

Step By Step Guide: Applying for your Recognised Teacher 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

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 *

[Forgot your password?](#)

[Forgot your username?](#)

OTHER INFORMATION

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

3.

Once you have logged in, you will have several optional tabs down the side of your screen. Please select the Recognised Teacher tab to apply for your Teacher 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.

The screenshot shows the CDMT website's 'Profile' page. The navigation menu at the top includes 'About Us', 'Accredited Schools and Colleges', 'Validated Awarding Organisations', 'Affiliate Programmes', 'Recognised Awards Scheme', 'Advocacy', 'More +', and 'Members'. The main content area is divided into 'MEMBERS AREA' and 'OTHER INFORMATION'. The 'MEMBERS AREA' includes links for 'Membership Dashboard', 'Manage School Teacher(s)', 'Recognised Teacher - Membership' (highlighted with a purple arrow and labeled 'User Actions Log Options'), 'Recognised School - Membership', 'Search Contacts', and 'Change Password'. The 'Profile' section contains fields for 'Name', 'Username', 'Registered Date', and 'Last Visited Date', each with a purple input box. Below these fields are 'Send notifications for...' (set to 'No') and 'Select events to be n...' (listing various site features). The 'OTHER INFORMATION' section includes links for 'Vacancies', 'Recognised Provider Notices', 'CDMT Meeting Space', and 'News'. An 'Edit Profile' button is located in the top right of the profile section.

4.

Once you have made it to the form, all you need to do is fill in your information. This part of the form is important because it helps us to keep your information up to date. Please make sure all the boxes are completed before you get to the end of the form and have your documents ready to upload.

The screenshot shows the CDMT website's 'Recognised Teacher' membership form. The navigation menu is the same as in the previous screenshot. The main content area is divided into 'MEMBERS AREA' and 'OTHER INFORMATION'. The 'MEMBERS AREA' includes links for 'Membership Dashboard', 'Manage School Teacher(s)', 'Recognised Teacher - Membership', 'Recognised School - Membership', 'Search Contacts', and 'Change Password'. The 'Recognised Teacher' form is the central focus, featuring a welcome message: 'Welcome [redacted] (Not [redacted] or want to do this for a different person?)'. Below this is a definition of a Recognised Teacher: 'A Recognised Teacher is a dance, drama, music, singing and/or musical theatre teacher who is committed to putting the safety of pupils first and meets the following Six Requirements of good professional practice.' The form also includes a 'Recognised Teacher' section with a radio button selected, a 'Total Amount' of '£ 30.00', and a 'Your Registration Info - Teacher' section. The 'OTHER INFORMATION' section includes links for 'Vacancies', 'Recognised Provider Notices', 'CDMT Meeting Space', and 'News'.

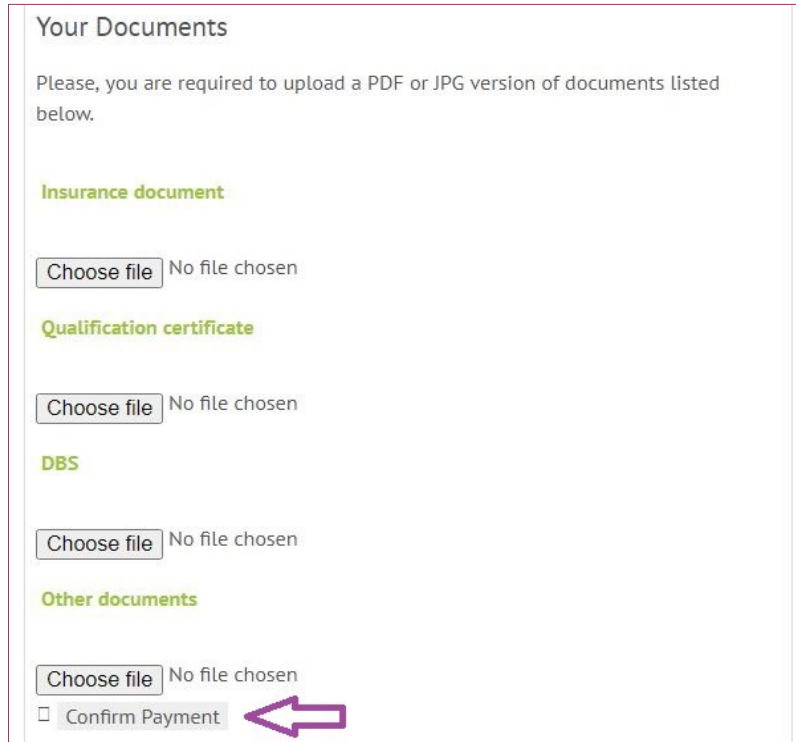
5.

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

- Insurance Document

- DBS Certificate

- Qualification Certificate(s)



Your Documents

Please, you are required to upload a PDF or JPG version of documents listed below.

Insurance document

Choose file No file chosen

Qualification certificate

Choose file No file chosen

DBS

Choose file No file chosen

Other documents

Choose file No file chosen

Confirm Payment

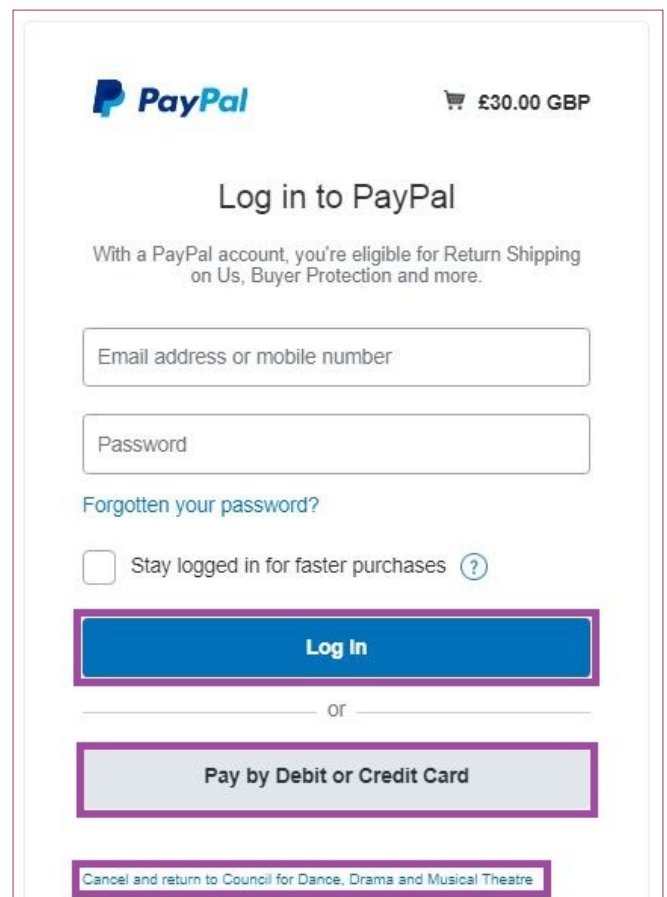
Once you are at the end of the form with every box completed, press the 'Confirm Payment' button at the bottom of the screen. This will then redirect you to the PayPal page to make your payment.

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.



PayPal £30.00 GBP

Log in to PayPal

With a PayPal account, you're eligible for Return Shipping on Us, Buyer Protection and more.

Email address or mobile number

Password

[Forgotten your password?](#)

Stay logged in for faster purchases ?

Log In

or

Pay by Debit or Credit Card

Cancel and return to Council for Dance, Drama and Musical Theatre

7.

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.