

How to apply for registration if you've previously held (full) registration in Australia or New Zealand within the past 5 years.

If you have held full registration and taught for 80 days in Australia or New Zealand in the last five years, you may be eligible for immediate full registration with VIT.

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', then select the 'sign up' option at the bottom right hand corner.

Fill in your details – your email will be your username so make sure it's an email address you will have access to ongoing. 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 letter, one number, and one special character.

Click 'sign up'.

You'll receive an email with your verification code. The email may take up to 2 hours to receive – ensure you check your junk mail folder.

Enter this code to verify your new account.

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 hold current registration interstate, click yes – you'll be considered for the same type of registration you hold in the other state. Click 'no' and 'Next' to continue with an application for immediate full registration.

You'll be asked if you've held full registration in Australia or New Zealand in the past 5 years. Click 'yes' then click 'Next'.

You'll be asked if you've completed 80 days of teaching as a qualified registered teacher in an Australian or New Zealand school or early childhood service. Click 'yes'.

Based on the information supplied, you may be eligible for full registration. Click 'Next'.

We see the immediate full application page with a series of modules. The ones marked 'update' you need to click on and complete.

On the Immediate Full module, click 'Update'.

You need to upload evidence of Australian or New Zealand full registration in the last 5 years and a statement of service, showing at least 80 days of teaching in Australia or New Zealand in the past 5 years.

Click 'Next'.

Qualifications.

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

To find out what qualifications are relevant, 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.

You may be asked to fill in your length of qualification in full time equivalent years. Click 'Next'.

You may be asked to fill in your teaching area and your supervised teaching practice or professional experience days. 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.

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'.