

# **New Centre Approval Process**

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Initial enquiry	þ	The first step is to submit an initial enquiry form via our website or contact your nearest Cambridge English office to discuss your interest in becoming a centre.
Submit completed application form	O	After reviewing your enquiry, we may send you a <i>Centre Application</i> form for you to complete and submit.
Pre-approval checks	þ	We will carry out pre-approval checks, which may include a premises check, a Speaking Test Endorsement, and a credit check.
Review and sign off	O	We will review the application and, if appropriate, approve it.
Agreement and approval received	þ	The Centre Registration Unit will email you with confirmation of the outcome, and will send you a Centre Agreement (if approved).
Onboarding and certificate	þ	When you return the signed agreement to us, we will send you a Centre Authorisation Certificate for displaying at your centre. We will also send you onboarding materials and logins for getting started.

## **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 sued 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 <u>Running Speaking tests</u> 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 <a href="mailto:centreregistration@cambridgeenglish.org">centreregistration@cambridgeenglish.org</a>.