EARLY CHILDHOOD CIRCULAR 9 / 2015 – EARLY CHILDHOOD TEACHER REGISTRATION
30 July 2015

APPLICATIONS ARE OPEN

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.

Early childhood teachers are encouraged to apply for registration now.

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

- How I will know if my application for ECT registration is successful
- ECT Employer briefings
- ECTs who are currently studying an ECT qualification
- How I find out more about early childhood teacher registration
- ECIA-VC Online Resources Project

How will I know if my application for ECT registration is successful?

When your application for early childhood teaching has been processed and completed we will email you and tell you it has been successful. If there is any issue during the processing of your application we will contact you on the email address you provided to us.

Registration applications can take some time to process so it’s important that you apply now to ensure your name appears on the teacher register by 30 September 2015. Don’t forget that registration is a two part process:

- Completion of the online form and payment
- Submission of all required certified photocopied documents
All parts of the application must be completed before registration can be granted. If you receive notification you have successfully applied for early childhood registration, you will receive your registration card approximately 10 working days after 30 September 2015.

ECT Employer briefings

Early childhood teacher employers and managers are invited to attend an Institute briefing session. These two-hour briefings, beginning at 10.00am, will be held in 9 metropolitan and 4 regional locations during August and September.

The briefings will help you fully understand the requirements of early childhood teacher registration from an employer perspective, and give you the opportunity to meet Institute staff and ask questions. Department staff will also be present at some of the briefings to answer questions.

Briefing dates and locations

To reserve your place now, register online.

ECTs who are currently studying an ECT qualification

If you are currently studying an early childhood teaching qualification, you will not be eligible for early childhood teacher registration until you have received your final results. Only qualified early childhood teachers are eligible for early childhood teacher registration.

This doesn’t mean that you cannot work as a kindergarten teacher. Please refer to the Department of Education and Training for more information about this.

We recommend that you apply for registration about 2 months before you complete your early childhood teacher qualification as processing of registration applications can take up to 6-8 weeks. If you apply before your final results are released then completion of the application process will only take 2-3 working days once we receive notification you have completed your program of study. This means you will be granted registration quickly.

When you apply for registration you will not be eligible for the transitional arrangements, because you have not worked or volunteered as a qualified early childhood teacher during the period between 01 October 2013 and 30 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.

All Victorian kindergartens, long day care services and providers and anyone who has submitted an ‘intent to register’ form or an EC Circular subscription form will receive these email circulars. Past editions of the circular can also be found on our website.

If you are unable to find the information you need about early childhood registration on the Institute website, we have a phone line dedicated to early childhood teacher registration enquiries. Call 1300 977 263 and speak to one of our highly trained Customer Service Officers.

ECIA-VC Online Resources Project

This project aims to develop the ECIA-VC website for early childhood intervention professionals to access evidence based resources, network and collaborate with other professionals. ECIA-VC are inviting professionals/researchers to express interest in being a member of the working group (applications close 31 July) or to submit website content. You will find more details about the project and how to apply on the ECIA-VC website.

Thank you for reading this circular and welcome to the profession. I look forward to working with you in the future.

Kind Regards

MELANIE SABA
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