

NZQA

New Zealand Qualifications Authority

Mana Tohu Matauranga O Aotearoa

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Online TEO applications

You need to be authorised to view applications in TEO Applications. You can upgrade your level of access by calling the Sector Service Desk on 0800 422 599.

Applications in progress

You can commence an application and return to it later. It will appear in the *Applications in Progress* table.

Click **Edit** next to an incomplete application to resume working on it. Any sections you have completed will be saved and you can resume working on it again later.

You can **Withdraw** your application at any point during the assessment process, up to the point where NZQA has reached an outcome and communicated this to you. Once an outcome has been reached, your application will shift to the *Completed Applications* table.

Return to this page in future to track the status of your application during the assessment process.

About the application process

When you submit your application, you will receive an auto generated email quoting an NZQA reference number. Use this number in future, if you need to email or speak to a member of staff.

You will be notified when your application has passed through pre-assessment. Pre- assessment determines if an application has sufficient information to be processed further. You should expect a response within five working days from the day you submit it.

You will be invoiced on a regular basis for ongoing work on your application at a rate of \$150 per hour plus GST.

Please direct any queries about your application to our [Service Support team](#). Remember to include the NZQA reference number on all correspondence.

Completed Applications

Applications that have been assessed by an NZQA Advisor and have reached an outcome will display in the *Applications Completed* table. This could include applications that are on hold, approved, partially approved, or declined.

A history of all completed applications will display in date order from most recent application first.

Online application user guides

A number of user guides are available for online users:

- [Course approval and accreditation application](#)
- [Course approval application](#)

- Course accreditation application
 - Category 1 course change notification
 - Category 2 course change application
 - Standards accreditation application
 - Change of ownership application
 - New site notification
 - Degree approval and accreditation application
 - Degree change application
 - Miscellaneous applications
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