

How to apply for registration if you're currently registered in another state in Australia or New Zealand

To begin, go to the VIT website. Make sure you use a Chrome or Firefox browser, because other browsers may not be compatible.

Click the MyVIT tab at the top right corner.

Fill in your details – your email will be your username so make sure it's an email address you will have ongoing access to. The password you enter will remain your password unless you change it, make sure it is at least 8 characters with a minimum of one number, one letter and one special character.

Click 'sign up'.

You'll receive an email with your verification code.

Enter this code to verify your new account.

You can also click 'resend code' if you didn't receive an email. Remember to check your junk folder if you haven't seen the email.

If you realise your email address was listed wrongly, you can click cancel to begin the process again.

Now you'll see the 'new user registration' page. Do you have a current MyVIT account or have previously been registered with VIT?

If you click 'yes', you'll be asked to log in with your existing account.

But as a new applicant, you won't have an existing MyVIT account, so click 'No' and 'Next'

Fill in your details and click 'Next'.

Is the name you've listed your legal name as shown on your ID documentation? Click 'Yes' and 'Next'.

Fill in your mobile and/or home phone number. You must provide at least one of these. Click 'Next'.

Fill in your address details. Click 'Next'.

Click Finish.

This is your MyVIT home page. Here you can see where you apply for registration, view the status of your application and update your contact details (including your email address).

Once you become registered, it will show you the details of your registration, such as your expiry date and if you have any conditions on your registration.

Click 'apply for registration'.

This screen provides information about registration. Read it and click 'I have read and understood the information provided'. Note that you'll need to provide supporting documentation. Click the 'supporting documentation' link for information about what you'll need to provide.

When you're ready to proceed, click 'Next'.

Click the registration type you are applying for. Then click 'Next'.

You'll be asked if you have accepted a teaching position in a Victorian school or early childhood service?

If you click Yes, you'll be asked to complete information about your place of employment. If you click no you'll move on to the next step. Click 'Next'.

You'll be asked if you're currently registered as a teacher in Australia or New Zealand. If you click 'yes', to apply for mutual recognition, click 'Next'.

This takes you to your application for registration mutual recognition page.

You'll see a series of sections or modules. The ones marked 'update' you need to click on and complete. First is the mutual recognition module. Click update.

Tick your consent for VIT to check your registration status. Then click 'Next'..

Fill in the details of your registration then click 'Next'.

Download the statutory declaration confirming your registration details.

Complete it and have it authorised. Details are on the form. Upload the completed form.

Click 'Next'.

This takes you back to the application page.

VIT will seek additional information from all Teacher Registration Authorities that you are registered with.

Qualifications

Now you need to complete the 'qualifications' module. Click 'update'.

This information is required to ensure you are registered in the correct division of the register of teachers – as a teacher, an early childhood teacher, or both.

To find out about qualifications to be registered as a teacher or early childhood teacher, click the hyperlink 'relevant qualifications'.

When you're ready to proceed, click 'add qualification'.

Choose your qualification type, country and state or territory. Click 'Next'.

Choose your provider by typing in the name. Click 'Next'.

Choose the name of your qualification. Click 'Next'.

Fill in the start date and completion date. This is the date you complete your final course requirements, not your graduation date. Click 'Next'.

Fill in your length of qualification in full time equivalent years. Click 'Next'.

Fill in your teaching area. Click 'Next'.

Fill in the information required about your method areas and/or specialisation. If you need to choose more than one, hold the Control key and select.

Based on your qualification details, provide the required evidence by uploading the relevant files. Click 'Next'.

Your qualifications will be listed on the screen.

You can add or remove documents here. Click 'continue'.

Criminal Record Check

Click update.

Overseas criminal record check.

Read the disclaimer and click your consent. Then click 'Next'.

Fill in your country, state and town of birth. Click 'Next'.

Proof of Identity.

Click update.

For more information on what is required, click on the hyperlink 'confirm your identity'.

Click 'add document'.

For each category of proof, you'll need to upload the relevant documents. First, select the type of document you wish to add. Click 'Next'.

Fill in further details if required.

Upload the relevant files. Click 'Next'.

Your document is now with VIT for verification. Click 'finish'.

Once you have uploaded your files for each category of proof and clicked 'finish', you'll need to click the 'download the identity verification form' hyperlink.

Complete the form.

Upload it and click 'Next'.

Click finish.

You can save your application at any time.

Suitability

Click update.

You'll see a series of questions. You will need to click yes or no and then 'Next'.

If you click 'yes' to any, you may be required to answer further questions and provide more detail and supporting documentation.

When you are finished completing all the modules, click 'submit'.

Complete the declaration page and click 'Next'.

This will take you to the payment page. You can only use Visa or Mastercard and payment must be made in order to submit your application.

The screen will display your receipt. Click download to save it.

Click finish.

The final screen has information which you should read.

Your application is being processed. You can check the status of your application by clicking 'view applications'.