Cambridge English Teaching

Process for setting up Certificate in EMI Skills courses

Pre-course **1–2 months**	Initial enquiry Decision to proceed Sign agreement Select Local Course Administrator (LCA)
Course set up **1–2 months**	Select trainers to deliver face-to-face teaching sessions Recruit course participants and assess English to check level ← Centres already running courses usually join the process here Submit course register 2 weeks before start of course
Course **2–5 months**	Course starts Cambridge English invoices customer LCA monitors progress Trainers deliver face-to-face teaching