

# NPQ Registration



Department  
for Education

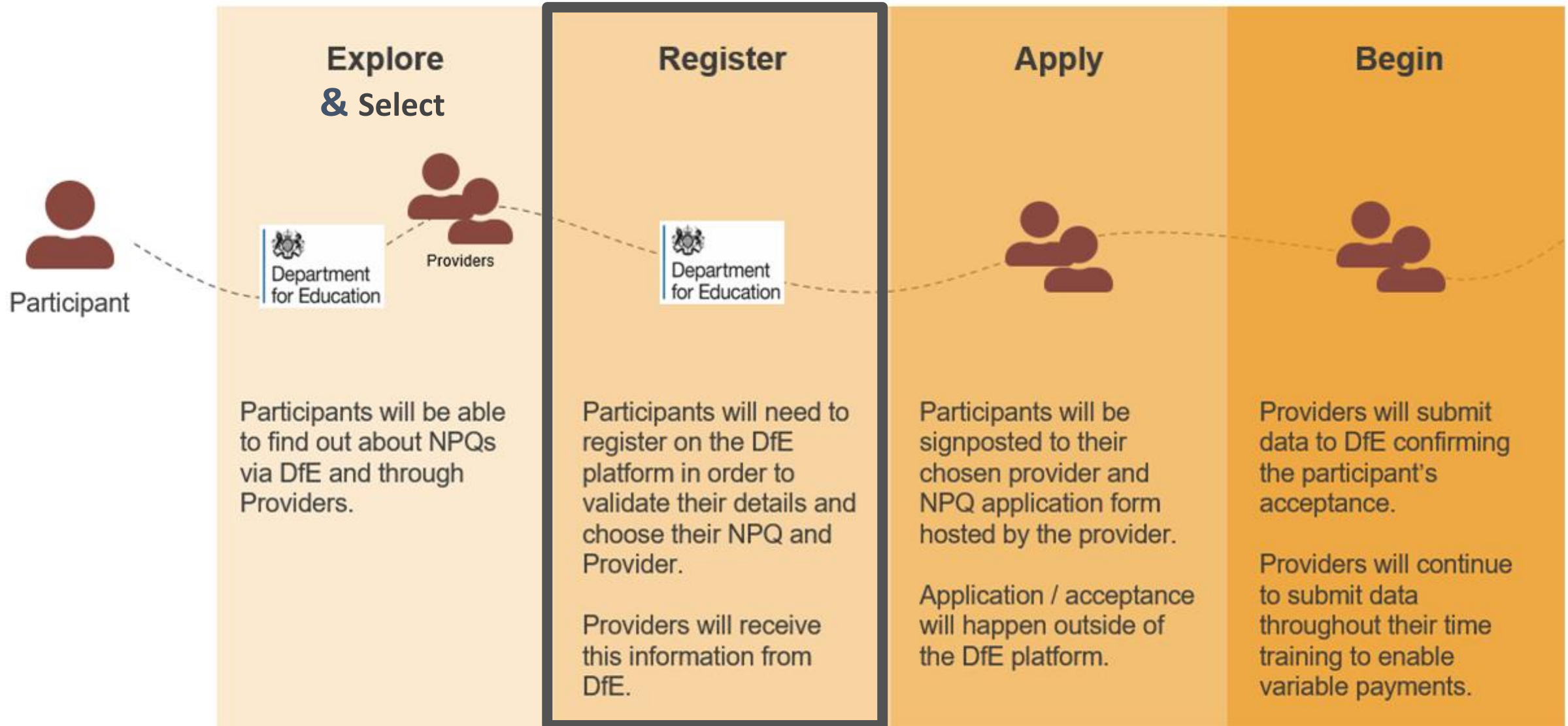
# Key Objectives

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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:

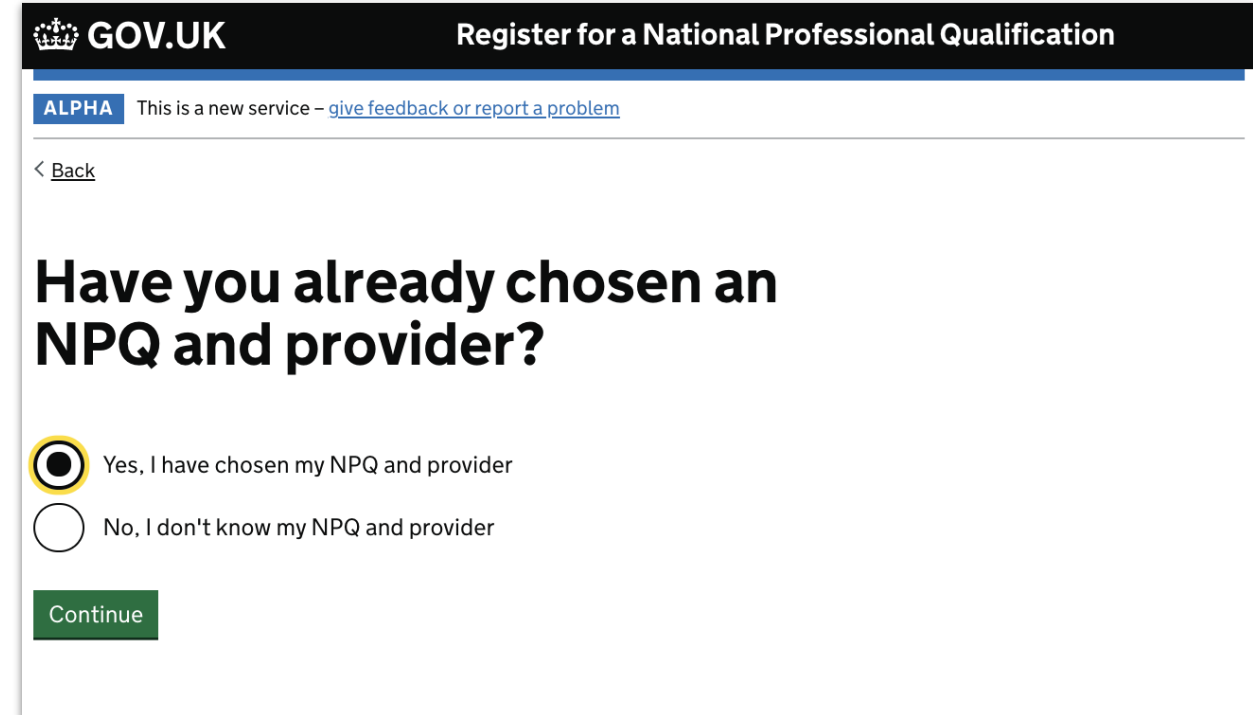
- only use this service if you are a teacher working in England, Guernsey, Jersey or the Isle of Man - if you are a teacher working outside these locations contact your provider directly to register
- have your teacher reference number (TRN)
  - ▶ [What is a teacher reference number?](#)
- have your 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

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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?**

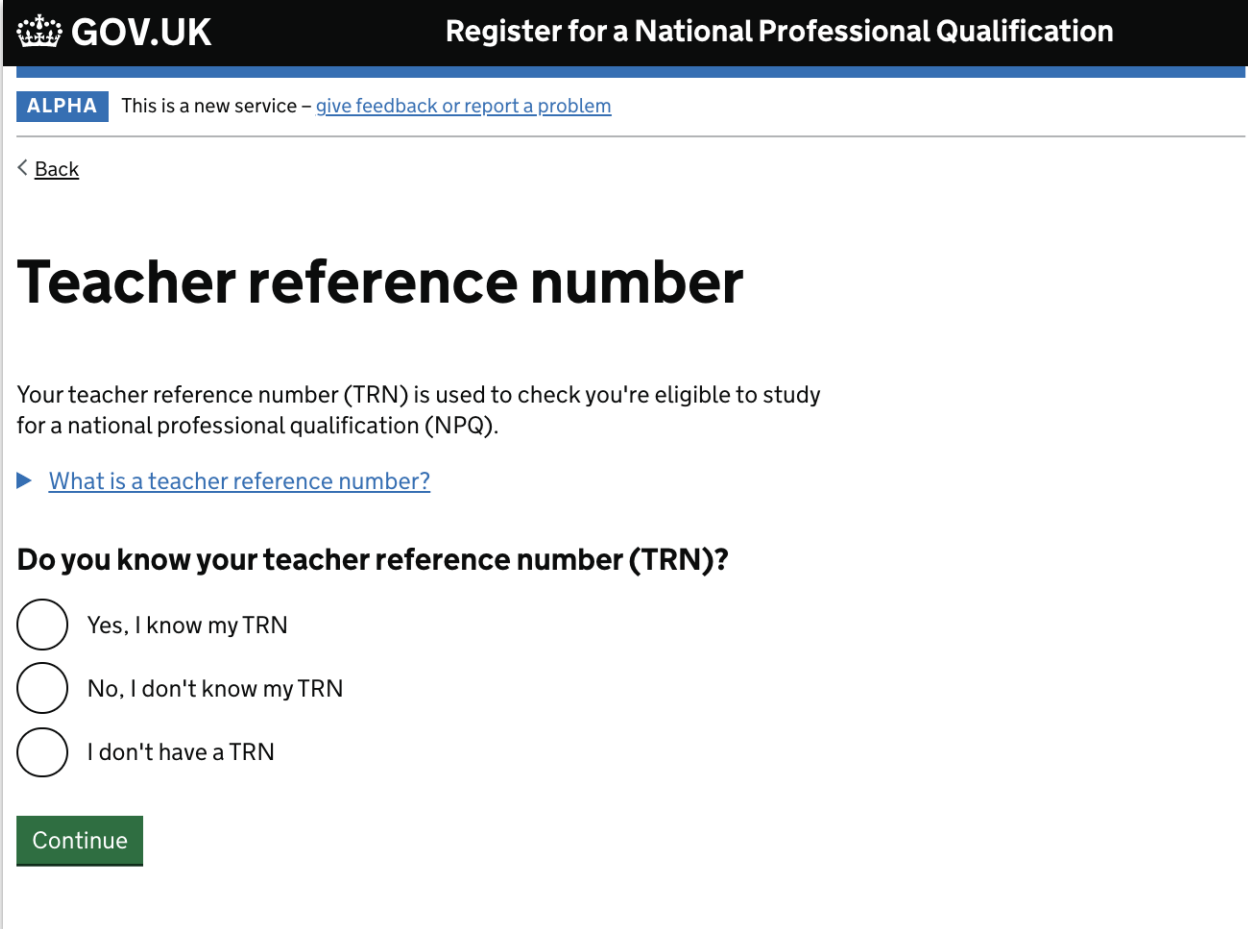
Yes, I have chosen my NPQ and provider

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

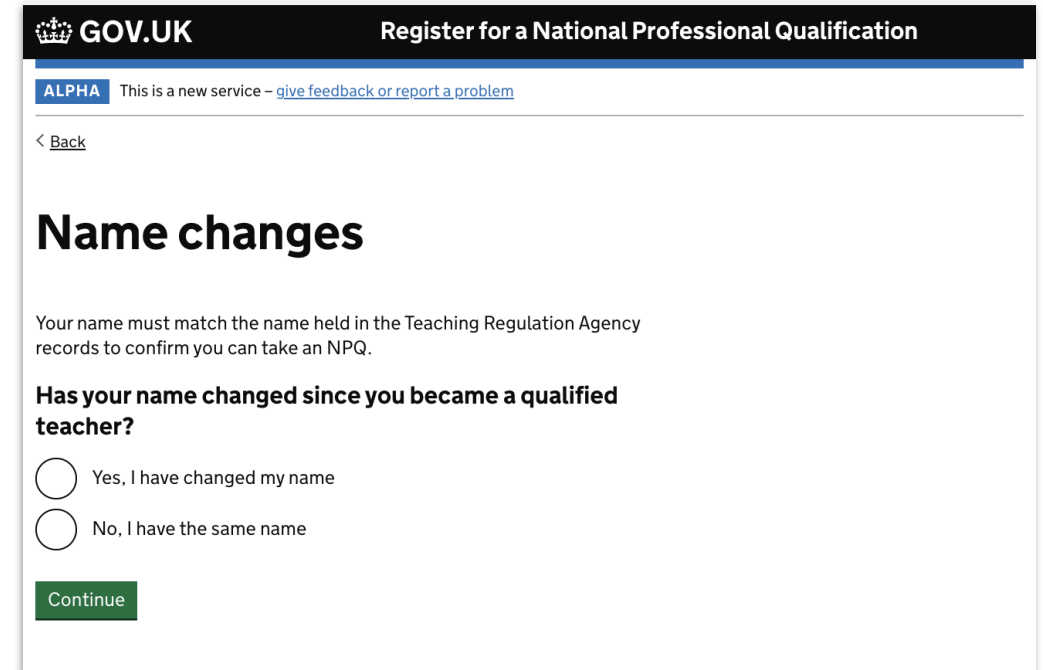
No, I don't know my TRN

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.



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## Check your details

We need to check your details on the Teaching Regulation Agency records to ensure you qualify to study for a National Professional Qualification (NPQ).

**Teacher reference number (TRN)**  
Your TRN is 7-10 characters long. It may begin with "RP"

**Full name**  
Your full name exactly as it appears on the Teaching Regulation Agency records

**Date of birth**  
For example, 12 11 1990

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>


update is

**National Insurance Number (optional)**  
This will help us match your details

[Continue](#)

# 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)

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# ... 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.

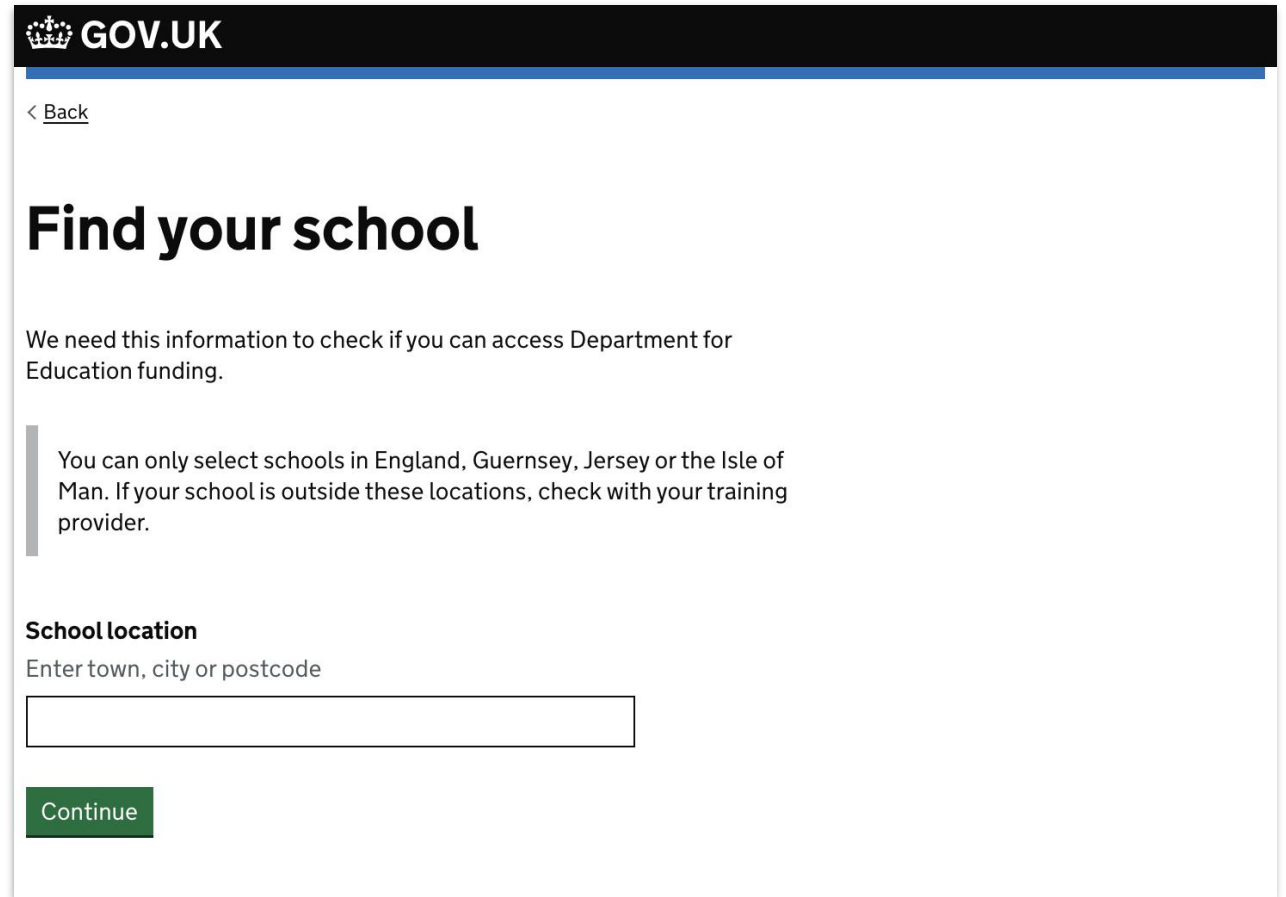
- Ambition Institute
- Best Practice Network (home of Outstanding Leaders Partnership)
- Church of England
- Education Development Trust
- School-Led Network
- Leadership Learning South East (LLSE)
- Teacher Development Trust
- Teach First
- UCL Institute of Education

[Continue](#)

# We then collect information on which school they are at

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This is so we can determine funding eligibility.



The screenshot shows a web form on the GOV.UK website. At the top left is the GOV.UK logo. Below it is a '< Back' link. The main heading is 'Find your school'. A sub-heading explains the purpose: 'We need this information to check if you can access Department for Education funding.' A grey callout box contains the text: '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.' Below this is the 'School location' section, which includes the instruction 'Enter town, city or postcode' and a text input field. At the bottom of the form is a green 'Continue' button.

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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

[Continue](#)

# We summarise the information they have given us...

Register for a National Professional Qualification

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## Check your details

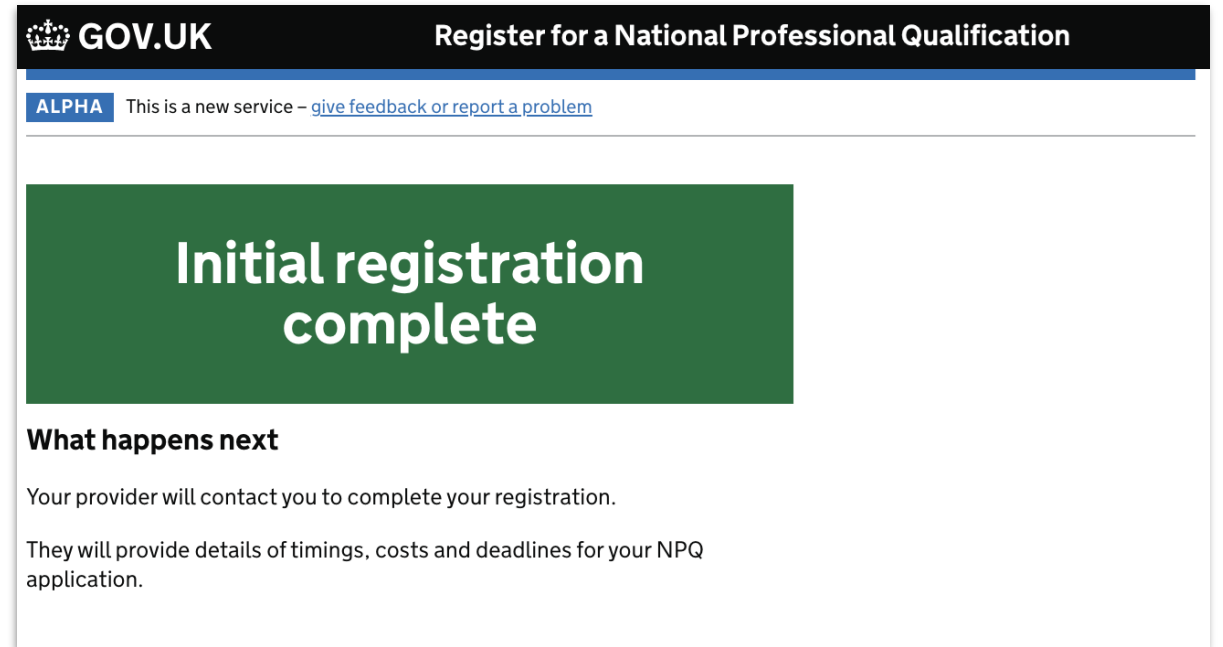
Check the following details are correct before continuing.

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

# The teacher has then completed registration

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

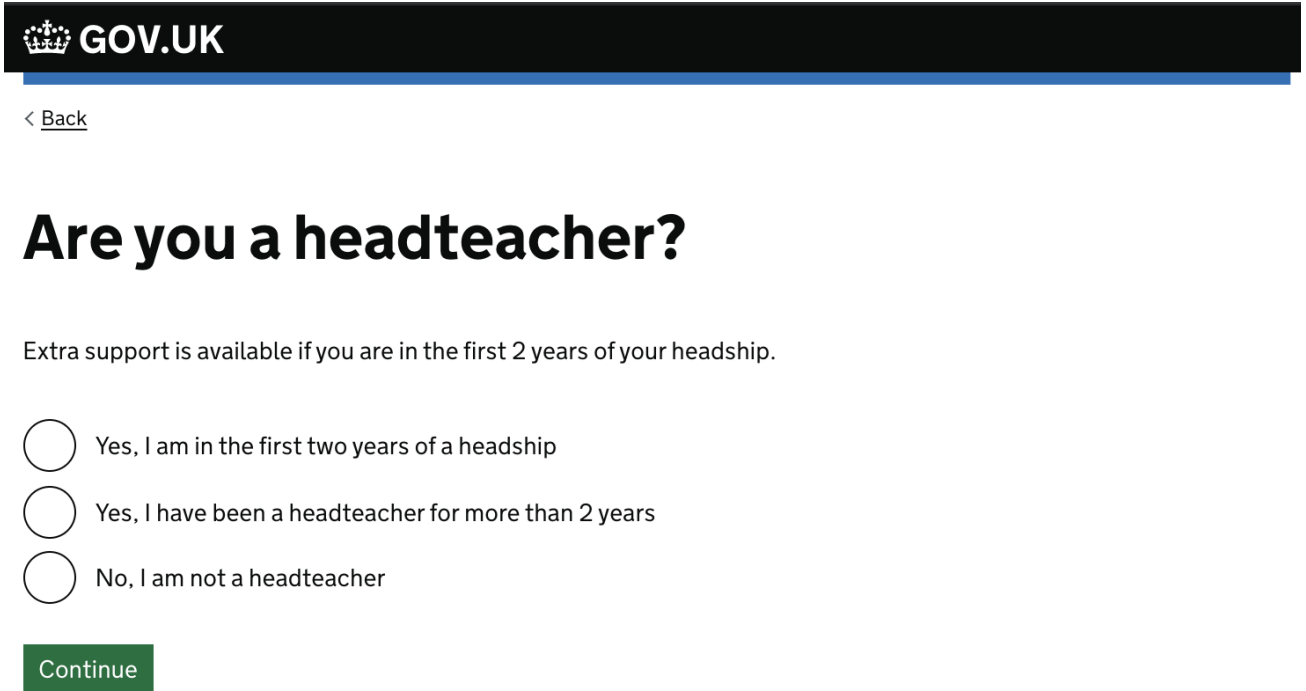



The screenshot shows the GOV.UK website interface for registering for a National Professional Qualification. At the top, the GOV.UK logo is on the left and the page title "Register for a National Professional Qualification" is on the right. Below the header, there is a blue banner with the text "ALPHA This is a new service – [give feedback or report a problem](#)". The main content area features a large green box with the text "Initial registration complete" in white. Below this, the heading "What happens next" is followed by two paragraphs of text: "Your provider will contact you to complete your registration." and "They will provide details of timings, costs and deadlines for your NPQ application."

# If they are applying for an NPQH...

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...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.

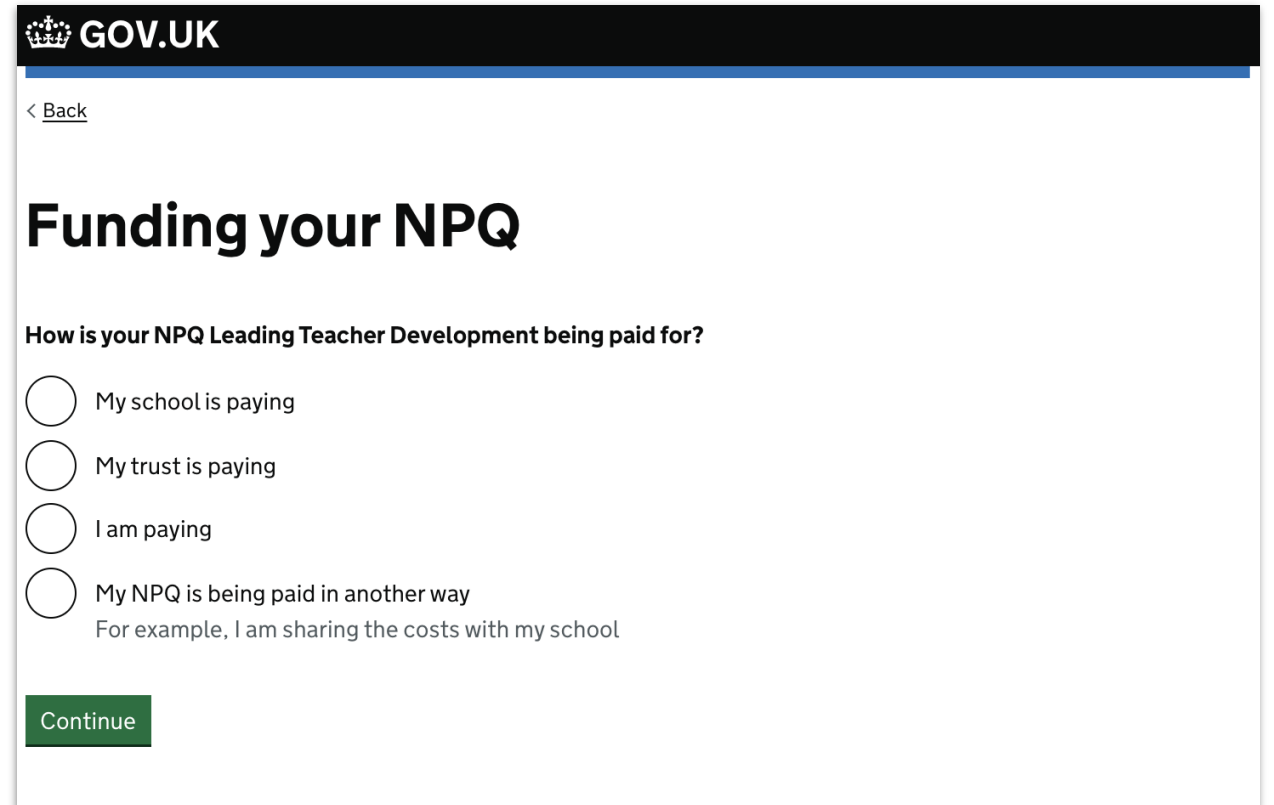
- Yes, I am in the first two years of a headship
- Yes, I have been a headteacher for more than 2 years
- No, I am not a headteacher

[Continue](#)

# If they are not in a school eligible for NPQ funding

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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](#)