



International TRN Guidance

Teacher Reference Number support guide

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Contents

TRN Guidance and Support	3
<i>Introduction.....</i>	<i>3</i>
<i>I have a TRN but have forgotten it and/or want to check it.....</i>	<i>3</i>
<i>My details are correct, but I receive an error message when logging into the Teacher Services website</i>	<i>4</i>
<i>I am based outside of England and do not have a TRN</i>	<i>4</i>

TRN Guidance and Support

Introduction

The Teacher Reference Number (TRN) is a unique 7-digit reference number that uniquely identifies you in the education sector in England.

You likely already have a TRN if you have QTS/QTSL and/or have taught in a school in England.

Previously, the TRN has been known as QTS, GTC, DfE, DfES or DCSF and may include the letters “RP” and maybe the symbol “/”.

For our records, we only need the 7-digit number. If your number is less than 7 digits, just enter the digits that you have.

You need to give us this TRN so that:

- we have your TRN on our database for our records
- you can complete mandatory DfE surveys as part of the NPQ programme
- you can download your official DfE certificate upon successful completion of your programme

I have a TRN but have forgotten it and/or want to check it

If you have QTS/QTSL then you can download a copy of your QTS certificate from the Teacher Services website: <https://www.gov.uk/guidance/teacher-self-service-portal>

If you prefer, you can contact their team by email. You will need to provide the following details:

- Your full name
- Date of birth
- National Insurance Number
- Your email address
- The establishment where you undertook your initial teacher training

Please state that you are undertaking a National Professional Qualification and require a clarification of your TRN.

Email at: teaching.status@education.gov.uk

My details are correct, but I receive an error message when logging into the Teacher Services website

I am based outside of England and do not have a TRN

You will need to provide certain items of information, and confirmatory identification, so you can be allocated a TRN, including your National Insurance Number (if you have one), and proof of your identity, for example:

- passport
- driving licence
- birth certificate
- UK work permit

Please commence the process of requesting your TRN here (under the *Request a TRN* sub-heading):
<https://www.gov.uk/guidance/teacher-reference-number-trn#request-a-trn>

Please enter your email address that you wish to sign up with and complete the registration process. You will be sent an email to activate your account once you have completed this step.

The Teaching Regulation Agency will use the information you provide to create a permanent record for you and allocate you a TRN. Any copies of personal identification documents you provide will be destroyed once your request is processed.

Information about how the TRA processes your data is available at the teacher self-service site:
<https://www.gov.uk/guidance/teacher-self-service-portal>

If you have any problems requesting a TRN, please email the Teacher Regulation Agency (TRA) team at: npq.trnrequest@education.gov.uk

Contact us

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international@bestpracticenet.co.uk

<https://www.bpninternational.com/>