreditation after Revocation application form](#).

Provide supporting documentation, including:

- current WWCC clearance
- certified copies of [3 types of identification](#)
- [certified copies](#) of your university transcripts and awards for completed teaching qualifications
- name change certificate, if applicable
- any documentation as advised by NESA
- evidence to support Mutual Recognition, if applicable
- an overseas criminal history check if you have resided overseas for 12 consecutive months or more.

Submit your application and all supporting documents to NESA at [reaccreditation@nesa.nsw.edu.au](mailto:reaccreditation@nesa.nsw.edu.au)

You will receive an email prompt to complete three tasks in your NESA online account (eTAMS) to enable the nationally coordinated criminal history check (NCCHC):

- complete the declaration task
- consent to the NCCHC
- identity verification: upload a photo of yourself holding your photo ID.

You will also receive an invoice for the \$100 re-accreditation application fee. You will need to pay this fee, and any other outstanding accreditation fees, to progress your application.

## 3. NESA makes the re-accreditation decision

NESA will email you an acknowledgement that we have received your application.

NESA may request additional information from your current or previous employer(s) as part of your application for re-accreditation.

If the grounds for your revocation no longer apply, NESA will assess your application and notify you of the decision.

If your accreditation was revoked for failing to meet the applicable Standards, failing to meet the suitability to teach requirements or misconduct, NESA's re-accreditation panel may review the application. NESA will take into account the panel's recommendation when making their re-accreditation decision. You will be notified of the re-accreditation decision.

NESA will notify you of any conditions placed on your re-accreditation, the level of re-accreditation and your timeframe.

Returning teachers who are re-accredited at Proficient, Highly Accomplished or Lead Teacher following revocation will have their previous maintenance of accreditation reinstated and extended by the length of the period where they were not accredited.

The accreditation timeframe for teachers who are re-accredited at Provisional after revocation of their [Proficient Teacher accreditation](#) is up to two years.



# ‘What if’ scenarios for re-accreditation after revocation

## What if NESA makes the decision to not re-accredit?

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NESA will provide you reasons for the decision to not re-accredit you, as well as feedback on how the application could be strengthened.

You can contact NESA to further understand the reasons and get advice on your options.

You can submit a new application for re-accreditation after revocation at any time.

You can apply to NESA for an [internal review](#) of the decision.

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.

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# NSW Education Standards Authority

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