Welcome to our second circular for 2016 about early childhood teacher registration. This circular contains important information about:

- the special needs requirement for renewal of registration
- last date to register under the transitional arrangements
- lapsing applications for registration
- EC mentor seminars
- how to register for an EC mentor seminar
- twilight seminars for provisionally registered ECTs.

**The special needs requirement for renewal of registration**

If you are a (fully) registered early childhood teacher, then you will renew your registration with us by completing an online application for renewal by 30 September every year.

To successfully renew your early childhood teacher registration in 2016, you will need to:

Pay the annual registration fee and make declarations:

- about your continuing suitability to be a teacher
- that you have practised for at least 20 days as an early childhood teacher/teacher or an educational leader or in equivalent practice in the previous 12 months
- that you have completed at least 20 hours of professional development activity in the previous 12 months that references the Australian Professional Standards for Teachers.

When you renew your registration you will also be required to declare any professional development activities undertaken in the previous two years that develop your capability to teach learners with a disability (special needs).

When you focus on PD about learners with a disability you will be updating and improving your capability to demonstrate the following Australian Professional Standards for Teachers:

- Standard 1.6 - Design and implement teaching activities that support the participation and learning of students with disability and address relevant policy and legislative requirements.
• Standard 1.5 - Develop teaching activities that incorporate differentiated strategies to meet the specific learning needs of students across the full range of abilities.
• Standard 4.1 - Establish and implement inclusive and positive interactions to engage and support all students in classroom activities.

The PD you undertake in special needs should be recorded and evidenced as part of your annual renewal requirement of at least 20 hours of PD. We recognise you need time to undertake PD and implement new learning effectively. Therefore, you must meet this requirement by 30 September 2017 to maintain your early childhood teacher registration.

More information about this requirement is on our website.

**Last date to register under the transitional arrangements**

Applications for early childhood teacher registration under the transitional arrangements will close on 31 March 2016.

After 31 March 2016, the only applications that will be accepted are applications made under the ‘business as usual’ application process.

**Lapsing applications for registration**

If you have commenced an online application for registration as an early childhood teacher but have not yet completed it, you should log into your MyVIT account and review the actions required to complete your application. If you take no further action by 30 April, your application will lapse.

If your registration has lapsed then you will need to submit a new application to become a registered early childhood teacher.

**EC mentor seminars**

To be a VIT mentor and take on the role of mentoring a provisionally registered early childhood teacher, you will need to be an early childhood teacher with (full) registration who has completed the two-day Effective Mentoring Program.

The program is provided at no cost to participants. Participants will develop their skills as a mentor and find out about the process for beginning early childhood teachers to meet the Proficient Teacher standards and become (fully) registered. Each day of the mentoring program will run from 9am to 4pm on the dates and at the locations below:

<table>
<thead>
<tr>
<th>Day One</th>
<th>Day Two</th>
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<tbody>
<tr>
<td>Thursday 3 March – Melbourne CBD</td>
<td>Friday 6 May – Melbourne CBD</td>
</tr>
<tr>
<td>Friday 4 March – Box Hill</td>
<td>Friday 20 May – Box Hill</td>
</tr>
<tr>
<td>Thursday 10 March - Ballarat</td>
<td>Friday 27 May - Ballarat</td>
</tr>
<tr>
<td>Friday 18 March - Pakenham</td>
<td>Thursday 2 June - Pakenham</td>
</tr>
<tr>
<td>Monday 21 March – Melbourne CBD</td>
<td>Friday 3 June – Pakenham</td>
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**To register for the two day Effective Mentoring Program**

Log in to your MyVIT to select and sign up for the session that suits you.
1. Go to your MyVIT
2. Log in using your registration number (6 digit number on your registration card) and your password
3. Go to 'My Events' from the left hand navigation bar
4. Select 'EC Teachers mentor sessions'.
5. Select the seminar you wish to attend and click on 'Proceed to Register'.

Once you have registered for a session, you will receive a confirmation email and the event will appear on the Events page of your MyVIT portal. You will also be sent a reminder email one week prior to the event.

If you’d like to become a VIT mentor but can’t attend the two day Effective Mentoring program for early childhood teachers, then you can attend the two day (school) teacher mentor training program instead. Look on our website for dates and locations and email us at mentors@vit.vic.edu.au to register.

**Twilight seminars for provisionally registered ECTs**

Free VIT twilight seminars for provisionally registered teachers are held across Victoria to help provisionally registered teachers understand their professional obligations and the process to meet the standards.

The seminars commence in April and are from 4:30pm to 6:30pm (with registration and networking from 3:30pm). They are held in a range of locations across Victoria and are a great opportunity for provisionally registered early childhood teachers to share their teaching experiences with other provisionally registered teachers and to meet VIT staff who can assist them.

**How to find out more**

Further information about all aspects of early childhood teacher registration is available on our website. If you are unable to find the information you need, email us or talk to us on the ECT hotline by calling 1300 977 263. Our call centre is open from 8am to 5pm Monday to Friday (except on public holidays).

**Unsubscribe**

If you wish to unsubscribe from this circular, please email us at vit@vit.vic.edu.au and include the words ‘EC Circular UNSUBSCRIBE’ in the title of the email.

Thank you for reading this circular.

**MELANIE SABA**
CHIEF EXECUTIVE OFFICER
VICTORIAN INSTITUTE OF TEACHING