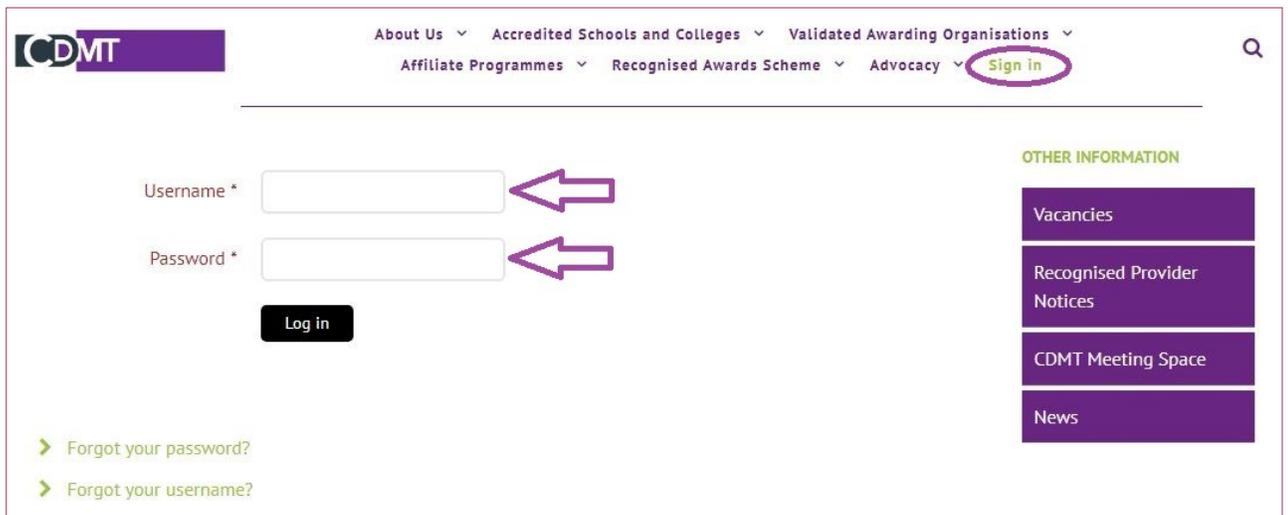


Step By Step Guide for Renewing your Recognised Teacher Award

1.

To renew your Recognised Award, you must sign in on our CDMT website via the Sign In tab or following this link: <https://cdmt.org.uk/sign-in>

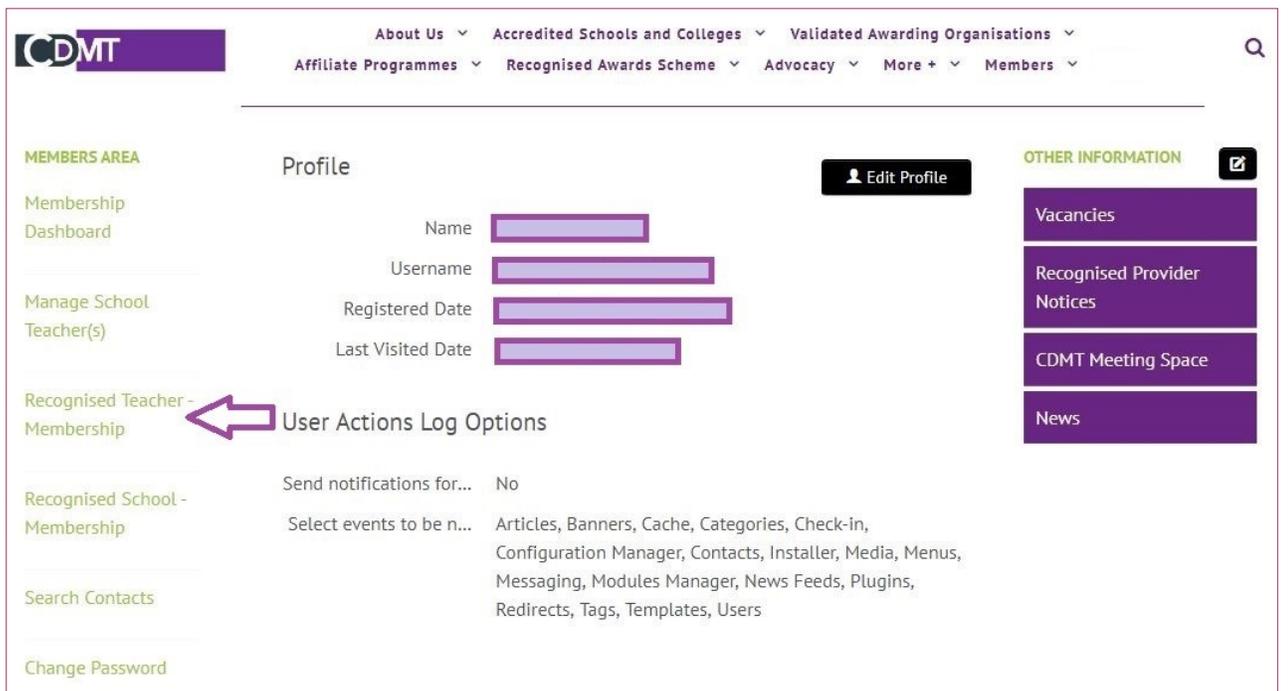
Your username will be your email address and you would have chosen your own password. However, if you have forgotten these details please email Hannah to reset these for you: h.alderdice@cdmt.org.uk



2.

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

This will take you to your renewal form which needs to be updated each year to ensure we have the most up to date contact details and postal information.



3.

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 interface for the 'Recognised Teacher' registration. The top navigation bar includes links for 'About Us', 'Accredited Schools and Colleges', 'Validated Awarding Organisations', 'Affiliate Programmes', 'Recognised Awards Scheme', 'Advocacy', 'More +', and 'Members'. The left sidebar contains a 'MEMBERS AREA' with options like 'Membership Dashboard', 'Manage School Teacher(s)', 'Recognised Teacher - Membership', 'Recognised School - Membership', 'Search Contacts', and 'Change Password'. The main content area is titled 'Recognised Teacher' and includes a welcome message, a definition of a Recognised Teacher, and a membership option for 'Recognised Teacher - £ 30.00'. A 'Confirm Payment' button is located at the bottom of the form, highlighted with a red arrow.

4.

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

- Insurance Document
- DBS Certificate
- Qualification Certificate(s)

The screenshot shows the 'Your Documents' section of the form. It contains the following elements:

- Insurance document**: A 'Choose file' button with the text 'No file chosen'.
- Qualification certificate**: A 'Choose file' button with the text 'No file chosen'.
- DBS**: A 'Choose file' button with the text 'No file chosen'.
- Other documents**: A 'Choose file' button with the text 'No file chosen'.
- At the bottom, there is a 'Confirm Payment' button, which is highlighted with a red arrow.

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.

5.

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](#)

6.

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

This will then complete your renewal 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 on h.alderdice@cdmt.org.uk.