

**From:** Victorian Institute of Teaching  
**Sent:** Wednesday 3 December 2014 4:00 PM **To:** All schools  
**Subject:** Circular 8 / 2014 Checking if your teachers are registered for next year

**VICTORIAN INSTITUTE OF TEACHING  
MESSAGE TO SCHOOL PRINCIPALS  
CIRCULAR 8/2014  
CHECKING IF YOUR TEACHERS ARE REGISTERED FOR NEXT YEAR**

*This circular is being sent to principals of all schools.  
Please ensure that the principal receives this email.*

Dear Principal

Thank you for your support in helping teachers complete their online registration tasks, which were due on 30 September. The large majority of teachers successfully completed their tasks by the due date, and we thank them for their prompt response. A letter has been mailed to those teachers who have yet to complete their tasks, and your school has also been sent a corresponding letter.

**CHECK YOUR TEACHERS' REGISTRATION STATUS AT A GLANCE**

A quick glance in your School Portal can tell you if a teacher is registered to teach next year. If you see red text, there is an issue which needs to be resolved.

Go to the Institute website at [www.vit.vic.edu.au](http://www.vit.vic.edu.au) and click the 'School' tab. If you need a reminder of your School Portal password, click 'Help: Need your school portal password?'

Once you are in your School Portal, click the 'All Teachers' link and you will see a list of your teachers. If there is no information displayed in red, the teacher has completed their registration tasks and is ready to commence teaching from day one next year. **If you see any information in red, this means there is a task which must be completed before 31/12/2014.**

If you see this:

All Teachers								
Displaying records 1 - 6 Prev   Next <a href="#">Open Full Teacher List</a>								
Teacher	Reg. No.	Reg. Status	Reg. Type	Card Expiry Date	CRC Received Date	Renewal Due Date	Renewal Status	Action
<a href="#">Blogs</a> Jo	123456	Registered	Full	30/09/2014	09/09/2010	30/09/2014	Pending	<a href="#">Remove</a>

This teacher has an overdue CRC (criminal record check). They also may not have completed their online renewal and/or paid their annual fee.

All Teachers								
Displaying records 1 - 6 Prev   Next						<a href="#">Open Full Teacher List</a>		
Teacher	Reg. No.	Reg. Status	Reg. Type	Card Expiry Date	CRC Received Date	Renewal Due Date	Renewal Status	Action
<a href="#">Blogs</a> <a href="#">Jo</a>	123456	Registered	Full	30/09/2014	09/09/2010	30/09/2015	Pending	<a href="#">Remove</a>

This teacher has an overdue CRC and also may not have paid their annual fee.

All Teachers								
Displaying records 1 - 6 Prev   Next						<a href="#">Open Full Teacher List</a>		
Teacher	Reg. No.	Reg. Status	Reg. Type	Card Expiry Date	CRC Received Date	Renewal Due Date	Renewal Status	Action
<a href="#">Blogs</a> <a href="#">Jo</a>	123456	Registered	Full	30/09/2014	09/09/2014	30/09/2014	Pending	<a href="#">Remove</a>

This teacher has not completed their online renewal and also may not have paid their annual fee.

For information on using the School Portal, download the ['User Guide to the School Portal'](#).

### THE IMPORTANCE OF MAILING THE REQUIRED DOCUMENTS TO US

A teacher may have completed their online criminal record check application, however they must also mail their signed confirmation page and correctly certified proof of identity documents to the Institute. If this has not been completed, their **CRC Received Date** will be red, and they will be removed from the register on 31/12/2014.

### REGISTRATION CARDS

2015 registration cards are currently being issued in a staggered process and will be mailed to teachers as soon as possible. Please be aware that a registration card is not the sole proof of a teacher's registration status. Some of your staff may not have received their registration card yet, however you can check their registration status on the School Portal, as explained above.

We value your support in bringing these matters to the attention of your staff. Ultimately it is the teacher's responsibility to ensure that they have completed their requirements and have updated their registration for 2015.

**MELANIE SABA**  
**CHIEF EXECUTIVE OFFICER**