

From: Victorian Institute Of Teaching [mailto:vit@edumail.vic.gov.au]
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To: DL All Schools
Subject: Circular 5 / 2015 Registration cards



**VICTORIAN INSTITUTE OF TEACHING
MESSAGE TO SCHOOL PRINCIPALS
CIRCULAR 5 / 2015
REGISTRATION CARDS**

*This circular is being sent to principals of all schools.
Please ensure that the principal receives this email.*

This circular contains information about:

- new-look registration cards

REGISTRATION CARDS

Thank you for your support in helping teachers complete their online registration tasks, which were due on 30 September. Now that the majority of teachers have completed their registration tasks, they will be receiving their new registration cards by post. Registration cards are mailed out progressively and can generally be expected within ten working days of all registration tasks being successfully completed, including if required a satisfactory National Police History Check . If you are checking a teacher's card for any reason, you will notice that there are slight changes to the cards this year, including a different colour for each category of registration. This will help you identify at a glance the difference between, for example, a teacher with permission to teach and a teacher with (full) registration.

For more information on the new cards and an example of each one, read this [news item](#) on the Institute website.

**MELANIE SABA
CHIEF EXECUTIVE OFFICER**