Process for setting up CELT-P / CELT-S courses

Pre-course
- Initial enquiry
- Decision to proceed
- Sign agreement
- Select Local Course Administrator (LCA)

Up to 2 months
- Nominate trainers to deliver courses
- Identify Lead Trainer to deliver Train the Trainer course
- Train the Trainer course for approved trainers
- Standardisation for trainers

Trainer Training
- Verified CELTA / DELTA / ICELT trainers

Course set up
- Recruit CELT-P / CELT-S candidates; confirm they meet minimum requirements
- Submit course register 2 weeks before start of course

Course
- Cambridge English invoices customer
- Trainers support candidates; assess Tasks and Teaching Practice
- Candidates take relevant TKT Module

Usually 6–10 months

Post-course
- Submit end of course documentation

Centres already running CELT-P / CELT-S usually join the process here