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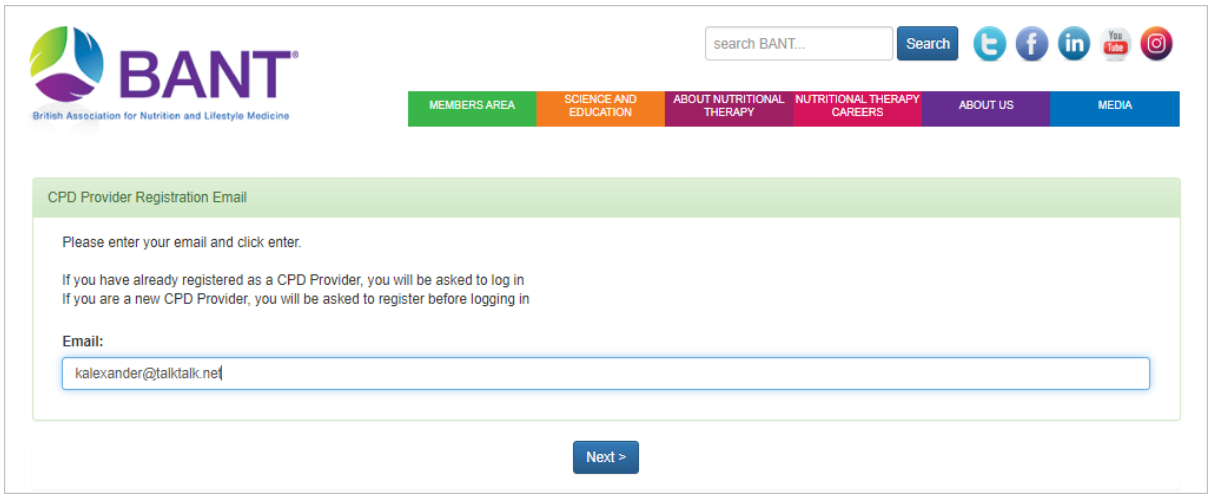
How To Create Your CPD Provider Login

In order to be able to add your Local Network or Regional Branch meetings via the CPD Online Application Portal, you will first need to register as a CPD Provider:

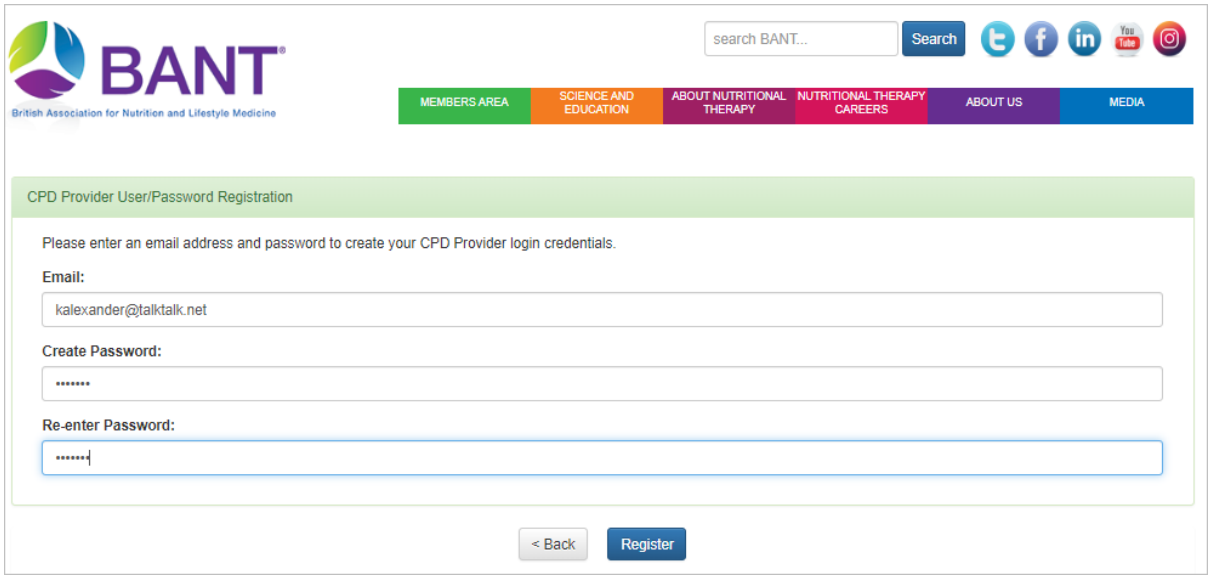
:



You will be prompted to register your email address and set up a password.

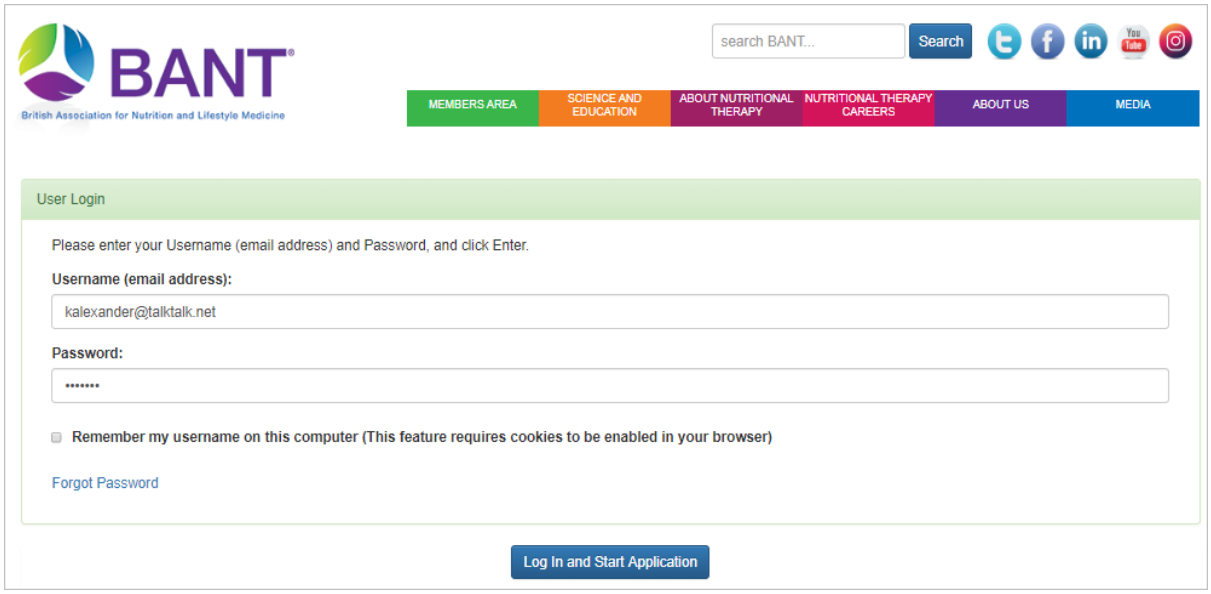
Regional Branch Registration: you should use your BANT regional branch email address.

LNC Registration: N.B. if you will be using the same email address as for your BANT membership, then you will skip the next step as your password will be the same as for your BANT membership login.



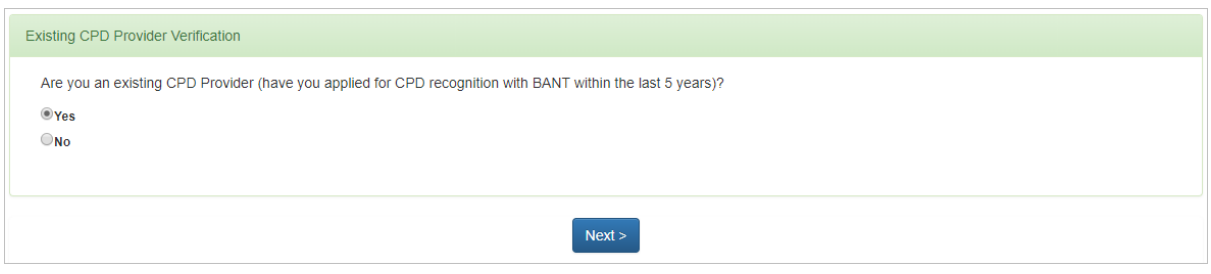
Apply to be a CPD Provider

Once you have clicked on Register to create your login details, you will be prompted to Log In and and Start Application:

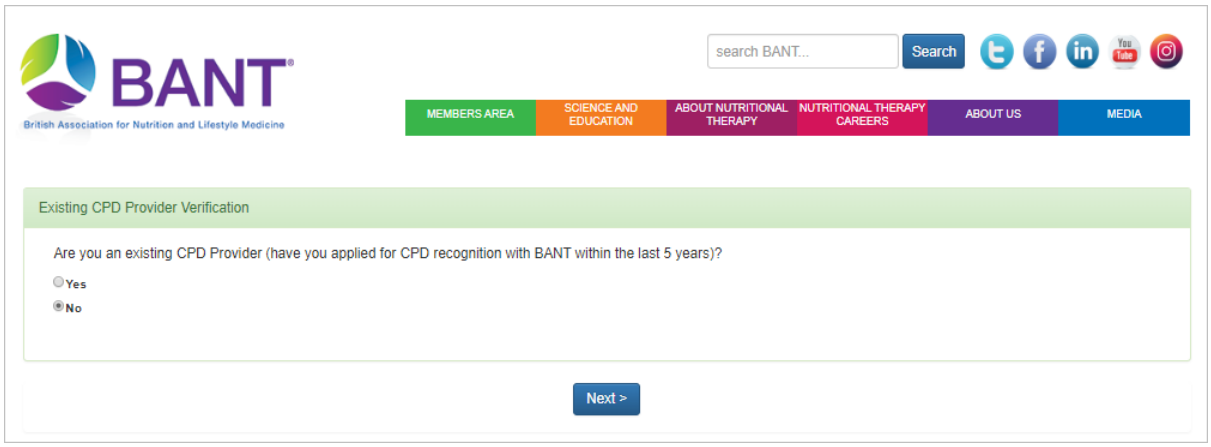


The first step will be to confirm whether or not you are an existing LNC/RB.

Select "Yes" if you are an existing LNC/RB :

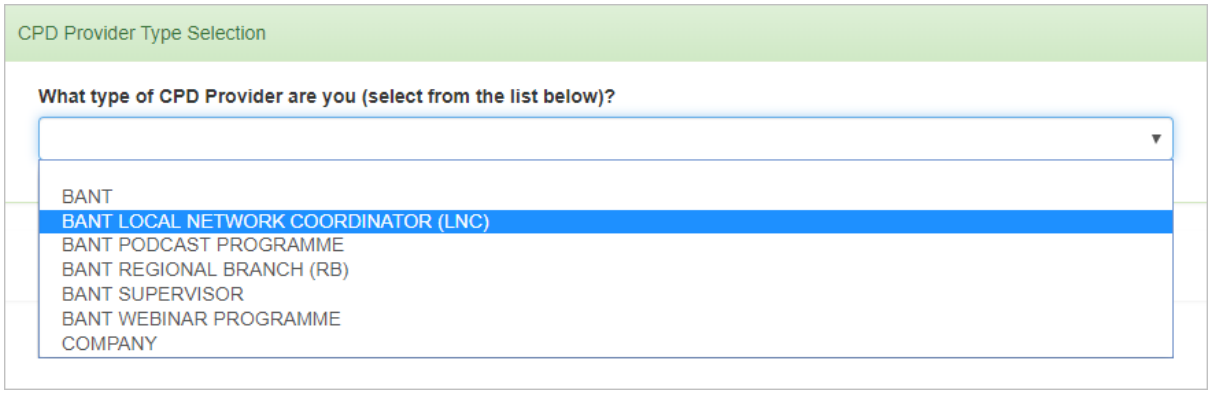


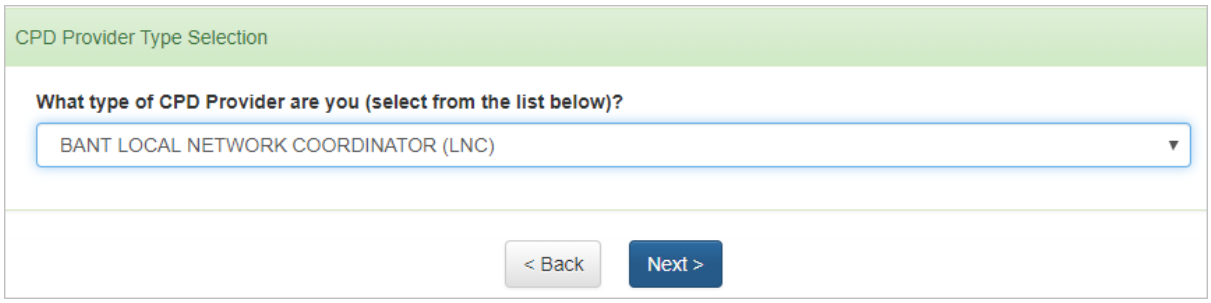
or "No" if you are not an existing LNC/RB:



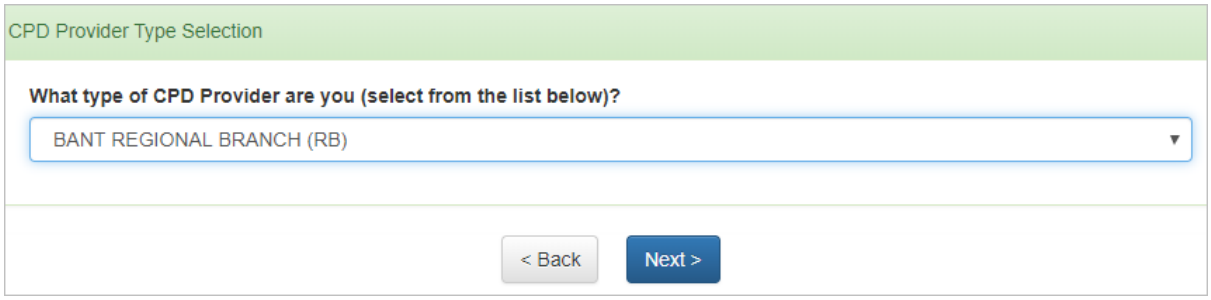
Click on Next to proceed.

Select BANT LOCAL NETWORK COORDINATOR (LNC) or BANT REGIONAL BRANCH (RB) from the dropdown menu:



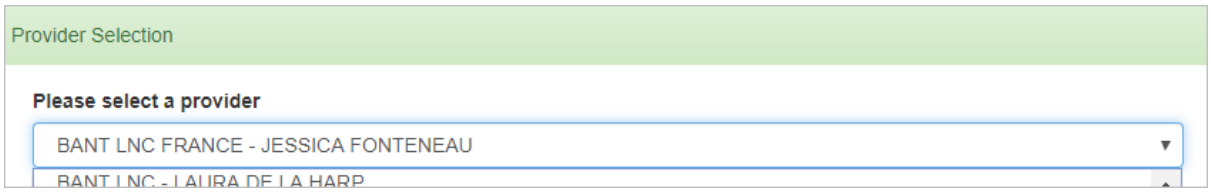


Or:

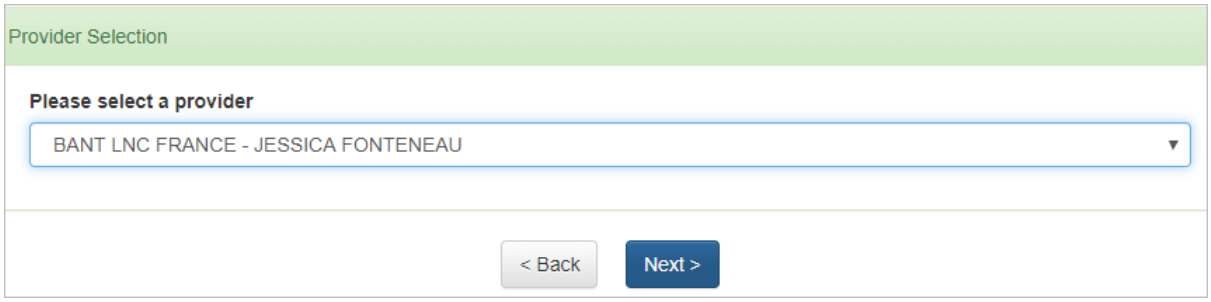


Then click on Next to proceed.

If you had selected “Yes” you are an Existing CPD Provider, select your name from the dropdown menu:



Then click on Next to proceed:

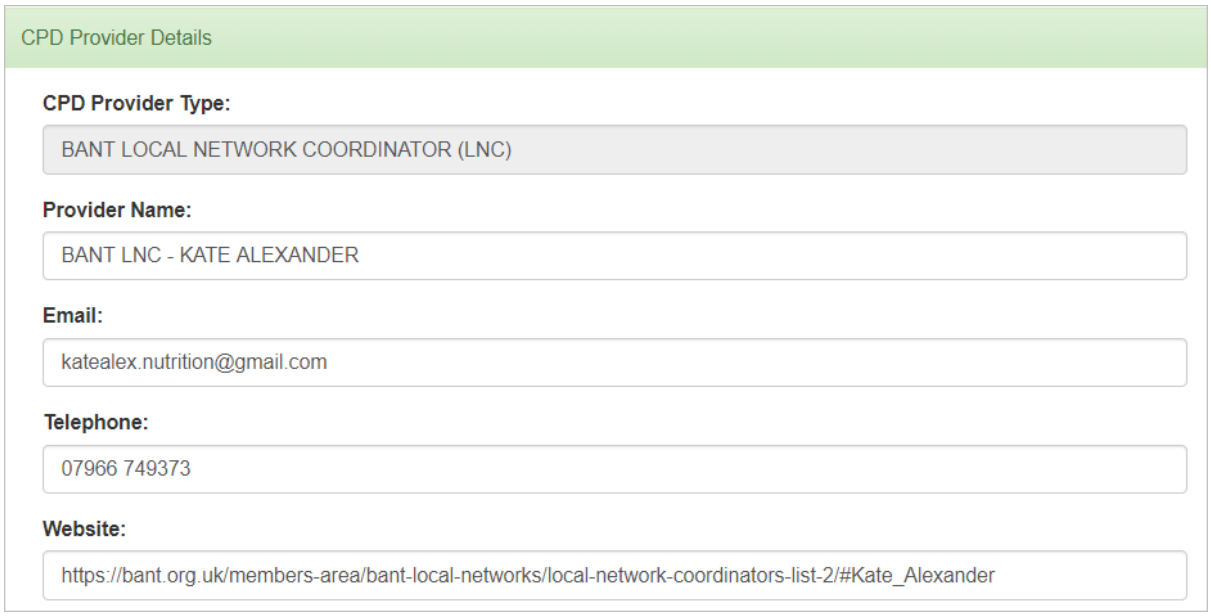


If you cannot find your name, click on Back until you reach the screen where you can select "No" (not an Existing CPD provider), and then follow the instructions to apply as a new provider.

New and Existing CPD LNCs/RBs will then enter CPD Provider Details:

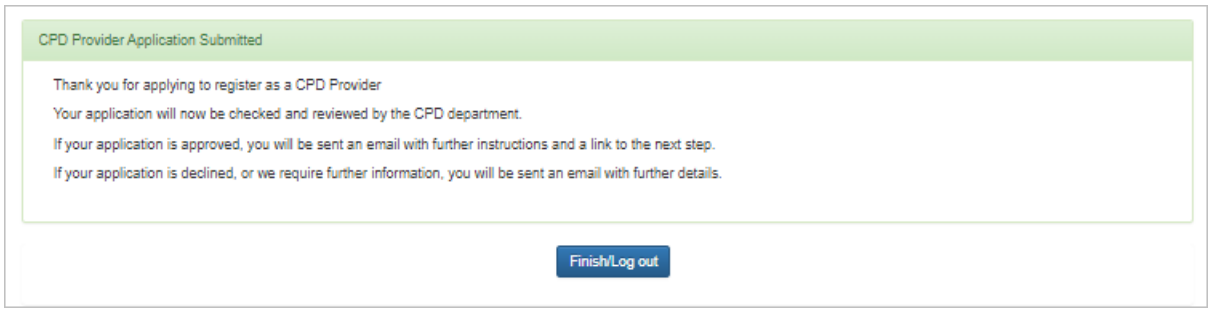
The Provider Name field will already be populated if you are an existing LNC. If you are a new LNC, please prefix your name with " BANT LNC – ":

In the website field, enter https://bant.org.uk/members-area/bant-local-networks/local-network-coordinators-list-2/#*FirstName_Surname* e.g. https://bant.org.uk/members-area/bant-local-networks/local-network-coordinators-list-2/#Kate_Alexander



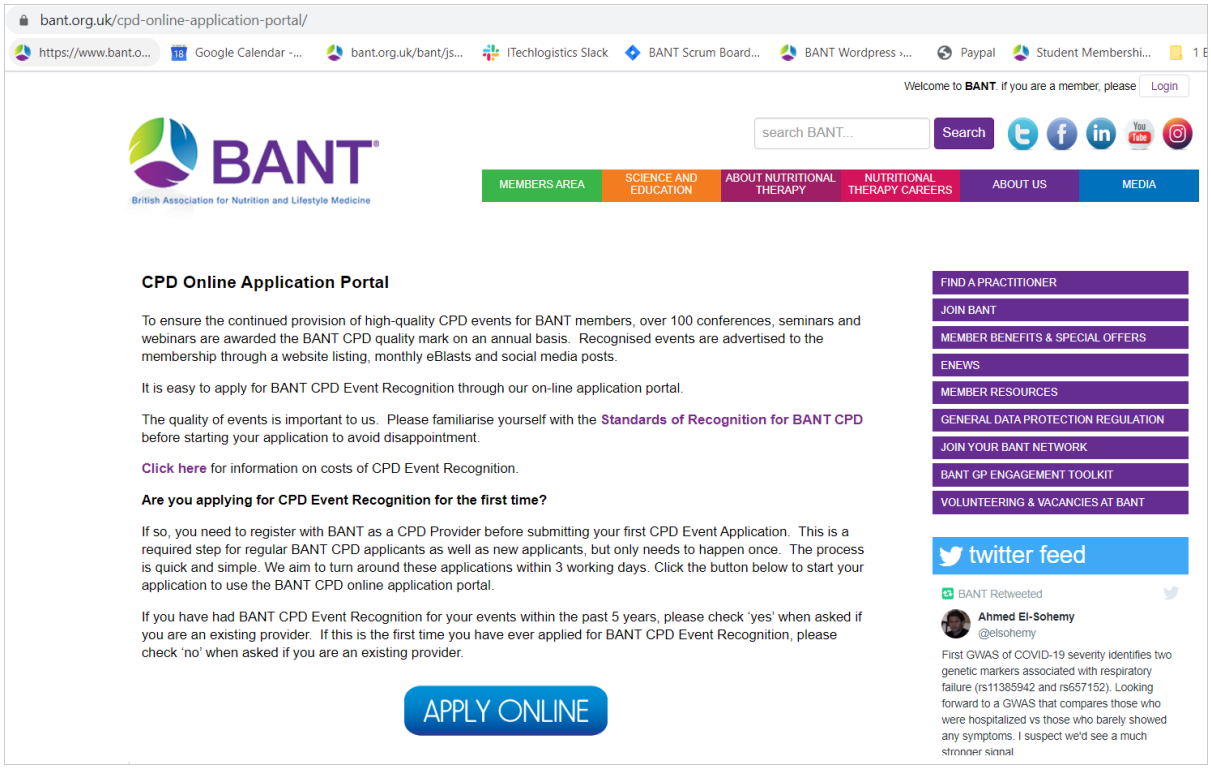
Use the Post Code Lookup to select your address. You can delete the street name if you wish, although your address will not be shown on the website.

After entering your contact details, Finish and Log out to submit your application to be a CPD Provider.

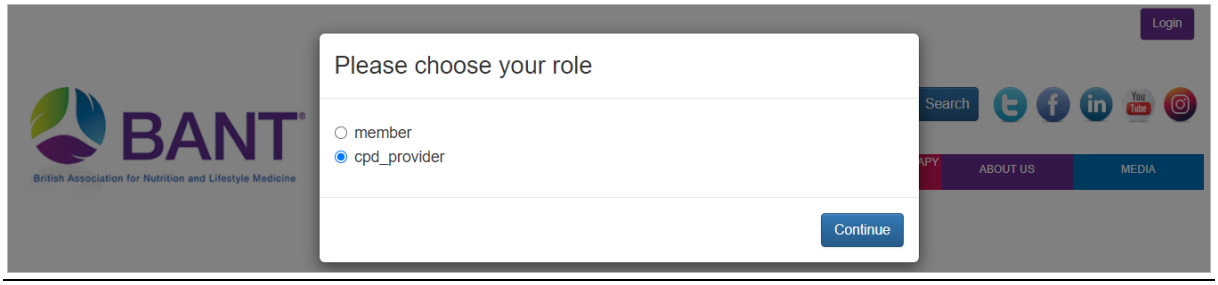


You will receive an email application from admin@bant.org.uk when your application has been checked.

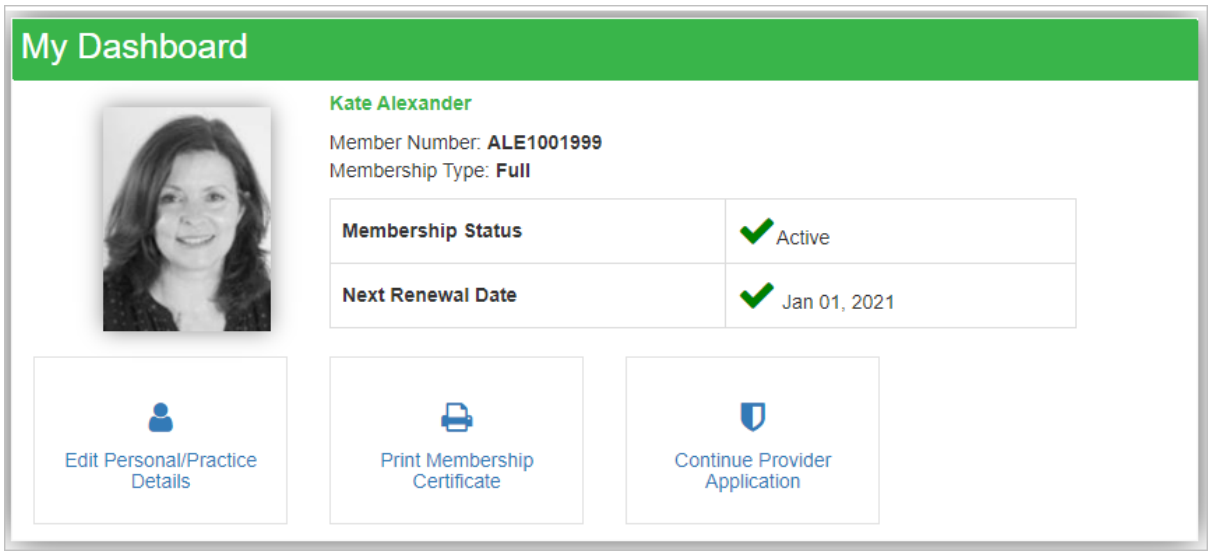
You will then be able to log in to the CPD Online Application Portal at any time and click on Apply Online to list your Local Network or Regional Branch meetings.



LNCs: if you have used your BANT membership email address, log in to the BANT website as you normally would and select CPD_provider role:



Troubleshooting

If you started but did not complete the registration process:

Return to https://bant.org.uk/bant/jsp/login.faces to continue the process. If you used your BANT member email address, you will log into your BANT member dashboard and will then need to click on the Continue Provider Application link.