

# Highly Accomplished and Lead Teacher (HALT) Maintenance of Accreditation Form

Teachers accredited at Highly Accomplished or Lead Teacher (HALT) must maintain their accreditation by continuing to demonstrate, model, and lead innovative teaching practices in relation to the applicable level of the [Australian Professional Standards for Teachers \(the Standards\)](#).

Teachers accredited at HALT must complete this form to finalise their maintenance of accreditation in the final three months of their maintenance period. This form must be submitted by their principal/service director/employer to NESA by the end of the teacher's maintenance end date.

## How to complete this form

### Section 1

#### The teacher:

- checks that they have no outstanding accreditation fees by logging in to their [NESA online account \(eTAMS\)](#)
- signs the form in Section 1 to declare that they have met all maintenance requirements including the minimum 100 hours of professional development (PD), and will keep a PD log for 12 months after the end of their maintenance period
- keeps a copy of their form and gives the original to their principal/service director/employer.

### Section 2 or 3

#### The principal/service director/employer:

- must be accredited at Proficient Teacher or above to verify the teacher's practice
- verifies whether the teacher continues to maintain the Standards at the relevant level of HALT accreditation
- may choose to provide comments about the teacher's practice
- signs the form at Section 2 or 3 and emails a copy of the form to NESA at [HALenquiry@nesa.nsw.edu.au](mailto:HALenquiry@nesa.nsw.edu.au) by the end of the teacher's maintenance period.

## NESA will make the accreditation decision

The final part of the process is the accreditation decision, which is made by NESA within 28 days of receiving the verification.

NESA's decision will be based on the:

- teacher's declaration; and
- principal's/service director's/employer's verification.

Teachers will receive an email when NESA has made the accreditation decision.

# Section 1: Declaration by the Highly Accomplished or Lead Teacher

Teacher's details	
Teacher's full name:	
Accreditation level:	
NESA account number:	
School/early childhood service/ employer:	
Maintenance period end date:	

Teacher's declaration and signature	
<p>I, _____ declare that for this maintenance period:</p> <ul style="list-style-type: none"><li>▪ I have met all my maintenance requirements aligned with the _____ level of the Standards</li><li>▪ have completed a minimum of 100 hours of PD that relates to the Standards</li><li>▪ will retain my PD log for 12 months after the end of my maintenance period and provide it to NESA if I am selected for an audit.</li></ul>	
Signature:	Date:

## Section 2: Verification from the principal/service director/employer that the teacher is maintaining their practice at the HALT Standards

*Note: If the principal/service director/employer intends to make a negative verification or is unable to make a verification, go to section 3.*

Principal/service director/employer details	
Full name:	
NESA account number:	
School/early childhood service/employer:	
Contact phone number:	
Email address:	

Verification and signature	
I verify that _____ has maintained their practice at the _____ level of the Standards.	
Comments (optional):	
Signature:	Date:

## **Section 3: Verification from the principal/service director/employer that a teacher does not maintain their practice at the HALT Standards or that they are unable to make a verification**

In limited circumstances you may need to record:

- that the teacher has not maintained their practice at the relevant level of HALT Standards; or
- that you are unable to make a verification about the teacher's practice.

### **Verifying that a teacher has not maintained their practice at the relevant HALT Standards**

If you intend to verify that a teacher has not maintain their practice at the relevant HALT Standards, **you must** notify the teacher in writing of the issues with their practice, including:

- the reasons for your intended verification, including the Standard Descriptors the teacher does not meet
- details of the appropriate and timely support and advice provided to the teacher regarding their practice against the applicable Standards
- the feedback and support provided to the teacher, which may include intervention strategies or an improvement plan to support the teacher, and the outcome of implementing those strategies/plan/support; and
- the teacher's right to respond to the written notice within 28 days and address the issues identified.

NESA will request evidence of the notification to the teacher before making an accreditation decision.

### **Unable to make a verification**

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

- the teacher has not worked in their current role long enough to allow you to confidently verify if the teacher is maintaining their practice at the HALT level
- information provided by the teacher's previous principal/service director/employer (where applicable and subject to consent from the teacher) has not assisted you in making a valid and reliable judgement.

**If unable to verify at Section 2, and the requirements above have been met, you must complete and sign Section 3A or 3B on page 5 or 6 of this form.**



## Section 3B

### Unable to verify

I am unable to verify \_\_\_\_\_'s maintenance of accreditation.

*Select applicable reasons/s*

The teacher has not worked in their current role for long enough to allow me to confidently verify whether the teacher is maintaining their practice at the HALT level.

Information provided by the teacher's previous school/service has not assisted me in making a valid and reliable judgement.

Comments (optional):

Signature:

Date:

The principal/service director/employer must return the completed form to [HALenquiry@nesa.nsw.edu.au](mailto:HALenquiry@nesa.nsw.edu.au) by the end of the teacher's maintenance period.