

# Register for a National Professional Qualification

## A step-by-step guide for teachers and leaders



### Step 1: Choose an NPQ and provider

Secure the agreement of your headteacher before commencing the process of registering for an NPQ programme.

Consider which NPQ and provider you wish to engage with. Saffron Teaching School Hub is delivering NPQs with **Teach First** and the **Church of England** (in partnership with the Catholic Education Service).

Details of each of our NPQs are available here: [Saffron Teaching School Hub NPQs](#)

Details of eligibility criteria for DfE funding are available here: [NPQ funding & eligibility criteria](#)

### Step 2: Register with the Department for Education (DfE)

Once you have selected your NPQ and provider, teachers (not schools) will need to register for a programme on the DfE's Online Service at the link below:

<https://register-national-professional-qualifications.education.gov.uk>

See the end of this document for a step-by-step guide to registering with the DfE.

### Step 3: Complete an NPQ application form

The next step is to complete an NPQ application form.

Application forms for Teach First NPQs and the Church of England NPQs are on the Saffron Teaching School Hub website at the link [here](#).

For the November 2021 cohort, the application deadlines are:

- Teach First – 17 September 2021
- Church of England – 25 September 2021

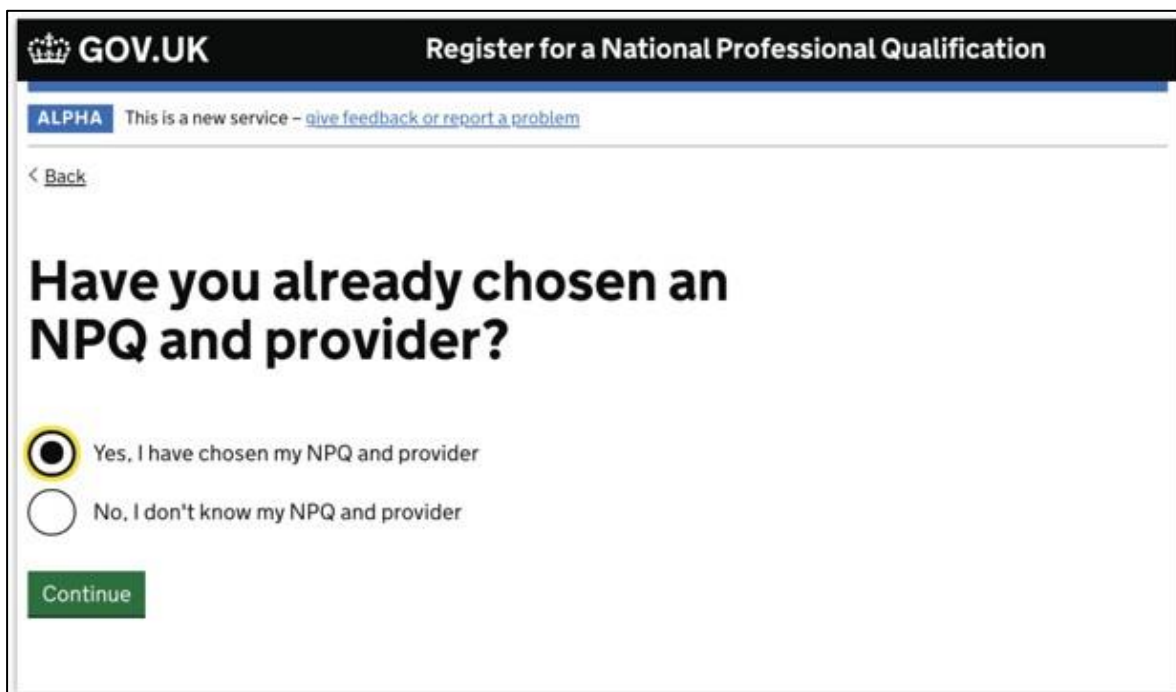
## Registering with the DfE Online Service – a step-by-step guide

- 1) Choose 'Start now' to begin your registration.



The screenshot shows the GOV.UK website for registering for a National Professional Qualification (NPQ). The page title is "Register for a National Professional Qualification (NPQ)". Below the title, it states: "This service is for teachers who want to register to study for an NPQ." It then lists the purpose: "Use this service to:" followed by a bullet point: "start your NPQ registration". A section titled "Before you start" lists requirements: "You must:" followed by four bullet points: "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)" with a link "What is a teacher reference number?", "have your funding source confirmed - either a scholarship, school or personal funding", and "know which NPQ you want to study" and "have chosen a provider". At the bottom, there is a green button labeled "Start now >".

- 2) Confirm you have chosen your NPQ and provider. Saffron Teaching School Hub is delivering NPQs in partnership with Teach First and the Church of England.



The screenshot shows the GOV.UK website asking "Have you already chosen an NPQ and provider?". It features a "Back" link and 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.

- 3) The service will ask if you know your Teacher Reference Number (TRN). If you have this to hand, choose 'yes'. You can progress without it but you will need to confirm it at a later date to validate your application.

The screenshot shows the GOV.UK website header with the title 'Register for a National Professional Qualification'. Below the header, there is a blue bar with the text 'ALPHA This is a new service – [give feedback or report a problem](#)'. A '< Back' link is visible. The main heading is 'Teacher reference number'. Below this, a paragraph explains: 'Your teacher reference number (TRN) is used to check you're eligible to study for a national professional qualification (NPQ)'. A link is provided: '▶ [What is a teacher reference number?](#)'. The question is 'Do you know your teacher reference number (TRN)?'. There are three radio button options: 'Yes, I know my TRN', 'No, I don't know my TRN', and 'I don't have a TRN'. A green 'Continue' button is at the bottom.

- 4) You will be asked if you have changed your name, as this is the most common reason someone's details cannot be matched against their TRN. Collecting previous names helps to resolve this issue.

The screenshot shows the GOV.UK website header with the title 'Register for a National Professional Qualification'. Below the header, there is a blue bar with the text 'ALPHA This is a new service – [give feedback or report a problem](#)'. A '< Back' link is visible. The main heading is 'Name changes'. Below this, a paragraph explains: 'Your name must match the name held in the Teaching Regulation Agency records to confirm you can take an NPQ.'. The question is 'Has your name changed since you became a qualified teacher?'. There are two radio button options: 'Yes, I have changed my name' and 'No, I have the same name'. A green 'Continue' button is at the bottom.

- 5) You will be asked to provide details so the DfE can validate you. 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

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

**Continue**

- 6) You will then be asked which NPQ you 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**

- 7) You will then be asked to say which provider you are going with. Saffron Teaching School Hub is delivering NPQs in partnership with Teach First and the Church of England.

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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**

- 8) You will be asked to provide details of your school. This will allow the DfE to determine funding eligibility. If you are not eligible for funding (see the below) you will be asked how your NPQ will be paid for.

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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**

9) The service will provide a summary of the information you have provided.

The screenshot shows the 'Check your details' page on the GOV.UK website. The page title is 'Register for a National Professional Qualification'. Below the title, there is a navigation bar with the GOV.UK logo and the text 'Register for a National Professional Qualification'. A blue banner indicates 'ALPHA This is a new service - give feedback or report a problem'. A '< Back' link is visible. The main heading is 'Check your details'. Below this, a message states 'Check the following details are correct before continuing.' A table lists the user's details with 'Change' links for each field:

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

A green 'Submit' button is located at the bottom left of the form.

10) You have now completed registration on the DfE Online Service.

The screenshot shows the 'Initial registration complete' page on the GOV.UK website. The page title is 'Register for a National Professional Qualification'. Below the title, there is a navigation bar with the GOV.UK logo and the text 'Register for a National Professional Qualification'. A blue banner indicates 'ALPHA This is a new service - give feedback or report a problem'. A large green box with white text reads 'Initial registration complete'. Below this, the heading 'What happens next' is followed by the text: 'Your provider will contact you to complete your registration. They will provide details of timings, costs and deadlines for your NPQ application.'

## Additional steps


**If you are applying for NPQH:** the DfE will also ask you if you are in the first two years of headship as this links to funding eligibility.

The screenshot shows the 'Are you a headteacher?' page on the GOV.UK website. The page title is 'Register for a National Professional Qualification'. Below the title, there is a navigation bar with the GOV.UK logo and the text 'Register for a National Professional Qualification'. A blue banner indicates 'ALPHA This is a new service - give feedback or report a problem'. A '< Back' link is visible. The main heading is 'Are you a headteacher?'. Below this, a message states 'Extra support is available if you are in the first 2 years of your headship.' Three radio button options are listed:

- 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

A green 'Continue' button is located at the bottom left of the form.

**If you are not eligible for NPQ funding:** you will be asked how your NPQ will be paid for.

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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](#)