APPLY FOR EARLY CHILDHOOD TEACHER REGISTRATION NOW

If you need to register as an early childhood teacher, it’s important you apply for registration NOW.

This will ensure your application is processed in time for your name to appear on the online teacher register by 30 September 2015.

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.

Welcome to our eleventh circular about early childhood teacher registration. This circular is a reminder about how to register.

It is a simple two-step process:

**Step one** involves creating a MyVIT account and completing an online application (in the ‘Forms’ section of your MyVIT account).

**Step two** involves reading the email we will send to you describing the documents you need to post us in order to support your online application.

Both steps 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.
Where to get more information

Read the guide to registering as an early childhood teacher.

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

From August to the end of January, our call centre is open from 8am to 6pm Monday to Friday except on public holidays.

Please be aware that as we get closer to 30 September, we get increasing numbers of teachers emailing us or calling us. A good time to call is between 10:30am and 12:30 in the morning and from 4:30 to 6pm in the afternoon.

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.