

## **Information required to register an ECT on ECT Manager**

**IMPORTANT:** The below information will be required in full and accurately at the point you wish to register an ECT on ECT Manager. If information provided is inaccurate it will not be recognised and approved by the Teaching Regulation Authority (TRA). Delay in providing this will result in a delay to the ECT starting their induction.

- Full name as registered with the TRA (including middle names is relevant)
- Email address
- Date of Birth
- Teacher Reference Number (TRN)
- Home address
- Contract Type
- Years ECT is to teach
- Subject ECT is to teach
- Confirmation of DBS, references and completion of skill tests for Numeracy and Literacy (if applicable)
- Teacher Training institution
- Qualifications including qualification received, subject and age ranges
- Which ECF Programme they will follow (FIP, CIP or SIP)

...and don't forget to also register your new ECTs on the DfE portal [here](#)