

Maintenance of Proficient Teacher accreditation in eTAMS

How to evaluate NESAs Registered PD

1. Log in to eTAMS to display your Dashboard
2. In the "Current tasks" list, click a "Course Evaluation" link to display the PD evaluation page or; Expand the "Maintenance of Accreditation" link on the left, click "Registered PD" and select the course you wish to evaluate. Complete the following fields:
 - a. Question 1 to 5 – select a value from the list to rate it from 1 (lowest) to 5 (highest)
 - b. Question 6 – select Yes or No
 - c. Question 7 to 9 – enter optional comments
3. Click the "Save Draft" button at any time to save a draft of your evaluation
4. Click the "Submit evaluation" to complete the evaluation. A message is displayed "Your registered PD evaluation has been submitted successfully..."

The "PD Hours Summary" tile on your dashboard and your PD Progress Report will have been updated.

How to log Teacher Identified PD

1. Log in to eTAMS to display your Dashboard
2. Expand the "Maintenance of Accreditation" link on the left and click "Teacher Identified PD"
3. Click the "Add teacher identified activity" button and complete the following fields:
 - a. Activity Name
 - b. Activity Type – lookup type from the provided list, e.g. Workshop
 - c. Start and End Date
 - d. Duration Hours and Minutes
 - e. Standard Descriptors – select the Standard Descriptors relevant to the activity. You can select from Proficient, Highly Accomplished and/or Lead Teacher Standards
 - f. How did this activity address the Standard Descriptor/s? – write 300 –1800 characters explaining how the activity addressed your chosen Standard Descriptors
4. Click the "Save Draft" button at any time to save and come back later to complete
5. When completed click the "Add Teacher Identified activity" button a message is displayed "Your Teacher Identified PD activity has been added..."

The "PD Hours Summary" tile on your dashboard and your PD Progress Report will have been updated.

How to apply for further tertiary study as PD

1. Log in to eTAMS to display your Dashboard
2. Expand the "Maintenance of Accreditation" link on the left and click "Further Study as PD"
3. Click the "Apply for further tertiary study PD hours" button and complete the following fields:
 - a. Course Type – select Undergraduate or Postgraduate
 - b. Institution and Course Name
 - c. Number of units completed
 - d. Unit name
 - e. Start and End Date of each unit
 - f. Proficient Teacher / Highly Accomplished / Lead Teacher Standard Descriptors – click to expand and select each Standard Descriptor relevant to this course
 - g. Comment box – write 300 –1800 characters explaining how the course addressed each of your chosen Standard Descriptors
4. Upload Transcripts – click the "Browse" button, select a file from your device and then click "Upload File"
5. Click the "Save Draft" button at any time to save and come back later to complete
6. Declaration – when complete, check both declaration buttons
7. Click "Submit" to complete your application. You will not be able to edit the application once you have submitted

The "PD Hours Summary" tile on your dashboard and your PD Progress Report will update.

How to submit your maintenance of accreditation

You can only submit your maintenance 3 months before your due date and if you have completed all of your PD requirements.

1. Log in to eTAMS to display your Dashboard
2. Expand the "Maintenance of Accreditation" link on the left and click "Submit Maintenance"
3. The "Maintenance of Proficient Teacher accreditation – declaration" page displays your current employment details. If these are wrong, click the "Update profile" button to change them, and then return to this page
4. Click the "Confirm details" button if the current employment details are correct
5. Click the "Submit Maintenance" Tab
6. Reflective Statement (optional) – you have the option to write a brief statement describing how you have maintained your Proficient Teacher practice against the Standards
7. Declaration – check the button to declare that you have met all maintenance of accreditation requirements
8. Click the "Submit" button. A message is displayed confirming the application was submitted through to your Principal/TAA
9. Click the "Back" button to return to your Dashboard

The "Maintenance" tile displays the date your application is due, and the status will be "AWAITING TAA DECISION".