



Teaching  
Regulation  
Agency

## **Guidance to assist with a qualified teacher status application**

Once awarded qualified teacher status (QTS), this status stays with you and, under normal circumstances, cannot be rescinded. As you will be recognised as a qualified teacher, you will not be eligible for funding that is for initial teacher training.

### **QTS application – Guidance**

You will need to complete all the mandatory fields – these are marked \*. Only standard English alphanumeric characters should be used when completing the application form. Please do not use hyphens, accented or special characters, or leave spaces when completing the form, as your data will become corrupted. If your name has changed since your certificates were produced then you will need to upload evidence of your change of name, e.g. a marriage certificate. Please note: you will need to complete your application in one sitting as you cannot return to a part completed application. If you leave your application inactive for more than 20 minutes, it will close down and you will need to start again. We will normally contact you using your email address. Please ensure that if you change your email address that you let us know.

### **Teacher qualifications:**

Please upload a copy of your original teaching qualification document/s. If you are applying via the 'EU member state, Iceland, Liechtenstein, Norway and Switzerland' route, please ensure that you also upload a certified translation of the qualification/s. If your qualification does not clearly state your status as a teacher, along with the age range and subjects you are qualified to teach, please upload a copy of your diploma supplement or degree modules. Please upload your evidence if you completed an induction or probation period to become a fully recognised teacher

### **Letter of professional status of standing:**

From 11pm on 31 December the way we assess applications for QTS in England will change. From 1 January 2021, teachers qualified in the EU, Iceland, Liechtenstein, Norway or Switzerland, who are applying for QTS, will need to provide a letter confirming professional status or standing. The letter will need to be from the organisation responsible for regulating teachers in the country in which you are qualified.

The letter should:

- confirm that you are recognised as a qualified teacher in any EU

- member state, Iceland, Liechtenstein, Norway or Switzerland
- show you are not subject to any restrictions in that country
- be dated within the 3 months prior to your application

Applications made before 11pm on 31 December are unchanged and do not require a letter to be included.

### **Higher Education:**

Only complete this section if your degree is different to your teacher training qualification.

### **Translations:**

An independent translator must sign all translations.

### **What happens next:**

Your application will be reviewed within 1 month. If you have not uploaded the supporting documents, as required in the application guidance, you will be instructed to submit the documents within 30 days. Your application will be declined as an “incomplete application” if you fail to submit required documents. Teaching Regulation Agency officers will make a final decision within 90 working days. You will be advised of the outcome via the email used to submit your application, unless you have advised otherwise. If you have any questions please contact [qts.enquiries@education.gov.uk](mailto:qts.enquiries@education.gov.uk).