

# HOW TO BECOME A REGISTERED TEACHER

## STEP 1 ONLINE APPLICATION

Make sure you have your proof of identity documents and credit card with you.

Create a MyVIT account. Click **here** to do this.

Complete the application for teacher registration. Access this via the forms section in your MyVIT account.

Make payment. You will receive a confirmation email with further instructions.

## STEP 2 SEND YOUR DOCUMENTS

Open the confirmation email and print the attached confirmation pages.

Complete the confirmation pages and photocopy your supporting documents.

Have your statutory declaration witnessed and your supporting documents certified (see next page for further information).

Send your completed confirmation pages and certified supporting documents to the Institute.

## STEP 3 PROCESSING YOUR APPLICATION

When your documents have been received, you will be sent an acknowledgement email  
OR  
an email requesting further documentation if your application is incomplete.

Your higher education provider will provide evidence of qualification completion to the Institute. This occurs from July.

When your application is successful you will be granted provisional registration. Your name will appear on the register of teachers and you will receive your registration card in the mail. **Note: you cannot teach until your name appears on the register.** Click **here** for 'Teachers who are currently able to teach'.

### Documents you need to supply:

1. Confirmation pages (see step 2)
2. Proof of Identity including evidence of any name changes (formal and informal)

### Other documents required:

#### Do you have undergraduate qualifications?

You will need to provide certified copies of transcripts along with evidence of course completion for any qualifications undertaken prior to your teacher education program.

#### Were any of your 4 years of higher education completed in a country other than: Australia, New Zealand, United Kingdom, Canada, USA or Republic of Ireland?

You will need to provide evidence of English Language Competence. Click **here** for further information.

#### Have you lived overseas for more than 12 continuous months whilst over the age of 18?

You will need to supply a current criminal check from the country/ies where you have resided. This process can take some time so apply now! For further information on how to acquire these checks click **here**.

#### Have you answered 'YES' to any of the declarations in the online form?

You will need to supply an original explanatory statutory declaration outlining the circumstances. Click **here** for a blank form.

**If you are qualifying to be an early childhood teacher, please refer to the 'How to become a registered early childhood teacher' flyer or visit the Institute's website for more information.**

## Document Certification

### All your supporting documents must be certified. How?

To have a document certified, you should make a photocopy of the original document and take the original and the copy to an authorised person. The person must make the following written statement on the front of every page of the photocopied document:

*I have sighted the original document and certify this to be a true copy of the original*

The person must then sign and date the statement, provide their full name and their designation e.g. pharmacist.

### Who can certify documents?

The most common authorised persons are police officers, school principals and pharmacists. For a full list click [here](#).

### What else do I need to know?

- The Institute will only accept correctly certified copies with original signatures (faxes, emails and scanned documents will not be accepted).
- Documents with multiple pages must have certification on each page.
- Do not send original documents as they will remain the property of the Institute.
- Post Office employees and registered nurses are **not** authorised by the Institute to certify documents.

## Translations

If any of your documents are in a language other than English, you will need to provide the documents in the original language, plus translations. These translations must be prepared and certified as correct by a translator accredited by the National Accreditation Authority for Translators and Interpreters Ltd. (NAATI) e.g. overseas birth or marriage certificate, qualification documents, overseas criminal record checks.

## When should I apply?

**Applications for mid-year graduates open in May so NOW is the time to apply online and prepare and post your documents.**

If you require an English Language Test **BOOK IN NOW**. There can be a waiting period of up to 8 weeks.

If you require an Overseas Criminal Record Check **APPLY NOW**. This can take up to 12 weeks to be completed.