



## The accreditation process

To start work or return to work as a teacher in a NSW school or early childhood service after a break of five or more years from teaching in NSW you must be accredited. You first need to apply for conditional or provisional accreditation. This involves:

1. Setting up an online account at [www.educationstandards.nsw.edu.au](http://www.educationstandards.nsw.edu.au)
2. Completing all 10 steps to apply for Accreditation and hitting 'submit' to finish your registration
3. Posting certified copies of **all supporting documents** to: Teacher Accreditation GPO Box 5300 Sydney NSW 2001.

## What accreditation level will you get?

You will be given either Conditional or Provisional Accreditation.

**Provisional accreditation** is granted when you have **successfully completed** a recognised course of initial teacher education and provided NESAs with a certified final transcript confirming you have **met all course requirements** for award of that degree. Students completing a NSW teacher education course also need to have passed [an approved literacy and numeracy](#) test to be eligible for Provisional Accreditation.

**Conditional accreditation** will be granted if you have successfully completed an undergraduate degree or at least 3 years of a 4 year undergraduate teaching degree or the first year of a graduate entry teaching degree. The 'condition' placed on this level of accreditation is **you must complete a recognised course of initial teacher education within 12 months of your conditional accreditation before you can move to provisional accreditation.**

Conditional accreditation means you can work as a teacher while you complete your studies.

## What supporting documents do you need to post?

Your registration for accreditation cannot be processed until we receive **ALL** of the following:

To apply for **conditional accreditation** you need to provide **all of the following**:

- certified (Justice of the Peace signed) copies of your academic qualifications showing you have completed at least 3 years of a 4 year undergraduate teaching degree or the first year of a graduate entry teaching degree;
- certified (Justice of the Peace signed) copies of **two different forms of identification** eg: birth certificate, passport, drivers licence and marriage certificate if applicable.

To move to **provisional accreditation** you need to provide **the following**<sup>1</sup> within 12 months:

- a certified (Justice of the Peace signed) copy of your final transcript indicating you have met **all course requirements** for award of that degree

## What is a certified photocopy?

A certified photocopy is a copy of the original document that has been certified as a true copy of the original by a Justice of the Peace. **Your accreditation cannot proceed if all the required documents are not certified.**

## What is the Working with Children Check?

Before you can be accredited you must provide a current [Working with Children Check](#) number as part of your online application. You can apply for this [online](#). You will then need to provide proof of identity in person and pay the application fee at either:

- NSW Motor Registry
- Roads and Maritime Services (RMS)
- Service NSW.

---

<sup>1</sup> This applies to final year students from 2015 onwards

## How long will it take?

It generally takes between 5 to 10 working days to complete your assessment and email you advice about your Conditional or Provisional Accreditation. The email will have an attachment confirming the level of accreditation you have been given and information on the subjects you would be approved to teach on appointment to a permanent position in a NSW public school.

Potential employers will require evidence of your accreditation when you apply for a teaching position.

Decisions regarding the conditions of your employment including subjects you will be hired to teach are made by your employer.

## Finding a job

Once you have been provisionally or conditionally accredited by NESA, you can apply for teaching jobs in NSW with either:

- Department of Education - Government schools (primary and high school)  
You can apply to work in NSW public schools by contacting NSW Department of Education (DEC).
- a Catholic school - Catholic schools (primary and high schools)  
You can apply to work in a Catholic school by contacting one of the 11 Diocesan offices.
- an Independent school - Independent and private schools (primary and high schools). You can apply to work at an independent school by contacting the school directly
- an early childhood service – by applying direct to the service.

## Accreditation fees

Paying your annual fee is a condition of accreditation, and therefore employment as a teacher in a NSW school or early childcare service.

You do not need to pay your fee until you receive an invoice. As invoices and receipts are posted it is important to check your account holds your current address.

If you don't pay your fee, your accreditation and employment may be suspended. Annual fees are payable from, whichever comes first, the date of your:

- approval to teach
- employment as a teacher.

Once payment is received you will be posted a receipt and new accreditation card.

## More information

- ✓ The best source of information [www.educationstandards.nsw.edu.au](http://www.educationstandards.nsw.edu.au)
- ✓ The best email for questions is [contactus@nesa.nsw.edu.au](mailto:contactus@nesa.nsw.edu.au)
- ✓ Read the [Provisional and Conditional Accreditation Policy](#).