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An introductory guide to setting up a CELTA centre

This introductory guide is about setting up a CELTA Centre to provide the Cambridge CELTA qualification. It gives an overview of what's involved in becoming a centre to help you decide whether you want to proceed. It is not exhaustive – you'll be given full details if you choose to apply – and is subject to revision.

You can find information about CELTA and our other Teaching Qualifications on [our website](#), and if you need further information, please email helpdesk@cambridgeenglish.org

Why become a CELTA centre?

There are several reasons why institutions choose to run CELTA courses:

- Build your brand by association with Cambridge and the prestigious CELTA qualification
- Create or enhance a teacher training business stream
- Recruit quality teachers to teach on your language courses
- Provide valuable development opportunities for your experienced staff
- Offer free / discounted extra lessons to students

and you may be interested in any or all of these.

We are happy to consider enquiries, and are particularly interested in enquiries from potential partners in areas where we have no or few existing centres, and especially from partners that will aim to offer courses in multiple locations.

Institutions are approved by Cambridge English, and authorised for specific Teaching Qualifications. In many locations, there is already a well-developed network of CELTA centres which meets the needs of potential candidates. In these situations, an institution may not be approved to deliver CELTA even though it meets the requirements for becoming a centre.

Institutions applying to become CELTA centres should allow enough time from submitting an initial enquiry to being authorised to run courses. This can take several months, and please note that not all applications are successful. How long the process takes depends on various factors, but especially the availability of accredited trainers, or the training needed for proposed trainers.



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The main requirements for centres include providing:

- appropriately experienced teacher trainers accredited by Cambridge English
- suitable premises and resources to run CELTA Courses
- teaching practice classes at suitable levels throughout the course, which candidates will be observed teaching
- classes taught by experienced teachers which candidates will observe for at least 6 hours during the course
- appropriate online platform for delivery of online / mixed mode courses and classes

CELTA courses are delivered by Cambridge English accredited trainers. The maximum ratio of trainers to candidates is 1 trainer for every 6 candidates. There must be a minimum of 2 trainers on each CELTA course.

Overview of the application process

Before beginning an application, we recommend contacting your local Cambridge English office to discuss your plans.

There are 3 stages in the approval process:

1. Initial enquiry
The initial enquiry is submitted online, and collects basic information about the institution and how it plans to run CELTA courses. We recommend discussing your application with your regional Cambridge English team before submitting an enquiry.
2. Centre approval
The institution shows that it meets all the requirements to become a CELTA centre, such as having appropriate premises and resources to deliver courses.
3. Course approval
The institution sets out details of the course and how it will be delivered, including the trainers who will train on the course

At the end of stage 2, Cambridge English confirms the outcome to the institution, and sends a centre agreement, which sets out the responsibilities of the centre and of Cambridge English.

At the end of stage 3, you will be ready to start running CELTA courses.

You'll be given full details of the process when your application is accepted.



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Costs

Costs in the application stage include:

- Advisory call fee (if required)
- New centre fee
- Purchase of resources and equipment as required
- Marketing of your CELTA courses

Running costs after approval include:

- Annual centre fee
- Per candidate fee
- Venue costs for face-to-face courses
- Staff costs for a minimum of 2 trainers on each course
- Staff costs for your course administrator and head of centre (% of posts)
- Course assessment costs where applicable

Additional details

All centres are required to run 2 face-to-face or mixed mode courses a year to be eligible to run online courses. We strongly recommend that a new centre's first course is face-to-face.

Premises

For face-to-face courses, centres will normally need to have 3 or 4 rooms to run a CELTA course.

- A training room, where input takes place. This needs to comfortably accommodate 12 candidates, 2 – 3 trainers and an assessor
- 2 classrooms for teaching practice (1 of these could be the training room). These need to comfortably accommodate the students in the class, a teaching practice group of 6 candidates, a trainer and an assessor
- A preparation room for candidates, with access to suitable resources and equipment (e.g. computers, printers, photocopier)
- A room for candidates/trainers to be able to talk to each other in private
- A separate room for trainers to prepare, away from candidates

You will also need to have a suitable platform for storing online portfolios of your trainees' course work.

For online courses, in addition to a platform for storing online portfolios, you will need to have a suitable platform for delivering training sessions and for classes taught in an online learning environment.



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Accredited trainers

You will need to have at least 2 accredited trainers to run your CELTA courses. Accredited trainers must meet the minimum professional requirements set out by Cambridge English, and have been fully-trained to work on CELTA courses.

The minimum professional requirements for CELTA trainers are:

Prospective trainers must have:

- Practical teaching experience
 - Substantial, varied and current classroom-based ELT experience, preferably in more than one context
 - Experience of teaching a range of levels and different types of class
- One of the following qualifications:
 - Cambridge English DELTA (all Modules) / Cambridge / RSA DTEFLA / Trinity Dip. TESOL
 - Others may be considered, such as an MA in ELT with a strong, assessed, practical component (i.e. at least 10 hours' assessed teaching practice)
- A level of English at CEFR level C2
- Evidence of professional commitment (involvement in staff development, conference attendance etc.)

There are 3 ways to train your own staff to become accredited trainers:

- Recruit freelance accredited trainers to deliver your first courses and train your own staff during this time
- Work with an existing authorised CELTA centre to run the first courses for you and train your own staff during this time
- Send them to an approved centre to follow a trainer-in-training programme

All prospective trainers-in-training need to complete and submit a nomination form for verification by Cambridge before they can begin their training.

Centres should aim to build a trainer team of permanent staff to run their CELTA courses. However, it is also possible to use freelance accredited trainers in the short term.

Teaching practice

Each candidate needs to teach for 6 hours during the course. This is usually broken down into shorter slots at the beginning of the course, leading to longer lessons later in the course – typically 8 or 9 teaching slots for each candidate.

Candidates need to teach groups of learners at 2 different levels during the course, one of which must be lower than intermediate and the other intermediate or higher.



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50% of these classes must have 8 or more learners, and classes must have a minimum of 5 learners.

You must be able to provide these teaching practice classes at the CELTA venue / in the online learning environment. This can be challenging in some contexts, so needs planning to ensure you can meet these requirements.

Observation

Candidates must observe at least 6 hours of classroom teaching taught by experienced teachers. This does not include observing other candidates on the course. The 6 hours can all be live observation, or up to 3 hours can be of videoed lessons.

Course administration

The centre must appoint a centre administrator who is a permanent member of staff. The administrator may or may not be one of the course trainers. The administrator has a number of responsibilities:

- Processing applications from potential candidates
- Organising selection procedures and candidate registration
- Arranging course assessments and sending results to Cambridge English
- Communication with Cambridge English and candidates

We hope you find this information useful. To begin an application, contact your local or regional Cambridge English office and then complete the web enquiry form.