

# Process: How to register participation in a CPD training course

The TSC, TTCs or any other provider of CPD must ensure participation in CPD learning events is registered after completion of the course. This is to ensure systematic individual professional development and avoid duplication. Providers other than TSC must provide details to the TSC.

Registration includes:

- Registration on the list of participants in a scheduled course
- Completion of a CPD ATTENDANCE FORM during the training
- Registration of course completion, certification and credits in the Teacher's personal Teacher's Portfolio
- Registration in the Teacher Database.

Training providers must contact the TSC to check teacher training records before admitting teachers on a course.

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