How to apply for further grant of provisional registration in your MyVIT account

Please note: provisional registration is not an enduring form of teacher registration. There is no provision in the Education and Training Reform Act 2006 to renew provisional registration. All applications are assessed on individual merits. If you are granted a further period of provisional registration and you do not achieve the Proficient teacher level of the Australian professional Standards for teachers within this grant, VIT may not approve a further application.

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

Click the blue 'Sign in' button

Select 'MyVIT Login'

Your username is the email address listed on VIT's system.

To reset your password, select 'Forgot your password?' You will receive an email with a reset password link - it is important that you only click on the link once.

The email may take up to 2 hours to receive - ensure you check your junk mail folder. Please note: the link will expire within 24 hours.

This will take you to your menu page. Here you can see where you apply for full registration, view the status of your application, and update your contact details (including your email address).

Your registration details show you your registration type, status, expiry date and any conditions on your registration.

Now, for a further grant of provisional registration, click 'apply for provisional registration'.

Read the information and tick the box.

Click 'Save'.

There are 5 steps that you have to complete.

Step 1: Verify your contact details.

Click 'Update'.

Check that your details are correct, and if necessary, click 'Update my details'

Edit if needed.

If you change your name, you'll need to fill in the form that appears.

Click 'Save' then return to your contact details page.

Click 'My details are correct'.

Then click 'Next'.

Step 2: Reasons for application. Click 'Update'.

Tick the boxes that are relevant to you.

Click 'Next'.

Step 3: Acknowledgement. Click 'Update'.

Read the acknowledgement explaining that provisional registration is not an enduring form of registration.

Tick that you understand, then click 'Next'.

Step 4: Declarations.

Click 'Update'.

Here you have to make declarations about your suitability to teach.

If you have anything to declare you'll be required to submit further evidence for assessment.

If you answer 'No' to each of the declarations, then click 'Next'.

Step 5: Final declaration. Click 'Update'.

Tick the boxes, then click 'Next'.

Click 'Submit'.

Click to confirm.

Click to finish.

VIT will notify you of your application outcome.

If you log out of the process before finishing, you'll need to log back in via the MyVIT tab on the VIT website.