**RE-REGISTRATION FORM**

**Please Complete the relevant step-by-step section(s) of this form that are applicable to you. Please note that there is a charge for re-registration and 1st4sport will invoice the County Board directly for payment.**

**STEP ONE - County Board to complete (Candidate Information)**

|  |  |
| --- | --- |
| Full Name of the Candidate  |  |
| DOB  |  |
| Full address  |  |
| Post Code  |  |
| Email address  |  |
| Current Course Reference Number  |  |
| Current Course EAN number  |  |
| New Course Reference Number\*\* |  |
| New EAN number\*\* |  |

*\*\*You will need to provide the EAN/Course number of a current like for like course that you have running – for 1st4Sport to move the candidate on to*

**STEP TWO - County Board to complete (County Board Information)**

|  |  |
| --- | --- |
| County Board |  |
| County Board Contact Name  |  |
| County Board Contact Email |  |

**STEP THREE - County Board to email form to 1st4Sport;** **cst@1st4sportqualifications.com**

**STEP FOUR - 1st4sport to complete and send back to the County Board**

|  |  |
| --- | --- |
| Date of Registration  |  |
| Expiry Date  |  |
| Cost of Registration – to be invoiced to the County Board |  |

**STEP FIVE – County Board to complete (Course Pre-requisites) and email to ECB** **coach.education@ecb.co.uk**

|  |  |
| --- | --- |
| Candidate CRM Number  |  |
| Attended (date) | Y/N – xx/xx/xx |
| Competent (date) | Y/N – xx/xx/xx |
| DBS Valid (until)  | Y/N – xx/xx/xx |
| SYC Valid (until) | Y/N – xx/xx/xx |
| E-learning MCQ Passed (date)  | Y/N – xx/xx/xx |

**STEP SIX – ECB to complete (Final checks)**

|  |  |
| --- | --- |
| ECB Check Complete | Y/N |

**Once the above is completed successfully, ECB will update the qualification on the learners CRM profile & send a certificate request to 1st4sport to process.** **Please note certification will take up to 20 working days from the date the ECB approve the request.**