CPD Health Student Registration Process

APPLICATION

Application is made via the Wozzad application portal **https://www.applycpd.com/herts**

Self-funding applications once submitted will move through to the CPD Team and will be referred for academic approval.

For those students that are funded by their **Trust/employer** the application must be approved **ONLINE** by an approver at the relevant organisation to enable the application to move through the system to be processed by the CPD Team.

FUNDING

Applicants who have applied for their fees to be paid by their sponsor should ensure their application is approved on the ONLINE APPLICATION SYSTEM by their Trust/employer otherwise it will **NOT** move through to the CPD Team to action.

Applicants should contact **cpdhealth@herts.ac.uk** if funding has been approved by their line manager or within their department but has not been approved on the online portal.

PROCESSING

The CPD Health team refer applicants for academic approval and complete fee assessment. Applicants that may not be eligible for Home Fees will be required to complete a Fee Assessment Form.

The CPD team ensure that applicants have provided all the necessary documents needed for the application and for registration. Once academic approval is given and all relevant checks complete, an applicant record is created on the student record system, an offer letter will be sent by email and the application status is updated in admissions, ready for the application record to move through to **pre-registered** stage.

CREATE A LOGIN ACCOUNT

Within 40 days of the start of the course the approved applicant record moves to pre-registered on the Student Record System. Students that have not previously set up a UH login account will receive an email which will enable them to create a UH account.

Students must complete the set up of their login account so that the stage 1 registration email can be sent. A confirmation email is received once the login account is set up.

STAGE 1 REGISTRATION

The stage 1 registration email will go out 20 minutes after the login account confirmation email. Students should click on the link in the email to access their Student Record and complete stage 1 registration. This online part of the registration process should be completed on a PC but NOT an NHS computer. Students taking more than one individual module will need to complete stage 1 registration on EACH individual module course instance.

Once stage 1 registration is fully completed an email is received confirming **self-registered** status.

DOCUMENTS

CPD Health students MUST upload all required documents at the time of application onto the Wozzad application portal.

These are then managed by the CPD Team. Any missing documents will be requested by the CPD Team prior to the completion of registration.

STAGE 2 REGISTRATION

The Student Registry Team will complete student's final registration checks. Stage 2 registration for home students will be completed remotely. Students with an overseas fee status will be required to attend a face to face registration session.

Frequently Asked Questions

FAQ	Course it relates to	Answers
Can I get an update on my application?	All courses	CPD applicants can log into their account on Wozzad www.applycpd.com/HERTS which they made when they applied and see which stage their application is at.
My application has not been actioned although I have had my funding approved by my line manager?	All courses	Sponsored applications must be approved online by an approver with Wozzad access at the relevant Trust. Applicants should either ask their Trust approver to review and approve their application or if they do not know who their approver is email cpdhealth@herts.ac.uk
I have not received an email with the link for stage 1 registration.	All courses	Occasionally University emails may go to junk folders or in the case of NHS email addresses may be blocked. Stage 1 registration can be accessed and completed by logging onto your Student Record www.studentrecord.herts.ac.uk Further information on Stage 1 Registration can be found here: https://ask.herts.ac.uk/guide-to-stage-1-registration
I cannot remember my username/password.	All courses	https://ask.herts.ac.uk/your-university-login-account
I cannot see my module timetable or teaching material.	All modules	This is usually due to online stage 1 registration not being completed. Once stage 1 registration has been completed it may take 12/24 hours for the relevant Canvas pages to be accessible. If after this period the links are still not visible via a student's Student Record, contact the CPD Team.
Do I need to upload my documents again for stage 2 registration?	All courses	All required documentation for entry onto CPD Health courses should be submitted at the time of application via the Wozzad

		system. The CPD team will ensure documentation such as passport, qualifications and any supplementary forms are stored securely within the Student Record System. Stage 2 registration for home students will be completed remotely. EU and overseas students may need to attend an in-person registration session.
I am self-funding my course, when will I need to make payment?	All course	Further information on tuition fees can be found here: https://ask.herts.ac.uk/student-tuition-fees-payment-terms