**Portfolio Submission Form**

Please ensure the required portfolio is submitted with this form as either:

1. pdf file by email to exams@natd.org.uk
2. A Dropbox File
3. A Google folder

Applications will not be processed without all of the following:

1. complete Portfolio submission (see checklist);
2. completed Portfolio Submission Form (below)

**CANDIDATE’S DETAILS**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Full Name: |  | | | | | Title: |  |
| Postal Address: |  | | | | | | |
| Post Code: |  | | | | | | |
| Tel: |  | | Mob: | |  | | |
| Email address: |  | | | | | | |
| NATD membership number: | |  | | | | | |
| Unit 3 Genre:  Please specify | |  | | | | | |
| **ENTERING TEACHER’S DETAILS** | | | | | | | |
| Full Name: |  | | | | | Title: |  |
| NATD membership number: | |  | | | | | |
| Email address: | |  | | | | | |
|  | |  | | | | | |
| Signature of Candidate: |  | | | Date: | |  | |

**Terms and Conditions**

Please refer to the candidate guidance for NATD Level 3 Certificate for Dance Teaching Assistant.

Once the portfolio has been received at Head Office, an email acknowledgement will be sent. The examiner will contact the candidate to arrange a viva date within 8 weeks of the submission of the portfolio to Head Office.