Apply for Early Childhood Teacher Registration Now

All qualified early childhood teachers who are employed or engaged as an early childhood teacher in a Victorian education and care service or a Victorian children’s service need to be registered with the Victorian Institute of Teaching from 30 September 2015.

We’ve had an excellent response to registration so far, with over 2,300 early childhood teachers submitting an online application.

However, for those who haven’t done so, it’s important you apply for early childhood teacher registration NOW. This will ensure your application is processed in time for your name to appear on the teacher register by 30 September 2015.

Welcome to our tenth circular about early childhood teacher registration. This circular contains important information about:

- applying for ECT registration
- applying for ECT registration as a second registration
- ECT Employer briefings - update
- how to find out more about ECT registration
- DE&T EC mentoring program.

Applying for ECT registration

If you’ve been employed or engaged as a qualified early childhood teacher (ECT) for at least one day in the two-year period between 1 October 2013 and 30 September 2015, you will be able to apply for registration as an ECT under the transitional arrangements. If you are registering for the first time, applying for registration as an ECT is a simple
two-step process.

Step One:

- Create a MyVIT account.
- Once you’ve created your account, select the ‘Application for early childhood teacher registration’ form from the ‘Forms’ menu.
- Work through the form and complete all the required information.
- Make a credit or debit card payment and submit the online application.

Step Two:

- On receipt of your payment, we will send you an email that describes the documents you need to post us to support your online application.
- Post the required documents.

All parts of the application must be completed before registration can be granted. If there are any issues with your application, we will get in touch with you using the contact details you have provided. When your application for ECT registration has been processed and completed we will email you and tell you it has been successful.

**Applying for ECT registration as a second registration**

If you are currently registered with us and you are a qualified ECT, you can apply for a second registration as an ECT by accessing the application for ECT registration using your MyVIT account.

Once you’ve logged in to your account, select the ‘Application for early childhood teacher registration’ form from the ‘Forms’ menu and proceed as described above.

Keep these points in mind before your start an application:

- You must hold a current and satisfactory National Police History Check.
- You will have to make some further declarations about your continuing suitability to be a teacher.
- You will be required to make a payment for your registration by credit or debit card.

Registering in two divisions will cost you 25% more than registration in one division. If your ACECQA approved early childhood teacher qualifications are the same as those you used to apply for your current teacher registration, then you will not have to provide evidence of your qualifications again.

We will provide information at a later date about renewing registration when you have two registrations.

**ECT Employer briefings - update**

We welcomed employers to the first briefing on Tuesday 18 August at the Institute.
Further briefings will be held in early September. Please note that a number of briefings have been cancelled due to low numbers.

The remaining briefings will go ahead as advertised and there is an additional CBD briefing towards the end of September:

<table>
<thead>
<tr>
<th>Location</th>
<th>Date</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tullamarine</td>
<td>Wed 2 Sep</td>
<td>Melrose Reception Centre</td>
</tr>
<tr>
<td>Darebin</td>
<td>Thu 3 Sep</td>
<td>Darebin Arts Centre</td>
</tr>
<tr>
<td>Box Hill</td>
<td>Fri 4 Sep</td>
<td>Box Hill Golf Club</td>
</tr>
<tr>
<td>Melbourne</td>
<td>Tue 25 Sep</td>
<td>Victorian Institute of Teaching Level 9/628 Bourke Street, Melbourne</td>
</tr>
</tbody>
</table>

On the day of the briefing, registration is open from 9:30am with the briefing from 10:00am until 12pm. An online booking form and additional information can be found on our website.

If you are unable to attend a briefing, please note that the briefing presentation will be uploaded to our website on 16 September 2015.

**How do I find out more about early childhood teacher registration?**

To find out about how to register as an early childhood teacher, read the guide to registering as an early childhood teacher. Further information about registration as an early childhood teacher is available on the Institute website. To receive this circular directly to your email address, complete and submit an EC Circular subscription.

If you are unable to find the information you need about early childhood registration on the Institute website, call 1300 977 263 and speak to one of our highly trained Customer Service Officers.

**Department of Education and Training – Early Childhood mentoring program**

Registrations for the DE&T 2015 Early Childhood Teacher Mentoring Program are now open. This program is for experienced and qualified early childhood teachers who anticipate taking on the role of mentor for beginning early childhood teachers.

It is a one day program, provided at no cost to participants. Up to 40 registrations will be accepted at each of the mentor training days.

The program will be held from 9:00am – 3:15pm at four locations:

- 8 October, Karstens Conference Centre, 123 Queen Street, Melbourne
- 9 October, Box Hill Golf Club, 202 Station Street, Box Hill
- 22 October, Century Inn Traralgon, 5 Airfield Rd, Latrobe Valley
- 23 October All Seasons Bendigo, 171-183 McIvor Road, Bendigo
The program will not cover details about the Institute’s process for provisionally registered early childhood teachers to move to early childhood teacher registration. More information about this process will be available in the next EC circular.

To register, please download a registration form from the DE&T website and email it to colautti.lauren.l@edumail.vic.gov.au by 25 September 2015.

Thank you for reading this circular and welcome to the profession. I look forward to working with you from 30 September.

Kind Regards

MELANIE SABA
CHIEF EXECUTIVE OFFICER
VICTORIAN INSTITUTE OF TEACHING

Please do not respond to this email, as it has been sent by an automated service.