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.

You can now access the early childhood teacher application form from the Institute website.

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

- our new website
- applying for early childhood teacher registration.

Our new website

When you go to our website, you’ll notice we have a whole new look!

Our new website will be easier for you to navigate and find the information you are looking for about early childhood teacher registration.

Applying for early childhood teacher registration

If you’ve been employed or engaged as a qualified early childhood teacher 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 early childhood teacher under the transitional arrangements. You can be employed or engaged in a paid or voluntary capacity.

Otherwise, you will apply for early childhood teacher registration using the business-as-
If you are registering for the first time

Applying for registration is a simple two-step process.

**Step one** involves completing the online application. We ask you to provide some initial information about yourself and your qualifications. You will need to:

- create a MyVIT account
- start an online application
- tell us about your qualifications
- describe your teaching experience
- provide information about your suitability to be a teacher
- Make a credit-card payment.

**Step two** involves reading the message sent to the email address you have given us. The message will ask you to post supporting documents to us, including:

- the completed and signed form attached to the email message
- proof of your identity
- evidence of your qualifications
- any other documents we may have requested.

If you are currently registered with us

If you are already a registered teacher and you have an early childhood teacher qualification that is approved or recognised by ACECQA, you can apply for a second registration as an early childhood teacher using these steps:

- log in to your MyVIT account and you will find an application for early childhood teacher registration
- complete and submit the application, making payment for your early childhood teacher registration by credit or debit card
- once payment has been received successfully a message will be sent to the email address you have given to us, with instructions about how to complete Step two of the application process.

If your 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.

You will already have a current National Police History Check and that will apply to this application for early childhood teacher registration. You will have to make some further declarations about your continuing suitability to be a teacher.

How do I find out more?

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 as they are published. 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.

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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VICTORIAN INSTITUTE OF TEACHING