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

- Commencing ECT registration
- Managing your registration: MyVIT
- DE&T Online Mandatory Reporting module
- How to find out more about ECT registration

The next edition of the circular will focus on renewal of registration and a future edition will focus on requirements for provisionally registered early childhood teachers.

**EARLY CHILDHOOD TEACHER REGISTRATION COMMENCED 30 SEPTEMBER!**

The Institute welcomed 2,500 early childhood teachers who ‘went live’ on the public register on September 30. Since then, another 1,000 early childhood teachers have been approved and their names included on the register.

**Commencing early childhood teacher registration**

To see if your registration application has been approved, search the register. If your name is on the register, then you are a registered early childhood teacher. You will receive your registration card in the post about 10 business days after your name appears on the register.

Another 2,500 early childhood teachers have completed the online application, but not all have submitted their certified documents to finalise their registration.

If you haven’t submitted your documentation, please check the email we sent you and post your documents to us TODAY. Email us or call us on 1300 977 263 if you have any questions.

If you have completed the online application and posted your documents: keep your eye on the register. We will get you registered as soon as possible and your name will
appear on the register as soon as you have been approved. However, it does take time to check your documents and to receive confirmation that your criminal record check is complete and satisfactory.

If you are a qualified early childhood teacher, working in the role of an early childhood teacher in a Victorian early childhood service and haven’t applied yet – talk to your employer and apply today. It’s important you apply for early childhood teacher registration NOW.

Managing your registration – MyVIT

MyVIT is an individual secure online portal for accessing your registration information and services. Your MyVIT account will help you maintain your personal information, keep track of seminars and if you are a (fully) registered early childhood teacher, complete your annual renewal.

Features of MyVIT

- **My Applications** - You can monitor the status of your submitted applications or complete a saved form.
- **My Correspondence** - You can check emails we’ve sent about your registration.
- **My Events** – Each year the Institute offers seminars and events you may attend. Keep track of them here.
- **MyPD** - This is a tool for recording your professional development activities and uploading related certificates or documents. MyPD is a useful tool and we encourage you to use it.
- **Forms** - You can access online forms such as a ‘change of name’ or an application form here. Forms relevant to you will be accessible here.
- **Update my profile** – This is for changing your postal address and/or your contact details.
- **Update my password** – This is for changing your password to maintain your security.

What if I’ve forgotten my MyVIT password?

Open the MyVIT screen, enter your account number and select 'Help: I forgot my password'. Your MyVIT account number is the same as your six-digit registration number.

Follow the prompts to create a new password.

What if I’ve forgotten my account number?

Your MyVIT account number is the same as your six-digit registration number. This is
displayed on your invoice and your registration card, or you can search the public register to find it.

**Online DE&T Mandatory Reporting module**

The Protecting Children – Mandatory Reporting and Other Obligations for the Early Childhood Sector eLearning Module developed by the Department of Education and Training is now available online. The module has been developed to support registered early childhood teachers to meet their responsibilities as mandatory reporters of child abuse.

The module provides information regarding the roles and responsibilities for protecting children and provides specific advice on how to identify, respond to and report concerns regarding the safety, health and wellbeing of children. It also provides advice regarding the new criminal offences that have been introduced to protect children.

The module is available at no cost to participants and provides a certificate on successful completion. Please use the login: ecec and password: staff

Completion of the module will take about 45 minutes, will update your professional knowledge and will contribute towards the 20 hours of standards referenced professional development required for annual renewal of registration.

**How to find out more about ECT registration**

Further information about early childhood teacher registration is available on our website.

To receive this circular directly to your email address, complete and submit an EC Circular subscription. Past copies of this circular are also available on our website.

If you are unable to find the information you need about early childhood registration on the Institute website, call and talk to us on the ECT hotline by calling 1300 977 263. Our call centre is open from 8am to 6pm Monday to Friday (except on public holidays) and good times to call us are between 10:30am and 12:30 in the morning and 4:30 to 6pm in the afternoon.

Thank you for reading this circular and welcome to the profession!

Kind Regards

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