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

- Commencing ECT registration
- Renewal of registration
- How to find out more about ECT registration

The first edition of the circular for 2016 will focus on requirements for provisionally registered early childhood teachers.

**Commencing early childhood teacher registration**

To date we have 4728 early childhood teachers who have completed the registration process and are on the register. Thank you to all teachers who completed their requirements.

If you are an early childhood teacher who has completed an online application, but you haven’t submitted your documentation, please check the email we sent you and post your documents to us AS SOON AS POSSIBLE. Shortly we will be expiring applications that have not been completed. This is likely to mean the information provided and fees paid will be forfeited so if you still want to be registered you need to provide us with the documents to complete your application as soon as possible. Contact us if this is going to take longer.

**Renewal of registration**

If you are a registered early childhood teacher, you will be required to renew your registration with us by completing an online application by 30 September 2016. This does NOT apply to provisionally registered early childhood teachers.
When it is time to renew, we will email you an easy step-by-step guide to help you renew your registration.

In the meantime, you need to be aware that this is a retrospective process and therefore you need to plan now so you can successfully renew your registration.

You will need to:

1. Make declarations:
   - about your continuing suitability to be a teacher
   - that you have practised for at least 20 days as a teacher or an educational leader or have undertaken equivalent practice
   - that you have completed at least 20 hours of professional development activities that reference the Australian Professional Standards for Teachers and relate to the domains of professional knowledge, practice and engagement.

2. Pay the annual registration fee and any other required fees

3. Update your National Police History Check if it is due to expire in the next renewal period. This will not apply to most registered early childhood teachers, and we will inform you if it applies to you.

If you are unable to meet the requirement for at least 20 days of teaching, educational leadership or equivalent practice in the 12 months prior to 30 September 2016, you will have the option to declare you have undertaken either:

- 40 days in the previous two years
- 60 days in the previous three years
- 80 days in the previous four years
- 100 days in the previous five years.

To find out more about equivalent practice or educational leadership, please see our website.

To find out more about the professional development requirements, please see our website.

It’s important that you retain evidence of the PD and days teaching you have undertaken during the period to 30 September 2015. If you log into your MyVIT portal, you will find MyPD in the left hand top bar. You can store information and upload documents about your PD for registration renewal in this online facility.

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

Past copies of this circular contain information about early childhood teacher registration and are available on our website.

Further information about early childhood teacher registration is also available on our website.
If you are unable to find the information you need about early childhood registration on the Institute website, email us or 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).

Thank you for reading this circular. Have a safe and happy festive season and I look forward to working with you in 2016.

Kind Regards

**MELANIE SABA**
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