

Fact sheet

Employer registration checklist

To ensure you are always meeting your obligations as an employer, there are a number of simple ways to manage and monitor teacher registration.

The following checklist and supporting information will help ensure your teachers and early childhood teachers are registered and ready to teach throughout the year.

Annual and quarterly registration checks

At the beginning of a new year or quarter, you should be aware that

- all teachers must hold registration and their name must appear in the [Employer portal](#) and on the [register of teachers](#) – this includes those teaching VET subjects
- provisionally registered teachers and those who hold permission to teach (PTT) may have registration expiry dates earlier than 30 September
- PTT is only valid for the school(s) and subject(s) listed in the [Employer portal](#) and on the teacher's registration card
- teachers who failed to complete their renewal of registration before the end of the year will be removed from the register on 1 January the following year
- if the teacher does not appear in the [Employer portal](#) search or on the [register of teachers](#), they are either not registered or suspended and are therefore unable to teach.



You will have received email and postal correspondence in early January if anyone from your [Employer portal](#) teacher list was removed from the [register of teachers](#).

Periodic registration checks

Throughout the year, it is good practice to conduct periodic checks of the Employer portal to ensure teachers and early childhood teachers remain registered and not approaching their expiry date. Employers should periodically

- update your [teacher list](#) by adding new teachers and removing teachers who have left
- check for upcoming provisional expiry dates
 - [provisionally registered](#) teachers can apply for a [further grant of provisional registration](#) within 3 months of their registration expiry if they have not completed the [provisional to full Inquiry process](#)
 - provisionally registered teachers also have a 3 month grace period – this means that if they appear on the register and in the [Employer portal](#), they are registered and able to teach – even if their expiry date is in the past
- check the expiry date and permitted subjects for PTT holders
 - PTT holders can only teach at the school and in the subjects listed in the teacher list (scroll to the right to see this information) in the Employer portal
 - PTT holders do not have a grace period and their PTT will expire on the day after their approval expiry date unless another application is approved
- check if any of your teachers have [conditions](#), they may supply you with a letter outlining the details of the conditions.

Expired registration

If your teacher's registration has [expired](#) and they have been removed from the register, they are not able to teach in a Victorian school or early childhood setting – even under supervision.

All teachers whose registration has expired, as well as their linked employers, have been issued email and letter communications outlining what they need to do in order to become re-registered.

Suspended registration

If your teacher's registration has been [suspended](#), they are not able to teach in a Victorian school or early childhood setting – even under supervision – unless they revoke their suspension.

All teachers whose registration has been suspended, as well as their linked employers, have been issued email and letter communications outlining what they need to do in order to continue their registration.

Employing a graduate or pre-service teacher

Appointing a graduate or pre-service teacher (PST) within a Victorian school or early childhood service is important to the profession. Many Victorian PSTs apply for teacher registration prior to graduating. However, until VIT obtains evidence of course completion from the initial teacher education (ITE) providers, their registration cannot be finalised.

To ensure your PSTs are ready to teach ahead of a new teaching year or term, VIT will prioritise the pre-assessment of these applications while waiting for the evidence of course completion. The VIT expects to receive most evidence of course completion within a few weeks of a PST's graduation. Applications will be finalised as soon as possible and PSTs will receive an SMS to confirm their registration once their application is approved.



Pending VIT registration

PSTs with pending VIT registration cannot undertake the [duties of a teacher or early childhood teacher](#) – even under supervision.

You can check in your [Employer portal](#) whether the PST has a pending application by adding them to your teacher list.

The responsibility for gaining and maintaining teacher registration lies with the PST. You can help them by providing our [graduate guide](#) and [tutorial videos](#) when completing an application. You can also download a copy of the [Employer Pack](#) to assist you in understanding your obligations as an employer.



Employer resources

- [The Employer Pack – A guide to teacher registration](#)
- [Employer Portal Guide](#)
- [Employing a graduate with pending VIT registration fact sheet](#)
- [FAQs for employers](#)
- [Employer resources](#)
- [Support my teachers](#)
- [Employer's obligations.](#)