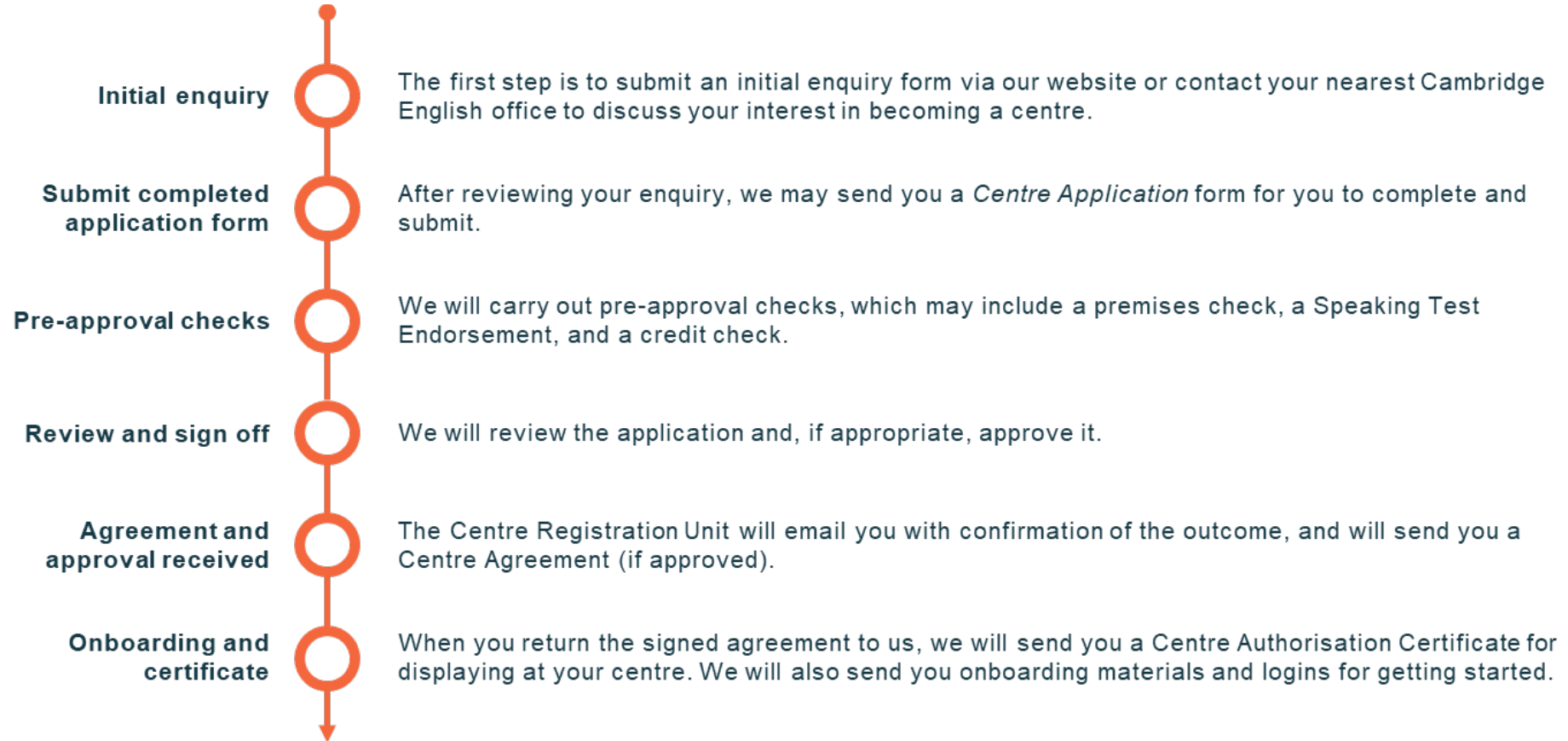


New Centre Approval Process



Pre-approval Checks

Premises check

We carry out a premises check for applicant new centres as part of the centre approval process. This check will be carried out by local office staff, an Inspector or another suitable representative.

We check the following during the visit:

1. Premises to be used for conducting exams.
2. Secure storage for confidential exam materials.
3. Facilities available to the Centre Exams Manager.
4. Proof of ability to provide suitable venues for the exams.

We cover the costs for the premises check out of the new centre registration fee, you are not charged a separate fee for this.

The person carrying out the check will contact the applicant centre directly to arrange a mutually convenient time. These visits usually last 2-4 hours. Centres can request feedback from us on the outcome of this check.

Speaking Test Endorsement

One of our representatives will also contact the applicant centre about the requirements for Speaking tests, see [Running Speaking tests](#) article on our support site for more information.

Timescales

The time it takes to register as a centre can vary depending on a number of factors, such as availability of inspectors in the local area. On average it can take about two months to process a new centre application after receipt of a fully completed *Centre Application* form and a suitable business case. In some cases, for example if there are no Speaking Examiner Team Leaders in the country, it may take longer.

When choosing a preferred date for your first exam session, you will need to allow enough time for the application to be processed. If you have any queries, please contact the Centre Registration team at centreregistration@cambridgeenglish.org.

Centre Agreement

All centres must sign a Centre Agreement. When a centre is approved, we will send a Centre Agreement, which must be signed and returned to us within 28 days.

The agreement lists the responsibilities of both Cambridge English and the centre. Sample copies are available on request from the Centre Registration team at centreregistration@cambridgeenglish.org.