



In Partnership with the University College London, Institute of Education.

Application Procedure for NPQ's

Step 1: UK Teacher Reference Number (TRN)

To get you TRN (if you do not have one).

Email gts.enquiries@education.gov.uk

'Subject' of the email as: **Undertaking an NPQ, do not have a TRN and require a number to be issued**
Please including the following information in your email:

- State you are undertaking an NPQ, do not have a TRN and require a number to be issued
- Your full legal name
- Your date of birth
- An email address
- Attach a copy of one of the following types of identification as a file to accompany your submission. Passport / Driving Licence / Identity Card

Step 2: Department of Education Application

With your TRN, register at the UK Government's Department of Education (DfE)

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

You will need your.....

- Teacher Registration Number (TRN)
- Choice of NPQ e.g. NPQLTL, NPQLBC, NPQSL.
- Choice of Lead Provider. This is UCL IOE

Email ABC to confirm you have submitted your application. Carl.lander@abc.edu.az

Step 3: UCL, IOE Application

This involves the prospective participant completing a short UCL IOE application form.

- A link to this form will be sent once the details of registration are received by UCL IOE from the DfE.
- The form requires your current Principal's/Directors and line managers details. This needs to be returned within 5 days of receipt.

Further information: director@abc.edu.az