

Step By Step Guide: Applying for your Recognised School Award

1.

To Apply for a Recognised Award, you must register via our CDMT website through the Apply Now tab or following this link: <https://cdmt.org.uk/register>

Your username will be your email address so please make sure this email is accessible to you as the applicant.

Sign up

Registration type Recognised school Recognised teacher

School Name

Title

First name

Last name

Email

Password

Save

2.

Once you have registered, this will give you immediate access to sign in via the Sign In Page: <https://cdmt.org.uk/sign-in>

Your username will be your email address and you would have chosen your own password. However, if you have forgotten these details please email Hannah to reset these for you: h.alderdice@cdmt.org.uk

CDMT About Us Accredited Schools and Colleges Validated Awarding Organisations
Affiliate Programmes Recognised Awards Scheme Advocacy **Sign in**

Username *

Password *

Log in

OTHER INFORMATION

- Vacancies
- Recognised Provider Notices
- CDMT Meeting Space
- News

> [Forgot your password?](#)

> [Forgot your username?](#)

3.

Once you have logged in, you will have several optional tabs down the side of your screen. Please select the Recognised School tab to apply for your School award. This will take you to the membership form which needs to be updated each year to ensure we have the most up to date contact details and postal information for you.

Send notifications for...	No
Select events to be n...	Articles, Banners, Cache, Categories, Check-in, Configuration Manager, Contacts, Installer, Media, Menus, Messaging, Modules Manager, News Feeds, Plugins, Redirects, Tags, Templates, Users

4.

Once you have made it to the form, all you need to do is fill in all your information. You can also choose to either apply to renew for the next year or to automatically apply each year. Please be aware that this will automatically take the payment each year, however you will still need to complete the form each year. **If you wish to change this after you have selected the option in previous years, you will need to get in touch with PayPal to disable this automatic payment.**

Recognised School - Membership

Welcome [Name] (Not [Name] or want to do this for a different person?)

A Recognised School is a pre or non-vocational dance, drama or musical theatre school that is committed to putting the safety of its pupils first and meets the following nine requirements of good professional practice.

Join

Membership

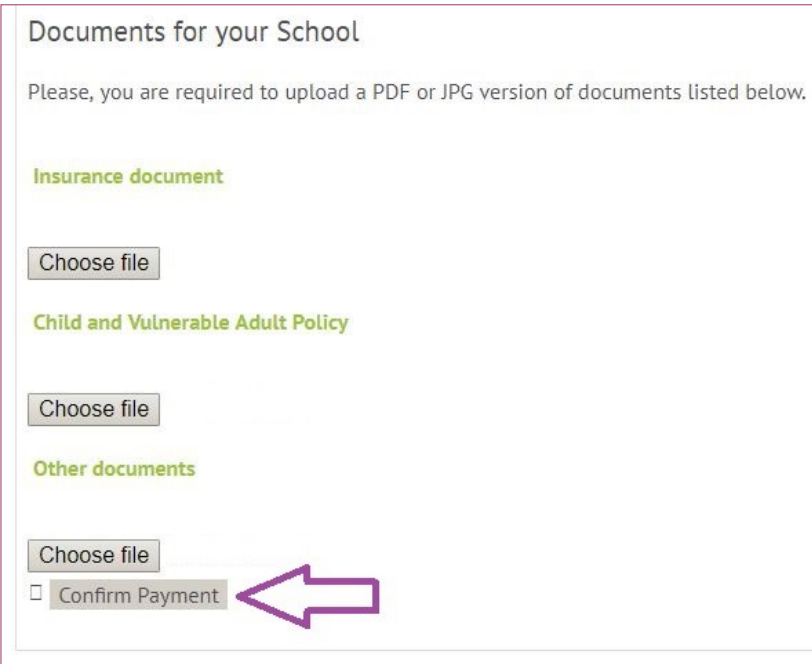
Recognised School - £ 100.00

Please renew my membership automatically.

5.

The last part of the form includes uploading your documentation. ***Please make sure the documents are valid***

- Insurance Document
- Child and Vulnerable Adult Policy



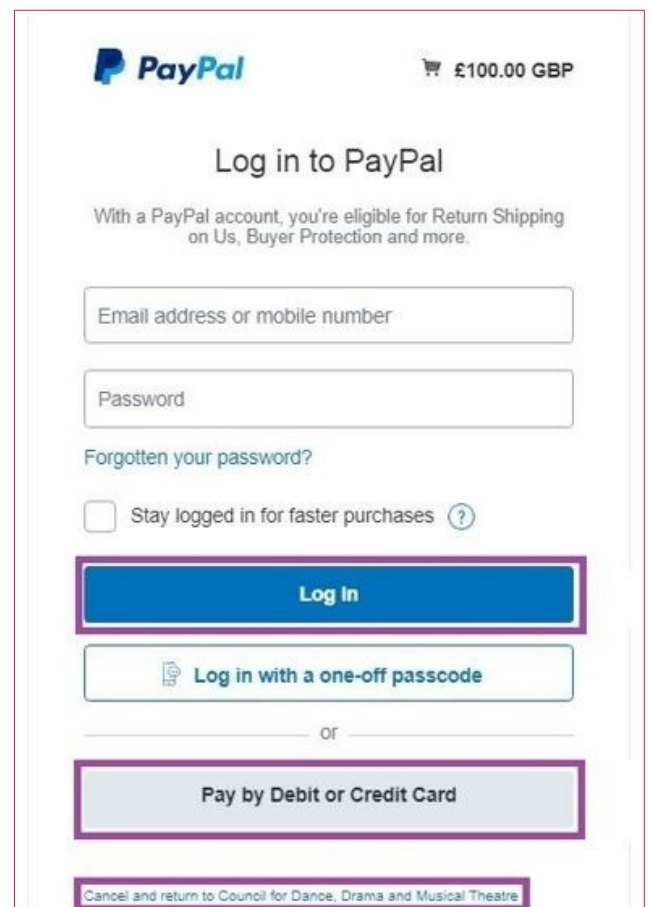
Once you are at the end of the form with every box completed, press the 'Confirm Payment' button at the bottom of the screen. This will then redirect you to the PayPal page to make your payment.

If you would like to pay via bank transfer or cheque then please email CDMT for the information. By clicking this button it will save the information you have submitted, so it is important that the button is clicked even if you wish to pay an alternative way.

6.

Once you have clicked the 'Confirm' button, you will then be redirected to the PayPal Page where you have the following options:

1. Sign In to your PayPal account and make the payment.
2. Make a PayPal account to make the payment.
3. Select the 'Pay by Debit or Credit Card' button to make the payment as a guest.
4. Press cancel at the bottom and email CDMT for the bank transfer details.



7.

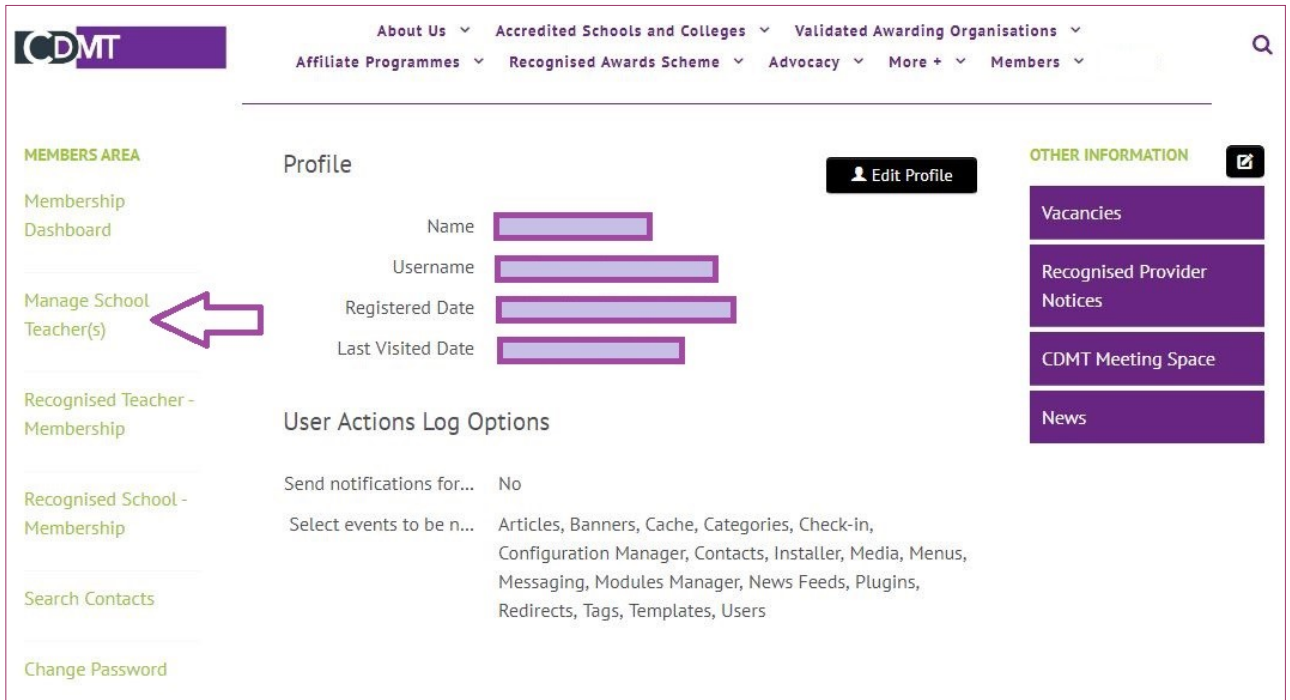
Once you have made the payment. You should receive an email confirming that it has been processed.

This does not complete your application.

You must follow the next 2 steps in order to complete your application. Without the following information we can not process it for you.

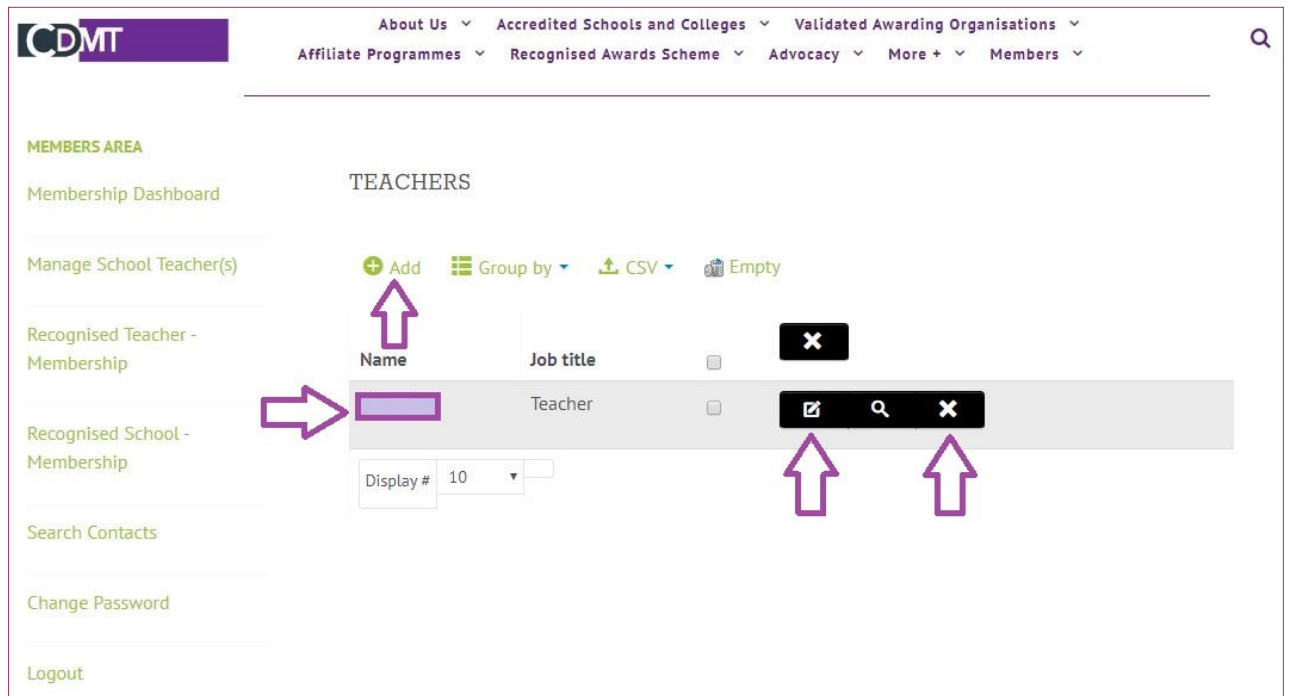
8.

Next, return to the Members Area and select the 'Manage Teacher(s)' Tab on the left hand side of the screen.



9.

Here is where you need to upload all of your teaching staff. You need to add all existing teachers to your application using the 'Add' button, you can also go back and edit the teachers information by using the first black button next to that teachers name. There is a delete 'X' button next to each teacher if you no longer need them listed.



This will then complete your application. You will be contacted within 4 weeks after completing the application with the relevant information. If you have any questions or issues with this process, please email the Recognised Awards Co-ordinator:

h.alderdice@cdmt.org.uk