

## Guide to registering

## to check on CPC

Very easy to register to accurately check the number of CPC you have in hand towards your next 35 hours, if you are not happy doing this yourself then speak with someone in the office and they'll do it for you. Once registered you'll receive a letter, sent to the address on your licence, with a code on it and you'll need to log back into the system within 21 days of receiving this, again if you are not happy doing this take your letter into a Backline Office and they'll do it for you.

#### So how?

1. On any search engine type in "check my cpc" you are looking for <u>www.gov.uk</u> site.



2. Once the page is open click on "start now"



Online Driver Certificate of Professional Competence training record

angi in to access your prive certificate or Provisional Competence (Driver CPC) saliling record	
Login	
Driver licence number ?	
Password ?	
Register (drivers.only) Pasaword Not Roceived 2 (drivers.only) Forgotten, Pasaword 2, (drivers.only)	Login
<u>Register (drivers only)</u>	
Password Not Received? (	<u>drivers only)</u>
Forgotten Password? (drive	<u>ərs only)</u>

# 4. Fill in with your "**Driving licence number**" and "**Postcode**" – needs to be the postcode on your licence.

### **Online Driver CPC enquiry registration**

Register for access to your Driver Certificate of Professional Competence (Driver CPC) training record. Your login details will be posted to the address on your driving licence.

Register	
Driving licence number ?	
Postcode ?	
	Register

- 5. When you click on **"Register"** it'll say one of three things
  - a. You'll receive your pass code within 3 working days.
  - b. You have already registered try some memorable passwords if that does not work select the following.



c. If it is saying you are not on the system the likelihood is you have none registered against you name as at least one CPC needs registering.

The letter you receive will have a unique password on it, once logged in with this password it'll ask you to change to a memorable password.

You are now good to go!

Please remember, not happy doing this your Backline office can help you.