

## Registering for CIE Online Training in 3 easy steps

### Step 1 Select training course

- Go to the Events & Training page on CIE Online (<http://www.cie.org.uk/events>)
- Browse the list of events. Select the training event you want to register from the list of events.
- Read the course information to ensure this is the right course for you.
- To register for the course click on the link to register for this event.
- You **must** ensure that you have authorisation from your Centre before proceeding with your booking.

### Step 2 Submit Booking Form

- Select the course you want to enrol on from the list
- Fill in your details including your Centre number and email address
- If you are from an Attached Centre, please include your parent Centre details as we are required to contact them for authorisation
- Please read CIE's terms and Conditions before submitting your booking.

### Step 3 Booking confirmation

- Ensure that you have added [onlinecourses@cie.org.uk](mailto:onlinecourses@cie.org.uk) to your safe sender list
- You will receive confirmation of your booking from CIE within 4 days.
- Course enrolment instructions will be sent to participants the Thursday before the course starts.
- If you are unable to continue with the course, please email [international@cie.org.uk](mailto:international@cie.org.uk)

Further information can be found [here](#)