

**The NCTL are no longer issuing printed certificates.** Instead, NQTs will be required to access the NCTL system in order to save or print a PDF version of their certificate.

The process will work as follows:

1. The school informs the Appropriate Body (the LA) via the Final Assessment Form that an NQT has successfully completed induction
2. The Appropriate Body updates the status of the NQT on the NCTL online system to 'pass'
3. The NCTL send an email to the NQT with a link to their system
4. The NQT opens the link to access the NCTL system to either save or print the PDF version of the certificate N.B. NQTs will need their Date of Birth and Teacher Reference Number in order to access the system

It is extremely important that NQTs supply the correct email address to the NCTL and notify the NCTL if they change their email address (using the details below).

NQTs who passed induction between 1<sup>st</sup> January and 1<sup>st</sup> June 2014 who do not have their NQT Induction certificates should contact the NCTL at:

E. [teacher.induction@education.gsi.gov.uk](mailto:teacher.induction@education.gsi.gov.uk)

T. 0207 593 5392

QTS and Induction, Teacher Services Division  
National College for Teaching and Leadership