

## Blue Card System – Information Sheet

# Directors of a non-state school governing body

Directors of non-state school governing bodies are required to hold a blue card or an exemption card.

Blue Card Services has an obligation to notify the Non-State Schools Accreditation Board of any outcome of an application made by a director of a non-state school governing body and any relevant changes to that person's status as a card holder.

For more information about the requirements for directors, visit the Non-State Schools Accreditation Board's website at [www.nssab.qld.edu.au](http://www.nssab.qld.edu.au)

## How do I apply for a blue card or exemption card?

### If I am a registered teacher or police officer...

You will need to apply for an exemption card, not a blue card. You can do this by completing an *Exemption card business (EB) application* form, ticking the 'Director of a corporation which is the governing body for a provisionally accredited, or accredited non-state school' category.

There is no application fee for an exemption card and the exemption card remains current as long as you continue to be a registered teacher or police officer, unless cancelled or suspended earlier. If eligible, you will receive a positive exemption notice letter and an exemption card.

The *Education (Accreditation of Non-State Schools) Act 2001* requires you to have a positive exemption notice letter and exemption card **before** you can commence your work as a director.

For more information, see the *Applying for an exemption card* flow chart on the Blue Card Services website at [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

### If I am not a registered teacher or police officer...

You need to apply for a blue card. You can do this by completing the *Blue card business (BCB) application* form, ticking the 'Director of a corporation which is the governing body for a provisionally accredited, or accredited non-state school' category.

If you do not receive payment for your work as a director or you only receive out-of-pocket expenses, you do not need to provide the prescribed application fee with your application. However, you will need to complete and attach a statutory declaration form to your application stating that you perform this role for no financial reward. If eligible for a blue card, you will be issued with a volunteer blue card. Statutory declarations are available on the Blue Card Services website at [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au)

If you receive payment for your work as a director, then you must submit the prescribed application fee with your application. If eligible for a blue card, you will be issued with a paid blue card.

You must receive your positive notice and blue card **before** you can commence your work as a director.

For more information, see the *Business operators – application process* flow chart on the Blue Card Services [website](http://www.bluecard.qld.gov.au).

## What if I already have a blue card or exemption card?

If you applied for or hold a blue or exemption card through another organisation, your governing body or school must submit a *Notification of change for self-employed persons* form, ticking the 'Director of a corporation which is the governing body for a provisionally accredited, or accredited non-state school' category in the business section.

This allows Blue Card Services to add the school/governing body and the Non-State Schools Accreditation Board as relevant organisations to your record, and ensures that they are notified of any changes to your card status.

**Note:** If you are a registered teacher or police officer and you already hold a blue card, you can continue using your existing blue card until it expires. However, if you are continuing as a director of a non-state school governing body, you will need to apply for and hold an exemption card before the expiry of your blue card.

## What if I move from volunteer work to paid work?

If you have a volunteer blue card and move into regulated child-related work for which you receive payment (other than reimbursement for out of pocket expenses), you will need to transfer your blue card to a paid blue card.

Depending on the type of child-related work you are entering, you can transfer your card by submitting a *Volunteer to paid employment transfer* form or a *Volunteer to business transfer* form and paying the prescribed application fee. You will then be issued with a new paid blue card that is valid for an additional three years.

This requirement **does not apply** to exemption card holders. There is no requirement to transfer an exemption card when changing child-related employment types.

## Renewing my blue card

Blue Card Services will send you a renewal invitation 10 weeks prior to the expiry of your blue card.

If you lodge a renewal blue card application with Blue Card Services at least **30 days** prior to the expiry of your current blue card and it has not been suspended or cancelled, then you can continue to work as a director if your blue card expires and your new blue card has not yet been issued.

If you do not lodge your renewal blue card application at least **30 days** before the expiry date of your current blue card and you do not have a new blue card when your current blue card expires, you **cannot** continue working as a director of a non-state school governing body.

Exemption cards do not have an expiry date so they do not need to be renewed. They remain current while a person is a registered teacher or police officer, unless it is suspended or cancelled earlier.

## Where can I get more information?

Application forms and other forms, including statutory declaration forms, are available on our website at [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au) or by calling Blue Card Services on **07 3211 6999** or **1800 113 611**.

Please also refer to our [website](#) for regular updates and current information about the blue card system.