

English Teaching

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

Initial enquiry Decision to proceed **Pre-course** Sign agreement Up to 2 months Select Local Course Administrator (LCA) Nominate trainers to deliver courses **Trainer Training** Identify Lead Trainer to deliver Train the Trainer course Verified CELTA / DELTA / **ICELT** trainers Train the Trainer course for approved Up to 2 months trainers Standardisation for trainers Recruit CELT-P / CELT-S candidates; Centres already running Course set up confirm they meet minimum CELT-P / CELT-S usually requirements join the process here Up to 3 weeks Submit course register 2 weeks before start of course Course starts Course Cambridge English invoices customer Trainers support candidates; assess Usually Tasks and Teaching Practice 6-10 months Candidates take relevant TKT Module **Post-course** Submit end of course documentation