

NPQ Registration



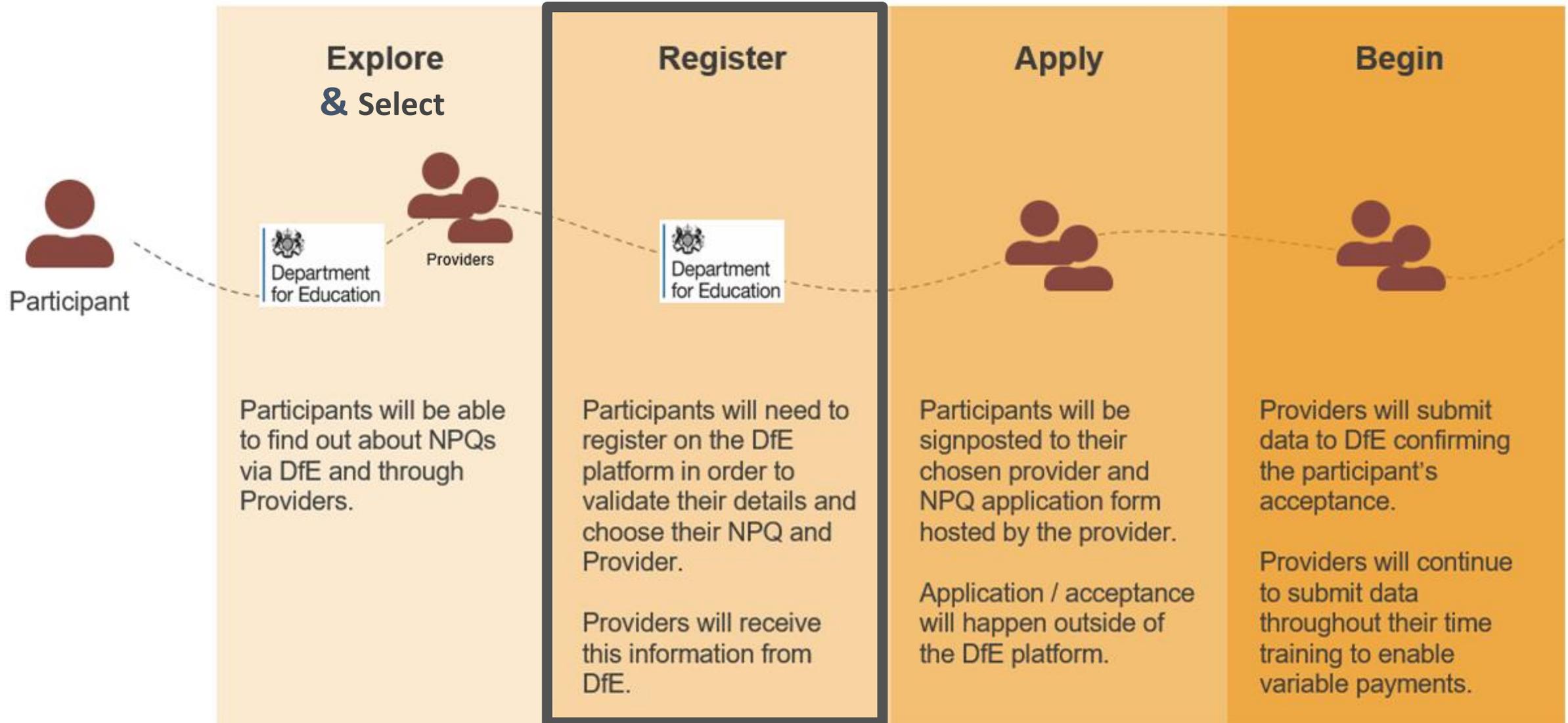
Department
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Key Objectives

NPQ Registration will give DfE direct access to users and reduce burden on **training providers** by validating data quickly and at the beginning of the journey. This offers **simplicity for users**, enables **direct access** with the database of qualified teachers and provides a **trusted source** of impartial information.

- The easiest way for participants to find out more about NPQ programmes is to contact their local Teaching School Hub. Participants can also contact lead providers directly.
- NPQ Registration is the **second** step of the NPQ application journey. Participants should liaise directly with providers to select their programme **prior** to accessing the service. Providers will then direct participants to the service to register their details.
- Participants are able to input their TRN (Teacher Reference Number) and the school at which they are employed on the service, amongst other details. This information will be sent to their chosen provider.
- The Provider will then send the participant their full application form to complete selection and onboarding

NPQ registration journey



Teacher Continuing Professional Development Service

Registering for a National Professional Qualification

June 2021



Department
for Education

To start the registration process...

...teachers (not schools) will be directed to the GOV.UK registration process once they have identified their preferred NPQ and chosen a provider.

GOV.UK Register for a National Professional Qualification

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Register for a National Professional Qualification (NPQ)

This service is for teachers who want to register to study for an NPQ.

Use this service to:

- start your NPQ registration

Before you start

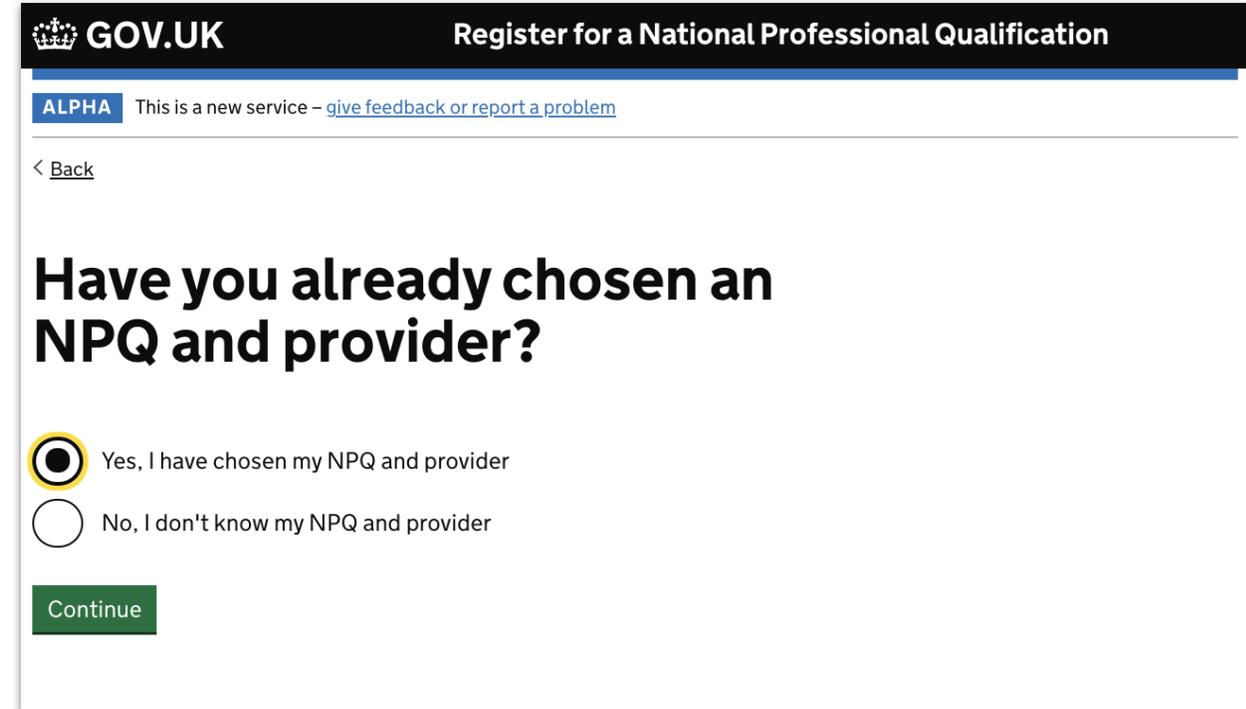
You must:

- only use this service if you are a teacher working in England, Guernsey, Jersey or the Isle of Man - if you are a teacher working outside these locations contact your provider directly to register
- have your teacher reference number (TRN)
 - ▶ [What is a teacher reference number?](#)
- have your funding source confirmed - either a scholarship, school or personal funding
- know which NPQ you want to study
- have chosen a provider

Start now >

We ask them to confirm they have chosen a provider

If they have not, we direct them to contact their TSH and link to guidance from each of the individual learning providers.



The screenshot shows a GOV.UK page titled "Register for a National Professional Qualification". At the top left is the GOV.UK logo, and at the top right is the page title. Below the header is a blue bar with the text "ALPHA This is a new service - [give feedback or report a problem](#)". A link "< Back" is visible. The main heading is "Have you already chosen an NPQ and provider?". There are two radio button options: "Yes, I have chosen my NPQ and provider" (which is selected) and "No, I don't know my NPQ and provider". A green "Continue" button is at the bottom.

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Have you already chosen an NPQ and provider?

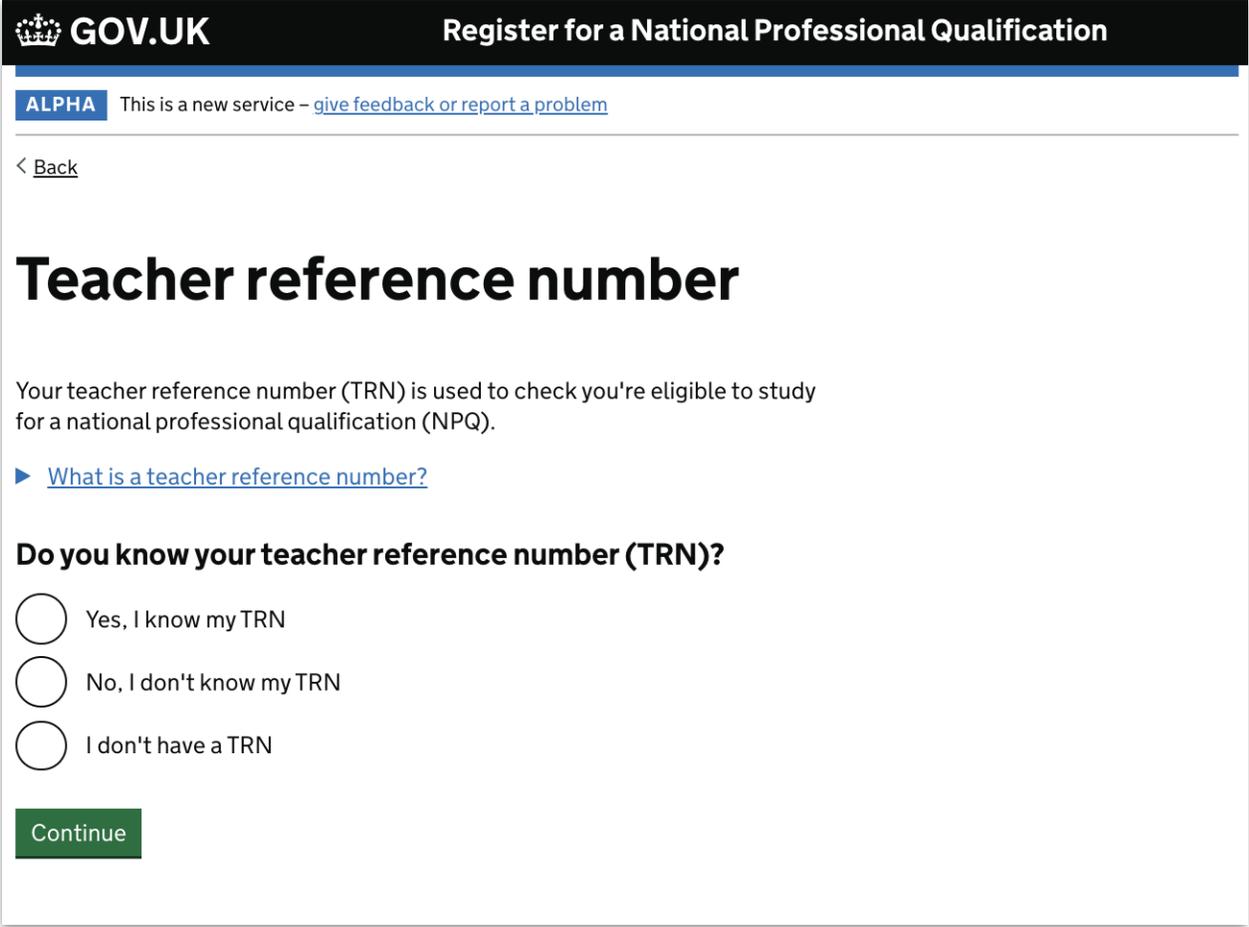
Yes, I have chosen my NPQ and provider

No, I don't know my NPQ and provider

Continue

We then ask if they know their TRN

They can progress without it and we'll follow up with them to complete validation later if they don't know it at that point.



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Teacher reference number

Your teacher reference number (TRN) is used to check you're eligible to study for a national professional qualification (NPQ).

[What is a teacher reference number?](#)

Do you know your teacher reference number (TRN)?

Yes, I know my TRN

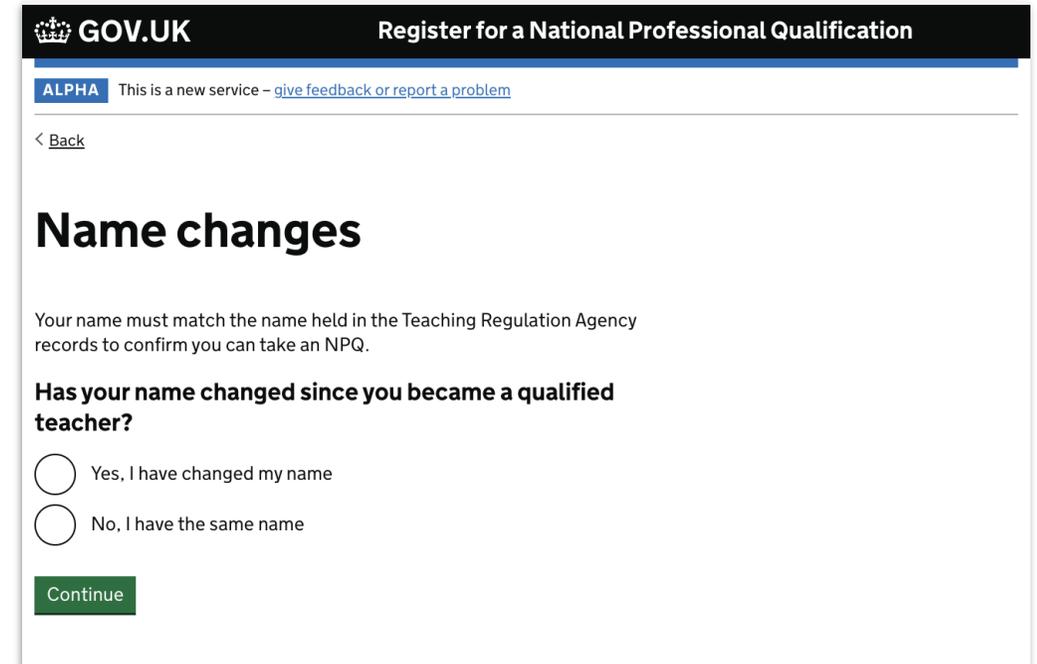
No, I don't know my TRN

I don't have a TRN

[Continue](#)

We ask if they have changed their name

This is because a name change is the most common reason someone's details cannot match against their TRN so collecting previous names helps alleviate that issue.



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Name changes

Your name must match the name held in the Teaching Regulation Agency records to confirm you can take an NPQ.

Has your name changed since you became a qualified teacher?

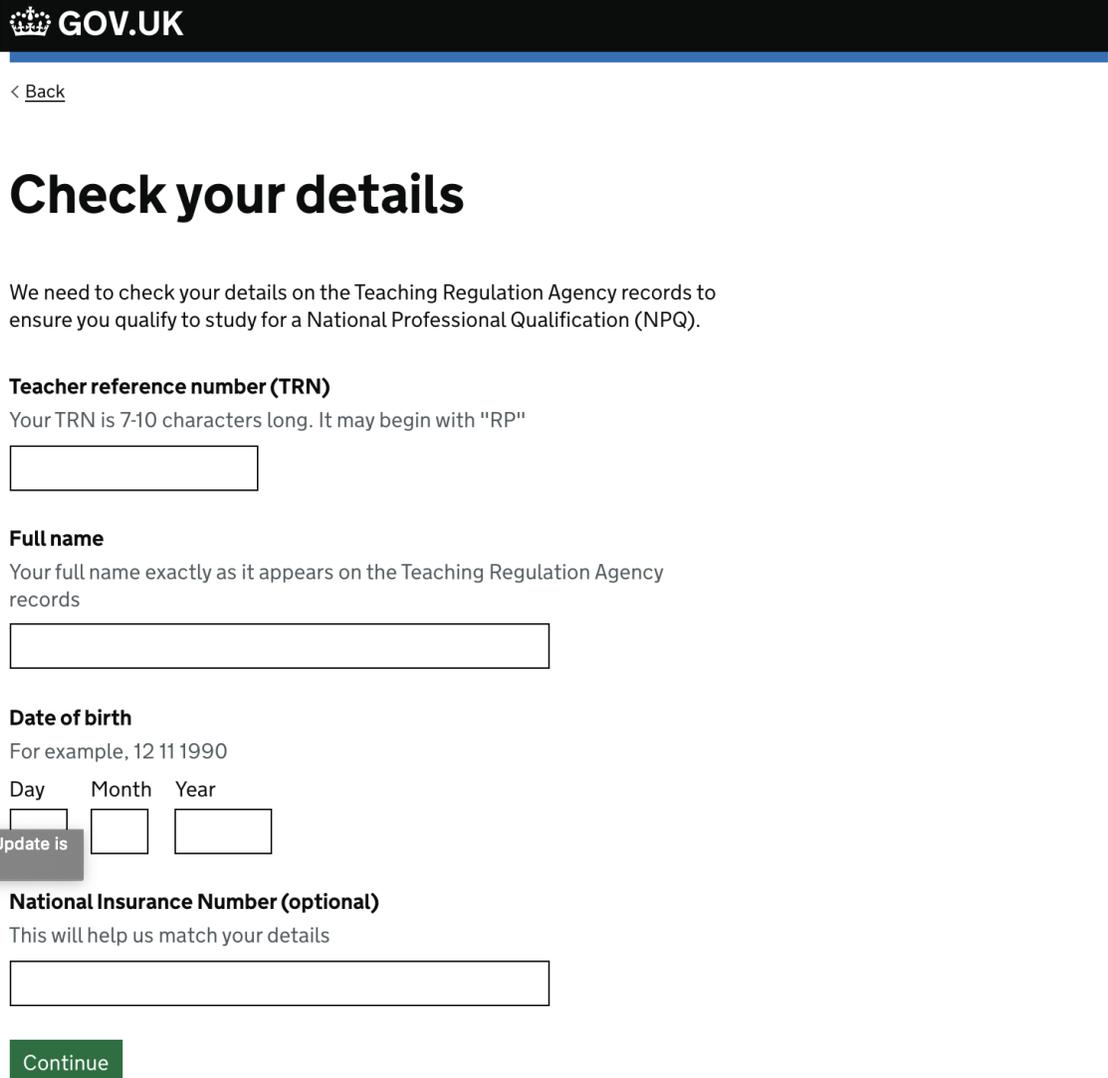
Yes, I have changed my name

No, I have the same name

[Continue](#)

We ask them to provide their details so we can validate them

This check is done against the database of qualified teachers.



The screenshot shows a GOV.UK form titled "Check your details". At the top left is the GOV.UK logo. Below it is a back link "< Back". The main heading is "Check your details". A paragraph explains: "We need to check your details on the Teaching Regulation Agency records to ensure you qualify to study for a National Professional Qualification (NPQ)."

The form contains the following sections:

- Teacher reference number (TRN)**: A sub-heading followed by the instruction "Your TRN is 7-10 characters long. It may begin with 'RP'". Below this is a single-line text input field.
- Full name**: A sub-heading followed by the instruction "Your full name exactly as it appears on the Teaching Regulation Agency records". Below this is a single-line text input field.
- Date of birth**: A sub-heading followed by the instruction "For example, 12 11 1990". Below this are three input fields labeled "Day", "Month", and "Year". A grey tooltip with the text "update is" is positioned over the "Day" field.
- National Insurance Number (optional)**: A sub-heading followed by the instruction "This will help us match your details". Below this is a single-line text input field.

At the bottom of the form is a green "Continue" button.

They are then asked which NPQ they are registering for...

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Choose your NPQ

- NPQ Leading Teaching (NPQLT)
- NPQ Leading Behaviour and Culture (NPQLBC)
- NPQ Leading Teacher Development (NPQLTD)
- NPQ for Senior Leadership (NPQSL)
- NPQ for Headship (NPQH)
- NPQ for Executive Leadership (NPQEL)

[Continue](#)

... and which provider they are going with



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Choose your provider

These are the training providers who provide NPQ Leading Behaviour and Culture. Providers may have different entry requirements for courses.

Check with the person responsible for professional development at your school.

- Ambition Institute
- Best Practice Network (home of Outstanding Leaders Partnership)
- Church of England
- Education Development Trust
- School-Led Network
- Leadership Learning South East (LLSE)
- Teacher Development Trust
- Teach First
- UCL Institute of Education

[Continue](#)

We then collect information on which school they are at

This is so we can determine funding eligibility.



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Find your school

We need this information to check if you can access Department for Education funding.

You can only select schools in England, Guernsey, Jersey or the Isle of Man. If your school is outside these locations, check with your training provider.

School location
Enter town, city or postcode

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We summarise the information they have given us...

Register for a National Professional Qualification

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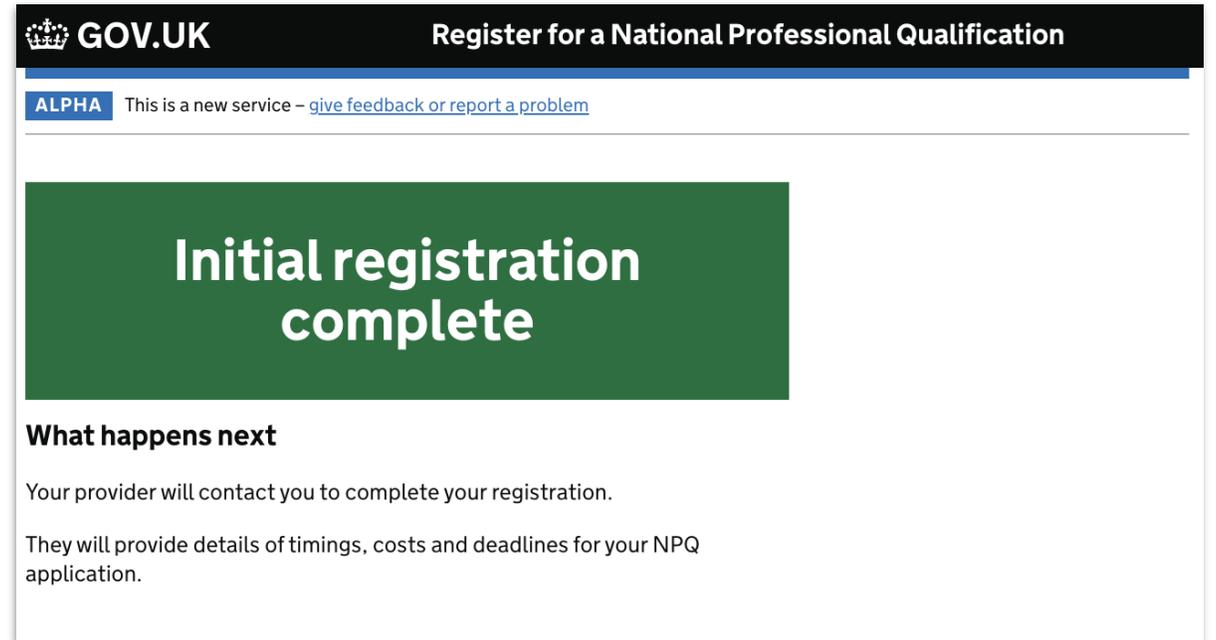
Check your details

Check the following details are correct before continuing.

Full name	Kate Thompson	Change
TRN	1234567	Change
Date of birth	May 24, 1994	Change
Email	kate.thompson@digital.education.gov.uk	Change
NPQ	NPQ Leading Teacher Development (NPQLTD)	Change
Lead provider	Ambition Institute	Change
School	St Edmund's Catholic School	Change

The teacher has then completed registration

Learning providers will then follow up with them directly to get them to complete their applications and assess suitability.



The screenshot shows the GOV.UK website interface for registering for a National Professional Qualification. At the top, the GOV.UK logo is on the left and the title "Register for a National Professional Qualification" is on the right. Below the header, there is a blue bar with the text "ALPHA" and a link to "give feedback or report a problem". The main content area features a large green box with the text "Initial registration complete". Below this, there is a section titled "What happens next" with two paragraphs of text.

GOV.UK Register for a National Professional Qualification

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Initial registration complete

What happens next

Your provider will contact you to complete your registration.

They will provide details of timings, costs and deadlines for your NPQ application.

If they are applying for an NPQH...

...we also ask if they are in the first two years of headship as this links to funding eligibility.

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Are you a headteacher?

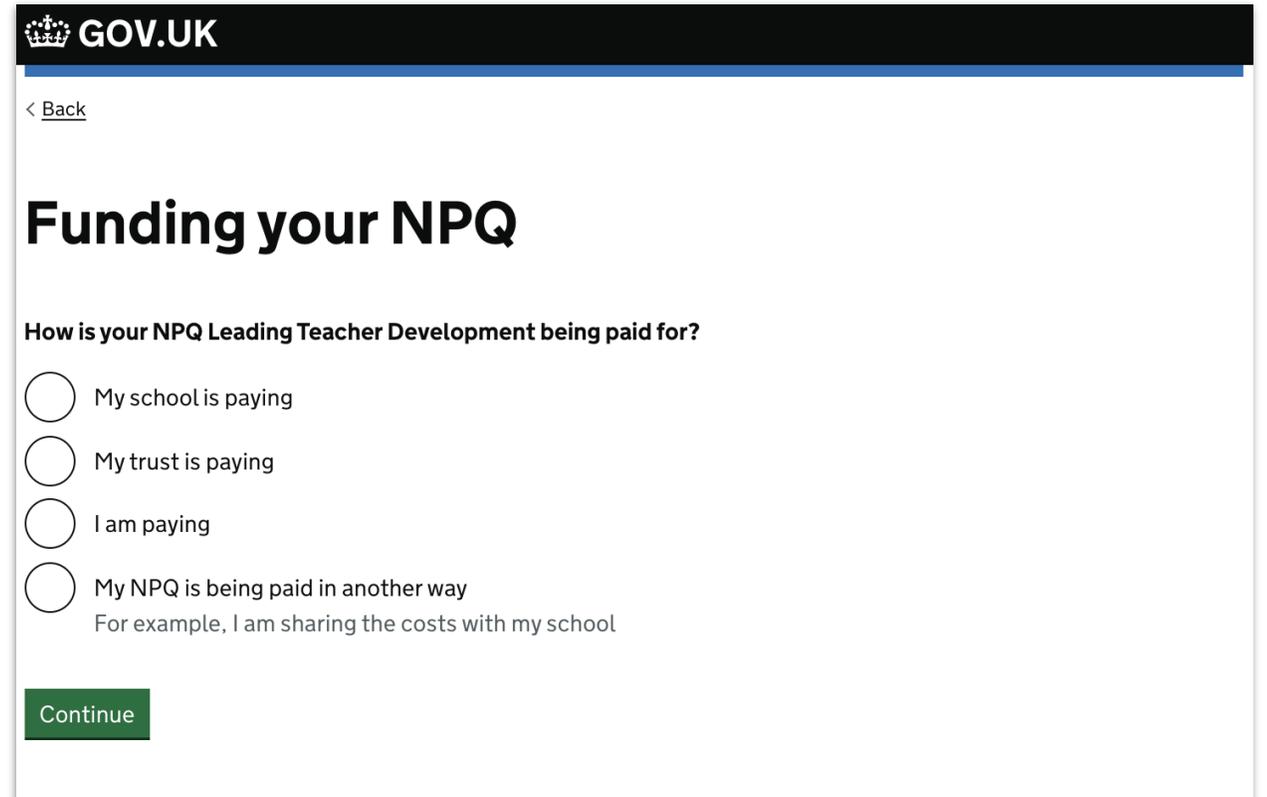
Extra support is available if you are in the first 2 years of your headship.

- Yes, I am in the first two years of a headship
- Yes, I have been a headteacher for more than 2 years
- No, I am not a headteacher

[Continue](#)

If they are not in a school eligible for NPQ funding

We ask how they intend to fund this so we can share this information with learning providers



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Funding your NPQ

How is your NPQ Leading Teacher Development being paid for?

- My school is paying
- My trust is paying
- I am paying
- My NPQ is being paid in another way
For example, I am sharing the costs with my school

[Continue](#)