



ECT registration process for schools new to Star Appropriate Body

Step 1 – Notify Star Appropriate Body that you wish to work with us

There are two ways to begin the registration process with Star Appropriate Body.

Option 1 Induction Tutor completes our [Star Appropriate Body Expression of Interest Form](#).

Option 2 Induction Tutor accesses Star Institute's [ECT Manager](#) and selects "Register your school." More guidance on this process can be found [here](#).

Step 2 – Star Appropriate Body processes the school registration

- > Star AB receives the registration details and registers the school which creates a school profile on ECT Manager.
- > The Induction Tutor receives a welcome email with documents from Star AB and an automated login email from ECT Manager.

Step 3 – Induction Tutor registers their ECT(s)

- > The Induction Tutor logs in to ECT Manager and creates their own password. They then enter details of the ECT they are registering along with details of the mentor and register the Headteacher's name and email address. More guidance on this process can be found [here](#). Please note, the Teaching Regulation Agency (TRA) does not permit backdated ECT induction registrations.
- > The Headteacher receives an email notification to authorise each ECT registration. They do this by following the link to log in to ECT Manager and adding their digital signature.

Step 4 – QTS verification & final authorisation

- > ECT Manager automatically checks the registration details and links to the Teaching Regulation Agency (TRA) to check that the ECT is qualified to teach.
- > If QTS cannot be verified, there is likely to be an error with the information inputted on ECT Manager such as the ECT TRN and DOB. Star AB will contact the Induction Tutor to verify the correct details.
- > Once QTS is verified, Star AB will authorise the ECT registration.

Once this has been completed your ECT is ready to start their statutory induction

It is important to also register your ECT on the DfE's [Manage training for early career teachers](#) site, and with an Early Career Framework provider. For more information visit [our website](#) or contact us using the details below.

Contact the Star AB Team
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