

# Booking procedures via the Lancashire Professional Development Service

<http://www.lancashire.gov.uk/lpds/>

In 'Browse subjects' choose the Lancashire Teaching Agency category (LTA)

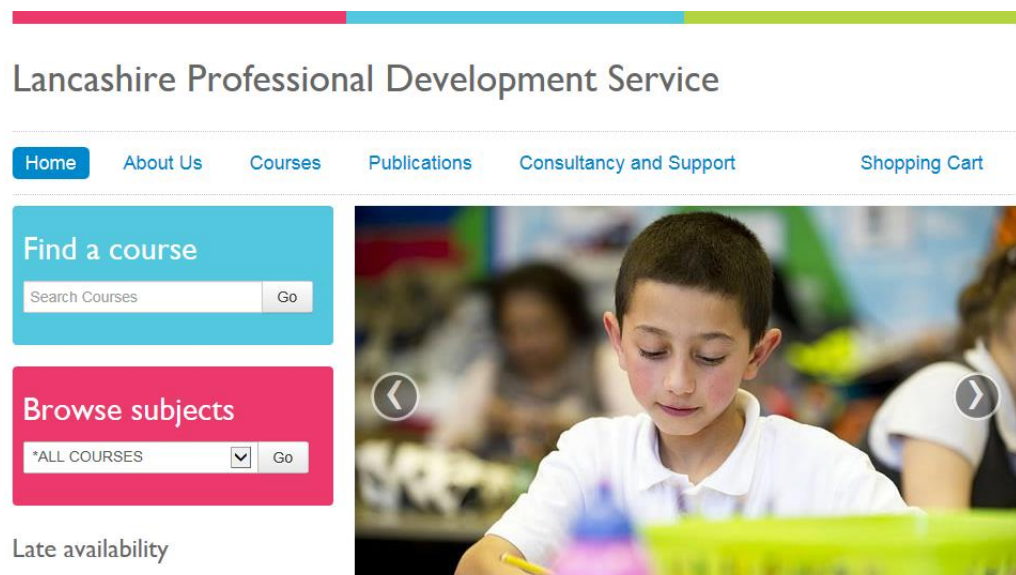
- Search for a course you wish to attend
- When you find a suitable course click on the course title for details
- Choose a location/date (right of screen) and click 'Book It'
- Select "LTA" tab
- Enter your details, including email address & telephone number
- Read and accept the terms and conditions, then click on 'book a place'

The message “

You will shortly receive an email confirming receipt of your application”

You will receive confirmation via email. Please contact LPDS on 01257 516100 if you have any queries re your booking

**Courses listed in the LTA category may have a fee attached. This is for admin purposes and will NOT be charged to LTA delegates.**



**\*Please note: if you leave LTA employment (unregister) you lose your CPD entitlement and you cannot attend any courses that you have booked on. If you do not attend a course you are booked on and do not inform the LPDS team you may incur a 'non' attendance fee (of £25) and lose any further entitlement.**