

VIT Video

HOW TO MOVE TO FULL REGISTRATION: #8 HOW TO SUBMIT YOUR APPLICATION

Please note: this video only applies to teachers with a registration number beginning with 1, 2, 3 or 4.

If your registration number begins with 6, contact teacherservices@vit.vic.edu.au and ask for a Form 'C'.

You've presented to a recommendation panel. Now it's time to submit your application online.

Go to your MyVIT and look under forms. You'll find the application form there.

Complete your application. It automatically goes to the school that you've nominated.

The principal or relevant person finds it in their school portal under 'applications'. They complete the recommendation report section and keep a copy. It then goes automatically back into your portal - MyVIT. You'll find it in 'My Applications'.

The panel has made a recommendation either for full registration or a continuation of provisional registration.

You complete the form and this sends it automatically to the Institute to make the final determination.

If your application is approved you'll receive your registration card.

You could be audited by the Institute so make sure you keep a copy of the evidence you provided.