HOW-TO… create an educator record
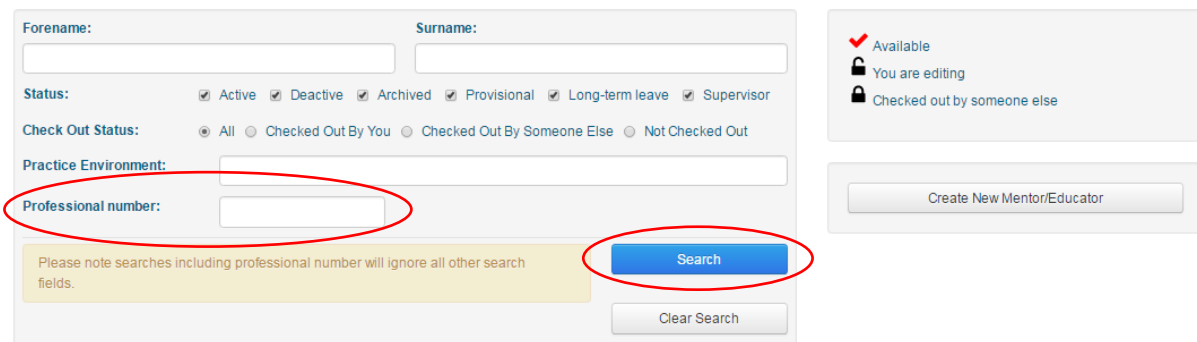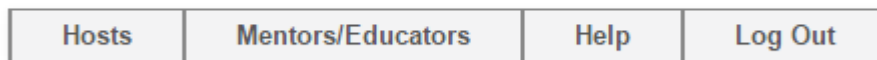
You must log in to PEP to be able to amend the records of the educators who work in your service(s). If you need further help logging in, please follow this link.

Before you create a new educator record, you must first check to see whether one already exists in our database. To do this, click on the 'Mentors/Educators' button at the top right-hand corner of the page:

You will now see a search screen and, below it, a list of mentors/educators already linked to your service(s). To search for a mentor/educator not yet linked to your service(s), you will require their NMC PIN or HCPC registration number. Enter the PIN/registration number in the 'Professional number' search field and click 'Search':


Please note that you will not be able to search by name; this is an intentional security feature
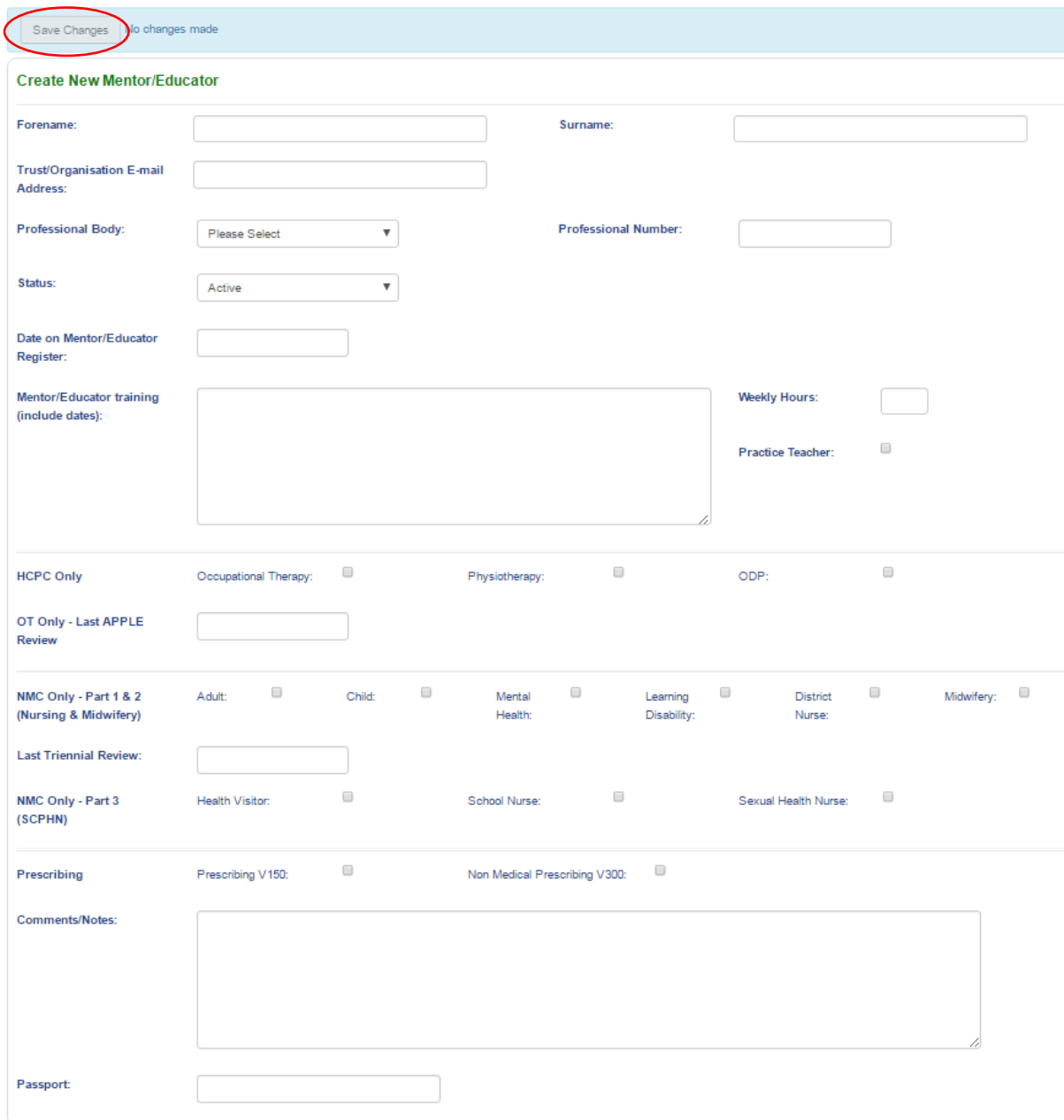
If the mentor/educator appears, they already exist on the system. If this is the case, you do not need to create a new record; you simply need to attach the existing record to your service. To do this, please follow this separate guide.

If the mentor/educator does not appear following your search, it means that a new record does need to be created.

Click on the 'Create new mentor/educator' button, which you will find to the right of the search fields.
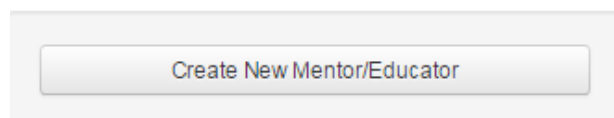
A blank mentor/educator record will appear:

Please enter the following as a minimum:

- Forename and surname
- Trust/organisational e-mail address
- Professional body
- Status
- Professional number (HCPC registration number prefixed with 'OT' - **without entering you will not be able to link to your service)**
- Weekly hours
- Tick the 'occupational therapy' box in the second section (HCPC only)

Please complete the rest of the relevant fields if you have the information to hand.

Now click on the 'save changes' button at the top left of the form.

Once saved, a green 'check-in' icon will appear at the top right-hand side of the page:

Mentor/Educator information successfully saved.   ✕

| Mentor/Educator Name | JONATHON DEVITT |
| New Sequence | 1 |

Save Changes No changes made

Mentor/Educators Details

| Forename: | Jonathon | Surname: | Devitt |

To finalise the changes you have made, click on the green 'check-in' icon – you will then see a message at the top of the page confirming that the record has been checked in successfully:

Mentor/Educator checked in successfully

You will now be able to add the educator record to your service(s) – please follow this separate guide to do so.