



ECTE Registration Process Guide



How to register Transferring and New Yr1 and Yr2 ECTs for
Academic Year 2026/2027

Created by Emma Barnes (Appropriate Body Administrator)

Ebarnes@cptshn.co.uk

01223 491674

Contents of the Guide



This guide is in place to support those schools who are planning to register Early Career Teachers (ECTs) with the CPTSH Appropriate Body (AB) for the 2026/27 academic year. It outlines how to register new ECTs or those transferring internally or externally for each system involved in the ECTE (Early Career Teacher Entitlement).

This guide will cover:

- A step-by-step walkthrough of the registration process for each platform used during ECTE induction.
- Guidance to simplify the registration experience across the main systems.
- Please note: We appreciate any feedback on the guide itself and its use, however, the systems used for registering an ECT are not owned by CPTSH, and we are unable to make changes to their processes although we may be able to assist with raising feedback to the relevant companies/suppliers.

Registration Steps



To ensure a smooth registration, please complete the steps in the order listed below.

1. **Service Level Agreement (SLA)** - Must be completed by all continuing or newly joined schools if onboarding brand new or transferring ECTs for 2026/2027. For those schools continuing, do not include ECTs already registered with the school from previous academic years.
2. **ECT Manager Registration** - Required for new ECTs or those transferring internally or externally into or within the AB. If an ECT is already registered and staying at the same school, their registration will roll over automatically.

Both the SLA and ECT Manager registration must be completed by 30th September 2026 for ECTs to be included in the September 2026/27 cohort. These steps are part of the statutory registration with the Appropriate Body and can begin from 15th June 2026.

3. **DfE Portal Registration & ECTP Access** – The DfE have introduced a newly enhanced portal for this academic year which replaces the previous Manage Early Career Teacher portal. The portal to use is now known as the Register Early Career Teacher (RECT) portal. Guidance on how to use this can be found within the portal once logged in:
 - **If using the Provider-Led route with CPTSH's lead provider Teach First:** Once registered on the DfE portal and your school has been claimed, ECT and mentor details will be automatically transferred to Teach First's portal, BrightSpace. This process can take up to 10 working days from the DfE registration.
 - **If using another lead provider or the School-Led route:** The school is responsible for choosing and contacting the appropriate provider or accessing school-led materials directly via the provider's website.

Step 1 – Completing the CPTSHN Service Level Agreement



- As mentioned, the Service Level Agreement (SLA) is step 1 in completing registration for statutory ECTE induction. It makes up the contract between the school and the AB. It is important that the contents are read through carefully, as ECT Manager asks you to confirm that you are happy with the terms & conditions of the SLA when you first go to register and you cannot proceed until this is complete.
- The AB will also not be able to authorise an ECT's induction until the SLA has been completed, signed and returned and a suitable PO number has been sent from your finance team.
- The link to the service level agreement (SLA) form can be found here - [Cambridgeshire & Peterborough Teaching School Hub - AB Service Level Agreement](#).
- SLAs are to be completed by all schools who are onboarding new ECTs (transferring or brand new) at the beginning of the academic year. We often advise existing schools with no new ECTs to also check the SLA T&Cs as the conditions within can be subject to change.
- At the January and April registration points if a school have already completed an SLA, they will not be required to complete this again, instead we will ask that an addendum form be completed and returned. This can be found alongside the SLA T&Cs within our Induction Tutor Resource Library - [Induction Tutor Resources](#). If you are ever unsure which one of these two forms needs completing, then please do not hesitate to reach out and ask.

I confirm I have read the terms & conditions and agree to these. *

Induction Tutor/Lead First Name *

Induction Tutor/Lead Last Name *

Induction Tutor Email Address *

Head Teacher Name and Email (State if interim) *

Company Name *

- Name of the school or setting which the SLA is for.

Company Domain *

A company domain is a unique web address or URL associated with a specific business or organisation

Are you applying as an individual school or as a MAT/Federation? *

Please see the T&Cs above if completing as a MAT/Trust and contact the AB prior to submission.

Please tick the confirmation box for the T&Cs before proceeding otherwise the SLA will not be able to be submitted.

Please ensure when filling in the Tutor and Headteacher details that the most up to date person is included in both roles and with the Headteacher role state whether the person will be an Interim Head or not.

If the current Tutor is moving on in September, the AB would advise that it may be best for the new IT to complete the form where possible. This will ensure records are kept up to date for the school.

The company name refers to the name of the school in which the SLA is for. Company domain refers to the web address or URL which relates to the school's website.

It is possible for schools to register on a MAT level, although the AB would advise that where possible individual SLAs are completed. If a school chooses to complete at MAT level, please get in touch prior to submitting your SLA so this can be discussed and agreed upon.

ECT Names (Please note who the Mentor is next to each ECT) *

- Please list the full names of all brand new and transferring ECTs.
- Please indicate if Year One or Year Two.
- Please list the name of the mentor beside the ECT they will be linked to.
- Please do not list any pre-existing ECTs if remaining with the school from previous academic years as the SLAs completed prior will cover these.

AB SLA Choice *

- Provider Led - £510 for each ECT (note above regarding pro rata term payments)
 - School Led - £1600 for fidelity checks (initial)* + £480 for each ECT (note above regarding pro rata term payments).
- *There will be a recurring yearly payment of £400 following this initial cost for any continuing schools on this route.

Total value of the application? *

- Please state the total value of the SLA.
- Induction Cost per ECT - £510. There will be extra costs if using school led, refer to costings diagram above.
- Pro Rata payments are available (£85 per term) refer to above payment arrangements.

ECTs should be noted by the name they will be known as on the DfE and ECT Manager registration so cross checks can take place.

Please list the ECT name clearly, followed by which year of induction they are and then list the linked mentor if known. This only needs to be completed for any new or transferring ECTs to the school. Please do not include any existing within the school as the previous SLAs completed will cover these.

AB SLA Choice refers to the route the school will be taking for induction; this is either Provider Led or School Led. If you are unsure, please do reach out and the AB will be able to advise however, provider led refers to the previous DfE funded route and school led refers to a mix of the previous accredited materials & design your own routes.



If using the provider led route, funding from the DfE will be provided to cover the ECTP, however, the cost of the ECTs induction will need to be covered by the school, for the 2-year programme this is charged at £510 per ECT. This is for brand new ECTs and transferring ECTs as any existing ECTs who are remaining in their previous school will have already had a charge raised against them from a previous year.

If using the school led route, schools will be required to pay an initial one-off payment of £1600 to cover fidelity checks/visits made by the AB within the 1st year of induction. £510 will then be charged per ECT as above to cover induction costs. There will then be a fidelity check top up payment worth £400 to cover the AB Leads visits/checks for any following years the school is onboarded.



Purchase Order or Payment Reference *

- Please provide a Purchase Order or Payment Reference. This must be provided before the SLA can be submitted.
- If you are unsure of your PO, please reach out to your finance department.
- If you are new to us and require our new supplier form, please request this.

Finance Contact and Email Address *

If your school does not have a dedicated finance team, please include the most relevant person to this role instead.

HR Contact and Email Address *

If your school does not have a dedicated HR team, please include the most relevant person to this role instead.

CPTSHN is committed to protecting and respecting your privacy, and we'll only use your personal information to administer your account and to provide the products and services you requested from us. From time to time, we would like to contact you about our products and services, as well as other content that may be of interest to you. If you consent to us contacting you for this purpose, please tick below to say how you would like us to contact you:

I agree to receive other communications from CPTSHN.

You can unsubscribe from these communications at any time. For more information on how to unsubscribe, our privacy practices, and how we are committed to protecting and respecting your privacy, please review our [Privacy Policy](#).

By clicking submit below, you consent to allow CPTSHN to store and process the personal information submitted above to provide you the content requested.

Submit

The schools finance team should be able to provide the relevant purchase order (PO) or reference, please reach out to yours to obtain this. The SLA cannot be submitted until a PO has been obtained and either put on the form or emailed across.

Please try and input the most relevant contact within these sections, the same person can frequent both if needed. These will aid the AB with invoicing as it will provide them with a direct contact to reach out to regarding invoices/remittances and so on.

Once completed and submitted, this marks the end of the form, and this will pass to the AB to review and authorise any ECTs who are mentioned and registered. Movement onto step 2 and registering on ECT Manager can now begin.

Step 2 – Completing ECT Manager Registration



- The first part of registering on ECT Manager is ensuring the School, Headteacher and Induction Tutor are registered on the system. If unsure of how to do this, please refer to the below guides or reach out to the AB and they will be able to complete this on behalf of the school if required.
- If the user exists already in the system, they will be able to log in and add their school if needed, follow the Adding a New School guide below. If the school and user are all completely new to ECT Manager, then refer to the Register your school at this Appropriate Body guide. If the school has been registered previously but no users exist or you need to add a new user, then follow the Create new school user guide to add and request these:
 - [Register your school at this Appropriate Body | ECT Manager Help Center](#)
 - [Adding a new school | ECT Manager Help Center](#)
 - [Create new school user | ECT Manager Help Center](#)

The following slides will guide you through how to register a ECT for the 2026/2027 academic year,

When you go to register an ECT on ECT Manager, the system will use their TRN to complete a full search of the system to see if that ECT already exists. Below is a list of short tutorials which will take you through each registration type:

- New ECT starting their induction in Term 1 (TRN not found in search) - <https://youtu.be/dcQzJW8m3Xg> (Register the ECT from scratch) – this will be covered in this guide.
- ECT has worked at a different school at a different Appropriate Body - <https://youtu.be/zWakm4BcAuU> (Register the ECT from scratch) – although like the above, the key difference is the user will be asked to input the ECTs previous school information alongside the other information needed, if you need help with this aspect please refer to the video tutorial.
- ECT is found at this Appropriate Body but at a different school (ECT is moving schools within the Appropriate Body) - <https://youtu.be/0YJKAnKH2sg> (Transfer the ECT to the different school within the Appropriate Body) – please refer to the video tutorial.
- ECT is found at a school with the same postcode but at a different Appropriate body - <https://youtu.be/AGeLWK3kS1I> (Transfer the ECT and school to this Appropriate Body) – please refer to the video tutorial.
- ECT is found at your school but at a different Appropriate Body - <https://youtu.be/FXt4H6OzM4Q> (Transfer the ECT to this Appropriate Body) – please refer to the video tutorial.
- ECT is found at this Appropriate Body and at your school (ECT is returning to the same school) - <https://youtu.be/fWSe1Q2dXVA> (Register the ECT again) – please refer to the video tutorial.
- TRN indicates that the ECT has already completed induction - <https://youtu.be/4BjkJNVL0Zc> (Double check the ECTs details with the AB and if confirmed as completed then there is no need to register) – please refer to the video tutorial.

- Once logged into the dashboard, the user can either navigate to the top menu and hover over 'Your ECTs' then select 'Register ECT' or there is an option on the main dashboard screen to 'Register ECT'.

The screenshot shows the user interface of the Cambridgeshire & Peterborough AB Service. At the top right, it indicates the user is logged in as a 'Training Tutor'. The main navigation bar includes 'Your ECTs', 'Assessments', 'Tutors', 'Resources', 'My Account', and 'Help & Support'. The 'Your ECTs' option is highlighted with a red box. Below the navigation bar, the dashboard is titled 'Dashboard - Demo School'. It features several interactive tiles: 'Upcoming Assessments', 'Upcoming Reports', 'Register ECT', 'Update My Login Details', 'Update My Personal Details', 'Helpdesk', and 'Help Centre'. The 'Register ECT' tile, which includes the instruction 'Add a new ECT, or transfer an existing one to your school.', is highlighted with a red box.

Once clicked, the first window to pop up will be terms and conditions of registering an ECT, these must be agreed to for the user to proceed.

ECTs	Reports	Tutors	Schools	DfE	Content	Settings	Helpdesk
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ECT Registration - Sign Terms and Conditions - Demo School

Cambridgeshire and Peterborough Teaching School Hub (CPTSH) act as the Appropriate Body (AB) for the Early Career Teacher Entitlement (ECTE) in the Cambridgeshire and Peterborough areas and hereby agree to provide the following services - [Appropriate Body Services](#).

Generally, the period covered will be for two academic years with a one term notice period to terminate this service by either party: 1st September 2026 to 31st August 2028.

Purpose of Induction
Early career teacher entitlement (ECTE) is a 2-year programme that supports early career teachers (ECTs) when they start their teaching career. It's designed to develop their professional skills and provide them with the knowledge and skills to meet the teachers' standards. It includes a training programme for ECTs, mentor support for ECTs, a training programme for new mentors (if the school uses a Department for Education (DfE) funded lead provider, time off timetable for ECTs and mentors, regular progress reviews and 2 formal assessments for ECTs against the teachers' standards.

An ECTs Induction cannot begin until:

- The AB has confirmed it is content to act,
- The Service Level Agreement has been signed and agreed by both parties,
- A Purchase Order (PO) has been supplied by the finance team and sent to the AB,
- The ECT has been registered for induction by the employing institution and their eligibility for induction verified by the AB.*

*Please note registration on the DfE and/or ECTP portals does not count as completed registration. For a ECT to be fully registered, all relevant steps on every platform must be completed. Failure to do so can result in ECTs not being able to start induction in the desired cohort.

Specialist Support and/or Clauses
From time to time, an establishment may find themselves in a position where they need the AB to go above and beyond the services mentioned. In the first instance in situations like these, please get in contact directly with the AB - AB@CPTSH.co.uk. Alternatively, the [Statutory guidance - Induction for early career teachers \(England\)](#) is available and may offer insight into what is required. Please be aware that we no longer allow mid-term starters. Throughout the academic year, the windows to register fall in line with the ECTP cohorts of September, January and April.

Payment Arrangement
The cost for new and transferring ECTs for the academic year 2026/2027 will be £510 and covers in full or part, their 2 years on the ECTE programme. If part way through, you will be charged the equivalent amount per number of terms onboarding (£85 per term).*

In the event of an ECT leaving partway through induction, refunds may be considered depending on the situation. Credit will only be able to be claimed at 3 points throughout the year - February, October and May. This is to fall in line with invoicing schedules and registration windows.

*Reductions to induction will still incur a full 2-year cost to support extra admin services and refunds will not be put in place should an ECT apply to reduce.

Payment terms - the Appropriate Body is a not-for-profit organisation and must cover the cost-of-service delivery. We reserve the right to review our fees periodically. BACs payments will be the only form of payment accepted. If you wish to discuss an alternative form, please get in touch prior to submitting your SLA. Cheques will no longer be accepted. Please ask for a copy of our new supplier form if you have not worked with us before and require our finance details.

Please note: Where able, an individual SLA per school should be supplied but in the case you wish to supply a MAT SLA, please do get in touch prior to submission.

The school agrees to the Terms and Conditions above

The school does not agree to the Terms and Conditions above

The next window will relate to the ECTs personal details, please ensure that the ECTs TRN & DOB are inputted correctly as this can cause issues with verifying their QTS with the TRA and can cause holds ups with authorising the ECT. On inputting the TRN, the system will run a search for any previous induction records, and you will be given the option of adding the ECTs previous induction records or inputting that the ECT is brand new. It is important to ensure you select the right type of registration.

Depending on which option you select will influence how registration looks, it is mainly the same process, and this is shown in full for a brand new ECT over the next few slides, however, if you have an ECT who has previous induction records, you will also need to refer to slide 21 to see how to add this information to the system. If your ECT is brand new you can skip this slide.

The previous types of registration demo videos (slide 11) will give you more information and tutorials depending on the option selected also.

ECT Registration - Personal Details

DfE Registration Information

These details must be **exactly** the same as those registered with the DfE, including middle name(s) where those were registered.

Teacher Ref. No:	<input type="text" value="7777777"/>	<small>(seven-digit number without the '7')</small>	
<input type="checkbox"/> This ECT did their training outside of England and does not have a TRN, and will not be added to the DfE Exports			
Title:	<input type="text" value="Mr"/>		
First Name:	<input type="text" value="XXX"/>		
Last Name:	<input type="text" value="XXX"/>		
Previous Surname:	<input type="text" value="XXX"/>	<small>(if applicable)</small>	
Preferred Name:	<input type="text" value="XXX"/>	<small>(if the ECT prefers to be known by another name you can enter it here (optional))</small>	
Email Address:	<input type="text" value="XXX@gmail.com"/>		
Date of Birth:	<input type="text" value="18"/>	<input type="text" value="June"/>	<input type="text" value="2005"/>

[Change ECT Details](#)

Registration Type

Is this a new ECT starting their first term of induction?

- Yes – the ECT is brand new and starting their first term of induction
- No – the ECT has completed previous induction

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Next the system will ask the user to input the ECTs contact details including their address and at least one means of communication i.e., phone number (home, work or mobile).

ECT Registration - Contact Information

Address Details

Please enter the ECT's home address below.

House:	<input type="text" value="XXX"/>
Street:	<input type="text" value="XXX"/>
Town:	<input type="text" value="XXX"/>
County:	<input type="text" value="XXX"/>
Postcode:	<input type="text" value="XXX"/>

Telephone Numbers

Home Telephone:	<input type="text" value="XXX"/>
Work Telephone:	<input type="text" value="XXX"/>
Mobile:	<input type="text" value="XXX"/>

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Next the system will ask for the ECTs ITT training details, if the relevant institution or qualification is not present, please reach out to the AB and they can add this for you.

Now fill out the ECTs training information, if there Teacher training institution you require is not on the list you can select unknown from the drop down list and then contact you AB and ask them to add it for you.

If you can find the training provider in the list you can select unknown from the drop down list and then contact you AB and ask them to add it for you.

Once you have filled out all the information on this page click on the green continue button.

The screenshot shows a web form titled "ECT Registration - Training Information". It is divided into two main sections: "Institution" and "Qualifications".

- Institution:** A dropdown menu labeled "Teacher training institution:" with "Alma Mater" selected.
- Qualifications:**
 - A dropdown menu labeled "Qualification awarded:" with "PGCE" selected.
 - A text box with the instruction: "To choose multiple subjects, please hold down Ctrl and click each required subject."
 - A dropdown menu labeled "Qualified Subject(s):" with a list of subjects: "Not Applicable", "Art", "Art & Design", "Biology", "Business Studies", "Careers", "Computing", "Creative Writing", "Drama", "English", "Geography", "History", "Languages", "Mathematics", "Music", "Physical Education", "Religious Studies", "Science", "Social Sciences", "Specialist", "Sports", "Technology", "Visual Arts", "Work Experience".
 - A text box with the instruction: "To choose multiple age ranges, please hold down Ctrl and click each required subject."
 - A dropdown menu labeled "Qualified age range(s):" with a list of age ranges: "2 - 5", "6 - 7", "8 - 11", "12 - 14", "15 - 18", "19 - 24", "25 - 30", "31 - 35", "36 - 40", "41 - 45", "46 - 50", "51 - 55", "56 - 60", "61 - 65", "66 - 70", "71 - 75", "76 - 80", "81 - 85", "86 - 90", "91 - 95", "96 - 100".

At the bottom of the form, there are two buttons: a blue "Back" button on the left and a green "Continue" button on the right.

Next the system will ask for the ECTs contract details, please read the text to the right for things to be aware of when inputting this information.

The start date is not the start date for when an ECT began at the school, it is rather the start date of onboarding with the AB, for September this should be the 01/09/2026.

Induction Tutor
Please select the ECT's induction tutor from the list, or alternatively, click the 'Add a New Tutor' button to add a new tutor.

* Induction Tutor: Lee Warrick (ID: 401916) - Induction Lead ➕ Add a New Tutor

Mentor

It is expected that the ECF / ITTECF Mentor be a different individual to the Induction Tutor named above. ECF / ITTECF Mentors will not be responsible for completing progress reviews or assessments and therefore do not require access to ECT Manager. Stating below the name of the ECF / ITTECF Mentor being assigned to the ECT is sufficient.

* First Name: David

* Last Name: Kreen

* Job Title: Mentor

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You will then need to fill in the ECTs contract details including their start date. It is really important that this is also correct at the time of registration because this is the date that the system uses to generate the ECTs reports (if this is incorrect the reports will become out of sync)

You will also need to select the ECTs tutor from the drop down list, if the tutor is not in that list you can click on the add new tutor button next to it.

ECT Registration - Contract Details

Contract information for this Registration

Please enter the statutory induction start date above with the appropriate body term dates in the dropdown box (not the date the ECT is contracted/employed). If the ECT is starting mid term select the correct term in the drop down box and then tick the 'started between terms' box to enter the exact date.

Start Date of Induction: 01/09/2025 - 15/12/2025

The ECT started Between Terms:

How Many Days per week: 2 Days a week (Full Time) (This includes leave time)

Contract Type: Permanent

* Year(s) ECT is to teach: Year 1, Year 2, Year 3, Year 4, Year 5, Year 6, Year 7, Year 8, Year 9, Year 10 (Do not show multiple years, please hold down Ctrl and click each required year.)

* Subject(s) ECT is to teach: Art & Design, Biology, Business Studies, Careers, Computing, Chemistry, E-Security, Maths, Computing, Drama (Do not show multiple subjects, please hold down Ctrl and click each required subject.)

Checks

- Has the ECT been DBS checked?
- Have references been sought for this ECT?
- If applicable, has this ECT completed the skills tests for Numeracy and Literacy?

Once you have filled out all the information please click on the green continue button.

ITTECF Programme Choices

ECT Registration - ITTECF Programme

ITTECF Programme Details

Which approach have you opted for to deliver an ITTECF based induction for this ECT?

* Programme: (dropdown menu open showing: Please Select, Provider led, School led)

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ITTECF Programme – Provider Led

- **Provider-led** - Schools can choose to work with providers accredited by DfE who will design and deliver a programme of face-to-face and online training to ECTs and their mentors. This programme is funded by DfE.
- **Delivery Partner** - Which programme delivery partner or teaching school hub are you using?
- **Provider** - Which provider is your delivery partner using?
 - UCL
 - Teach First
 - Ambition Institute
 - Education Development Trust (EDT)
 - National Institute of Teaching, Founded by School-Led Development Trust

ITTECF Programme – School Led

- **School-led** - Schools can choose to develop their own programme of training and support based on the ITTECF. The content of the framework must be covered in full. Schools can choose to use, in full or in part, the freely available school-led materials, which include ready-to-use materials and resources for early career teachers and mentors, to deliver their own ECT and mentor support. These materials have been accredited by DfE and quality assured by the Education Endowment Foundation.
- **Materials Used** - How are the school-led materials being used to deliver an ITTECF-based induction?
 - In Full
 - In Part
 - Not At All
- **Provider** - If using the materials, which provider's school-led materials are being used to deliver?
 - UCL
 - National Institute of Teaching, Founded by School-Led Development Trust
 - No Provider

ECT Registration - ITTECF Programme

ITTECF Programme Details

Which approach have you opted for to deliver an ITTECF based induction for this ECT?

* Programme:

Schools can choose to work with providers accredited by DfE who will design and deliver a programme of face-to-face and online training to ECTs and their mentors. This programme is funded by DfE.

Which programme delivery partner or teaching school hub are you using?

* Delivery Partner:

Which provider is your delivery partner using?

* Provider:

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ECT Registration - ITTECF Programme

ITTECF Programme Details

Which approach have you opted for to deliver an ITTECF based induction for this ECT?

* Programme:

Schools can choose to develop their own programme of training and support based on the ITTECF. The content of the framework must be covered in full. Schools can choose to use, in full or in part, the freely available school-led materials, which include ready-to-use materials and resources for early career teachers and mentors, to deliver their own ECT and mentor support. These materials have been accredited by DfE and quality assured by the Education Endowment Foundation.

How are the school-led materials being used to deliver an ITTECF based induction?

* Materials Used:

If using the materials, which provider's school-led materials are being used to deliver?

* Provider:

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ITTECF Programme Details – TEACH FIRST ECF/ECTP ONLY

- If using the Provider Led route, unless advised differently by the Trust/School, the following will need to be inputted. If you are unsure, please ask the AB who will be able to advise:

ITTECF Programme Details

Which approach have you opted for to deliver an ITTECF-based induction for this ECT?

Programme:

Schools can choose to work with providers accredited by DfE who will design and deliver a programme of face-to-face and online training to ECTs and their mentors. This programme is funded by DfE.

Which programme delivery partner or teaching school hub are you using?

Delivery Partner:

Which provider is your delivery partner using?

Provider:

Confirmation of Details

Now you will need to confirm all the ECTs details you just filled out, if any of the information need to be changed or updated you can click on the edit details button on the right side of each section.

Confirm Registration Details

Please check each item of information to ensure that it is correct. If you wish to alter any of the details then click the 'Edit' button above the top right of that section. You will be taken back to that step of the registration process where you can alter any of the information.

Personal Details [Edit Personal Details](#)

Titles:	Mr
First Name:	Timmy
Last Name:	Brooks
Previous Surname:	Not Provided
Preferred Name:	Not Provided
Email Address:	Tbrooks@demomail.co.uk
Date of Birth:	23/06/2004
Teacher Ref. No:	1681619

Contract Details [Edit Contract Details](#)

Year(s) to Teach:	Year 2, Year 3, Year 4, Year 5, Year 6
Subject(s) to Teach:	Biology, Business Studies, Careers, Chemistry, Citizenship, Catering
Employment Type:	Full Time
Contract Type:	Permanent Contract
Start Date of ECT:	04/09/2025
DBS Checked:	Yes
References Sought:	Yes
Factor:	Lee Warwick
Factor Position:	Induction Lead
Mentor:	David Krom
Mentor Position:	Mentor

Training Information [Edit Training Information](#)

Training Institute:	Altius Alliance - 00/0000
Qualification Awarded:	PGCE
Qualified Subject(s):	Art & Design, Biology, Business Studies, Careers, Chemistry, Citizenship, Catering
Qualified Age Range(s):	3 - 7, 4 - 11, 9 - 13, 11 - 16, 7-16
First Term of Induction:	Yes

Personal Contact Information [Edit Personal Contact Information](#)

Telephone (Home):	012233445566
Telephone (Work):	012233445566
Telephone (Mobile):	012233445566

ITTECF Programme [Edit ITTECF Programme](#)

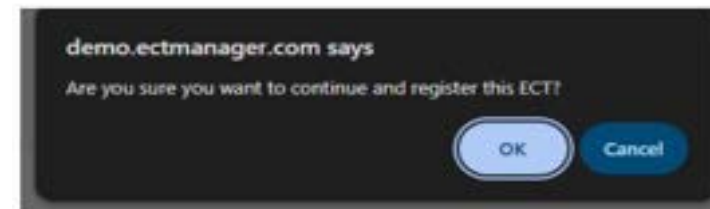
Programme:	School led
Material/Lead:	in Part
Provider:	UCS

Complete Registration

Is all the information above correct? If so, then click the 'Confirm' button below to proceed.

[Confirm](#)

If you have check all the information and are happy to complete the registration click on the green confirm button.



You will now be prompted to confirm you are happy to register this ECT on the system, click the OK button to complete the registration.

Registration Successful!

You have successfully registered Timmy Brooks as an Early Career Teacher at your school.

Your headteacher will now need to digitally sign the registration. They can do this from the list of ECTs page, once logged in.

You should now see the registration successful screen letting you know that the ECT has been successfully registered on ECT Manager.

Step 3 – Registering on the DfE Register Early Career Teachers (RECT) Portal & ECTP Access



Link to portal - <https://register-early-career-teachers.education.gov.uk/>

1 School nominates their induction tutor

All schools will receive an email inviting them to the portal and to nominate the person responsible for organising induction in their school. If existing this will go directly to the person who holds the role at present. Schools will require a DfE sign in.

2 Induction tutor selects the school's delivery route for 2026

Choose between the 2 delivery routes or let us know they do not expect to receive ECTs next year. If their provider relationship can be carried over from last year, this option is presented.

3 Providers confirm school's delivery partner

If a partnership has not been carried over from the previous year by the school, the Provider must report the partnership with the school. Schools receive an email notification of the partnership and can reject a partnership if they don't recognise it.

4 Induction tutor registers ECTs and mentors

ECTs and mentors can be registered to the service. The service locates their central DfE record and assesses eligibility for training and funding. The service will automatically recognise the cohort and whether the participant is transferring or not.

5 Information available to Providers

Information is made available to lead providers via the API. Lead providers are responsible for passing information on to their delivery partners and setting up access to training.

Steps 3 and 4 can happen independently of each other and in either order. However, both steps must happen for Step 5 to occur.

Guidance and demo videos on how to utilise the service can be found here:

[GOV.UK - School admins in Register early career teachers](https://register-ects-service-manual.education.gov.uk/changes-for-schools/supporting-videos/)

<https://register-ects-service-manual.education.gov.uk/changes-for-schools/supporting-videos/>



- If onboarding on the provider led route and using CPTSH as your delivery partner, you will need to input your delivery partner details and appropriate body details as Cambridgeshire and Peterborough Teaching School Hub and your lead provider as Teach First, this will ensure on submission of the ECT and Mentor on the DfE portal that their details transfer over to Teach First's BrightSpace portal. This can take up to 10 working days from the date of DfE registration. The details above should look like the screenshot below once your ECT is registered:

Lead provider	Teach First	Change
Delivery partner	Cambridge & Peterborough Teaching School Hub	
Appropriate body	Cambridgeshire and Peterborough Teaching School Hub (Histon and Impington Brook Primary School)	Change

- If you have any issues, please use Teach First's contact us form to reach out and request access. The reason we ask you to do this, is due to Teach First and the DfE having direct access to contact each others support teams to investigate the reason for delay, usually by following this route, access can be provided faster, if you submit a form and do not hear within a few days, then do feel free to contact CPTSH and we can follow this up for you. - [Contact Us | My Teach First](#)
- If using a different provider or the School Led route, once registered on the DfE portal, please reach out and refer to the other providers instructions on how to onboard with them or navigate to the providers site to gain the school led materials as needed.

Mailing List and Next Steps



- By completing the Service Level Agreement (SLA) and other aspects of registration, you alert CPTSH to becoming a partner school for 2026/2027, as such the team will ensure the relevant contacts are set up to receive communications within their CRM system. These consist of weekly ECT and IT/Head newsletters and CPD opportunities/ITTECF updates. The AB newsletters will go out on the following days and times each week:
 - ECT Edition – Wednesdays @3pm
 - IT/Head Edition – Thursdays @8.30am
- Any other communications will be sent directly if needed, the CRM is also used to target emails to do with assessment and registration reminders so please ensure if you haven't received anything by the end of the first week of term that you flag this to the team so this can be investigated and rectified as soon as able.
- This indicates the end of ECT registration, if you have any questions or concerns, then do feel free to reach out to myself or the wider team on one of the following methods of communications:
 - ❖ Email - Ebarnes@cptshn.co.uk or AB@cptshn.co.uk
 - ❖ Phone - 01223 491674
 - ❖ Meeting - <https://meetings-eu1.hubspot.com/ebarnes1>

