

# How to register for a National Professional Qualification A step-by-step guide



Talk to your line manager about joining an NPQ programme.



Register on the DfE portal, choosing  
**UCL (University College London)**  
as the Lead Provider



You'll receive an application form.  
Complete it and choose  
**Exchange Teaching Hub**  
as your delivery partner



Your application is assessed and,  
if successful, you will be made an offer.

If you need any further support with this process, please contact us at:

✉ [NPQS@ExchangeTeachingHub.org.uk](mailto:NPQS@ExchangeTeachingHub.org.uk)

☎ 0345 145 0075