

## Information for NAHT members

Welcome to the CIEA website. We are delighted you are interested in accessing discounted CIEA membership as a NAHT member.

In order for us to process your membership, please could we ask you to create a user account on the CIEA website then fill in some details on the application form.

**Please read the instructions below as you will need to insert 'NAHT' as part of the sign-up process.**

### STEP 1 – create a user account

1. Click on the JOIN THE CIEA link on the right hand side of this page.
2. Scroll to 'Sign up for an account using the form below'.
3. Create a username and password.
4. Fill in your first name, last name and email address.
5. **In the 'School name' box type NAHT.**
6. Click Commit. This creates your user account which is needed to access the CIEA website.

Once you have created your user account a new window will come up inviting you to log into your user account. Enter the username and password you created in Step 1.

You will see a choice of two forms.

Choose the Single Membership application form

### STEP 2 – fill in the application form

For Membership Grade choose **ASSOCIATE**.

You only need to complete the following pages

- Personal details
- Employments details
- Feedback
- Declaration

*You do not need to upload certificates or complete the references page as your NAHT membership is sufficient evidence of eligibility.*

From the Declaration page click **SUBMIT**.

Within a few days you should receive an email detailing how to pay the special price of £60 for CIEA Associate membership. Please contact us if you do not receive the notification.

*Please note: we may contact NAHT to verify your membership with them.*

We look forward to welcoming you to the CIEA community in due course. If you have any further questions, please do not hesitate to contact the [CIEA admin team](#).